



Theatre Day Productions

## Terms of Reference

Translator/ – Arabic to English and English to Arabic (Written and Verbal)

### A- Introduction:

Theatre Day Productions (Ayyam Al Masrah), is a Palestinian-registered non-profit company. TDP has demonstrated to be an experienced provider and training organization of youth theatre and drama for Palestinian children, young adults, and women. In 2018, TDP has established a youth creative Hub and placed high priority on the audiovisual and digital media education for youth.

In response to the priority accorded to the audiovisual and digital media education training, TDP is implementing” TDP’s Creativity Hub: strengthened, active and creative young people in Gaza. Phase 2.” Project supported by GIZ, the project aims to deliver capacity building program for youth participating in the Hub which will enable them to become successful entrepreneurs. The capacity building program includes training courses in soft skills, management/community action, and audiovisual skills.

The project contributes to TDP’s vision statement: “the flourishing of a free & equitable society in Palestine, based on artistic & cultural actions empowering its people to exercise freedom of expression & other basic human rights.”

### B- Objective

The major objective of the service is to provide instant interpretation for various activities in TDP which is implemented by foreign experts including:

- Attending, translating and interpreting training courses for trainees from English to Arabic and English to Arabic Language.
- Translating a variety of documents including texts, stories, narratives, videos, scripts and other documents in both languages.
- Reading through and listening to materials, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning.

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## C- Time Frame and LOE:

The assignment will be implemented in Gaza City over a period starting from 01.09.2019 to 31.12.2019 and of time/effort of up to 90 working Hours as follows:

## D- Financial Offer

Main task	Price Rate per Hour
Verbal and written translating in training courses and translating documents	

## E- Expected outcomes:

The following results are to be achieved by the end of this assignment:

- Interpreting training courses instantly for trainers from English to Arabic and Arabic to English.
- Translating all the required documents in both languages.

## F- Required qualifications, competences and experience:

The following are the desired qualification for the expert:

- Bachelor's Degree in English language and/or English Translation.
- Proven experience in translating cultural activities and documents.
- Strong communication and interpersonal skills working with youth.
- Fluency in at Least Two Languages, Written and Verbal Communication.
- Accuracy, Attention to Detail, Motivation, Ability to Meet Deadlines, Ability to Work under Pressure.
- The ability to grasp new concepts quickly, eg technical terms.
- Pass a translation test by TDP's Co-Director Jackie Lubeck.

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## **G- Payment:**

Payments shall be affected, depending on the type of remuneration, following the performance of services, submission of deliverables, and acceptance of services performed. The payments shall be as follows:

- Payment will be per hour of work.
- Final Payment: Payment up to 100% of the total contract value at the end of Contract after completion of all tasks.

## **H- Other Terms:**

Interested candidates are encouraged to apply and send their CVs and ToR with financial offer: (rate per hour in NIS) to [tdp.applyhere@gmail.com](mailto:tdp.applyhere@gmail.com), no later than Saturday 31.08.2019, 16:00 PM.