



ACERWC
African Committee of Experts on
the Rights and Welfare of the Child

Comité Africain d'Experts sur les
Droits et le Bien-être de l'Enfant
Comité Africano dos Direitos e
Bem-Estar da Crianças
اللجنة الأفريقية المعنية بحقوق الطفل ورفاهه

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DEADLINE: 18TH February 2023

I. BACKGROUND

The ACERWC is unique in Africa's human rights system as the only regional treaty body set up to promote and protect child rights and welfare on the continent. Africa sought to address the plight of her children through the adoption of the African Charter of the Rights and Welfare of the Child (ACRWC) in July 1990. Based on the provisions enshrined in this fundamental document, the ACERWC, set up in July 2001, is mandated to promote and protect the rights and welfare of the child in Africa.

II. OBJECTIVE

In order to update its database, the Secretariat of ACERWC is calling for applications from qualified freelance interpreters in Arabic, English, French, Portuguese, Spanish and Swahili who are nationals of African Union member countries.

III. SCOPE

Freelance translators are invited to express interest in providing online and face-to-face services (e.g., during sessions and other meetings of the Secretariat). They will be awarded contracts to provide translation services at meetings organised by the ACERWCs Secretariat.

IV. MAIN TASKS

Freelance translators-revisers provide quality translation and revision services for ACERWC's 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 African Union and other international and/or Regional Economic Communities will be an added advantage;
- A background in law or mastery of legal terminology will be an added advantage.

I. 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.

II. DURATION OF THE CONSULTANCY

A two- (2) year renewable framework contract will be offered to successful candidates.

VI. REMUNERATION

Online translation and revision:

US\$ 0.10 /word

US\$ 0.12/ word 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 ACERWCmissions.

ACERWC 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.

ACERWC reserves the right to change the above fees at any time.

VII. EVALUATION CRITERIA

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

VIII. 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.)¹
- 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.).

Interested applicants may submit application letters and supporting documents by Emailing ACERWC-SECRETARIAT@africa-union.org cc: Mwatulak@africa-union.org

Deadline for submission of applications is **18th February 2023**. More details are available on our website; AU ACERWC website:

<https://www.acerwc.africa/en/opportunities/bids-procurement>