



## **TERMS OF REFERENCE FOR SEEKING A TRANSLATION SERVICE OF LEGAL DOCUMENTS AND CONTRACTS**

### **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.

### **Qualifications and experience required**

- a degree in Law;
- at least two years work experience;
- previous experience in working within EU-funded projects;
- good writing skills to produce high-standard texts free of errors, inconsistency and vague/ambiguous statements;
- a good command of English (ideally C2 level, at least B2 level).

### **Tasks**

The contracted professional will have the following tasks:

- translation of legal documents and contracts, approximately 28.000 words;
- Quality check and quality assurance (spelling; typos; syntax; punctuation);
- Terminology consistency;
- General revision.

### **Maximum budget**

The maximum budget for this service is 1.000.00 EUR.

### **Time Frame**

The deadline for submission of bids is 12th October, 2018. The successful bidder will be contacted within five days of the deadline and receive a contract for this service. The assignment is expected to start within 5 days from the signing of the contract by both parties and has to be completed within four (4) months from the signing of the contract.



This Project is co-funded  
by the European Union



## 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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