



**TERMS OF REFERENCE
TRANSLATION SERVICES**

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo , (Hosted by Adeso - African Development Solutions, www.adesoafrica.org)
Project	NEAR
Position Type	Consultancy
Study/Assessment Topic	Translation Services
Position Location	Nairobi, Kenya
Duration	3 - 6 months
Reporting To	Communications Officer
Working With	Programs Team & Adeso Operations Department
Starting Date	Immediately
Application Deadline	27 th May, 2018. Applications will be reviewed on rolling basis.
Vacancy Contact	Please send applications to jobs@near.ngo - Adeso will only respond to short-listed applicants.

ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

BACKGROUND FOR CONSULTANCY

NEAR is a global network that spans across many continents therefore we would like to contract a firm or consultants to provide translation services of various documents related to NEAR’s programs which include a series of humanitarian research reports, membership documents and general communications contents to be disseminated across our network that includes members who speak French, Arabic, Spanish, Nepali and more.

SCOPE OF WORK

- Written translation of NEAR publications in French, Arabic and other languages (as needed).
- Written translation of NEAR programs and membership documents in French, Arabic and other languages (as needed).
- Translation of web content and other communications (as needed).

CONSULTANCY PERIOD

- May to July, 2018 (may be extended).

QUALIFICATIONS

- Relevant experience of delivering quality translation services with NGOs, government agencies or international bodies.
- Excellent communications and writing skills.
- Ability to interpret and translate oral information to written form and vice versa.
- Familiarity with speaking and writing in more than one language, preferably French, Arabic and/or Spanish.
- Ability to interact with clients from diverse background in a multicultural environment.
- Excellent team work and participatory process skills.
- Flexible in working hours-ability to work evening and weekends, if necessary.
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines.
- Consistently approaches work with energy and a positive, constructive attitude.

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In consideration of the fees paid, the Consultant expressly assigns to NEAR any copyright arising from the works the consultant produces while executing this contract. All images (whether used for online or print purposes) must however bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from NEAR.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **27th May, 2018** with **"Translation Services"** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and consultancy rates. The letter should be no longer than two pages;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

Applications not including all of the above information will not be reviewed. Adeso is an equal opportunity employer.