



Request for Proposals from Translators

Service	Translation of the Accelerated Learning Programme of the African Professionalisation Initiative from English to French
Client	African Professionalisation Initiative and Pan African Federation of Accountants
Call Issue Date	6 March 2023
Call Close Date	27 March 2023
Service Commencement Date	17 April 2023
Duration of Service	Three (3) months
Proposal Form – Technical and Financial	Link https://www.surveymonkey.com/r/3RFF7WM
Inquiries	development@pafa.org.za

Letter of Invitation

Midrand, South Africa, 6 March 2023

Translation of the Accelerated Learning Programme of the African Professionalisation Initiative

Dear Translators –

The mission of the [African Professionalisation Programme](#) (API) is to grow the capacity of accountancy professionals in the African public sector for enhanced service delivery. The API achieves this mission through developing online learning programmes and facilitating the adoption and implementation of these programmes across the public sector in Africa. The learning programmes target three audiences, each with its own learning needs:

- **Incumbents:** senior officials in public financial management (PFM) roles who do not have a professional accountancy background (Accelerated Learning Programme – ALP; subject of this Request for Proposals (RFP))
- **Accounting and auditing professionals in the private sector** who have an interest in PFM roles but lack exposure to the public sector
- **Students:** aspiring accounting and auditing professionals who have an interest in pursuing a career in public sector accountancy

The [Pan African Federation of Accountants](#) (PAFA) is a partner in the API.

PAFA has been engaged by the [International Federation of Accountants](#) (IFAC) to implement a project funded by Gavi – The Vaccine Alliance and The Global Fund to strengthen accountancy and finance capacity in the public sector, particularly the health sector, in Burkina Faso. The API ALP will be used for this purpose. The API ALP is available only in English. It will be translated and contextualised for this purpose.

The Swedish International Development Cooperation Agency (SIDA) has provided funding for the translation and contextualisation of the API learning programmes.

This RFP is for Translators interested in translating the API ALP from English to French as set forth in the Terms of Reference (ToR).

Interested translators are encouraged to send an email to development@pafa.org.za at least five (5) business days before the submission deadline to request a sample course of the API ALP on the online learning platform. In addition, Translators should carefully review the RFP and ToR before deciding whether to submit the Proposal Form. The Proposal Form should be submitted only if the Translator can perform the service if selected. The Proposal Form can be accessed via this [link](https://www.surveymonkey.com/r/3RFF7WM) (<https://www.surveymonkey.com/r/3RFF7WM>).

The RFP includes the following:

- Letter of Invitation
- General Instructions to Translators
- Information to be Submitted by Translators
- Terms of Reference

General Instructions to Translators

Eligibility of Translators

The Translator should review the Conflicts of Interest, Corrupt and Fraudulent Practices, and Criteria for Evaluation set forth in the Terms of Reference (ToR) and be prepared to provide evidence of eligibility satisfactory to the API and PAFA.

The Translator will be ineligible:

- If they are established in ineligible countries. For example, countries embargoed by the United States Office of Foreign Assets Control (OFAC).
- If they have a conflict of interest.
- If they engage in any corrupt or fraudulent practices as defined below.
- If their Proposal is incomplete.

The API and PAFA will declare misprocurement and cancel a contract and any funding allocated to the contract if they determine at any time that the Translator engaged in corrupt or fraudulent acts.

The Translator is required, upon request, to permit the donor (Swedish International Development Cooperation Agency – SIDA), API, or PAFA to inspect all accounts, records, and other documents relating to the Proposal, and to have them audited by auditors appointed by SIDA, API, or PAFA.

Clarification and Amendment of Instructions to Translators

Requests for Clarification

If a Translator requires any clarification of any of the instructions, they should write to development@pafa.org.za.

The API and PAFA will endeavour to respond by email to any request for clarification provided that such request is received no later than five (5) business days prior to the submission deadline. However, any delay in such response will not cause an obligation on the part of the API or PAFA to extend the submission deadline unless the API and PAFA deem that such an extension is justified and necessary.

Amendments

At any time prior to the submission deadline, the API and PAFA may amend the Instructions to Translators and issue a notice via email titled Clarification and Amendment of Instructions to Translators. The contact person shown on any Proposal received prior to the date of such change will be informed of the change by email. It is the Translators' responsibility to update their submissions.

