**Terms of reference   
and technical Specifications**

1. **General information**

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| --- | --- |
| Assignment name | Written, simultaneous and consecutive translation in Libya |
| Beneficiary | Expertise France |
| Country | Libya |
| Total estimated number of years | 1-year renewable Two times |

1. **Context and justification of the need**

We require a skilled translator/interpreter in Libya who can provide professional translation services in Arabic, English, and French. The role includes written translation, as well as simultaneous and consecutive interpretation, during our seminars and meetings in Libya. A strong understanding of concepts related to our program—such as private sector support and entrepreneurship—is essential to ensure accurate and meaningful communication.

1. **Objectives and desired results**
   1. **General objective**

Translators will be selected to provide written translation, simultaneous and consecutive interpretation for the workshops and meetings in Libya:

1 translator will be validated in Libya

Local company is requested.

1. **Description of the assignment**
   1. **Planned activities**

**Position Designation**

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| --- | --- | --- |
|  | Designation | Deadline for need confirmation (days) |
| 1 | Simultaneous translation for two languages English/Arabic, French/Arabic or English/French | 5 |
| 2 | Simultaneous translation for three languages English/Arabic/French | 5 |
| 3 | Consecutive translation for two languages English/Arabic, French/Arabic or English/French | 5 |
| 4 | Consecutive translation for three languages English / Arabic / French | 5 |
| 5 | Fully equipped translation booth + translation agency | 5 |
| 6 | Mobile translation equipment | 5 |
| 7 | Sound system | 5 |
| 8 | Transport and insurance | 5 |
| 9 | Technical assistance | 5 |
| 10 | Translation via Zoom or Skype etc... | 5 |
| 11 | Written translation English French Arabic (250 words per page) | 2 |
| 12 | Translation subtitle / video editing | 5 |
| 13 | Micro tie | - |
| 14 | Cushion microphone | - |
| 15 | Simple microphone | - |
| 16 | Mobile microphone | - |
| 17 | Translation receiver | - |
| 18 | Wireless headset | - |
| 19 | wireless headset microphone | - |
| 20 | Postponement of the writing of the report (minutes) | - |

1. **Place, duration and terms of performance**
   1. **Implementation period: February - 2025 to February 2027**
   2. **Start date: February 2025**
   3. **End date: February 2027**
   4. **Effective duration per assignment: 1-year renewable Two Times**
2. **Required expertise and profile**
   1. **Profile of the designated expert(s) responsible for contract execution**
3. Qualifications and skills:

* Holder of a postgraduate university degree in languages or equivalent experience.

1. General professional experience

* Professional experience of at least 1 years in the field of translation.

**2) Selection criteria for a translation agency based in Tripoli:**

* Language skills and expertise **10**
* Pricing and transparency **60**
* Technology and tools **10**
* References **10**
* Localization and knowledge of the local market **10**