



CALL FOR EXPRESSION OF INTEREST
(SELECTION OF AN INDIVIDUAL CONSULTANT)

**Selection of an Individual Consultant Terminologist to develop three-language
Official glossaries, prepare translation memory to support machine and AI translation tools
and a terminology database**

Reference No. ECW/DAGS/DCP/25-07-2023/dg

1. The ECOWAS Commission intends to use part of its budget to finance the contract for an Individual Consultant to develop three-language official glossaries, prepare translation memory to support machine and AI translation tools and a terminology.
2. This consultancy assignment shall therefore require the selected consultant to collaborate with the Director of Conference and Protocol / Language Coordinator to develop three-language official glossaries, prepare translation memory to support machine and AI translation tools and a terminology database.
3. **Objectives:**
 - ✓ Provide the ECOWAS Commission with an official glossary in each of its working languages (English, French and Portuguese) and an approved terminology database for SDL Trados Studio
 - ✓ Develop reference documents for language staff and drafters.
4. **Duration:** The expected duration of the assignment is 30 working days, immediately after the contract is signed.
5. **Duties and responsibilities of the Consultant:** The specific tasks under this consultancy are as follows:
 - ✓ Review of reference and research materials, consultation with technical experts and other stakeholders, a timeline for research and data entry, proposed format for the glossaries and terminology database
 - ✓ Interface with DCP focal persons and subject matter experts on various Community projects and programmes
 - ✓ Consult and draw information from the fundamental texts of the Community including the Revised ECOWAS Treaty, Protocols, and Regulations. Identify terms for inclusion in the glossaries and terminology database.
 - ✓ Submit a preliminary draft of the glossaries and a terminology database in the three working languages of the Community for review by the Directorate of Conference and Protocol.
 - ✓ Provide output in formats accessible to Trados, Word or Excel.
 - ✓ Consult with the Language Coordinator and Director of Conference and Protocol to validate the conclusions of the project.
 - ✓ Submission of finalised glossaries and database for validation

Qualifications

- Shall justify a minimum of a master's degree in Terminology/Translation and/or Interpretation.

Experience

- ✓ Shall justify a minimum of seven (7) years' experience working as a Terminologist/Revisor/Chief Interpreter with international organisations, ECOWAS institutions and agencies or other regional organisations.
- ✓ Shall justify of having successfully executed at least two (2) similar assignments in this area of specialization with International Organizations OR Donors funded Project
- ✓ Must have demonstrable experience with compiling glossaries in the three official languages.
- ✓ Shall justify familiarity with Artificial Intelligence, Data Analytics, and other related technology. The proven knowledge of Trados software would be an added advantage
- ✓ Fluency in at least two (2) official languages of ECOWAS. The knowledge of a third (3rd) official language will be an advantage

NB: The ECOWAS Commission would like to draw the attention of interested consultants to Article 117 of the revised ECOWAS Procurement Code on "Fraud and Corruption", which provides information on fraudulent or corrupt practices in competition or contract execution. Furthermore, candidates are invited to take cognisance of the specific information on conflict of interest related to this consultancy service, under Article 118 of the revised ECOWAS Procurement Code.

6. The selection of the consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. The candidate with the highest score will be invited to submit a technical and financial proposal.

Interested consultants may obtain more information by contacting the Procurement Division at the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1).**

Email: ikkamara@ecowas.int; with copies to: gdikko@ecowas.int; rcoulibaly@ecowas.int; orobinsonatabuh@ecowas.int

7. Expressions of interest with subject "**Selection of an Individual Consultant Terminologist to develop three-language official glossaries, prepare translation memory to support machine and AI translation tools and a terminology database**", must be submitted no later than **Friday, August 25, 2023, at 11:00 a.m. (GMT+1, Nigerian time)** to the email address below:

Email: ikkamara@ecowas.int, with copies to: gdikko@ecowas.int; rcoulibaly@ecowas.int; orobinsonatabuh@ecowas.int

Commissioner for Internal Services