



REQUEST FOR PROPOSAL

SIMULTANEOUS INTERPRETATION AND HYBRID LIVE STREAMING TO PALU ANNUAL CONFERENCE LIVINGSTONE, ZAMBIA (5th - 8th July 2023)

1) About the Pan African Lawyers Union (PALU)

The Pan African Lawyers Union (PALU) is the premier continental membership forum of and for individual African lawyers and lawyers' associations in Africa. It was founded in 2002 by African Bar leaders and eminent lawyers, to reflect the aspirations and concerns of the African people and to promote and defend their shared interests. Its membership comprises of the continents over five regional lawyers' associations (RLAs), over 54 national lawyers' associations (NLAs) and over 1,000 individual lawyers spread across Africa and in the Diaspora, working together to advance the law and the legal profession, rule of law, good governance, human and peoples' rights and socio-economic development of the African continent.

2) Introduction to Assignment

PALU is organizing its Annual Conference from **Wednesday 5 - Saturday 8 July 2023**. For the last nine (10) consecutive years, the Pan African Lawyers Union has organized its Annual Conference and has hosted over 200 participants from all over the African Continent, with a given percentage from other continents.

More than 20 speakers will address the conference on different selected topics and sessions. This year's conference will bring together participants across Africa with the theme "**Africa at a Crossroad: Navigating Debt Restructuring and Austerity Measures**" which will be covered by panels in the three sections of the law practice; Section on Business Law, Section on Legal Practice and Section on Public Interest and Development Law. Kindly note that some of these panel sessions will be running parallel in different rooms at the hotel/resort (breakaway sessions).

The diversity of PALU members and stakeholders is wide, such that provisions must be made for both simultaneous interpretation and hybrid facility to accommodate both Physical and virtual participation, as well as at least two prominent African languages (English and French).

The applicant is expected to provide one or a combination of the stated services; Simultaneous Interpretation and/or Hybrid conferencing.

3) Responsibilities of Consulting firm/consultants

a) Simultaneous Interpretation:

- Provide simultaneous interpretation for two languages (French & English)
- Provide Interpreters as per industry standard which is two interpreters per language.
- Provide modern properly functioning equipment including cubicles, desk microphones, and receivers with headsets, laptops etc.
- Provide a technician to oversee the installation and proper functioning of all simultaneous interpretation equipment.
- Set up all equipment and conduct a test run one day before the event/conference on selected days.

b) Hybrid Conferencing :

- Provide Hybrid services from a reliable video conferencing platform (preferably Zoom) or recommended alternative, that allows simultaneous interpretation and accommodates break-away sessions. Each agreed room should have dedicated Laptops, switchboards, switches, splitters, cameras, etc.
- Provide sufficient audio and visual equipment to complement that of the Hotel/Resort in both the larger main hall and the smaller breakaway rooms. to ensure interactive experience between physical participants among themselves and those attending virtually (PA system, monitors, televisions/screens) where necessary. It is worth noting that as per PALU standards, it is preferred large stage LED panels (3.5M X 2.5M) as well as a comfort monitor screen. Other essentials may include wireless microphones, lighting, sound, video converters, and expendables such as additional cables, gaffing tape, batteries etc.
- Set up all equipment and conduct a test run one day before the event/conference on selected days.
- Provide one highly skilled hybrid meeting technician for every ongoing session managed by an overall technician that will operate and control the video conferencing platform (Assigning roles, admissions & removal, screen sharing, monitor chats etc) and who is constantly available to quickly troubleshoot any unforeseen technical difficulties for both simultaneous services and video conferencing equipment.
- Make provisions to include branded multimedia content material such as graphics, soothing music, videos of presenters (when absent), branding of presenters/speakers, countdown timer and multimedia graphics of the event before the start (Welcome graphics), graphics during breaks to keep both physical attendees and virtual audience engaged, as well as the closure of each session. Such multimedia media may also include tourist attractions and leisure activities in and around Livingstone.

