

**REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK**

**Immeuble CCIA, Abidjan, Côte d’Ivoire – 01 B.P. 1387 – Abidjan 01 – Cote d’Ivoire
CORPORATE LANGUAGE SERVICES DEPARTMENT**

**E-mail: n.nianduillet@afdb.org; f.anoumah@afdb.org; v.aka@afdb.org; i.polneau@afdb.org;
e.alexander@afdb.org**

1. The African Development Bank hereby invites qualified persons (Individual Consultants) to indicate their interest in the following assignment: **Individual Consultants for Translation, Interpreting and Editing Services.**

2. The services to be provided under this assignment include:

- i) translations of Bank documents to and from English and French primarily, and occasionally to and from Portuguese and Arabic;
- ii) interpretation, during various Bank meetings and missions, into and from English and French primarily, and, occasionally, into and from Portuguese and Arabic; and
- iii) editing of flagship Bank documents and reports in English and French primarily, and occasionally in Portuguese and Arabic.

3. Interested consultants shall provide their resumes and relevant information on their qualifications and experience, demonstrating their ability to undertake these assignments.

4. The eligibility criteria, the establishment of a shortlist, and the selection procedure shall be in conformity with the Bank’s Procurement Policy and Procedure for Corporate Consultants Recruitment. Please, note that interest expressed by a consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

The following criteria shall be used:

Evaluation Criteria	Points
General/professional qualification and demonstrated ability to handle the assignment	20

Similar experience in the field of expertise described in the Terms of Reference	30
Experience with international organizations	10
Language proficiency (English and French mandatory, other languages especially Arabic and Portuguese)	40

5. The estimated duration of services is three (3) years and the estimated starting date **1 April 2023**.

6. Expressions of interest must be received latest by 15 March 2023 at 17H00 GMT, specifically mentioning **INDIVIDUAL CONSULTANT FOR TRANSLATION/INTERPRETATION/EDITING SERVICES** (as applicable).

7. Expression of interest should be submitted to:

n.nianduillet@afdb.org

cc.: f.anoumah@afdb.org

v.aka@afdb.org

i.polneau-anthony@afdb.org

e.alexander@afdb.org

8. Any questions and requests for clarifications may be sent to:

n.nianduillet@afdb.org

cc.: f.anoumah@afdb.org

v.aka@afdb.org

i.polneau-anthony@afdb.org

e.alexander@afdb.org

Please attach an updated Curriculum vitae based on the template attached.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment: Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country: E-

Telephone:

mail:

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

Language Level	Read	Written	Spoken
English	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
French	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
Other (specify)	Fair Good Excellent	Fair Good Excellent	Fair Good 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. Utilize one half-page maximum.

Education (University Level and above only):

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

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

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's degree achievement, please indicate:

1. Name of the Employer
2. Type of Activity/Business of the Employer
3. Title / Function
4. Place of Employment
5. 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:

Terms of Reference

Request for Expression of Interest: Translation, Interpretation and Editing Services

The African Development Bank (AfDB) is the premier multi-lateral development-finance institution in Africa and it seeks to foster, inter alia, economic growth and social progress on the continent. The AfDB's primary goal is to reduce poverty and improve living standards by mobilizing resources in and outside Africa, and providing financial and technical assistance for development projects and programs in Africa. To ensure greater developmental impact, the Bank has rolled out a new Development and Business Delivery Model (DBDM) based on five top priorities ("High 5s").

The Vice-Presidency, Technology and Corporate Services (TCVP) is instrumental in implementing the Bank's development agenda and strategic focus. TCVP provides leadership in the formulation and implementation of Bank's strategies IT, general services and institutional procurements, business continuity, and language services.

The primary role of the Corporate Language Services Department (TCLS), for efficient execution of the Bank's mission, is to ensure, as required by the Bank's Agreement, the availability in the two working languages of the Bank (English and French, and occasionally Arabic and Portuguese) of all documents to be submitted to Senior Management and the governing bodies of the Institution. It also provides interpretation services at all Bank meetings, at Headquarters, in the Bank's Regional and Country Offices and in the field. Likewise, it provides editing services for flagship reports and key documents produced by the AfDB.

In view of the foregoing, the Corporate Language Services Department hereby invites individual consultants to express their interest to provide the following services:

- iv) translations of Bank documents to and from English and French primarily, and occasionally to and from Portuguese and Arabic;
- v) interpretation, during various Bank meetings and missions, into and from English and French primarily, and, occasionally, into and from Portuguese and Arabic; and
- vi) editing of flagship Bank documents and reports in English and French primarily, and occasionally in Portuguese and Arabic.

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

6. Objectives and Scope of the Assignment

- TCLS 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 TCLS, 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:
 - i. submit quality translations requiring little or no revision;
 - ii. perform quality interpretation; and
 - iii. provide quality editing services in respect of the aforesaid Bank documents.
- Documents to be translated shall relate, but not limited to, project reports, policy and strategy documents, legal and research papers.
- For each assignment, the parties (translator, interpreter, editor and TCLS) 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 Bank and taking into account international standards.
- The payment of consultants, continuation and subsequent renewal of contracts, shall be contingent upon satisfactory periodic and annual performance reviews.

7. Administration/reporting

The consultants shall report to either the Translation or Interpretation Division Managers, the Director of the Department or any other TCLS officer that the Director might designate. The supervising officer shall be responsible for the periodic and annual assessment as well as guidance of the consultant.

8. Duration of the contract

The aforesaid framework contract to be signed with the Director of TCLS shall be for a duration of three (3) years, commencing from the date of signature of the contract. The contract shall be renewable by the TCLS Director for similar durations of three years or less, subject to satisfactory assessment of the performance of the consultant over the preceding contract period.

9. Qualifications and Experience Required

Prospective consultants must be nationals of AfDB member countries and shall possess the following qualifications and skills, in keeping with the Bank's procurement policies:

- 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 and editing, preferably in or with a development-finance institution or similar body;
- excellent writing and/or speaking skills in English and French, and/or in Portuguese and Arabic;
- 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 African Development Bank;
- experience working for the African Development Bank and/or other development-finance institutions, national and international financial institutions and relevant national ministries and agencies.
- 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.

10. How to apply

Interested consultants are hereby invited to electronically submit (i) a letter of expression of interest and (ii) a CV, no later than 15 March 2023, to the e-mail addresses below:

n.nianduillet@afdb.org

Cc. f.anoumah@afdb.org

v.aka@afdb.org

i.polneau-anthony@afdb.org

e.alexander@afdb.org