TERMS OF REFERENCE FOR THE SELECTION OF
A RESOURCE PERSON TERMINOLOGIST TO DEVELOP THREE-LANGUAGE OFFICIAL GLOSSARIES, PREPARE TRANSLTION MEMORY TO SUPPORT MACHINE AND AI TRANSLATION TOOLS AND A TERMINOLOGY DATABASE

1. Back-ground	The Economic Community of West African States (ECOWAS) is a 15-member regional group. The ECOWAS Commission and Community Institutions and Specialised Agencies make use of three official languages (English, French and Portuguese). The Language Division of the ECOWAS Commission, under the Directorate of Conference and Protocol, provides interpretation, translation, and other language services to technical departments of the Commission. In the quest for harmonisation and efficiency in language services, the Commission is building capacity in the use of CAT tools, particularly SDL Trados Studio. The full-scale deployment of the software requires the development of official glossaries and a terminology database for SDL Trados Studio in the three official languages of the Community. The Directorate of Conference and Protocol of the ECOWAS Commission seeks to engage the services of a consultant terminologist to develop official glossaries and a terminology database in English, French and Portuguese.
2. 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
3. Issues	✓ Disparities/inconsistencies in the use of terminology by language staff ✓ No glossary of terms and language resources in ECOWAS ✓ No terminology database for research by language staff ✓ No resource documents to be used for immersion of new language staff, trainees, and interns. ✓ No glossary of terms in the three official languages of the Community and technical fields covering the intervention areas of departments, institutions, and specialized agencies.

4. Methodology	✓ 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 (2 days). ✓ Interface with DCP focal persons and subject matter experts on various Community projects and programmes (6 days). ✓ Consult and draw information from the fundamental texts of the Community including the Revised ECOWAS Treaty, Protocols, Regulations. Identify terms for inclusion in the glossaries and terminology database (14 days). ✓ 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. ✓ Submit for review (22 days into the project). ✓ Submit for final review (28 days into the project) ✓ 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 (30 days into the project) **Expected outcomes:** ✓ A glossary is available in each official language ✓ Each glossary is structured with sections covering the technical fields/departments of the Commission. ✓ Each glossary is to be in Word, Excel, and PDF formats ✓ A terminology database is available in the tree official languages. ✓ A translation memory is developed and supports machine and AI translation tools
5. Expertise	✓ A master's degree in Terminology/Translation and/or Interpretation ✓ 7 to 10 years' experience working as a Terminologist/Revisor/Chief Interpreter with international organisations, ECOWAS institutions and agencies or other regional organisations. ✓ Familiarity with Artificial Intelligence, Data Analytics, and other related technology ✓ Proven experience in Termbase creation and management ✓ Ability to compile glossaries in the three official languages. ✓ Ability to research reference documents and refer to ECOWAS archives to source for and compile a comprehensive list of ECOWAS terms. ✓ Sound knowledge of ECOWAS technical terms ✓ Good knowledge of ECOWAS and its specialised agencies. ✓ Proven knowledge of Trados software would be an added advantage. ✓ Sound knowledge of the West African region including the political, economic, and social opportunities and challenges. ✓ ECOWAS citizenship ✓ An ability to demonstrate proficient writing and analytical skills, research, and time management skills. ✓ Fluency in the three official languages of ECOWAS
6. Reporting	✓ Submit a report in the three languages at the end of the consultancy. ✓ Finalised glossaries and terminology database to be attached as described in the methodology

7. Work plan	✓ **Phase 1 (Day 1):** Development of work plan with focal points in the language division. The consultant will be expected to develop a a detailed work plan that identifies key phases of the project implementation process for review and approval by Director, Conference and Protocol. Final selection of technical fields and working documents
	✓ **Phase 2 (Day 2):** Validation of work plan with Language Coordinator/Director
	✓ **Phase 3 (Day3-Day 9):** Data collection in the library and selected technical documents/interaction with technical departments; development of glossaries and terminology database for Trados.
	✓ **Phase 4 (Day10):** Review of Phase 1 and way forward. Plenary session with language staff, LC, and Director
	✓ **Phase 5 (Day11-Day27):** Data collection in the library and selected technical documents/interaction with technical departments; development of glossaries and terminology database for Trados.
	✓ **Phase 5 (Day28-Day30):** Preparation and submission of report with finalised glossaries and terminology database. Plenary session with language staff, LC, and Director
	✓ ***Resources**: A laptop with a recent version of SDL Trados Studio Groupshare. Basic documents such as Revised Treaty, Staff Regulations, Vision 2050, existing glossaries validated by language staff during terminology debriefing sessions.*