

Terms of Reference for Translator(s) in local languages

The Thomson Foundation (TF) is seeking to hire a **translator(s)** for the project ‘Supporting Greater Media Independence in the Western Balkans’.

The Terms of Reference document is providing the information about the project, the list of expected services that are required from the expert(s) and the scope of work.

Details for the application are available in the document Request for Application for translator.

BACKGROUND

The aim of the Supporting Greater Media Independence in the Western Balkans project - is to develop and strengthen the editorial independence and business operation of the media outlets, enabling them to provide a more diverse range of media content to their audiences, and thus to encourage an opened, informed and active discussion amongst the citizens in the six Western Balkans countries.

The main beneficiaries of the project are media outlets and those working within the media sphere (e.g. editors), but the programme will contribute to an impact focused on increasing citizen’s engagement with a wider range of media, and potentially (over the longer term) increasing levels of trust in media which demonstrate more balanced editorial policies.

Supporting Greater Media Independence in the Western Balkans project is funded by the Conflict, Stability and Security Fund (CSSF) of the UK Government and implemented by the consortium consisted of the British Council (lead partner), Thomson Foundation, Balkan Investigative and Reporting Network (BIRN) and the International NGO Training and Research Centre (INTRAC).

The duration of the project is two years and it will be implemented across six Western Balkans countries: Bosnia and Herzegovina, Serbia, Montenegro, Kosovo, Albania, and North Macedonia.

SCOPE OF WORK

To translate written and audio pieces in different languages, making sure to maintain their original meaning, format and tone, as well as to provide consecutive translation for TF trainers and experts per need. All materials to be translated are outputs produced within the project described above.

Main Tasks and Responsibilities

The translator(s) main tasks will be to:

1. Translate project materials, including educative and promotional materials, online courses content, and other project-related materials from one to another language in official use in the Western Balkans, including English. Languages we are seeking translators to be able to translate from and to include Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian, and English.
2. Prepare subtitles for video and audio formats
3. Follow up with internal team members to ensure translation meets their needs

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4. Supporting Thomson Foundation team with necessary translation when needed

DELIVERABLES

- Translated and proofread pieces as agreed with the TF project team and stipulated in the contract and as per the agreed timeline
- Final report of work performed

REQUIREMENTS

Professional Experience:

- Proven work experience as a Translator, Interpreter or similar role
- Fluency in at least two languages in addition to your native language
- Understanding of media sector in the region will be an asset
- Previous work on similar projects / task would be an asset
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Good knowledge of content editing tools

Education:

University degree in foreign languages or related disciplines

REPORTING REQUIREMENTS

The Expert is obliged to report to the TF project supervision and project coordinator.

At the end of each month, the expert will submit a time sheet for approval including the number of days spent and brief description of the activities and tasks performed as well as an invoice.

In addition, at the end of each calendar month, the expert will prepare a short overview of key monthly achievements, as a contribution to the overall project monthly report to be prepared by the project coordinator.

In addition, at the end of each calendar month, the expert will prepare an overview of key monthly achievements, as a contribution to the overall project monthly report to be prepared by project coordinator. At the end of activity, the expert will report on entire activity and its achievements and impact, following the template prepared by the TF.

All reports should be submitted in English as agreed with the project coordinator. If reports are prepared in local language, the consultant must provide executive summary of the report in English.

The timing of deliverable and their detailed content will be agreed with the TF project coordinator.

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DURATION OF ASSIGNMENT

It is expected that the assignment will commence no later than date than 10 August. The expert is expected to complete assignments until 31 March 2020. The total number of days allocated for this position will be decided later, based on the amount of work required by the TF.

LOCATION

Albania / Bosnia and Herzegovina / North Macedonia / Kosovo / Montenegro / Serbia

APPLICATION

Interested experts are kindly asked to submit their:

- **CV / Resume** indicating their experience and skills relevant for this call
- **Calculation for translation services per page** based on the following standard: one page equal 3.000 characters or 500 words

Interested applicants should send these documents to Anisa Curraj, TF project assistant by e mail: AnisaC@thomsonfoundation.org not later than **31 July 2020**.

Note: Issuing this Request for Application does not commit Thomson Foundation nor other members of the consortium, to select any expert and/or applicant. Thomson Foundation also reserves the right to extend/change the duration of the assignment, its scope of work, deliverables or expected outcomes.