



Institute for Human Rights and Development in Africa (I H R D A)

Call for Tenders

Child Rights Online Database: Translation of Documents from English to French

1. The subject of the tender

IHRDA seeks to offer a consultancy contract for the translation of documents from English to French. The documents are court judgements from various African countries and relate to children's rights and welfare; they are meant to be translated and uploaded to the online child rights database of the African Committee of Experts on the Rights and Welfare of the Child.

2. Source of funding

The contract will be awarded with funds from the Pan-African States' Accountability Project (PASAP) of PLAN International.

3. Specific terms of the tender

- i. IHRDA will make available to the consultant the English versions of the documents in PDF format;
- ii. The successful bidder will convert the documents from PDF to Microsoft Word, translate and edit/review;
- iii. The work is expected to be realized in 2 ½ (two and half) months, from mid-July to end September 2016.

4. Eligibility of bidders

Eligible bidders should meet the following criteria:

- Be a natural or legal person(s);
- Have a certification and/or experience in translation;
- Demonstrated knowledge/experience of legal language will be an added advantage

5. Quality requirements

The translations delivered must be of a quality that they can be used as they stand upon delivery, without any further revision, review and/or correction by the contracting authority. To this end, the contractor shall thoroughly revise and review the entire translation.

Contractors must ensure, *inter alia*, that:

- i. The delivered target text is complete (no omissions or additions are permitted);
- ii. The target text is a faithful, accurate and consistent rendering of the source text;
- iii. References to documents already published have been checked and quoted correctly;
- iv. The terminology and lexis used are consistent throughout the text and with any relevant reference material;
- v. Sufficient attention has been paid to the clarity and register of the target text;
- vi. The target text contains no syntactical, spelling, punctuation, typographical or other grammatical errors;
- vii. The formatting of the original has been maintained (including codes and tags if applicable);
- viii. Any specific instructions given by the contracting authority – whenever this is the case – are followed; and
- ix. The agreed deadline is scrupulously respected.

6. Proposed timeframe

This call for tender will go by the proposed timeframe:

- **21 June, 2016:** Opening of call for tenders;
- **30 June, 2016:** Deadline for submission of tenders;
- **7 July, 2016:** Publication of results;
- **15 July, 2016:** Signing of contract with selected bidder;
- **16 July, 2016:** Transmission of original documents for translation to selected bidder;
- **30 September, 2016:** Deadline for submission of all translated documents

7. Submission of tenders

Complete applications should include:

- A letter of intent with full name and contact information of applicant;
- A cost quotation indicating cost of translating and editing/reviewing per word;
- A list of the translator's previous translated works from English to French;
- Contact information for person(s) familiar with your work in translation, preferably a previous contracting authority;
- Translation or equivalent certification, if applicable;

Interested bidders should submit complete application to nizarifis@ihrda.org. The subject of the e-mail should include the name of the applicant and the title of the call for tenders. Deadline for submission is **Thursday 30 June, 2016**.

For all additional information, contact:

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