

**TERMS OF REFERENCE
TRANSLATION SERVICE**

Organization	Adeso - African Development Solutions, www.adesoafrica.org
Project	DEPP - Disasters and Emergencies Preparedness Program
Position Type	Short-Term Consultancy
Study/Assessment Topic	Translation services
Position Location	Nairobi With Possible Travel to Garissa and Marsabit
Duration	One (1) day
Reporting To	Project Director
Working With	The Innovations Lead
Starting Date	Immediately
Application Deadline	15 th January, 2019
Vacancy Contact	Please send applications to consultancy@adesoafrica.org – Adeso will only respond to short-listed applicants.

ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

PROJECT SUMMARY

Adeso is leading in the implementation of Disasters and Emergencies Preparedness Program (DEPP) Innovation Lab is a 22 months' project under the AIM (Adeso, iHub MasterCard) Consortium. The objective of this program is to increase preparedness and resilience of disaster-prone communities in Garissa and Marsabit counties of Kenya by drawing on their deep knowledge of pastoralist.

The Consortium has formed Maarifa Kona community innovations labs in Garissa and Marsabit where rural communities are participating to find ideas, prototype and scale innovations for commercialization. It is from this background that a number of community innovators are engaged with the labs to refine and prototype their ideas.

BACKGROUND FOR CONSULTANCY

Maarifa kona is an Innovation Lab that was created under the Adeso, iHub and MasterCard (AIM) consortium. It functions as a community idea space in the rural counties of Marsabit and Garissa, Kenya where the communities can explore and develop better innovative mechanisms to build resilience and preparedness in the face of drought.

We exist to:

- To support inventors to develop practical solutions and new ideas to prepare for and manage drought
- To create a new learning environment and accessible approach where people feel at ease sharing their experiences and testing their ideas.

Our focus areas include:

- Food security
- Water management
- Livestock protection
- Other interventions related to drought e.g. alternative livelihoods, early warning systems etc.

SCOPE OF WORK

Adeso (lead agency in the AIM consortium) would like to utilize translation services for the upcoming National Demo Day to be held on Thursday 24th January 2019, at iHub, Senteu Plaza, Kilimani.

SERVICES TO BE PERFORMED:

Each of these functions is performed with Adeso's prior approval:

- The main goal is to provide: clear, concise and accurate translation of the full day sessions in three language formats: English, Swahili and Somali
- Qualified translators for simultaneous translation from/to English, Swahili and Somali.
- Clear, concise and accurate translation of the full day sessions according the above mentioned three languages.
- Provision of translation equipment to match the expected number of guests.

CONSULTANCY PERIOD

One (1) Day.

DELIVERABLES

A. Simultaneous Translation Terms:

- The translators/interpreters shall be available at the time requested by the concerned section.
- One working day is 8 hours excluding lunch hour.
- Adeso/Maarifa kona is not responsible for accommodation and transportation of the interpreters.
- Translators and interpreters should be qualified ones and have previously participated in workshops. They should have good working experience in the field of translation.
- Translators /interpreters shall be in venue as per time scheduled provided by Adeso/Maarifa kona
- Professional translation from/to English, Swahili and Somali languages.
- The company/firm should have back up /Standby translators in case of illness or accidents.

B. Translation equipment

- Provision of translation equipment "booth" per day for 100 people
- Workshop/conference/ meeting participants as captured in Annex 1.
- Translation booth to be provided at the indicated venue.
- Transportation costs should be inclusive with the offer of service.
- In case of damage or loss of any equipment, this will be responsibility of the supplier.
- Equipment, microphones, booths, should be in good condition and provide clear sound.
- The company should install all equipment a day prior to the event and test it.
- Provide a technical focal point to troubleshoot and support the team throughout the conference/workshop.

