



Terms of Reference – English to French or French to English Translation Services

Service:	English-French Translation Services
Department/Unit:	Regional Coordination Unit, The Regional Scholarship and Innovation Fund
Reports to:	<i>icipe</i> Communications Officer
Duty Station:	<i>icipe</i> Duduville Campus, Kasarani, Nairobi
Duration of Services:	18 months

1: Background - *icipe*

icipe—International Centre of Insect Physiology and Ecology—is a world-class research centre with a mission to alleviate poverty by ensuring food security, improving health, protecting the environment and building the capacity of researchers and communities across the developing world through the application of insect sciences. Employing close to 500 national and international staff, *icipe* is headquartered in Nairobi, Kenya with outposts in Ethiopia and on the shores of Lake Victoria in western Kenya. *icipe* has a proud reputation and history of delivering world-quality science that has made crucial contributions to African food and health policy, delivered development outcomes to rural communities, and has been at the forefront of building Africa’s biological research capacity. The Centre’s research activities span the African continent with partnerships linking research organisations, not only across Africa, but also the globe. In addition, 100–150 graduate students and a number of postdoctoral fellows contribute to *icipe*’s research portfolio annually.

For more information visit the *icipe* website www.icipe.org and see the *icipe* 2017 Annual Report http://www.icipe.org/system/files_force/icipe_Annual_Report2017-web.pdf?download=1

2: Purpose

The Regional Scholarship and Innovation Fund (RSIF – <https://www.rsif-paset.org/>) is one of the flagship programmes of the Partnership for Skills in Applied Sciences, Engineering and Technology (PASET), an initiative by African governments to address systemic gaps in skills and knowledge necessary for long-term, sustained economic growth in sub-Saharan Africa (SSA). PASET was launched in 2013 by the governments of Senegal, Ethiopia and Rwanda. The governments of Kenya and Ivory Coast have since joined the initiative, while several others have expressed commitment to enter the partnership.

With funding from African governments, the World Bank and the Korean government, RSIF aims to support PhD training, and research and innovation in various African universities selected as centres of excellence in fields identified by PASET as priority economic sectors for growth and development, including ICTs including big data and artificial intelligence; food security and agribusiness; minerals, mining and materials engineering; energy; and climate change.

A competitive grants scheme, RSIF has two components: (i) the general fund, which supports PhD training, research and innovation projects annually; and (ii) the permanent or endowment fund, whose return proceeds will become part of the general fund.

In July 2018, the International Centre of Insect Physiology and Ecology (www.icipe.org) was appointed the Regional Coordination Unit (RCU) of RSIF. The mandate of the RCU-*icipe* includes managing the two funds and supporting the capacity of the universities and partnering institutions to administer the PhD scholarships. The RCU will also create partnerships with governments, universities and national and international research organisations to support capacity building, research and innovation at African universities. As well, the RCU-*icipe* will help introduce more African governments and other potential strategic partners to PASET to fund and to ensure continued continent-wide support.

RCU-*icipe* seeks a Translation Service to translate text from English to French to support its work in Francophone Africa. Translated materials will be promoted and disseminated to Francophone country stakeholders including postgraduate students, universities, private sector companies, governments and donors. Examples of RSIF content can be found on the website (www.rsif-paset.org)

3: Terms of Reference

- a. Translation of documents from English to French or vice versa on a case-by-case basis.
- b. Texts for translation will include announcements, web pages, forms, brochures, fliers and factsheets, press releases, newsletters, reports, executive summaries, and other programmatic materials, as well social media content, articles and other focused messaging. Most documents for translation are up to 8 pages in length.
- c. Ensure high quality of translation, accurately reflecting the meaning found in the original English

3.1 Responsibilities

- a. Be in direct contact with RCU-*icipe* staff to discuss the precise scope of work and any specific expectations for each document to be translated.
- b. Assessment and review of document;
- c. Translation of document;
- d. Overall quality review;
- e. Technical accuracy review, including confirmation of technical
- f. terms
- g. Revision and correction in consultation with RCU-*icipe* staff
- h. Final check and sign off

3.2 Timeframe

18 months from April 2019

3.3 Qualifications

At least a relevant Bachelor's degree in languages, literature, art or science.

3.4 Expertise required

The successful candidate and/or organization will be able to demonstrate skills in:

- Translation from English to French or vice versa

- At least 5 years' experience and expertise in English to French (or vice versa) translation, including translation of technical documents
- Familiarity with terms related to research and development

4. Application procedure

By email to icipetenders@icipe.org with '**RSIF Translation Services**' in the subject heading.

Please include the following attachments:

- Cover letter explaining why you are a suitable service for this assignment
- Services offered and costs
- Three examples of your translation of English to French
- Detailed cost breakdown.