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**Terms of Reference**

**English < > Arabic Translator -** November 2023

Oxfam in Lebanon is looking to establish a framework agreement with 2-3 professional **English < > Arabic Translators on a consultancy-basis** to support in translation work when needed for the various projects across Oxfam’s pillars, for a period of one year, with a possibility of renewal depending on performance and needs.

**Duties and responsibilities/scope of work:**

* Provide **high-quality translation (English into Arabic and/or Arabic into English** depending on the original source language, accurately reflecting the meaning found in the original source language (Arabic or English) in the translated work.
* Ensure **high language editing proficiency in both English and Arabic**, on the levels of language, content and context relevance, accuracy of meaning, grammar, and syntax.
* Conduct quality checks to include assessment and review of source document; translation of document; overall quality review; technical and language accuracy review, and confirmation of technical terms.
* Ensure gender-sensitive and inclusive language as a high standard requirement.
* Provide final product in appropriate editable electronic format agreed upon between Oxfam and the Consultant.
* Develop a comprehensive action plan and timeline for production of requested services in collaboration with Oxfam.
* Provide rounds of edits and correction in consultation with Oxfam focal point and based on feedback provided by Oxfam.
* Follow Oxfam and donor's guidelines (which will be made available by Oxfam).

**Oxfam will:**

* Provide Oxfam and donor's guidelines.
* Approve the action plan and timeline.
* Provide rounds of feedback and approve the final product/s.

**Qualifications & Skills Requirements:**

* Proven professional English < > Arabic translation experience and skills.
* High level of competency in Arabic and English language, writing, editing, and proofreading
* At least 5 years of professional experience in English < > Arabic translation and editing, including various documents types such as policy briefs, research reports, brochures, etc. related to advocacy, policy, governance, humanitarian issues, economic justice, and other themes relevant to Oxfam’s areas of work.
* Familiarity with the contexts and themes of Oxfam work in Lebanon or similar previous work as well as respect to Oxfam values.
* Excellent coordination and communication skills, flexible attitude, ability to work independently and achieve quality results, and respect for deadlines
* Strong analytical skills, and fair and sound judgment in translation and language.

**Technical Criteria:**

* Proven professional English < > Arabic translation experience and skills.
* High level of competency in Arabic and English language, writing, editing, and proofreading
* Familiarity with the contexts and themes of Oxfam work in Lebanon or similar previous work as well as respect to Oxfam values.

**Interested consultants should present their CVs, at least three samples of previous relevant translation work in each Arabic and English (including links to any published translation work *if available*), and a quotation/price for translation per word, by the deadline of 22 November, 2023 to** **lebanonprocurement@oxfam.org.uk** **mentioning ‘Translation Framework Agreement” in the subject line.**