

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

**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 27 2970 430 /431/432/433/434

Web site [www.african-court.org](http://www.african-court.org) Email. registrar@african-court.org

AFCHPR/PTS/2022/107

Date: 20 April 2022

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

**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 update its database, the Court is calling for applications from qualified freelance translators-revisers in Arabic, English, French, Portuguese, Spanish and Swahili, who are nationals of African Union Member countries.

### **III. SCOPE**

Freelance translators-revisers are invited to express interest in providing online and face-to-face 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 translators-revisers provide quality translation and revision services 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 (preferably in an international organisation(s)). A higher qualification in the relevant field will be an added advantage.

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, including three (3) years as a reviser or self-reviser (preferably in an international organisation).
- Experience in the work of the Court and other international and/or national courts will be an added advantage;
- A background in law or mastery of legal terminology will be an added advantage.

### **VI. REQUIRED SKILLS**

- Computer literacy (good command of MS Office tools: Word, Excell, PowerPoint, PDF, etc.)
- Ability to format documents.
- Knowledge of computer-assisted translation (CAT) tools (e.g., Trados) will be an added advantage.
- Ability to work *in-situ* or online with tight deadlines and under minimal supervision.

### **VII. DURATION OF THE CONSULTANCY**

A three- (3) year renewable framework contract will be offered to successful candidates.

## VIII. REMUNERATION

- **Online translation and revision:**  
US\$ 125 /1,000 words;  
US\$130/1000 words for urgent documents.
- ***In-situ* translation and revision (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 *in-situ* 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.

## IX. EVALUATION CRITERIA

- Academic qualifications (30%)
- Professional experience (40%)
- Computer skills (10%)
- Mastery of translation tools (e.g., Trados) (15%)
- Language combination (5%)

## X. APPLICATION PACKAGE

Applications must include:

- The completed Consultancy Form (attached), stating the language combination(s) (e.g., EN/AR: EN/FR; EN/PT; EN/SW, etc.)<sup>1</sup>
- Copies of diplomas, attestations, certificates, etc.
- Supporting documents and detailed information on professional experience (contracts, screenshots of e-mails relating to translation contracts (one for each year of experience), etc.).

**Applications indicating academic qualifications or professional experience not supported by copies of diplomas and certificates, contracts and/or screenshots or purchase orders of such contracts will not be considered.**

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<sup>1</sup> English/Arabic; English/French; English/Portuguese; English/Swahili, etc.

## XI. SUBMISSION OF APPLICATIONS

Applications must mention in the subject line "**CALL FOR APPLICATIONS FOR ENTRY INTO THE DATABASE OF FREELANCE SELF-REVISED TRANSLATORS OF THE AFRICAN COURT**".

Applications should either be sent by email via: [tender@african-court.org](mailto:tender@african-court.org)

**(The maximum size of attachments is 25 MB. If the size of the attachments exceeds 25 MB, please send them all in separate emails).**

Or

by post to the following address:

**The Registrar,**

**African Court on Human and Peoples' Rights**

**P.O. BOX 6274**

**Arusha, Tanzania**

Or

be submitted directly at the Registry of the African Court on Human and Peoples' Rights, TANAPA, Mwalimu Julius Nyerere Conservatory Centre, Phase II, Dodoma Road. Arusha, Tanzania.

## XII. DEADLINE FOR SUBMISSION OF APPLICATIONS

**The deadline for receipt of applications is 17:00 local time (GMT+3) on 20 May 2022.**

For further information, please contact us at the following email address:

**[procurement@african-court.org](mailto:procurement@african-court.org)**

**Dr Robert W. Eno**

**Registrar of the Court**

