



## **TERMS OF REFERENCE**

### **PROVISION OF SERVICES FOR TRANSLATION OF DOCUMENTS**

#### **Introduction**

##### **1. About Fairtrade Africa**

Fairtrade is an alternative approach to conventional trade based on a partnership between producers and traders, businesses and consumers. Established in 2005, Fairtrade Africa (FTA) is the independent non-profit umbrella organization representing all Fairtrade certified producers in Africa. Fairtrade Africa is owned by its members, who are African producer organisations certified against international Fairtrade standards producing traditional export commodities such as coffee, flowers, cocoa, bananas, mango and non-traditional commodities including shea butter and roibos tea. The organisation represents over 1 million producers across 33 countries in Africa to promote fair trade in the global value chain system.

FTA has four (4) regional networks - Eastern, Central, Southern, West Africa and the Middle East supporting producer activities.

##### **2. Objective of the Assignment**

- i. The translator will be required to translate FTA communication material and any content shared to them for translation.

##### **3. Scope of work**

The translator will undertake the following duties and responsibilities and will be expected to;

- i. Make written translation and submit translation in word processed documents;
  - ii. Proof Read and edit documents
  - iii. Share draft translation with Page partners; Incorporate suggested changes to the translation
  - iv. All texts, including texts contained in figures, boxes, captions, sources and covers that requires translation and proofreading
  - v. Ensure high quality and accuracy of the entire document before submitting it to the user department
  - vi. Ensure accuracy of the terms and terminology used in documents
  - vii. Ensure that the translation is written with style, correct grammar and spelling, and Complete the work within the agreed timeline and submit the final translation in soft copy
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#### **4. Deliverables:**

- i. Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation.
- ii. Professional translation from/to English, French and Arabic
- iii. Provide accurate and timely translation to the satisfaction of FTA standards.
- iv. Maximum percentage margin of errors per page should not be more than 3 errors.
- v. The translated materials should be provided to FTA after completion of the required services in soft copy
- vi. Translation shall be done within the stipulated deadlines in the work order.

#### **5. Qualifications of Service Provider**

1. Proven track record in rendering satisfactory services
2. The personnel must have training and experience in similar environments and must not have criminal records or pending court cases against them. Those seconded to work at FTA will be required to submit a Certificate of Good Conduct

#### **6. Submission of proposal to offer services**

This will include:

- i. The organisations detailed profile
- ii. CV's of key personnel in the firm
- iii. A reference listing of organisations where similar service is being/ has been offered
- iv. Valid Certificate of Registration
- v. Tax compliance certificate

#### **7. Financial proposal**

1. Clear breakdown of the financial proposal including all the chargeable taxes.
2. Terms of payment

#### **8. Duration**

The duration of the contract is anticipated to run for a period of one year.  
A Service Level Agreement will be signed

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