



## **TERMS OF REFERENCE FOR SEEKING AN ENGLISH TRANSLATION AND PROOFREADING SERVICE**

### **Background**

The European Research Institute (ERI) in partnership with the Njawara Agricultural Training Center (NATC) and the Agency for the Development of Women and Children (ADWAC) are seeking a company for constructing an aquaculture system in the North Bank Region within the framework of the CESAD Project - Circular Economy in Sustainable Agriculture Development.

The CESAD Project is co-funded by the European Union, started in August 2018 and lasts three years. The purpose of the CESAD Project is to enhance the small-holder farmers' competitiveness and support the local development of the North Bank Region through a series of activities aimed at improving the quality of farming practices, providing logistic solutions to the storage and distribution of goods, introducing diversity of supply, and strengthening local capacities for competitive market accessibility.

### **Qualification and experience required**

- a degree in Languages;
- at least three years work experience;
- an excellent command of English.

### **Tasks**

The contracted professional will have the following tasks:

- Proofreading and revision of CESAD project interim report and related annexes; approximately 15.000 words;
- Translation of ERI balance sheets; approximately 4.625 words;
- Proofreading of English subtitles for audiovisual material; approximately 4.769 words;
- Quality check and quality assurance (spelling; typos; syntax; punctuation);
- Terminology consistency;
- Formatting;
- General revision.

### **Maximum budget**

The maximum budget for this service is 1.300.00 EUR.

### **Time Frame**

The deadline for submission of bids is 7th February, 2020. The successful bidder will be contacted within five days of the deadline and receive a contract for this service. The



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assignment is expected to start within 5 days from the signing of the contract by both parties and has to be completed within fifteen (15) months from the signing of the contract.

### Quotations

Quotations should include:

- cost of service;
- CV.

### Selection of proposals

The proposal that will get the highest score will be selected. Selection of proposals will be based on the following criteria:

| Award Criteria           | Maximum Points |
|--------------------------|----------------|
| Price                    | 40             |
| Qualification            | 20             |
| Previous work experience | 20             |
| Completeness of proposal | 20             |
| Total                    | 100            |

Threshold: 70/100.



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