



## **Translation services French to English, English to French**

### *Terms of Reference*

#### **Background**

Voice is an innovative multilingual grant facility that promotes inclusion and diversity in 10 countries. Voice aims to amplify and connect thus far unheard voices in efforts to leave no one behind. Informed by the national context, Voice works with mainly five rightsholders groups who sometimes cut across more than one. They are;

- 1. People with disabilities (PWDs)**
- 2. Lesbian, Gay, Bisexual Transgender and Intersex (LGBTI) people**
- 3. Women facing exploitation, abuse and/or violence**
- 4. Age discriminated vulnerable groups notably the young and the elderly**
- 5. Indigenous people and ethnic minorities**

The rightsholders groups focus on three impact areas namely;

- 1. Improved access to resources and employment**
- 2. Space for political participation and citizen engagement**
- 3. Improved access to social services, health and education**

Voice as a programme has two main components:

- 1. A grant facility to provide financial support to the groups mentioned above and organisations and;**
- 2. A linking and learning component that will nurture learning and innovation across countries and groups.**

The long-term outcome of this programme is Empowered rightsholders are able to express their views and demand their rights for responsive and inclusive societies.



For all its global communication channels Voice uses two languages; English and French. We promote inclusion and diversity in the 10 countries through small country teams based at either Oxfam or Hivos country offices. In Nigeria, Kenya, Uganda, Tanzania, Cambodia, Laos, Philippines and Indonesia we have adopted English as the main language while for Mali and Niger French is the key language. This means that most of the information featured on the website and sometimes social media must be shared in both languages. The aim is to translate as much information as possible which is no easy feat with close to 300 projects we support.

Information to be translated on a regular basis includes grantee profiles, Calls for Proposals, proposal and reporting templates, stories, blogs, monthly newsletter (called VoiceMail), annual reports, publications, etc. Apart from the annual report and the VoiceMail, the translation should take no more than 7 working days.

Voice is urgently seeking a creative, inclusive, attention-oriented translation team who can provide professional translation services both English-French and French-English. The translation team will work closely with the Communications hub based at Hivos East Africa office in Nairobi as well as the Programme Manager based in the Oxfam office in the Hague.

## **Qualifications**

The translation team should:

1. Have at least five years of experience in English to French and French to English translation.
2. Have good knowledge of written and spoken English and French.
3. Be creative in their translation approach; catchiness is key!
4. Be based in Africa –preferably West Africa (Mali and Niger have our preference).
5. Be working as a team that is capable of working on translation together.
6. Have knowledge on inclusion and diversity and is open to the work of Voice with all five rightsholders groups.
7. Be discrete and confidential when needed.
8. Have knowledge of Microsoft office.

## **Workflow**

The consultant shall be receiving information from the Voice Amplifier on a regular basis including but not limited to the monthly [VoiceMail](#), which is the Voice newsletter as well as the Voice [annual report](#) that is done once per year. We have developed translation [guidelines](#) which will guide the process of translation.



Payments shall be done at at the end of each completed task, after the issuing of an invoice.

Submit your applications including references as well as copies or links of work done previously to the attention of the Voice Programme Manager; Marinke Van Riet at [hello@voice.global](mailto:hello@voice.global) by **22 September, 2019**