

Terms of Reference for

Project title:	Support climate-change sensitivity and adaptation strategies in Liberia
Project No.:	1051
Project holder:	Franziska Kerting
Project period:	1 st May 2017 – 31 st October 2019

1. Service required:

Translation of the proposal of the project "Support climate-change sensitivity and adaptation strategies in Liberia" from German into English. The service provider should be familiar with Climate Change and agriculture related vocabulary and should have a proven record of translation work. A sample of a past translation will be required to qualify as service provider.

2. Responsibilities of the service provider:

- Overall translate a 47-page document from German into English within a two-weeks period.
- 1 week after contract signature the first 20 pages will be submitted to Welthungerhilfe for a quality check.

3. Outcomes and impacts;

• Word document with the translation of 47-page proposal submitted latest by 20th April 2017.

4. Responsibilities of Welthungerhilfe:

- Provision of word document of the proposal document
- Quality Check after 20 pages have been translated

5. Reporting Requirement:

- First 20 pages to be submitted 1 week after contract signature
- Total translation to be submitted 2 weeks after contract signature latest by 20th April 2017.

6. Time Schedule:

• Final submission of translated proposal latest by 20th April

7. Application:

Submit your quotation and a sample of the translation via email to <u>James.Zkepa@welthungerhilfe.de</u> latest by 28th March 2017.

If you have further questions regarding the content of the translation. Kindly contact: Franziska.Kerting@welthungerhilfe.de.