



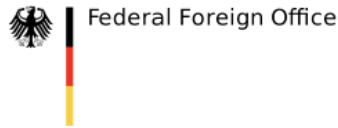
## TERMS OF REFERENCE FOR TRANSLATION SERVICES IN TUNISIA

DW Akademie (DWA), In the framework of the project "No Hate Speech" funded by the German foreign office and the European Union, is seeking to engage a company/service provider for professional interpretation services. The assignment will take place online/onsite as needed between October to end of December 2024. The estimated working days will depend on the needs of the translation in different project activities.

### Required services:

- Consecutive Interpretation Services from Arabic into English and vice-versa, during project events online/offline (provide the needed equipment of onsite event)
- Simultaneous Interpretation Services during project events online/offline (workshops, trainings, conferences, informative community events, etc.)
- Translate written documents, including but not limited to reports, articles, from the source language [Arabic] to the target language [English].
- Review and proofread translated documents for quality assurance, ensuring proper grammar, syntax, and terminology usage.
- Collaborate with project managers, subject matter experts, and other relevant personnel to clarify any ambiguous or unclear content in the source documents.
- Adhere to specified deadlines and provide regular updates on the progress of translation assignments.

### Required skills:



- Minimum 5 years of professional experience in the translation sector.
- Experience in performing simultaneous and consecutive interpretation in formal settings (conferences, high-level meetings, trainings, etc.).
- Demonstrated translation/interpretation experience in media and communication, human rights, international humanitarian law and related fields will be considered an asset
- Proficiency in using translation software, computer-assisted translation tools, and other relevant technology. Excellent attention to detail and a commitment to delivering accurate and error-free translations.

#### **Deadlines and delivery:**

All deadlines for work submission will be coordinated with the project team.

#### **Remuneration and Payment:**

Please submit with your offer estimate cost for Consecutive Interpretation (Up to 2 days), translation of documents (Up to 200 pages 250 words each) and the total cost of each item. Upon submission of the /transcript/ translated documents, the Translator could submit the invoices once a month. The payment will be made in Euro via bank transfer.

#### **Submission of offers:**

Please submit a detailed offer signed in PDF form latest **on October 11<sup>th</sup>, 2024**, to [dw-akademie.digital-innovations-for-peace@dw.com](mailto:dw-akademie.digital-innovations-for-peace@dw.com)