



## African Trade Insurance Agency

Agence pour l'Assurance du Commerce en Afrique

### REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR PROVISION OF TRANSLATION SERVICES

Tender No. ATI/FD/APU/OBNCS/002/2018

#### Background

The African Trade Insurance Agency (ATI) is multilateral development institution established by African States with the technical and financial support of the World Bank. The African Development Bank recently joined as shareholder and is funding countries to join ATI. ATI's mandate is to promote trade and attract investments in Africa by providing commercial, political risk (investment) insurance, co-insurance, reinsurance and other related financial services.

ATI wishes to engage a firm/s for provision of translation services on a long term contract. Interested firms are invited to submit their Expression of Interest (EOI) by hand delivery or e-mail as indicated below.

#### Scope of work

The selected firm will be required, among others, to translate ATI documents including press releases, texts for invitation cards, banners, adverts, event programs etc.

#### Qualifications of the Consultant

1. Minimum of 5 years' experience in English – French Translation and other Languages(indicate)
2. Demonstrate experience in translating professional documents related to Finance/ Insurance/ Banking industry.
3. Outstanding translation and editing skills.
6. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

The consultant should be familiar with all matters relating to translation. Interested firms must therefore submit details that show their eligibility for the assignment. Firms must submit company profiles showing past works, must have done similar assignments in the last 5 years, must have managerial and technical capability and must be a well established firm in order to qualify for the short list.

The EOI, clearly marked "Expression of Interest – Provision of Translation Services", must be received by ATI no later than 12:00Hrs on Friday, 13<sup>th</sup> April 2018, via e-mail to: [procurement@ati-aca.org](mailto:procurement@ati-aca.org) with copy to [Rodgers.Siachitema@ati-aca.org](mailto:Rodgers.Siachitema@ati-aca.org) or hand delivered to the attention of: Procurement Unit, 5<sup>th</sup> floor, Kenya Re Towers, Upperhill, Nairobi, Kenya.

George Otieno  
Chief Executive Officer