

## Terms of reference

### English to French Translator: AWDF Annual Report 2021

#### **About AWDF**

The African Women's Development Fund was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organisations on the continent. AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformatory choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women.

As an organisation AWDF is committed to changing the narrative around Africa women, and highlighting African women's agency, expertise, leadership and ability to transform societies towards justice.

#### **BACKGROUND TO THE CONSULTANCY**

AWDF is seeking the services of a consultant to translate and proofread the AWDF 2021 Annual Report. The report is in the form of 1) Main report [35-40 pages of MS word text approx. actual words to be determined] and 2) Summary version [3pages of MS word text approximately 1000 words]. The translation will be from the documents' source language (English) into French to reach our Francophone audiences.

The consultant will translate and proofread covers, text, tables, page numbers, boxes, captions, charts, hyperlinks, graphs, financial information and statistical data in the two documents. They are also expected to use language that captures AWDF's voice as an African women's fund and reference to feminist terminology in line with AWDF's French glossary. We are keen to work with a translator who ably captures the context, gender nuances and intent of the language and style used in the source document.

#### **SCOPE OF WORK**

The tasks of the consultant include:

- Review the two source documents, produce and submit draft translations of the same in word processed documents. This includes covers, text, hyperlinks, page numbers, tables, boxes, captions, charts, graphs, financial information and statistical data for feedback by AWDF staff
- Incorporate suggested changes to the translations ensuring accuracy of grammar, spelling, style, voice and use of feminist language and terminology in line with the AWDF glossary and reviewer feedback.

- Submit final soft copies of the two translated products in Microsoft Word within the agreed timeline.
- Proof-read final designed versions providing comments on any edits needed prior to publishing.

### **Location**

This consultancy is desk based and will not involve travel

### **Consultant's profile**

- University degree in Linguistics/ Language, Translation, the Humanities, Social Sciences or field relevant to the work
- Proven experience with English to French translation evidenced by at least two samples of similar work
- Demonstrated English-French language skills including use of terminology and technical terms concerning feminism, women's rights, gender, development and philanthropy
- Knowledge of women's rights in Africa is essential; experience of producing translations for African women's organisations is a plus
- Excellent interpersonal skills and flexible attitude
- Proven ability to work under tight deadlines
- Commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity

### **DURATION OF THE ASSIGNMENT**

The timeline for the completion of the work will be June 30, 2022. The work is expected to take 10 costed days spread between April 01 and June 30, 2022.

### **How to apply**

Please send a CV, 2 translation samples (preferably of Annual reports) and an indication of your word rate to [consultants@awdf.org](mailto:consultants@awdf.org) with the email subject header: Application: Annual Report Translator. Submissions must be received no later than **March 04, 2022**.