



## **Scope of Work**

### **Recruitment for a translation & report writing consultant, French to English**

#### **Recurring translation work on monthly and quarterly reports to USAID**

**July 2021 – June 2022**

### **Organizational background**

Equal Access International (EAI) is a non-governmental organization (NGO) with U.S. regional offices in Washington, D.C. EAI partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, Pakistan, and the Philippines.

### **Project background**

Resilience for Peace (R4P) is a five-year USAID-funded, EAI-implemented, initiative to strengthen community resilience and learning, particularly for women and youth, to counter and prevent violent extremism in Côte d'Ivoire's northern border areas. Working with partners – National Opinion Research Center (NORC), Indigo-Côte d'Ivoire and the University of Bouaké – the project will foster a “CVE ecosystem” by reinforcing community resilience structures, creating civic and economic empowerment opportunities for at-risk border communities, through improvements in natural resource management and government-service delivery and responsiveness. Other activities will educate citizens and foster dialogue networks and townhalls to build whole-of-community trust, increase positive narratives, generate knowledge and learning among local communities on CVE concepts, while economic empowerment and positive youth development approaches will improve their employability.

### **Description of work to be performed**

EAI is seeking to recruit a written translator to assist in translating project documents originally written in French into English. The work will principally consist of translating the project Monthly Report during the first week of each month (for example, the July 2021 monthly report will be translated the first week of August 2021). There is a fixed reporting schedule and submission deadlines for the project monthly report to be submitted to the donor, USAID. The monthly report is approximately 10-15 pages in length. The work is estimated to be 1-2 days of translation work per Monthly Report.

The second main task is the translation of the project Quarterly Report. This report is lengthier, at about 40 pages. This report also follows a strict submission calendar. The work is estimated to be 3-4 days of translation work per Quarterly Report.

Both reports require knowledge of peacebuilding, conflict work, or countering violent extremism. Knowledge of West Africa is a bonus. The reports focus on CVE in the northern border region of Cote d'Ivoire. It is important to note that this work is not only translation, but a wider view of editing and active report-writing. The focus is on supporting the team to translate the reports from French into

English, but with an eye on editing, formulating substantive inputs to work well in English, and tracking the reporting over time to ensure quality and coherence. We are ideally looking for a researcher / graduate student type of profile, as the work is translation / substantive report writing around the topic of CVE and community resilience in northern Cote d'Ivoire.

The consulting agreement will also include ad hoc translations of other reports and studies. The consulting agreement will therefore include a maximum number of days and prior to each translation a time estimate will be confirmed for each product. The two main activities under this agreement, the Monthly Report and the Quarterly Report have fixed calendar submissions with the donor that cannot be altered. The other translation work is more flexible, and timelines can be negotiated for each product.

## Requirements

- Proven experience in the area of translation, specifically from French to English. Samples of previous translations are requested as part of the application process.
- The ideal candidate will have some background knowledge of CVE, conflict work, peacebuilding within an international development context.
- The ideal candidate will also have exposure to USAID reporting, understanding the style that USAID requires for submissions is important.
- Excellent drafting and editing skills. We are seeking a translator who is able to craft stronger language in English from the inputs that the field team submits. This consultancy is not only focused on language translation, but also on editing and formulating text in English that creates a well-written and coherent report in English, focusing on the substantive content.
- Good communication skills, ability to work as part of a team and interact with both expatriate and local staff working on the R4P project.
- Sensitivity to the cultural context of Cote d'Ivoire.
- Adaptability and flexibility required to work under pressure and to meet short deadlines.

## Application instructions

To apply please send all documents in English: (i) CV; (ii) a short and sharp cover letter explaining why you are motivated to translate reports on the R4P project; (iii) two short samples (excerpts) of previous translations from French into English; (iv) a list of three references; and (v) your proposed daily consultancy rate to:

[r4p\\_recrutement@equalaccess.org](mailto:r4p_recrutement@equalaccess.org) no later than **5pm on Tuesday July 27, 2021**.

Selected consultant will be required to sign a non-disclosure agreement (NDA) as some documents may contain confidential information (requirement).