



## CALL FOR EXPRESSIONS OF INTEREST

### Recruitment of a Consultant for translate from French to English, CORAF working documents

Opening of the call: 16/03/2018

Closure of the call: 30/03/2018

**CEIN° 11-2018**

1. The West and Central African Council for Agricultural Research and Development (CORAF/WECARD) intends to recruit an individual consultant to translate from French to English CORAF working documents.
2. The consultant's tasks are described in the terms of reference attached to this call.
3. The Executive Director of CORAF/WECARD invites Consultants from West and Central Africa to express their interest to provide services as described above.
4. Individual consultants should provide a record of expression of interest consisting of: (i) the methodology to be used to do the work requested, (ii) references concerning the performance and experience of similar services, (iii) and their updated CV.
5. The assignment is a full-time consultancy for six months with the possibility for renewal based on satisfactory performance
6. The consultants will be selected according to the agreement defined in the Directives: "Selection and Use of Consultants within the framework of IBRD loans, AID credits, and the subsidies by the Borrowers of the World Bank", dated January 2011, revised on July 2014.
7. The interested consultants can obtain extra information about the reference documents from David AKANA ([david.akana@coraf.org](mailto:david.akana@coraf.org)) and at the following hours 8:30 to 12:00 and 15:00 to 17:00 GMT. For more information you will find in the appendix the terms of reference of the mission.

8. The manifestation of interest must be submitted by e-mail at the following address: [procurement@coraf.org](mailto:procurement@coraf.org) and sent at the latest on **March 30, 2018 to 10:00 GMT.**

**Dr Abdou TENKOUANO**  
**Executive Director of CORAF/WECARD**



## **Terms of Reference for an English Translator and Reviser**

The West and Central Africa Council for Agriculture Research (CORAF) hereby invites individual consultants to express their interest in the position of consultant (English Translator and reviser).

CORAF is an international non-profit association of national agricultural research systems (NARS) in 23 West and Central Africa countries. It was created in 1987. Major reforms started since 2017 have culminated in the adoption of a new long-term strategy as well as combined communication, knowledge management, and resource mobilization plan. The later does not only seek to reposition CORAF as the leading sub-regional research organization in Africa, but it also seeks to improve the quality of its written and print outputs.

All internal and public documents produced by CORAF are expected to be in English and French. Some of the major publications of CORAF include the annual report, periodic newsletters, thematic publication including catalogs, manuals, policy and issue briefs and news articles in long and short-form.

The main objective of the proposed assignment is to translate from French to English, CORAF working documents developed by its technical and communications staff, in such a way that the information therein is clear and that the author's original message is not distorted. It also includes revising other translation to ensure accuracy and consistency with the original document.

The Consultant will be required to translate and proofread translated documents to ensure they remain coherent and substantive in the target language. The documents to be translated shall be related, but not limited to draft reports, terms of reference, board documents, memorandums of understanding, communications and branding material, and legal agreements. This also includes operational documents (project proposals, budgets, activity reports, program strategies, standard operating procedures, press releases, news articles, etc.).

CORAF invites consultants to submit their applications to offer the services described above. Interested consultants should provide information on their ability and experience demonstrating their qualification for the services (resume, references to similar services, experience in comparable assignments, etc.).

The assignment is a full-time consultancy for six months with the possibility for renewal based on satisfactory performance and will be based at CORAF's Headquarters in Dakar, Senegal.

However, CORAF will be willing to consider the possibility to work remotely with regular contact with the CORAF secretariat. If deemed necessary, the Consultant may be asked to travel occasionally to the CORAF Headquarters in Dakar.

The eligibility criteria, the establishment of a shortlist and the selection procedure shall conform with the CORAF's procedure for the selection of consultants.

A shortlist of consultants will be established at the end the request of expressions of interest. Consultants on the shortlist will be assessed on the following criteria by their updated resume and references.

- ❖ Educational level and qualifications for the proposed assignment 30%;
- ❖ Number of years of experience in the area of expertise of assignment 20%;
- ❖ Number of years of experience with agriculture research and development or international organization 20%;
- ❖ Language proficiency (English and French) 30%.