To give the Translators reasonable time to consider a change in preparing their submissions, the API and PAFA may, at their discretion, extend the submission deadline.

Information Provided by Translators – The Proposal

Online Proposal Form

The API and PAFA have prepared an online Proposal Form – Technical and Financial, which can be accessed via this [link](https://www.surveymonkey.com/r/3RFF7WM) (https://www.surveymonkey.com/r/3RFF7WM). Translators should submit all relevant information via the form. Translators should carefully review the RFP and ToR (and a sample course of the API ALP on the online learning platform) before deciding whether to complete the form. Completing the form should only be pursued when the Translator can render the service set forth in the ToR should they be selected.

Technical Proposal

The Technical Proposal includes:

- Information to enable an assessment of the Translator against the Criteria for Evaluation set forth in the ToR. (Translators should review the criteria carefully and provide relevant, recent, accurate, complete, and sufficient information to enable an evaluation against the criteria.)
- A description of the Translator’s proposed performance of the service, presented in three sections:
 - Section 1: Approach
 - This section should demonstrate the Translator’s understanding of the objective of the service and describe the technical approach, methodology, and monitoring and evaluation framework they would adopt to implement the activities to deliver the expected output.
 - Section 2: Work Plan
 - This section should outline the plan to implement the activities to deliver the expected output, including their content, duration, phasing, and interrelations, as well as key milestones.
 - Section 3: Resources
 - This section should describe the resources (technological, human, etc.) the Translator will use to implement the activities to deliver the expected output.
- References
 - Three references relevant to the assignment, including: dates; names of organisations; names and contact information of contact persons at these organisations; and translations conducted.
- Where requested, documentary evidence supporting the above.
- Any other documents required as specified.

Financial Proposal

The Financial Proposal includes the fee and any reimbursable costs.

Costs

The Translator will be responsible for all costs associated with the completion and submission of the Proposal Form. The API or PAFA will not be responsible or liable for those costs, regardless of the conduct or outcome of the process.

Language

The Proposal Form and all correspondence and documents exchanged by the Translator, API, and PAFA should be in English.

Currencies

All monetary amounts will be indicated in South African Rands (ZAR).

Submission of the Proposal

Submission Deadline

Translators should complete and submit the online Proposal Form – Technical and Financial by the submission deadline.

The API and PAFA may, at their discretion, extend the submission deadline, in which case all rights and obligations of the API, PAFA, and the Translators subject to the previous deadline will thereafter be subject to the deadline as extended.

Late submissions

The API and PAFA reserves the right, but is not obligated, to accept submissions received after the submission deadline.

Confirmation

If the Translator would like to confirm receipt of the completed Proposal Form, they should write to development@pafa.org.za.

Evaluation of the Proposal

Evaluation of the Technical Proposals and Right to Clarify / Reject

The PMT will evaluate Technical Proposals based on their responsiveness to the RFP and ToR. Each Technical Proposal will be evaluated and scored out of a maximum score of 100, based on four key areas. These areas, and their associated weights, are outlined in the table below.

Technical Proposal Area	Weight
Assessment of the Translator against the Criteria for Evaluation set forth in the ToR	40
Translator’s technical approach, methodology, and monitoring and evaluation framework (based on Section 1 of the Technical Proposal)	20
Translator’s work plan (based on Section 2 of the Technical Proposal)	20
Translator’s resources (based on Section 3 of the Technical Proposal)	20
Total	100

Translators must meet a minimum Technical Score of 70/100 to be considered for selection.

The PMT reserves the right to waive minor deviations from the Criteria for Evaluation if they do not materially affect the technical capability and financial resources of a Translator to perform a project.

To assist in the evaluation of a Proposal, the PMT may – at their discretion – ask the Translator to submit clarifications, correct errors, or submit missing documents within a specified time. The PMT’s request and the Translator’s response should be by email.

If the Translator does not respond to the PMT’s request within the specified time, their Proposal will be (1) evaluated based on the information and documents available at the time of the PMT’s initial evaluation of the Proposal or (2) rejected.

The PMT will reject any Proposal that is not responsive to the Instructions for Translators or if it fails to achieve the minimum Technical Score.

