



TERMS OF REFERENCE

TRANSLATION SERVICES

INTRODUCTION:

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 supports change-makers; African women's activist organisations and individuals who have held and advanced the line on women's rights. We work to shape the future of Africa by:

- Funding organisations that work towards the promotion of women's rights and empowerment, through our three thematic areas
- Strengthening organisations and leaders through capacity building and technical support
- Building and sharing knowledge
- Connecting and amplifying African women's voices with advocacy and movement building.

PURPOSE OF ASSIGNMENT:

The African Women's Development Fund (AWDF) as a feminist, pan African grant making foundation, supports African women's rights organisations and movements through grant making, institutional capacity building, advocacy and knowledge generation in forty-three (43) African countries.

The countries in which AWDF works have English, French and Arabic as the official languages. However, AWDF currently has a lot of its documents in English version only which diminishes the effectiveness of AWDF's work. It is therefore important that all relevant documents used for the business operations of the organisation are in French, Arabic and English versions.

To achieve its true status as an international multi-lingual development-oriented organisation, AWDF finds an urgent need to translate existing documents in English into French and Arabic and adopt a practice of developing English, French and Arabic versions of all needed documents.

In addition, in line with its multi-lingual requirements, AWDF will require interpretation services in relevant languages for its programmes.

THE ASSIGNMENT:

AWDF seeks the services of experienced Feminist Translators /Interpreters who understand feminist language to engage in a long-term relationship of translating various documents from English into French and Arabic.

In addition, services in interpretation in the aforementioned languages will also be required as and when needed during AWDF's programmes. Occasionally, services for Sign Language interpretation will also be required in specific countries.

It is in the light of these, that we invite qualified and interested Consultants to submit their proposals highlighting their experience and competencies in these fields.

REQUIREMENTS:

The Consultant will be required to submit:

- * A business profile or individual CV that highlights the relevant academic qualifications and experience necessary to perform the job.
- * A list of organisations that translation services have been provided to within the last five (5) years.
- * Samples of texts that have been translated with content related to development human rights/women's rights.
- * The cost structure or fee charged for relevant services (e.g cost of translation per page, etc)

HOW TO APPLY:

A proposal that highlights the requirements above should be forwarded to consultants@awdf.org not later than Monday 10th May, 2021.

Only shortlisted Consultants will be contacted for further discussions.

In line with AWDF's mission, qualified and interested African Women are encouraged to apply.