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**.

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For all additional information, contact:
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