Notification Regarding the Technical Proposals

Following evaluation of the Technical Proposals, the PMT will notify those Translators whose Proposals were unsuccessful that their Financial Proposals will not be reviewed. The PMT will also notify the Translators whose Proposals were successful and request the password to open the Financial Proposals.

Evaluation of the Financial Proposals

The lowest Financial Proposal will receive the maximum score. The other Financial Proposals will receive scores proportionate to the score of the lowest Financial Proposal.

Total Score

The Technical Proposal score will receive a weighting of 80%, and the Financial Proposal score will receive a weighting of 20%.

Oversight

The PMT reports to the PAFA PAO Development Programme Oversight Committee (POC) on due process followed in the selection of the Service Provider.

Right to Annul

The API and PAFA reserves the right to annul the RFP and reject all submissions at any time, without thereby incurring any liability to any of the Translators.

Confidentiality

Detailed information relating to the Proposals and their evaluation will not be disclosed. After the submission deadline, any Translator who wishes to contact the API or PAFA on any matter related to the process (other than confidential matters) may do so by email at development@pafa.org.za.



Terms of Reference

Translation of the Accelerated Learning Programme of the African Professionalisation Initiative from English to French

Background

1. The African public sector faces a significant shortage of competent accounting and auditing professionals. Public funds are often managed by individuals with no formal accounting or auditing qualification or training in accounting or auditing. Existing accounting and auditing qualifications are often delivered and assessed in a private sector context and therefore do not adequately address the unique complexities of practicing accounting and auditing in the public sector.
2. Furthermore, accounting and auditing professionals tend to work in the private sector. The shortage of competent accounting and auditing professionals in the public sector is often cited as a root cause of corruption and inefficiency in the public sector.
3. The [African Professionalisation Initiative](#) (API) was established to respond to this problem. The API develops online learning programmes in English that target:
 - a. **Incumbents:** senior officials in public financial management (PFM) roles who do not have a professional accountancy background (Accelerated Learning Programme – ALP; the subject of this Terms of Reference (ToR))
 - b. **Accounting and auditing professionals in the private sector** who have an interest in PFM roles but lack exposure to the public sector
 - c. **Students:** aspiring accounting and auditing professionals who have an interest in pursuing a career in public sector accountancy
4. The [Pan African Federation of Accountants](#) (PAFA) is a partner in the API. PAFA has been engaged by the [International Federation of Accountants](#) (IFAC) to implement a project funded by Gavi – The Vaccine Alliance and The Global Fund to strengthen accountancy and finance capacity in the public sector,

particularly the health sector, in Burkina Faso. A French translation of the API ALP, contextualized for the public sector in French-speaking countries in Africa, will be used for this purpose.

5. The Swedish International Development Cooperation Agency (SIDA) has provided funding for the translation and contextualisation of the API learning programmes.
6. The API ALP is intended for senior accountants and auditors in the public sector who do not have a formal accounting or auditing qualification or designation, or who have not taken a course that addresses the latest developments in international standards. The API ALP courses provide such training and – with additional content and assessment – could lead to an in-country administered certification.
7. The API ALP covers 15 topics in 55 courses (see Appendix). It includes problem-based online learning content, downloadable notes, practice assessments, and final assessments. An API [competency framework](#) is the foundation for the API ALP content.

Objective

8. The objective is to translate the API ALP content from English to French.

Scope of Service

9. The scope of the service is the translation of the API ALP. The translation should be of a generic nature and relevant to French-speaking countries in Africa. The API ALP consists of learning content and practice and final assessments with related feedback responses where relevant — approximately 1,092,635 words. The Translator will be provided with the complete API ALP content in Microsoft Word (or other similar format) when embarking on the translation.
10. The translation should be a faithful representation of the English API ALP. A faithful translation respects the intent, tone, and organisation of the learning programme, and enables those who wish to read it in the language of translation to obtain the same understanding of its meaning as that of a similarly qualified native English speaker. A faithful translation also prioritises the meaning of original text over modifications to address or suit local circumstances. The API will facilitate technical assistance with respect to intent of the English text.
11. The process of translating the learning programme should produce a faithful translation and be implemented in the following phases: translation of key terms; translation of the API ALP; and review of the translated API ALP. These phases, however, are not distinct as translation is typically an iterative process.
 - a. Key Terms – The Translator should agree the translation of a list of key terms with the review committee. The key terms include individual terms and repetitive phrases that are to be used consistently during translation.
 - b. Translation of the API ALP – The Translator should use the agreed list of key terms in translating the full text of the learning programme. The Translator is strongly encouraged to use translation memory software to enhance the consistent translation and maintenance of key terms and assist

