

Terms of Reference

Consultancy- Translator, NCDs Research Products
September - October 2020

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. AWDF is mandated to fund in all 54 African countries and in the Middle East.

AWDF's current strategic plan "*Shaping the Future*" (2017-2021) focuses on our investments to build the best possible future for women in Africa and the Middle East in health, political participation, economics and technology among other development spheres. This is through various strategies that include building knowledge and connecting the world to the future realities of African women. Cognisant of the structural barriers towards access and use of knowledge especially by African women and girls, AWDF deliberately translates our information and knowledge products to reach the often left behind non-English speaking groups in Africa and the Middle East.

Purpose

AWDF is seeking to engage a consultant to translate and proofread the following research products from our 2019 research titled, "Women and Noncommunicable Diseases in Africa: Mapping the scale, actors and extent of rights-based work to address the impact of NCDs on African women" covering the following specific products;

1. Research report: 80pages with a 23,690 -word count.
2. Executive Summary: 8pages with a 1,574 -word count.
3. NCDs research key messages: 2pages with a 365 -word count

The translation will be from the documents' source language (English) into French to reach our Francophone audiences. Under the supervision of the Knowledge Management Specialist, the consultant will translate and proofread covers, text, tables, boxes, captions, charts, graphs, financial information and statistical data in the documents.

This will be done using language that captures AWDF's voice as an African women's fund and the use of feminist terminology in line with AWDF's glossary.

Scope of work

The tasks of the consultant include:

- Review the three source documents, produce and submit draft translations of the same in word processed documents. This includes covers, text, 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.
- Submit final soft copies of the three translated products in Microsoft Word within the agreed timeline.
- Proof read final designed versions providing comments on any edits needed.

Location

This consultancy is desk based and will not involve travel

Duration of the assignment

The consultant should deliver the initial outline by September 20, 2020 and final translated products by October 30, 2020.

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

Qualified African women candidates are encouraged to apply.

How to apply

Please send a CV, cover email, translation sample and indication of your rate for English-French translation to consultants@awdf.org with the email subject header: Application for consultancy-Translator, NCDs Research products. Emails should be addressed to "The Human Resources Manager."

Submissions must be received no later than **September 10, 2020**.