

## TERMS OF REFERENCE

### **Appointment of a consultancy service for translation services for the Secretariat of the Collaborative Africa Budget Reform Initiative (CABRI)**

**Duration: 3 years, starting 1 June 2025 to 20 June 2028**

**Location: Centurion, Gauteng, South Africa /Remote**

**Deadline: 26 May 2025**

### **ABOUT US**

The Collaborative Africa Budget Reform Initiative (CABRI) is an international organisation that fosters peer-learning and exchange among African ministries of finance, budget, and planning. Our focus areas encompass achieving value for money in public spending, promoting budget transparency for greater accountability and participation, ensuring sustainable public debt management and building institutional capabilities for Public Financial Management (PFM) reform. CABRI has extensive experience working across sectors such as education, agriculture, health, extractives, infrastructure, and water, sanitation, and hygiene.

### **The services to be provided under the assignment:**

To appoint a consultancy service for translation services for the Secretariat of the Collaborative Africa Budget Reform Initiative (CABRI) **for a period of three (3) years starting 1 June 2025**. Professional translation with complete mastery of PFM lingo is required from English to French (and occasionally from French to English).

### **ESTABLISHMENT OF THE SHORTLIST**

A shortlist of bidders will be established at the end this process. The submissions will be judged on the following criteria based on their submitted information.

At least 10 years' experience in translation, editing, checking and proofreading high-level documents including but not limited to research papers and reports	25%
Experience in PFM, public sector and other fields relevant to CABRI's work for international, multinational and national organisations – at least 5 years' experience	40%



Language capacity/writing skills according to European standards in French and English and ability to translate within a short time period	25%
Value for money	10%

## **1. BACKGROUND**

The Collaborative Africa Budget Reform Initiative (CABRI) is an international organisation that works towards improving public financial management (PFM) practices across Africa. CABRI serves as a platform for peer-learning and exchange among African ministries of finance, budget, and planning, supporting their efforts to enhance their country practices and achieve better results.

CABRI has a strong commitment to capacity building, working closely with governments and development partners to address pressing needs and challenges in PFM. Through its collaborative approach, CABRI aims to strengthen the capacity of the support provided to member countries and promote effective and efficient PFM systems.

As part of its ongoing commitment to supporting PFM reforms, CABRI hosts a plethora of events on an annual basis. These events are informed by reports, case studies, policy briefs, discussion papers, PowerPoint presentations and other materials that require translation, mostly from English to French and sometimes, from French to English.

## **2. SCOPE OF WORK**

The key considerations and deliverables of the consultancy will be to:

- Provide the CABRI Secretariat with high quality, complete, accurate and timely translation services
- Ensure that the translation services provided are according to European standards
- Ensure that careful attention is given to the accurate and contextual use of PFM lexicology

## **3. PERIOD OF ASSIGNMENT**

The period of assignment will be for a period of three (3) years starting 1 June 2025.

## **4. REQUIRED QUALIFICATION AND EXPERIENCE**

The major expectations from the consultancy are:

- At least 10 years' experience in translation, editing, proof-reading and checking high-level documents including but not limited to research papers and reports
- More than 5 years of translation experience for international, multinational and national organisations especially in the field of public financial management (PFM), public sector and other similar fields relevant to CABRI's work



- In-depth knowledge of language translation in European standards from English to French language and from French to English
- Very good command of the English and French language regarding the grammar, syntax, and format and a professional written language style
- Ability to conduct high-quality language translations in a short time period
- Excellent computer skills – Microsoft Office package
- Traceable track record as proven ability in providing language translations service

## 5. WORKING MODE

Remotely. Bidders must take into consideration the time zone when submitting proposals as CABRI office is located in South Africa.

## 6. SCORING SHEET

### TECHNICAL & FINANCIAL

Criteria	Weighting	Points
<b>1. At least 10 years' experience in translation, editing, proof-reading and checking high-level documents including but not limited to research papers and reports</b>	<b>25%</b>	
• 10 years		5
• Up to 7 years		4
• Up to 5 years		3
• Up to 3 years		2
• Less than 3 years		1
<b>2. More than 5 years of translation experience for international, multinational and national organisations especially in the field of public finance management (PFM), public sector and other similar fields relevant to CABRI's work</b>	<b>40%</b>	
• 5 years		5
• 3-4 years		4
• 2-3 years		3
• 1-2 years		2
• Less than a year		1
<b>3. Language capacity/writing skills according to European standards in French and English and ability to translate within a short time period (to provide references)</b>	<b>25%</b>	
• Extensive experience in translating research papers and other similar high-quality documents		5
• Significant experience in translating research papers and other similar high-quality documents		3
• Moderate experience in translating research papers and other similar high-quality documents		3
• Limited experience in translating research papers and other similar high-quality		2



Criteria	Weighting	Points
documents		
<ul style="list-style-type: none"><li>Insufficient experience in translating research papers and other similar high-quality documents</li></ul>		1
<b>4. Value for Money</b>	<b>10%</b>	
<b>Total</b>	<b>100%</b>	

## 7. PROCUREMENT PREREQUISITE DOCUMENTATION

- A complete proposal demonstrating capability in consideration
- Curriculum Vitae: highlighting relevant experience and qualifications
- Letter(s) of reference: to serve as references highlighting project deliverables, relevant experience, the status of completion and the quality of delivery of the project(s)
- A completed supplier application form
- A completed ownership of business form
- A completed proposed fee structure for services form
- A completed electronic payment instruction form

## 8. REQUEST FOR BIDS

Requests for project proposals/bids procured will be done through a, “Open Tender & Public Bidding” process.

## SUBMISSION AND INQUIRIES DETAILS

Eligible consultancies must submit their applications via e-mail: [ProcurementPB@cabri-sbo.org](mailto:ProcurementPB@cabri-sbo.org). The application deadline is **26 May 2025 at 16 00 Hours (SAST)**. No late submissions will be accepted.

**Enquiries:** The point of contact for enquiries only is Ms Priya Beegun, Marketing and Communications Manager, email: [priya.beegun@cabri-sbo.org](mailto:priya.beegun@cabri-sbo.org).