

TERMS OF REFERENCE
Pledge for Change Translation

Organization	Adeso: African Development Solutions, www.adesoafrica.org
Position Title	Translation Consultants (French, Arabic, Spanish)
Reporting To	Program Coordinator
Working Closely With	Program Team
Duration	20 days
Starting Date	Immediately (Applications will be reviewed on a rolling basis)

ORGANIZATIONAL CONTEXT

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 over 30 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. At present, Adeso has programs in Somalia and Kenya.

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

Project Summary

Adeso is also a leader in systemic changes for decolonizing the humanitarian and development aid system. Adeso currently leads a coalition of INGOs to re-imagine their roles in aid and how they can contribute to shifting power towards Global South communities that aid claims to support.

The Pledge for Change brings together key INGO leaders for honest conversations about their organizations’ current roles in maintaining neo colonial structures in the global aid system and for developing joint strategies, and concrete and significant steps towards decolonization. They convene monthly retreats and define long-term commitments their organizations can make to decolonize, with the goal to publicly announce the pledges and use this to create momentum forward with peer organizations and donors to also join in the actions set. This leadership includes CEOs from Oxfam International, CARE International, Save the Children, Plan International and Christian Aid. The Pledge for Change will be rolled out on 27th October 2022 and the official launch will need French, Spanish and Arabic translation and interpretation services.

CONSULTANCY PURPOSE

The Translation Consultants will lead in the translation of the latest drafts of the Pledge for Change and will work closely with the Project Coordinator to also edit communications, presentations and other needed materials into French, English and Arabic. In addition to this, the consultant will provide interpretation and translation services on 27th October.

SPECIFIC ACTIVITIES

Adeso is looking for consultants who can:

- Translate documents from English-French, English-Spanish, English-Arabic
- Provide interpretation services during the Pledge for Change launch on 27th October
- Ensure translated and interpreted content conveys original meaning and tone
- Follow up with Adeso team to ensure the translated content meets the needs

EXPECTED DELIVERABLES

1. Translate the latest draft of the Pledge for Change principles for INGO leaders
2. Provide interpretation services on 27th October for the Pledge for Change launch
3. Provide interpretation / translation services for supporting documentation and communications for the launch

SKILLS AND QUALIFICATIONS

- Educational experience in French, Spanish, Arabic or native speaker of French, Spanish, Arabic and English
- Past experience in interpretation and translation from French to English, Spanish and English, Arabic to English and vice versa
- Fluency in French/Spanish/Arabic and English
- Strong proofreading skills
- Ability to deliver high quality documentation paying attention to details.
- Great time management skills
- Ability to communicate in a clear, positive manner with diverse clients and staff.
- Self-motivated and able to work with minimal direction.
- Ability to maintain confidentiality

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In consideration of the fees paid, the Consultant expressly assigns to Adeso 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 Adeso.

APPLICATION PROCESS

All applications should be sent to consultancy@adesoafrica.org with **Translator** on the subject line **specifying the language** by **27th October 2022**. The selection committee will review all applications as they arrive and recruitment will be completed once suitable candidates are identified. 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 3 up to date references.

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

Additionally, the applicant can submit a proposal to be considered for longterm translation opportunities with Adeso.