- in reducing translation costs.
- c. Review of the Translated API ALP – The Translator should have an established process for reviewing the translation, focusing on technical accuracy, consistent use of key terms, and clarity of the text.
12. The translation should conform to the relevant international standards, including those developed by the International Public Sector Accounting Standards Board (IPSASB), the International Accounting Standards Board (IASB), the International Ethics Standards Board for Accountants (IESBA), the International Auditing and Assurance Standards Board (IAASB), and the International Organisation of Supreme Audit Institutions (INTOSAI).
 13. **The Translator is required to transfer the copyright of the translated API ALP to the API. The Translator should execute, and require all translating contributors to execute, copyright assignments transferring the rights to the API.**

Deliverable

14. The Translator will be required to provide the API with an electronic version of the translated API ALP, the list of key terms, the translation memory generated by the translation software (if applicable), and copyright assignments transferring the rights to the API.

Conflicts of Interest

15. The Translator should always keep the public interest nature of the project paramount. The Translator should not be seen to operate or act in a manner that creates a conflict or appears to create a conflict between the public interest focus of the API / PAFA and the Translator's business or financial interests.
16. The Translator should disclose any potential conflicts of interest for consideration by the PAFA PAO Development Programme Management Team (PMT). A conflict of interest is any personal or institutional interest which may affect or be seen to affect impartiality in any matter relevant to duties.
17. The Translator should alert the PMT if there are any close business or family relationships with SIDA, API, or PAFA that might create the perception of a conflict of interest. A conflict of interest expressly includes any family or friend who may benefit or be seen to benefit personally, financially, or professionally from association with funding for the Project. Any directorships or ownerships in any businesses or consultancies, or any other connections with other organisations involved in the Programme should be disclosed to the PMT.
18. Please write to development@pafa.org.za for a list of parties associated with the Programme.

Corrupt and Fraudulent Practices

The Translator should comply with the following policy on corrupt and fraudulent practices.

The Translator should observe the most stringent standards of ethics during procurement and contract execution and should not engage in any corrupt, fraudulent, collusive, or coercive behaviours. In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

In pursuance of this policy, the API and PAFA prohibits:

- Any offering, giving, receiving, or soliciting of anything of value to improperly influence another party (bribes or kickbacks).
- Any acts or omissions that misleads, or attempt to mislead, another party for financial benefit.
- Any collusive arrangements between two or more parties for an improper or illegal purpose, including improperly influencing another party.
- Any impairing, harming, or related threats, harassment, or intimidation that are designed to improperly influence another party.
- Any attempts to falsify, alter, conceal, or destroy material evidence or information in an investigation or any false statements made in an investigation.

The Translator should observe, in competing for and executing any contract, the laws against fraud and corruption, including bribery, (1) identified by the donor, (2) applicable in South Africa, and (4) applicable in the country of the Translator. Where such laws differ, the Translator should follow the most stringent laws.

The Translator is required, upon request, to permit SIDA, API, or PAFA to inspect all accounts, records, and other documents relating to the rendering of the service, and to have them audited by auditors appointed by SIDA, API, or PAFA.

Criteria for Evaluation

The Translator should:

- Be appropriately established to perform the service.
- Have a proven track record of translating public sector accounting and auditing or similar technical text from English to French.
- Possess the human and financial capacity and capability to deliver at the standard and in the contracted period.
- Have established and comply with policies that address gender equality and inclusivity.
- Comply with corporate social responsibility (CSR) laws and regulations applicable within their jurisdiction. If there are no relevant laws or regulations in the Translator's jurisdiction, they should describe how they meet their responsibilities toward the community and the environment (both ecological and social) in which they operate.

