

CALL FOR EXPRESSION OF INTEREST

Recruitment of a Freelance Individual consultants Translators, Interpreters, Proof Readers, and Editors

Opening Date: April 30, 2019

Closing Date: May 10, 2019

CEI N° 10-2019

The West and Central African Council for Agricultural Research and Development (CORAF) is a subregional organization founded in 1987. It currently has 23 National Agricultural Research Systems (NARS) in 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Cote d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. In 2018, CORAF's General Assembly approved its long-term strategic plan focused on three interlinked priority intervention domains:

- Agriculture, food and nutrition security;
- Policy, institutions, markets and trade;
- Gender, youth and social equity.

The Executive Secretariat of CORAF is made up of three departments (Research and Innovation, Corporate Services and Communications and Marketing).

Communications and Marketing Department has the primarily responsibility of making CORAF a stellar regional research institution, its function is also expected to help CORAF: (a) raise more finances to fund the 2018-2022 Operational Plan, (b) establish relevant scientific partnerships, (c) earn the trust of partners to lead agricultural research activities, and (d) demonstrate accountability to its key constituents.

In view of the foregoing, The Executive Director of CORAF hereby invites individual consultants to express their interest to provide the following services:

- Translations of CORAF documents to and from English and French primarily;
- Interpretation, during various CORAF meetings and missions, into and from English and French primarily;
- Editing and proofreading of CORAF documents and reports in English and French primarily.

CORAF will select successful candidates and sign framework contracts with them in order to constitute a roster of freelance translators, interpreters, editors, and proofreaders whose services will be contracted as and when needed during a period of three (3) years, renewable.

Candidates interested in this call must provide information indicating that they are qualified to perform such services (CVs, references concerning the performance of similar contracts, publications, experience in the similar field, etc.).

Interested consultants may obtain additional information from the CORAF Executive Secretariat by sending correspondence to the CORAF Communications Manager by e-mail at d.akana@coraf.org from 08:00 to 12:00 and from 15:00 to 17:00 GMT.

Applications must be submitted by email to the address: procurement@coraf.org no later than **May 10, 2019 before 4.30 pm UT.**

Dr Abdou TENKOUANO
Executive Director CORAF

TERMS OF REFERENCES

CONTEXT AND JUSTIFICATION

The West and Central African Council for Agricultural Research and Development (CORAF) is a sub-regional organization founded in 1987. It currently has 23 National Agricultural Research Systems (NARS) in 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Cote d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. In 2018, CORAF's General Assembly approved its long-term strategic plan focused on three interlinked priority intervention domains:

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CORAF seeks to recruit an experienced Freelance Consultant Translators, Interpreters, Proof Readers, and Editors.

Department: Communications

Type of position: Contract of three (03) years.

Supervisor: Information Communication Marketing Manager.

SUMMARY

CORAF will use the services of the selected consultants, as and when needed, to meet the Institution's translation, interpretation and editing needs throughout the duration of the framework contracts.

Unless otherwise expressly decided by CORAF, there shall not be any lump sum payments and the consultants shall be paid for the services effectively provided.

The consultant will be required to:

- Submit quality translations requiring little or no revision;
- Perform quality interpretation;
- Provide quality editing services in respect of the aforesaid CORAF documents.

Documents to be translated shall relate, but not limited to, annual report, expression of interest, project reports, policy and strategy documents, legal and research papers.

For each assignment, the parties (translator, interpreter, proofreaders, editor, and CORAF) shall agree on the duration, completion date and cost of the service to be provided; the costs shall be based on defined rates set by the CORAF and considering international standards.

The payment of consultants, continuation and the subsequent renewal of contracts, shall be contingent upon satisfactory periodic and annual performance reviews.

DURATION

The aforesaid framework contract to be signed with the Executive Director of CORAF shall be for a duration of three (3) years. It shall start on 15 May 2019 and end on 15 May 2022. The contract shall be renewable by the Executive Director of CORAF for similar durations of three years or less, subject to satisfactory assessment of the performance of the consultant over the preceding contract period.

REPORTING

The consultants shall report to the Manager of the Communications and Marketing Department or any other CORAF officer that the Manager might designate. The supervising officer shall be responsible for the periodic and annual assessment as well as the guidance of the consultant.

QUALIFICATIONS

- At least a master's degree, equivalent qualification or experience in translation, interpretation, editing or related and relevant disciplines;
- Relevant experience of at least five (5) years in translation, interpretation, proofreading, and editing, preferably in or with an agriculture research and development institution or similar body;
- Excellent writing and/or speaking skills in English and French;
- Ability to work reliably, independently and effectively, including under pressure, and to meet agreed deadlines;
- Adequate knowledge of the core business, activities and operations of the CORAF;
- Computer literacy and familiarity with standard software as well as with computer-assisted translation (CAT) tools and similar software will be an added advantage;
- Ability to work in a multicultural and multilingual environment; and
- Ability to work in a team and to communicate effectively.

SUBMISSION/APPLICATION

Interested consultants may obtain additional information from the CORAF Executive Secretariat by sending correspondence to the CORAF Communications Manager by e-mail at d.akana@coraf.org from 08:00 to 12:00 and from 15:00 to 17:00 GMT.

Interested consultants are hereby invited to electronically submit (i) a letter of expression of interest and (ii) a CV, to the e-mail address: procurement@coraf.org no later than **May 10, 2019 before 4.30 pm UT**.