

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي		UNIÃO AFRICANA
UNIÓN AFRICANA		UMOJA WA AFRIKA
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES P.O. Box 6274 Arusha, Tanzania – Telephone: +255 272 510 510 Website: www.african-court.org / Email: registrar@african-court.org		

AFCHPR/PTS/2025/032

Date: 09 April 2025

REQUEST FOR EXPRESSION OF INTEREST (REOI)
DATABASE OF PREQUALIFIED INDIVIDUAL CONSULTANTS

FREELANCE SELF-REVISED TRANSLATORS

I. BACKGROUND

The African Court on Human and Peoples' Rights (AFCHPR) was established by the 1998 Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (the Protocol). The Protocol entered into force on 25 January 2004, paving the way for the establishment of the AFCHPR. It is the continent's first judicial body and is responsible for the protection of human and peoples' rights in Africa. The Court's main mandate is to complement the protective mandate of the Banjul-based African Commission on Human and Peoples' Rights (the Commission). The seat of the Court is in Arusha, United Republic of Tanzania.

II. OBJECTIVE

In order to expand its database, the Court is calling for applications from qualified freelance Self-Revised Translator in Arabic, Kiswahili, Portuguese and Spanish who are nationals of African Union Member countries. The Court will use the services of the selected consultants, as and when needed, to meet the Institution's translation needs throughout the duration of the framework contracts.

NB: Those who have previously applied and have been notified that they have been included in the database do not need to apply again.

III. SCOPE

Freelance self-revised Translator are invited to express interest in providing off-site and on-site services (e.g., during sessions and other meetings of the Court). They will be awarded contracts for the translation and revision of documents from the Court.

IV. MAIN TASKS

Freelance Self-Revised Translator provide quality translation and revision services, as required, for Court documents in a timely manner using the mainstream terminology.

V. REQUIREMENTS

- A Master's degree in Translation, Humanities and Languages or any other related field and a minimum of five (5) years' experience as a translator, including three (3) as a reviser or self-reviser
- Or a Bachelor's degree in Translation, Humanities and Languages or any other related field and have a minimum of seven (7) years' experience as a translator.

VI. REQUIRED SKILLS

- Computer literacy (good command of MS Office tools: Word, Excell, PowerPoint, PDF, etc.)
- Ability to format documents.
- Ability to translate documents requiring little or no revision
- Knowledge of computer-assisted translation (CAT) tools (e.g., Trados)
- Ability to work reliably and effectively, *on-site* or off-site under pressure, with tight deadlines and under minimal supervision.

VII. REMUNERATION

- Off-site self-revised translation:
US\$ 125 /1,000 words;
US\$130/1000 words for urgent documents.
- On-site self-revised translation (sessions and other meetings)
US\$ 300 per day + daily per diem for the place of assignment for official Court missions.

The Court will cover travel costs for *on-site* contracts in accordance with the AU travel policy (one economy class return air ticket).

All payments will be made in compliance with African Union rules and procedures.

The Court reserves the right to change the above fees at any time.

VIII. EVALUATION CRITERIA

- Academic qualifications
- Professional experience
- Mastery of translation tools (e.g., Trados)
- Language combination proficiency
- Accuracy of translation
- Consistency and cohesion
- Formatting and referencing
- Terminology usage

IX. APPLICATION PACKAGE

Applications must include:

- A completed online application form accessible via the following link:
- Copies of diplomas, attestations, certificates, etc. to be uploaded through the online application form;
- A detailed Curriculum Vitae (maximum 5 pages) outlining relevant professional experience to be uploaded through the online application form;
- Any supporting documents deemed relevant to be uploaded through the online application form;

NB: Applications listing academic qualifications and professional experience but submitted without copies of diplomas and certificates, will not be considered. Shortlisted candidates will be asked to take a short written translation test to ascertain the suitability of the applicant for inclusion in the Database.

X. SUBMISSION OF APPLICATIONS

Applications must be submitted through the African Court website following this link:

We highly encourage applications from freelancers with English A or French A and Portuguese B or Arabic B or Kiswahili B or Spanish B.

XI. DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for receipt of applications is 18:00 local time (GMT+3) on 08 May 2025. For further information, please contact us at the following email address: procurement@african-court.org

NB:

Only applicants with the desired qualifications and skills will be considered for inclusion in the Court Database of Freelance Translators.

Regular assessments will be conducted for Translators to determine their continued suitability for retention in the Database.

The Court reserves the right to reject any application not deemed suitable for inclusion in the Database and has no obligation to award translation contracts to any successful applicant upon inclusion in the Database.

Applications shall not be considered if:

- **received after the deadline;**
- **not supported by copies of academic credentials;**

Ms. Grace Wakio Kakai
Deputy Registrar of the Court

DocuSigned by:

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