



## 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 <sup>st</sup> May 2017 – 31 <sup>st</sup> 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 [James.Zkepa@welthungerhilfe.de](mailto:James.Zkepa@welthungerhilfe.de) latest by 28<sup>th</sup> March 2017.

If you have further questions regarding the content of the translation. Kindly contact:

[Franziska.Kerting@welthungerhilfe.de](mailto:Franziska.Kerting@welthungerhilfe.de).