



REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN LEGAL SUPPORT FACILITY (ALSF)
Individual Consultant for Translation (Short-Term)

Expressions of interest are being requested for individual consultants (Translators):

Brief description of the Assignment:	Individual Consultant for Translation
Department issuing the request:	ALSF – African Legal Support Facility
Place of assignment:	N/A
Duration of the assignment:	December 2017 – June 2018 (6 months)
Tentative Date of commencement:	1 December 2017
Deadline for applications:	6 November 2017
Applications to be submitted to:	alsf@afdb.org
Any questions and requests for clarifications may be sent to:	c.freiredacosta@afdb.org

Terms of Reference

The African Legal Support Facility (“ALSF” or the “Facility”) hereby invites individual consultants to indicate their interest in the following Assignment: Translations services from English to French, from French to English, from English or French to Portuguese and from Portuguese to English or French.

The ALSF will require the services of six (6) individual consultants to translate documents of the Facility on an as-needed basis.

1. General information about ALSF

The ALSF is hosted by the African Development Bank in Abidjan, Côte d'Ivoire. The ALSF's main objectives include: (i) assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African Governments in the negotiation of complex commercial transactions relating to extractive resources, infrastructure, PPPs, debt, and related commercial agreements; (iii) capacity building for lawyers related to the above; and (iv) development of knowledge products.

The Facility would like to use the services of 6 translators (the "Consultant(s)") to provide translation services for legal and institutional documents developed by the technical staff of the Facility.

2. Objectives and Tasks of the Assignment

- The Facility will require the services of the Consultant according to translation needs throughout the duration of their contracts;
- The Consultant will be responsible for translation and proofreading of written legal and institutional documents (from English to French, from French to English, from English or French to Portuguese and from Portuguese to English or French) prepared by the technical staff of the ALSF throughout its activities and operations;
- The documents to be translated shall be related, but not limited to, draft reports, legal agreements, minutes of meetings, operational documents (project proposals, budgets, activity reports, strategy, and procedure, etc);
- For each document or set of documents submitted for translation to the Consultant by the Facility, the parties agree on a deadline for completion of the service, on the cost (based on a previously determined fixed rate) and payment schedule.

3. Administration/reporting

The consultant will report to the Corporate Secretary of the ALSF who will adequately brief and guide the Consultant.

4. Duration of the contract

The assignment will last for six (6) months, starting in December 2017 and ending in June 2018.

5. Qualifications and Experience Required

It is required from the Consultant to provide a technical and a financial offer.

The financial offer has to indicate the translation fees applicable per word (from the English to French, from French to English, from English or French to Portuguese and from Portuguese to English or French). The Consultant is also required to provide the following documents:

- At least a Master's degree in Translation or its equivalent in the field of languages, communication or other related discipline for each proposed translator;

- A Masters Degree in Legal Translation would be considered as an added advantage;
- Significant experience in the field of written translation of institutional and legal documents (such as project documents);
- For each of the proposed translators, high degree of initiative, reliability and ability to work independently and within a short time;
- Excellent writing skills in English, French and or Portuguese;
- Interest Candidate must indicate clearly its mother tongue: English, French or Portuguese;
- Knowledge of the activities and operations of the African Legal Support Facility will be considered an asset;
- Experience with the African Development Bank and / or other international organizations / international financial institutions and familiarity with the terminology of the world of development will be considered an asset.
- Competence in Microsoft Office; and
- Must be a citizen of a member country of the African Development Bank.

6. How to apply

The African Legal Support Facility invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.). Expressions of interest must be sent electronically to Mrs. Carmen Freire Da Costa at c.freiredacosta@afdb.org no later than November 6, 2017 at 5 PM local time (Abidjan –Ivory Coast) and specifically mentioning “ALSF-Translators Consultants”.