ANNEX 1:
NATIONAL DEMO DAY FOR INNOVATORS, 2019
Theme: Community-driven. Impactful. Scalable
PROGRAMME
ORGANISER: MAARIFA KONA LABS
DATE: THURSDAY 24TH JANUARY 2019

VENUE: IHUB, SENTEU PLAZA, NAIROBI

Objective:

The purpose of this event is to provide the innovators with a platform to showcase their prototypes and engage selected stakeholders, by reviewing the viability of their products/services in line with the goal of the Disasters and Emergencies Preparedness Programme (DEPP).

Specific objectives:

At the end of the National Demo day:

- a) All innovators will present their prototypes at the Maarifa kona market place
- b) All innovators will present concise pitches detailing the value proposition for their respective social innovations
- c) 8 innovators (4 from each lab) will be selected to proceed to into the incubation phase in Feb 2019.
- d) Provide opportunities for linkage of innovators to potential partners

NATIONAL DEMO DAY
8:00am – 9.00am: Arrival and Registration

Time	Session	Presenter	Moderator
9.00am – 9.15am	Opening Remarks	Deqa Saleh, Programme Advisor, Adeso	MC: Eric Mogoi, DEPP Project Director
9.15am – 9.30am	The Future of Social Innovations in The Humanitarian Space	David Tole, Innovation Management Lead, MasterCard	
9.30am – 9.45am	Background of Maarifa Kona Innovation Journey	Japheth Ondiek, Innovations Lead, Adeso	
9.30am - 9: 45am	Objective of Demo Day and Expected Outcomes	Sheilah Birgen, Programme Manager (iHub)	
9.45am – 10.45am	Activity: Market Place Engagement (Open Plenary)	Open engagement	Simon Chitwa & Robert Oichi - Innovation Managers
10.45am – 11.00am	HEALTH BREAK		
11.00am – 1.15pm	Activity: Individual Pitches To Judging Panel (5mins per Innovator)	Innovators	Ben Ngaira & Joy Wambui, - UX Designers
1.15pm – 2.30pm	LUNCH BREAK		
2.30pm – 2.45pm	Activity: Award of Certificates	Panel of Judges + Global Team + Lab Managers	MC: Eric Mogoi, DEPP Project Director
2.45pm – 3.00pm	Activity: Pitching Results	Panel of Judges	
3.00pm – 3.05pm	Vote of Thanks	Nag Kandukuru	

	(Guest leave at their pleasure)	Innovations Advisor, Thought Works	
3.05pm – 3.30pm	What Next: Incubation Phase *Closed session for innovators	Japheth Ondiek, Innovations Lead, Adeso	
3.30pm – 4.00pm	NETWORKING TEA		
The End			

APPLICATION REQUIREMENTS:

Consultants/firms who meet the following requirements should submit their detailed narrative and financial proposal on how to undertake the assignment.

1. Should be a firm/individual consultants with office/operational establishments within Kenya or able to access the area of assignment.
2. Technical proposal on how the assignment will be conducted including methodologies, data analyses and interpretation, reports and schedules.
3. Proven technical experience of Lead/proposed Consultant with a bachelor’s degree in education or in any related field.
4. Must have performed at least 3 similar consultancies in the last 5 years.
5. Proof of personnel and equipment and ability to mobilize them on short notice
6. Submit a detailed financial proposal including all professional fees, travel, transport, reporting costs and subsistence costs. Please note all costs must be broken down into details (no lump sums, no contingencies etc.)

Consultants who do not meet the above requirement will not be evaluated further. You are therefore asked to submit your best proposal with relevant documents.

The consultant/firm will be responsible for their own security; insurance while in the field and Adeso will not be responsible for any injuries or damages incurred during the assignment. The costs submitted must be inclusive of all anticipated expenses.

EVALUATION CRITERIA:

- At least 3 past performed works similar to solicited work with proof of reference or completion letters/contract/ for each past work.
- Technical responsiveness of submitted proposal detailing understanding of related assignment.
- Overall responsiveness on ToR methodology and analysis
- Cost effectiveness/reasonableness & Budget
- Work plan

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APPLICATION PROCESS

All applications and proposals should be sent to consultancy@adesoafrica.org by 15th January 2019 with “prototype modelling” on the subject line. The selection committee will review submitted proposal as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.