

Terms of Reference for a short-term Consultant

Title: Part-time Bilingual Translator (Arabic-Kurdish (Sorani) - Arabic)

Duty station: Home-based

Type of contract: Fixed Term Contract

Closing date: 29 February, 2024

1. **Purpose:** elbarlament is seeking an experienced and highly qualified translator to provide continuous translation support to its on-going civic education project in Iraq.

The translator will sign a service contract with elbarlament, intended to take effect on 01.03.2024 and intended to end on 31.12.2024.

2. **Background:** elbarlament is a non-profit organisation supporting peace building and democracy with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Germany (Berlin, Cologne) and Iraq (Erbil). More information about elbarlament is available at www.elbarlament.org.

Elbarlament is currently implementing the project 'Democracy Needs Civic Education – A Civic Education Platform for Iraq'. The project, which is financed by the German Federal Foreign Office, aims to build an innovative knowledge-sharing and knowledge-management digital platform for civic education in Iraq with a view towards fostering democratic change, a cohesive Iraqi society and post-conflict stabilisation through increased social and political knowledge and engagement.

3. **Detailed responsibilities:** The part-time translator is expected to undertake the following tasks:

- Translate accurately documents, social media posts and other materials from Arabic to Kurdish (Sorani) and vice versa. Documents and correspondence include, but are not limited to, articles, reports, letters, memoranda, emails, pamphlets, agreements, advertisements and training material.
- Ensure that translations retain all information without any additions, omissions or changes of meaning.
- Perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.
- Produce accurate subtitles for short content videos when required.

Proofreading and Editing:

- On top of translation tasks, the translator will be responsible for some proofreading and editing activities where necessary.

Design and Layout:

- Finally, the translator will be expected to ensure consistency of design and layout between corresponding translated documents and the original Kurdish, or Arabic documents as required.

Qualifications:

The translator will be expected to have:

- At least five years of professional experience in written translation.
- Excellent written, listening and spoken command of Sorani Kurdish and Arabic. Mastery of other Kurdish dialects (such as Kurmanji, etc.) is preferred.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors.
- Ability to manage work schedules to meet deadlines.
- Must be detail-oriented, self-motivated and able to multitask.

4. Application and selection: Applications should include the following documentation with their application:

- A current CV
- A relevant portfolio showcasing samples of previous translations
- A detailed financial offer for approximately 40 hours of work per month.

Incomplete applications, or those received after the published deadline, will not be considered.

5. Deadline and selection modalities: Interested candidates are invited to submit the application documents by, 29.02.2024 to Mr. Achref Chibani (email: chibani@elbarlament) and Mr. Philipp Salomo (email: salomo@elbarlament.org).

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

Candidates who do not receive any feedback within three weeks of the deadline should consider their application as unsuccessful.