- Comply with laws and regulations related to vulnerable groups applicable in their jurisdiction. A vulnerable group is a population that has some specific characteristics that make it at higher risk of falling into poverty than others living in areas targeted by a project. Vulnerable groups include the elderly, the mentally and physically disabled, at-risk children and youth, ex-combatants, internally displaced people and returning refugees, HIV/AIDS-affected individuals and households, religious and ethnic minorities and, in some societies, women. Recognising that different jurisdictions may have different laws and regulations in this regard, the Translator should provide information on what laws and regulations are applicable to them and confirm their compliance. If such laws and regulations do not exist in the Translators' jurisdiction or are significantly less stringent than those (1) identified by the donor, (2) applicable in South Africa, or (3) applicable in the country of the Translator, the Translator should demonstrate compliance with the most stringent of these laws and regulations.
- Comply with laws and regulations related to the protection of personal information applicable in their jurisdiction. Recognising that different jurisdictions may have different laws or regulations in this regard, the Translator should provide information on what laws and regulations are applicable to them and confirm their compliance. If such laws and regulations do not exist in the Translator's jurisdiction or are significantly less stringent than those (1) identified by the donor, (2) applicable in South Africa, or (3) applicable in the country of the Translator, the Translator should demonstrate compliance with the most stringent of these laws and regulations.
- Demonstrate that they can deliver value for money (VFM). VFM is defined as *the optimal use of resources to achieve intended outcomes*. This means that the Translator should demonstrate and continually strive to improve VFM in all that they do.
- Not derive a competitive advantage from having previously provided services related to the project.
- Not have any pending litigation against them (unless such litigation is disclosed to the PMT and the PMT determines that the litigation does not present a problem for participation in the Programme).

Duration of Service

19. The service will commence on 17 April 2023 and be rendered for a period of three (3) months.

Reporting

20. The Translator will report to the PMT on progress against agreed key performance indicators, measures, and targets, and at agreed intervals.

Budget

21. The budget for the service is ZAR 200,000, inclusive of all fees, travel and other expenses, and taxes.

Appendix – API Accelerated Learning Programme

Core modules	Unit	Unit topics	Competencies
Accountancy and Legislation	1	The different contexts for accountancy	2
	2	Legislation	3
	3	Legal provisions impacting the finance function	3
Public Finance Management and governance, risk, and compliance	1	Public sector accountability framework	6
	2	Procurement and supply chain management	1
	3	Public financial management	5
	4	Risk and internal control	2
Economics	1	Introduction to economics	1
	2	Economics in the public sector environment	1
Introduction to accounting	1	The foundations of accounting	1
	2	The standardisation of accounting	1
	3	The role of management accounting	1
	4	The role of financial reporting	2
	5	Accounting in different contexts	1
Financial accounting	1	Fundamental accounting principles and concepts	1
	2	The accounting cycle and the general journal	1
	3	Cash and accrual accounting	1
	4	Components of the financial statements	1
	5	Financial record keeping methods and documentation	1
	6	Financial accounting	1
	7	Financial reporting	1
IPSAS Financial reporting	1	Fundamental concepts of accounting	1
	2	Components of financial statements (IPSAS)	1
	3	Preparation and presentation of financial reports	3
IFRS Financial reporting	1	Fundamental concepts of accounting	1
	2	Components of financial statements (IFRS)	1
	3	Preparation and presentation of financial reports	3
Managerial finance	1	Introduction to costing and pricing	3
	2	Basic financial ratios and indicators	1
	3	Monitoring expenditure against budget	1
	4	Financial management	4
Performance Management	1	Performance management within government	1
	2	Performance information	1
Introduction to auditing	1	The auditing environment	3

Core modules	Unit	Unit topics	Competencies
	2	The principles of auditing	1
	3	The types of audits	2
	4	Public and private sector auditing	1
	5	External audit - reports and opinions	1
Public sector auditing	1	Functioning of SAIs	8
	2	Financial auditing	8
	3	Compliance auditing	1
	4	Performance auditing	1
Introduction to taxation and other sources of revenue	1	The world of taxation	3
	2	Raising government revenue	2
	3	Accounting for taxation	2
ICT systems	1	Basic components and design of ICT systems	1
	2	ICT System Design and Development in Public Service	1
	3	Impact of ICT systems: Controls, threats, and counter procedures	2
	4	Effective Communication End-User Applications	2
	5	Ethical and Legal Framework of ICT	2
Communication	1	Communicating matters of governance interest to stakeholders	1
	2	Forms of communication	2
	3	Interpersonal communication	1
Ethics	1	Framework of ethics and behaviour	2
	2	Accountability and responsibility	1
	55		107