



REQUEST FOR EXPRESSION OF INTEREST FOR A CONSULTANCY TO TRANSLATE DOCUMENTS AND SIMULTANEOUS INTERPRETATION (ENGLISH, FRENCH)

Country: Uganda
Name of Project: Centre for Tobacco Control in Africa
Grant No.: 305

1. Introduction:

The Centre for Tobacco Control in Africa (CTCA), with funding from Bill and Melinda Gates Foundation, was established in July 2011 by the World Health Organisation to build and sustain institutional capacity of African governments in tobacco control.

The Centre which is currently in its funding phase III with funding from Bill and Melinda Gates Foundation through the African Capacity Building Foundation. It targets Africa countries Benin, Burkina Faso, Kenya, Niger, The Gambia, Uganda and Zambia. CTCA therefore operates in English and French to be able to coordinate various activities in its target countries.

CTCA is seeking Professional translation and simultaneous interpretation services for its documents and meetings/workshops from English to French and vice versa.

Objective of the Assignment

The objective of the assignment is to translate documents from French to English and vice versa and provide simultaneous interpretation services for meetings and workshops.

SCOPE OF WORK

The contracted Consultant is required to:

1. Execute accurate text translation and simultaneous voice interpretation from English to French and vice versa
2. 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
3. Reproducing the text clearly, accurately and in the style intended by the author
4. Using specialist knowledge, technical terminology, legal meanings, scientific terms and consulting with experts to make sure the translation is accurate
5. Matching the culture of the target audience
6. Complete translation within stipulated deadlines in the work order

Required skills

- i. Ability to adapt to different styles and cultures
- ii. Ability to understand the wider context and create meaning in the target language
- iii. Excellent writing skills
- iv. Discretion and respect for confidentiality
- v. Good IT skills particularly word processing

2. Qualification and Experience

- i) A Bachelor's degree in languages
- ii) Excellent oral and written command of French and English
- iii) Experience in translation of legal and health related materials
- iv) Experience in professional; translation. State examples of translations work carried out
- v) Language courses which specialise in linguistics or translation are an added advantage

3. Selection of best candidate

The best candidate will be selected on merit in accordance with the **Selection Based on the Individual Qualifications and experience. A practical interview will be given.**

4. How to apply

Interested and suitably qualified candidates may apply for the post by: Submitting a motivation letter of not more than 1000 words and clearly marked as **“Expression of Interest for Consultancy to translate documents and offer simultaneous interpretation in French and English”** in soft copies at the address below not later than **17:00 hours on the May 30, 2021.**

- a) In addition, interested applicants should submit:
 - i) an application letter,
 - ii) a CV with contacts of 3 professional referees, and
 - iii) a copy of all relevant academic documents in PDF.

b) Applications should be sent to:

Email: eo@ctc-africa.org