
Free Movement of Persons and Transhumance in the IGAD Region: Improving Opportunities for Regular Labour Mobility

TERMS OF REFERENCE

For translation of three documents related to the establishment of IGAD Labour and Employment Committee

Background

The eight countries that make up the IGAD regional economic community form a vast and complex region. Despite differences, the countries share a number of challenges and opportunities as they move towards regional integration. While several countries have experienced strong economic growth rates in recent years, this has yet to translate into significant job creation. Labour markets must absorb large numbers of new workers entering the labour force each year as a result of population growth, while contending with structural difficulties in creating productive, formal sector employment. A ‘vicious circle’ of limited access to education and adequate training, low wages and low-productivity jobs, and lack of basic protections leave many youth and workers excluded from fully participating in economic growth and development.

Labour migration can provide a safety valve to reduce the pressures on national labour markets that do not provide sufficient opportunities for decent work. At the regional level, IGAD countries have made commitments to achieving greater integration among Member States, of which the free movement of persons is a key pillar. There is increasing recognition that free movement agreements have an immediate effect on the decent working conditions of migrant workers, as they provide access to legal channels for migration as well as a normative framework for addressing the rights of migrants.

Within this context, the ILO implements a project titled Free Movement of Persons and Transhumance in the IGAD Region: Improving Opportunities for Regular Labour Mobility in collaboration with IGAD as a core element of Towards Free Movement of Persons and Transhumance in the IGAD region program financed by the European Union Trust Fund (EUTF).

PROJECT DESCRIPTION

The overall objective of the project is to improve opportunities for regulated labour mobility and decent work within the IGAD countries through the development of models of intervention, in the broader context of the regional integration process. In the long-term, it is expected to extend decent work opportunities to current and potential migrants within the region, as well as contribute to regional integration, strengthen the link between economic growth and job growth, and enhance the social and economic integration of migrants.

The project's interventions cover knowledge-building which seeks to deepen understanding of migration and labour market dynamics in the region, including the constraints and opportunities for employment creation and causes of skills shortages.

ILO technically supported the IGAD Secretariat in organizing an Experts virtual meeting to deliberate on the relevance and feasibility of establishing an IGAD committee on Labour and Employment. The proposed IGAD Ministerial Employment and Labour committee, once established, should become a space for ministers of labour and employment to regularly engage in policy dialogue and provide strategic guidance for the implementation of IGAD policies and priorities on labour and employment.

In this regard, the project "Free Movement of Persons and Transhumance in the IGAD Region: Improving Opportunities for Regular Labour Mobility" produced three documents related to the establishment of the Committee and requires to translate these documents to IGAD working languages i.e. Arabic and French languages.

The assignment

The ILO will share the final English versions of the documents in pdf and word formats.

The consultant will translate and proofread the following documents to the French language and submit final versions in word format.

1. Benchmarking review and assessment report for the IGAD Labour Committee terms of reference and operating procedure - 51 pages (13174 words)
2. Draft operating procedures for the IGAD Employment and Labour Committee - 4 pages (1.220 words)
3. Draft terms of reference for the IGAD Ministerial Employment and Labour Committee - 4 pages (1,467 words)

For each document, the consultant will translate, proofread and format (based on the English version layout) to produce the documents in French language for further designing, publication and distribution of the documents in electronic and printed versions. The ILO FMPT project team members are available for any clarification on technical terms. The consultant will make sure that no content is left without translation, including graphs, tables, notes, boxes, etc. The consultant will also make sure that the translation of recurring concepts is consistent with the previous documents translated into French and approved by the ILO. The consultant will consider inputs from ILO to finalize the documents.

Required qualification / competencies

- Minimum BA degree in French language or other social science fields;
- Excellent English and French languages skills, preferably native French speaker;
- Three years of related professional experience in translation, proof reading and conducting and leading other translation services including research reports, training manuals, guidelines, official and official documents;
- Good knowledge and understanding about the context in Djibouti and in the area of labour and employment, previous experience in translating documents in similar fields;
- Ability to work under pressure and meet strict deadlines;

- Experience with translation, and proofreading UN documents and ILO is an asset.
- Be familiar with technical terminology related to Labor migration, labour and employment

Supervision

During the contract period, the consultant will work under the supervision of the Communications Officer in ILO CO- Addis Ababa, Ethiopia.

Duration and price

The consultant will deliver the translated documents on 22 September 2021 to receive feedback on the translation. The translation work for the three documents will be finalized based on the inputs from the ILO and will be delivered not later than 27 September 2021.

Interested applicants should submit their quotations for the assignment using the table below.

No	Name of the document	Number of pages/words	Quotation in USD
1	Benchmarking review and assessment report for the IGAD Labour Committee terms of reference and operating procedure	51 pages (13,174 words)	
2	Draft operating procedures for the IGAD Employment and Labour Committee	4 pages (1.220 words)	
3	Draft terms of reference for the IGAD Ministerial Employment and Labour Committee	4 pages (1,467 words)	
Total			

Payment

Payment will be effected one time after the delivery of the final versions of the three documents as stated above under the Assignment and Duration and price sections. The service provider bears any charges levied by its own bank.

How to apply

Interested applicants should submit their quotations to addis_procurement@ilo.org not later than 29 August 2021 before 23:59 EAT.