

## **Scope of Work** **Editor/Translator Scope of Work**

### **Background:**

The Regional Partnership for Culture and Development (RPCD) will support the production and dissemination of regional research, evaluations, and analyses in direct support to USAID Missions and other regional stakeholders to promote the improved efficiency and effectiveness of development in the MENA region. The program will also help bilateral Missions in the MENA region through increasing access to development research, analysis and information. The countries that will be served are: Egypt, Jordan, West Bank/Gaza, Lebanon, Yemen, Morocco, and Iraq. Research will focus on three key development sectors: natural resource management; youth development and engagement; and governance.

### **Detailed Task Description:**

The RPCD needs short term assistance in relation to translation and editing of research products and website content. Editing will involve copyediting or research products as well as style and tone. Specifically, the editor/translator would have the following tasks:

Translating reports and other material on a quick turnaround schedule;

Copyediting of research products before final delivery to client;

Reviewing the accuracy of translations commissioned by the Program from outside translation services to ensure accuracy and making corrections where needed;

Creating a template and guidelines for research staff in the preparation of research products;

Creating a style manual for Program staff to use in the preparation of research products.

The deliverables include:

**FHI HEADQUARTERS**  
2224 E NC Hwy 54  
Durham, NC 27713 USA  
**T** 1.919.544.7040  
**F** 1.919.544.7261

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Arlington, VA 22203 USA  
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**ASIA-PACIFIC REGIONAL OFFICE**  
19th Floor, Tower 3  
Sindhorn Building  
130-132 Wireless Road  
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Khet Phatumwan  
Bangkok 10330, Thailand  
**T** 66.2.263.2300  
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**REGIONAL TECHNICAL HUB**  
Valley Road  
Chancery Bldg, 2nd Floor  
Nairobi, Kenya  
**T** 254.20.271.3911/5  
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A style manual within two months of the beginning of the consultancy to guide research analysts and country coordinators;

Copy editing of research products within 2 days of submission for review;

Review of translation accuracy within two weeks of receipt;

Translation of reports and other material within 3 days to two weeks, depending on the size and complexity of the document.

The editor/translator would produce a report at the end of the consultancy period with a detailed description of each copyediting task and translation.

Qualifications: Those interested should have 3 to 5 years of translation and editing experience. In terms of editing, experience should be with copy editing as well as editing for style and tone. Those interested should also have demonstrable experience with completing documents for publication. For translation, experience with translation from Arabic to English and English to Arabic is required.

The period of performance is September 15 to November 30, 2011.