
AFRICAN UNION

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

INDIVIDUAL CONSULTANT

CONSULTANCY SERVICES FOR TRANSLATION AND PROOF READING OF THE AFRICAN UNION TRANSITIONAL JUSTICE POLICY (AUTJP)

Reference No.: AUC/DPA/C/015

SECTION I: LETTER OF INVITATION

4th May 2021

Dear Applicants,

REF :CONSULTANCY SERVICES FOR TRANSLATION AND PROOF READING OF THE AFRICAN UNION TRANSITIONAL JUSTICE POLICY (AUTJP)

1. The African Union Commission wishes to recruit qualified consultant to undertake the above assignment. The AUC now invites interested **Individual Consultants** to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultants will be selected under the Consultant Qualification Selection method.
3. The EoIs must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
4. The EoIs must be submitted e-mail to Tender@africa-union.org. & cc: TizitaT@africa-union.org
The title of the Procurement must appear as subject of e-mail.
5. The Deadline for submission of EoIs is 21 May 2021 at 1500 hours Addis Ababa Time. Late applications will not be considered.
6. This call for Request for Expressions of Interest comprise of the following:
Section I – This Letter of Invitation
Section II - Terms of Reference

Yours sincerely,

Head, Procurement, Travel and Stores Division

SECTION II: TERMS OF REFERENCE

CONSULTANCY SERVICES FOR TRANSLATION AND PROOF READING OF THE AFRICAN UNION TRANSITIONAL JUSTICE POLICY (AUTJP)

1. BACKGROUND:

The African Union Transitional Justice Policy (AUTJP) was unanimously adopted by the Assembly of Heads of State and Government on 12 February 2019. The overarching objective of the Policy is to provide policy parameters on holistic and transformational transitional justice in Africa. It offers guidelines, possible benchmarks and practical strategic proposals for the design, implementation and evaluation of African transitional justice processes.

AUC is working to realize the effective implementation of the AUTJP by member states and developed an Implementation Roadmap that states how the Commission will facilitate implementation of the AUTJP from 2020-2025. Among other things the Roadmap provides plans for translation of the African Union TJ Policy into African languages not only to popularize its implementation by promoting the understanding of TJ at all levels but equally it's a means of lending technical assistance to ensure effective TJ in a given nation.

In order to support the ongoing TJ processes in Ethiopia, the AUC is planning to translate the AUTJP into the Ethiopia official language, the Amharic.

In the context of the foregoing, the AUC is seeking to engage professional translator and proofreader/editorial services to translate the AU Transitional Justice Policy to Amharic language.

The service providers' tasks will be delivering the below description of requirements and are expected to use their own necessary equipment for translation work.

2. Objective of the consultancy

The main objective of the consultancy is to translate the AUTJP in to Amharic language in order to support the transitional justice process in Ethiopia.

3. Scope of the Service:

The scope of the service includes, but not limited to the following:

1. Translation Services (English to Amharic) and proofreading
 - Produce 100% accurate translation of AUTJP from English to Amharic;
 - Use the appropriate terminology considering the style and nuances of the original text.
 - Quality check and proofreading of translation ensuring no typographical errors in the final text;
 - Ensure timely delivery of translated document;
 - Effect necessary correction or changes required;

- Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;
- Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation.
- Deliver the edited documents as per the proposal

4. Key Deliverables

The consultant shall submit progress report on the implementation of activities listed above:

Translation and editing services shall implement the as per below description:

Description of requirement	Language	Quantity (pages/words)
Translation/ proofreading	English to Amharic	52 Pages/ estimated 13,000 words

5. Qualification and Experience

The Consultant would be selected based on the following minimum educational and experience criteria:

Education

- At least a Master degree in translation from a recognized University.

Experience

- A Bachelor's degree and at least seven (7) years of continuous working experience in the field of translation including in legal translation and editing, proof reading or track-record in the legal translations;
- For holders of a Master degree, at least five (05) years of progressively relevant experience in the field of translation including in legal translation and editing, proof reading or track-record in the legal translations;
- Demonstrable experience in translation of legal texts, especially those of international policies; laws, government decrees, bills, African Union legal instruments etc
- Experience as a reviser will be an asset.
- High proficiency and excellent command in English and Amharic Language;
- Working experience with an international organization, including the UN and AU systems will be an added advantage

6. Duration of Consultancy

The consultancy service is required for a period of one month and the Consultant will be based in Addis Ababa for the full duration of the assignment.

7. Consultancy fee

The consultancy fee is **1,900.00** USD including VAT and all other related expenses.

8. For evaluation of the expressions of interest the following criteria will be applied:

- General Education Qualification and Relevant Training (20 points);
- Experience Related to the Assignment (40 points);
- Technical approach and methodology (30 points)
- Work plan (10 points)

9. Interested candidates are requested to submit the following documents for AUC's consideration as an attachment to the CVs:

a) Technical Proposal on:

- Understanding and interpretation of the TOR
- Proposed methodology to be used in undertaking the assignment
- Time and activity schedule

