



International
Services

Summary Terms of Reference for External Contractor

Translation Consultant(s): English to French and French to English

Location: Haiti-based or International – can work remotely

Contract validity period: Up to 14 work days

Background: For the past seven years, the American Red Cross has implemented the Haiti Assistance Program (HAP) that was established to direct the organization's response to the 2010 Earthquake in Haiti. HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent Network, in particular with the Haitian Red Cross, and also through external partners.

Part of HAP's initiative for program transition activities is to capture programmatic and operational learning visually and through written documentation.

Position Summary: The HAP Learning Team seeks an experienced translation consultant(s) to translate one to five learning products using organization-generated content that is based on HAP's learning. The translation consultant(s) will work with the HAP Learning Team to translate learning content from English to French and/or from French to English. The documents may be anywhere from 10 to 30 plus pages in length. The document(s) will reflect program processes, lessons learned, guidance, key messages and recommendations. The translations, whether from English to French or French to English, should accurately reflect and convey the ideas, content and tone contained therein. The translation consultant(s) should have experience working with humanitarian organizations and be familiar with industry language.

Specific Duties and Responsibilities: The translation consultant(s) is responsible for working with the HAP Learning Team to translate learning content that reflects the Haiti context and appropriately captures key learning, which the Learning Team has generated with sector-appropriate staff. The translation consultant will consult with the Learning Team to ensure accurate translation. The translated document(s) should be delivered within the agreed upon timeframe and based on required work and translation complexity.

Qualifications:

- High-quality, advanced translation skills for translating complex documents from English to French and French to English
- Applied language skills such as grammar, syntax, semantics, style and appropriate terminology in both languages
- Portfolio sample of translated documents
- Ideally, texts have included: humanitarian organization documents
- Excellent customer service
- Translation certification or university level language/communication studies

Required:

- Minimum 5-years-experience working as an English/French or French/English translator
- Sample translation work for documents 10 plus pages in length
- Excellent customer service

- Maintain confidentiality concerning clients and translated materials
- Respects deadlines and requirements for each task as set by clients
- Excellent communication and interpersonal skills to collaborate with the HAP Learning Team
- Languages: English and French (documents must be in both languages)
- Translation certification and/or university degree in communications, journalism, foreign languages; or demonstrated skills in professional translation

Preferred:

- Knowledge of Red Cross movement is an asset
- Knowledge of humanitarian programs/collaborated with NGOs in the past

Compensation:

- Hourly/Daily fees per working day.

How to apply:

To apply submit CV, and brief cover letter detailing relevant experience and compensation requirements (daily fees per working day) via email to: senji.gaetane@amcrosshaiti.org with cc to gina.barreau@amcrosshaiti.org.

Please put the following in the subject line: “Application for Translation Consultant”

Only candidates who have been selected for an interview will be contacted.

Deadline to apply: January 5, 2018. Consultant should be available to start by **mid to late January, 2018.**