



## Call for proposals for professional translation services (English to Arabic, French, Spanish)

### **About Sphere**

The Sphere movement was started in 1997 by a group of humanitarian professionals aiming to improve the quality of humanitarian work during disaster response.

Initially developed by non-governmental organisations, along with the Red Cross and Red Crescent Movement, the Sphere standards have become a primary reference tool for national and international NGOs, volunteers, UN agencies, governments, donors, the private sector, and many others. Today, Sphere is a worldwide community which brings together and empowers practitioners to improve the quality and accountability of humanitarian assistance.

Sphere's flagship publication, the Sphere Handbook, is one of the most widely known and internationally recognized sets of common principles and universal minimum standards in humanitarian response.

### **Sphere's translation needs**

Sphere regularly publishes a range of communications materials in four languages. News pieces and newsletters are produced monthly (1,500-2,000 words / month). On an occasional basis, translation and/or proofreading support is needed for additional products - including print materials, webpages, and video transcripts.

Sphere relies on a pool of professional and experienced translators who provide prompt translations from English into Arabic, French, and Spanish. In order to update its pool, Sphere is welcoming applications from service providers in possession of the requirements detailed below.

### **Required competences and experience**

- Several years of experience in providing professional translation services - including to humanitarian organisations - from English into Arabic, French, and/or Spanish.
- Thorough understanding of the humanitarian sector and of its technical lexicon. Previous experience working on content related to humanitarian quality and accountability or humanitarian standards is a strong asset.
- Capacity to respond promptly to translation requests (ex.: 2 days maximum for 1,000 words).
- Attention to detail; understanding of plain and inclusive language.

### **How to submit a proposal**

Interested service providers are invited to submit the following:

- A detailed résumé (or agency portfolio);
- An indication of the requested translation and proofreading fees per 1,000 words;
- Two translation samples from English into Arabic, French, or Spanish;
- The contact information of two references.

Applications should be submitted to [communications@spherestandards.org](mailto:communications@spherestandards.org) no later than 15 February 2019.