- Record all sessions in HD format. Recordings should be done with preferably 2-3 floor cameras on a rotational basis as insisted above to provide both physical and virtual attendees with an interactive experience.
- Register participants for the conference by providing a branded platform (e.g. Zoom) to register virtual participation during the conference.
- Collect general information on the branded platform when registering about the virtual participant including gender, organization information, address and contacts, sector or field of profession and any other information as determined by PALU for generating reports post-event.
- Provide PALU with the ability for PALU to view the status of registrations in advance.
- Send periodic reminders to registered virtual participants on the video conferencing platform.
- Continuously monitor the chat session with the assistance of designated PALU staff to ensure queries and contributions from virtual participants are recognised.
- Conduct a pre-test session with PALU to assess whether the platform meets the conference's needs. This should be done at the inception of the assignment.
- Conduct a site visit to assess logistics and make arrangements with the management of the venue before the event ensuring lighting, audio, internet connectivity etc are in order.
- Provide dedicated internet bandwidth to support the venue's internet connectivity and make it available to all participants in the venue (main venue).

4) Deliverables

a) Simultaneous Interpretation:

- Provide high-quality simultaneous/consecutive interpretation services in English/French and vice versa during the conference.
- Ensure effective and efficient provision of services, while maintaining full confidentiality in all aspects of the assignment, and management of information.

b) Hybrid Conferencing:

- A platform for a Hybrid facility for both physical and virtual participants.
- Success testing of Hybrid facility working in conjunction with simultaneous interpretation facility.
- HD recording of all PALU sessions at the Conference.
- Successful and satisfied walk-through of setup at the conference venue.
- Successful event delivery and acceptance of final products by PALU.

5) Key Competences, Technical Background, and Experience Required

a) Simultaneous Interpretation:

- More than 5 years of experience in conducting simultaneous interpretation.
- Experienced and preferably certified interpreter with the capacity of interpreting from and to English and French.
- Native proficiency in one of the targeted languages (French or English) and fluency in the language of interpretation.
- Accredited translator/s, translation certification required stating languages qualified to translate.
- Practical experience using online interpretation platforms such as Zoom and interprefy.
- A proven track record, including samples or testimonials of work for internationally recognized Institutions.

b) Hybrid Conferencing:

- Experience of not less than 2 years in live streaming and holding hybrid conferences and events on a stable web/ online platform such as zoom, Hopin, google meets, Blue Jeans etc.
- High-quality video production. Expertise in graphics or multimedia content generation will be an added advantage.
- A proven track record, including samples or testimonials of work for internationally recognized Institutions.

6) TIMEFRAME

The Timeframe for both assignments as stated earlier is from 5th – 8th July 2023. See Annex 1 with tentative timelines and activities.

Applicants are required to submit both Technical and Financial proposals to PALU before 17:00hrs on March 15th 2023. The Proposals should be accompanied by Business Registration Certificate, Tax Clearance Certificate, Tax Payer identification and VAT Registration Number and sent via secretariat@lawyersofafrica.org Cc: events@lawyersofafrica.org

Address to:

Chief Executive Officer – Pan African Lawyers Union (PALU)
No. 3 Jandu Road, Corridor Area
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Annex 1: Schedule of Meetings at Events at PALU Annual Conference

| Date | Activity | Tentative Time | Number of Pax | Venue | Service |
|---------------------------------|-------------------|-----------------------|----------------------|-------------------|--|
| 5th July 2023 | Ex-com | 10:00 – 12:00hrs | 15 | Main Hall | Simultaneous Interpretation |
| | Council meeting | 14:00 – 16:00hrs | 50 | Main Hall | Simultaneous Interpretation |
| | Opening Ceremony | 19:00 – 21:00hrs | 200 | Main Hall | Simultaneous Interpretation and Hybrid |
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| 6th July 2023 | Stream 1 | 9:30 – 15:30hrs | 100 | Main Hall | Simultaneous Interpretation and Hybrid |
| | Stream 2 | 9:30 – 15:30hrs | 50 | Break-Away Room 1 | Simultaneous Interpretation and Hybrid |
| | Stream 3 | 9:30 – 15:30hrs | 50 | Break-Away Room 2 | Simultaneous Interpretation and Hybrid |
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| 7th July 2023 | Stream 1 | 9:30 – 15:30hrs | 100 | Main Hall | Simultaneous Interpretation and Hybrid |
| | Stream 2 | 9:30 – 15:30hrs | 50 | Break-Away Room 1 | Simultaneous Interpretation and Hybrid |
| | Stream 3 | 9:30 – 15:30hrs | 50 | Break-Away Room 2 | Simultaneous Interpretation and Hybrid |
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| 8th July 2023 | Town Hall session | 10:00 – 12:00 | 150 | Main Hall | simultaneous Interpretation and Hybrid |