



REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANTS

Expressions of interest are being requested for Six (6) Consultant Positions (Translators):

Brief description of the Assignment:	Six (6) Individual Consultants (translators) for the African Legal Support Facility: three (3) translators from English to French, two (2) translators from French to English and one (1) translator from English or French to Portuguese (vice versa).
Department issuing the request:	ALSF – African Legal Support Facility
Duration of the assignment:	October 2023 – October 2024 (1 year renewable)
Tentative Date of commencement:	1 October 2023
Deadline for applications:	21 July 2023
Applications to be submitted to:	alsf@afdb.org
Any questions and requests for clarifications may be sent to:	m.kavitenkore@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: Three (3) translators from English to French; two (2) translators from French to English and one (1) translator from English or French to Portuguese (vice versa).

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 six (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 and from English or French to Portuguese vice-versa) 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 twelve (12) months, starting in October 2023.

5. Qualifications and Experience Required

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

The financial offer must indicate the translation fees applicable per word (from the English to French; from French to English and from English or French to Portuguese vice-versa). 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, law or other related discipline for each proposed translator;
- 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 and French (writing skills in Portuguese will be an advantage);
- 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 Legal Support Facility.

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 alsf@afdb.org no later than **July 21, 2023, at 5 PM GMT (specifically mentioning ALSF- Translators Consultants)**.

Any questions and requests for clarifications may be sent to: m.kayitenkore@afdb.org

Deadline July 21, 2023. Only short-listed individuals will be contacted.

7. Please attach a Curriculum Vitae based on the template in Annex.

**ANNEX:
MODEL CURRICULUM VITAE (CV)**

Title of the Assignment: **Translator Consultant**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

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Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: