

# **Ekiti State Bureau of Public Procurement**

## **Terms of Reference**

### **Policy Manual/IEC Materials Translator**

#### **Background**

Government procurement is the biggest public market in the world, with many governments spending roughly 15% of GDP on goods, works, and services every year. This can play a game-changing role in tackling labour market segregation and employment gender gaps, if policies and practices actively seek to include women-led businesses and under-represented groups. SMEs, especially WOBs and WLBs have found it challenging to access procurement opportunities because of a number of factors including a lack of understanding of the existing procurement policies, lack of trust in the process, businesses being poorly informed/educated, and limited procurement experience in bidding for contracts. The BPP has also noted that some small businesses who did have resource capability to meet contractual terms and objectives failed in the bidding process while others that sailed through the bidding stage, were unable to successfully execute the contracts.

The Ekiti State Bureau of Public Procurement (Ekiti State BPP) with support from [Open Contracting Partnership](#) (OCP) [Lift, impact accelerator program](#) is seeking a Translator to converting text of the State's Policy manual and IEC materials from English language to Yoruba language

#### **Summary**

The Translator will work with the procurement reform team in the Ekiti State BPP .Within this context,is seeking to engage a service provider for provision of professional translation, and editing services on and as-needed basis. The service provider's tasks will be delivering the below description of requirements, in various types/subjects etc. For written translation assignments, the service provider is expected to use their own necessary equipment. Ideally the Translator should be based in Nigeria. A Local Translator will also be considered.

#### **Expected Output/Deliverables**

**The following deliverables and outputs are expected from the Translator:**

The service provider will be requested to deliver the below services:

- Translation Services (English to Yoruba language of 45,000 words)
- Produce 100% accurate translation of policy document and IEC materials, etc. as assigned by EKBPP;

- Use the appropriate terminology considering the style and nuances of the original text. Quality check and proofreading of translation ensuring no typographical errors in the final text; Ensure timely delivery of translated materials;
- Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;
- Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation.
- Make necessary corrections or changes required by EKBPP and re-submit corrected text within the agreed timeframe;
- Deliver the translated documents as per the plan developed by Team OCP

### **Qualifications**

- The Translator will be required to submit:
- A business profile or individual CV that highlights the relevant academic qualifications and experience necessary to perform the job.
- A list of Organisations that translation services have been provided to within the last five (5) years.
- Samples of texts that have been translated with content related to development human rights/women's rights.

### **Terms of the Engagement**

- **The Translator will be required to work for 15 Days starting from 20th September, 2022.**
- The cost structure or fee charged for relevant services (e.g cost of translation per page, etc)
- To report directly to the Ekiti Project Team as regards all project delivery.
- Payment will be made against deliverable driven invoices, including satisfactory report of deliverables performed.