



## **TERMS OF REFERENCE FOR ENGLISH TO FRENCH TRANSLATION CONSULTANT**

### **BACKGROUND**

Africa Platform for Social Protection (APSP) is a pan African based CSO with a secretariat based in Nairobi Kenya and works with a network of organizations/Platforms in 27 Countries in Africa. The APSP in collaboration with Save the Children International (SCI) is implementing a capacity strengthening programme for improved functioning of the APSP. To support these efforts, APSP would like to engage a consultant to translate organization documents from English to French.

### **SCOPE OF WORK**

1. To translate environment, gender, disability inclusion, safeguarding policies and child participation
2. Accurate translation of the documents with clear wording and interpretation
3. Ensure timely delivery of draft translated documents.

### **CONSULTANT'S PROFILE**

1. The service provider should have appropriate education in French translation
2. A minimum of 5 years' professional experience in translation
3. Membership to a Professional Translators and Interpreters Association will be considered an asset;
4. Proven track record of translating documents
5. Excellent writing and proof reading skills
6. Adherence to agreed timelines

### **DELIVERABLES:**

Upon completion, the following deliverables are expected:

1. Inception plan
2. Submission of draft documents for review and inputs
3. Submit final documents incorporating APSP feedback
4. Deliver the high quality translated documents within agreed timelines.

### **APPLICATION**

Interested candidates should apply by sending their CV with relevant experience, rates of Approximately A466 pages (12,502) in USD to [info2@africapsp.org](mailto:info2@africapsp.org).

Please submit your application by **July 25, 2024**.