

| Position Overview | |
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| Title | Professional Translator for Website Proofreading (French and Spanish) |
| Location | Nairobi (Kenya) |
| Reporting to | Programme Manager Global – Feminist Opportunities Now |
| Duration | 1- 2 Weeks |
| Status | Consultancy |
| Grade | Consultant |

Background

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region](#) (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent’s growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

Project Overview

The International Planned Parenthood Federation Africa Region (IPPFAR), in collaboration with CREA, Empow'Her, the International Federation on Human Rights, and Médecins du Monde France (MdM-FR), lead the delivery of a new project called Feminist Opportunities Now (FON). Funded by the Agence Francaise de Développement (AFD), FON’s overarching goal is to strengthen the capacity of feminist movements to address gender-based violence (GBV) through sub-grants to feminist organizations, with a focus on reaching small, often unregistered, feminist organizations. The project is implemented across ten countries in three regions: Mexico and Colombia (led by MdM), Bangladesh and Sri Lanka (led by CREA), and Burkina Faso, Ethiopia, Guinea, Ivory Coast, Kenya, and Niger (led by IPPFAR).

Championing an ecological-based model that integrates the use of multi-disciplinary gender transformative approaches and direct sub-granting, FON will provide longer-term mentorship and

support to feminist organizations in their overall development, by designing specific trainings tailored to their needs and helping them identify additional sources of funding. FON also includes a research-action component that will deepen our understanding of how these approaches can

be scaled up and sustained, ensuring linking, learning, and knowledge sharing among the organizations and across regions.

More specifically, the project seeks to:

1. Ensure and improve the sustainability of feminist organizations at the organizational and technical levels by proposing an inclusive approach to capacity strengthening.
2. Reinforce the resilience and diversity of feminist civil society organizations (CSOs) through access to sustainable, flexible and adapted financing for small and/or informal and/or structurally excluded groups.
3. Enhance the networking abilities of feminist CSOs from the South, bringing them closer to networks at national, regional, and international levels, in order to bring their voice to the public arena.

Position Overview:

To ensure appropriate representation and reach a broader audience, FON has developed its website in English, French and Spanish. We are now seeking a professional translator to proofread the French and Spanish versions to ensure accuracy, consistency, and cultural relevance. The professional translator will be responsible for:

- Thoroughly reviewing the French and Spanish translations of the [FON website](#).
- Ensuring the translations are accurate and convey the intended meaning of the original English text.
- Checking for grammatical, spelling, and punctuation errors.
- Ensuring consistency in terminology and style throughout the website.
- Providing suggestions for improvements where necessary.
- Ensuring that the translations are culturally appropriate for French (including French speaking African countries) and Spanish-speaking audiences (mainly Colombia and Mexico).

The consultant will work closely with the FON Communication Associate and will report to the FON Programme Manager Global.

Deliverables:

- A detailed report outlining the changes made and suggestions for further improvements.
- Proofread and corrected versions of the French and Spanish translations of the website.

Duration:

The assignment is expected to be completed within 1 - 2 weeks from the start date.

Qualifications:



- Native proficiency in both French and Spanish.
- Excellent command of English.
- Proven experience in translation and proofreading.
- Familiarity with website content and digital communication.
- Attention to detail and ability to meet deadlines.

Competencies:

- **PROFESSIONALISM:** Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Application Process:

Interested candidates are requested to submit the following:

- A CV detailing relevant experience and qualifications.
- A cover letter explaining their approach to this assignment, relevant experience, and rates.
- 3 samples of previous translation and proofreading work.

Evaluation Criteria:

Candidates will be evaluated based on:

- Relevant experience and qualifications.
- Quality of previous work samples.
- Understanding of the scope of work and proposed approach.
- Proposed rates

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: hroffice@ippfaro.org with the job position you are applying for as the subject of the email by **22 October 2024**. **Please note that IPPFAR will not consider applications that are not done in the requested format.**

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).