

Terms of Reference - Provision of English–French Simultaneous Interpretation Services

Assignment	Provision of English French Simultaneous Interpretation Services
Republished date	February 27, 2026
Concept note submission date	Wednesday, March 4, 2026 (EAT)
Contract Type	Consultancy/Service Contract
Event requiring interpretation services	Global MMS Programmatic Forum
Program:	Maternal and Newborn Health
Venue of the Forum	Emara Ole Sereni, Nairobi Kenya
Number of participants expected	65
Date and Time of Service	March 25, 2026; 6:00 PM – 9.00 PM
Expression of interest submission	proposals@nutritionintl.org

1. Background and Context

Nutrition International works globally to improve health and nutrition outcomes for women, adolescents, and children through evidence-based interventions and strengthened health systems. The Global Multiple Micronutrient Supplementation (MMS) Programmatic Forum was first established in 2024 to convene donors, implementing partners, and country representatives to review progress, align priorities, and strengthen coordination toward the implementation of multiple micronutrient supplementation (MMS) within antenatal care systems.

The 2026 Global MMS Programmatic Forum marks a deliberate shift in focus — from donor-led efforts to country coordination, ownership.

The forum will bring together donors, Ministry of Health representatives from approximately 15 countries across Africa and Asia, and global partners. The total number of participants will be approximately 65. The meeting will focus on sharing lessons learned, highlighting country achievements, and identifying practical approaches for sustainable MMS scale-up.

Given the multilingual nature of the participants, Nutrition International seeks to engage a qualified service provider or a firm to deliver professional simultaneous interpretation services between English and French to facilitate inclusive and effective participation throughout the event.

2. Objective of the Assignment

The objective of this assignment is to provide high-quality simultaneous interpretation services between English and French during the Global MMS Programmatic Forum to ensure effective communication among all participants throughout the event.

The selected service provider or firm will provide qualified interpreters, interpretation equipment, and technical support necessary to deliver professional interpretation services during the meeting.

3. Scope of Services

The selected service provider will be responsible for delivering professional simultaneous interpretation services for the duration of the event. The scope of services includes the following:

Interpretation Services

The service provider will:

- Provide a minimum of two professional interpreters (English–French).
- Provide simultaneous interpretation in both directions (English ↔ French) during presentations, panel discussions, and audience Q&A sessions.
- Ensure interpreters are prepared to interpret discussions related to nutrition, maternal and newborn health, and global health programs.

Interpretation Equipment

The service provider will supply all required simultaneous interpretation equipment, including:

- Professional interpretation booth
- Interpreter consoles
- Interpreter microphones and headsets
- Audio transmitters
- Wireless receivers and participant headsets

The service provider should provide sufficient receivers and headsets for approximately 65 participants.

Technical Support

The service provider will:

- Provide at least one on-site technician during the event
- Conduct equipment setup and testing prior to the event
- Coordinate with the venue's audio-visual team
- Provide technical support throughout the event
- Ensure backup receivers and headsets are available
- Dismantle and remove all equipment after the event

Equipment setup should be completed at least **two hours** before the start of the event.

4. Deliverables

The selected service provider will be responsible for delivering the following:

- Provision of a minimum of two professional simultaneous interpreters (English–French).
- Provision of complete interpretation equipment required for simultaneous interpretation.
- Installation and testing of equipment prior to the event.
- Provision of technical support throughout the event.
- Dismantling and removal of interpretation equipment after the event.
- A brief report highlighting key discussions that were translated

5. Duration and Location of the Service

The assignment will take place on March 25, 2026, during the Global MMS Programmatic Forum scheduled from 6:00 PM to 9.00 PM in Nairobi, Kenya at Emara Ole Sereni Hotel.

Equipment setup is expected to begin at least two hours prior to the event, with dismantling immediately after the event.

6. Qualification of the Service Providers

The selected service provider or firm should demonstrate:

- Proven experience providing simultaneous interpretation services for international conferences or high-level meetings
- Availability of qualified interpreters with at least five years of professional interpretation experience
- Demonstrated experience interpreting for development, public health, nutrition, or policy-related meetings
- Ability to provide professional interpretation equipment and technical support
- Experience working with international organizations, governments, or development partners

7. Qualification of the Service Providers

Interested and qualified service providers are invited to submit the following:

- Company profile highlighting relevant experience in conference interpretation services.
- Technical proposal outlining the proposed approach to delivering the interpretation services.
- Financial proposal including a detailed cost breakdown covering:
 - Interpreter fees
 - Equipment rental
 - Technical support
 - Transport and logistics
- CVs of proposed interpreters (maximum two pages per interpreter).

- At least two references from organizations for which similar services have been provided.

Expressions of Interest should be sent by email to: Olena Karelina,
proposals@nutritionintl.org; Subject line: **Expression of Interest – Language Interpretation Services**

The deadline for submission is Wednesday March 4, 2026 (17:00 EST)