

**GLOBAL DEVELOPMENT NETWORK
CALL FOR EMPANELMENT OF LANGUAGE PROFESSIONALS
(TRANSLATORS AND PROOFREADERS)**

INTRODUCTION

Global Development Network (GDN) is a Public International Organization that promotes social science research in developing and transition countries. It empowers local researchers by giving them access to financial resources, to information, to training and mentoring services and to a global network of development researchers. Through its various projects, it contributes to the generation of policy-relevant knowledge on major development issues, and to the interaction between local researchers, their global peers, policymakers and other development stakeholders.

PURPOSE

GDN is looking to empanel freelance professional **translators** and professional **proofreaders** on a yearly rolling basis. The selected applicants will be empanelled into the roster of GDN language professionals. GDN will request for their services whenever it needs translation and proofreading services. GDN will pay based on the work commissioned on a need basis, at predetermined rates.

SCOPE OF WORK

1. **Professional translators** will be required to translate research papers, project reports and other program related documents of GDN in the following directions:
 - a) English > Spanish
 - b) Spanish > English
 - c) English > French
 - d) French > English
 - e) Spanish > French
 - f) French > Spanish

2. **Professional proofreaders** will be required to proofread research papers, project reports and other program related documents of GDN in English, Spanish and French languages.

APPLICATION PROCEDURE

Interested applicants should send in their applications to [Stephania Cajero Callejas](#) on or before **20 February 2023**. The application should include the following documents and information:

- i) Cover letter providing professional summary and motivation for the empanelment. The cover letter should specify which profile(s) the applicant is putting forward (translator or proofreader) and for what languages and direction (see a-f above). We recommend listing the top three areas of work
- ii) Copy of latest updated CV
- iii) Financial quote indicating rate per word, but separately for documents below 1500 words, and above 1500 words, for each of the areas of work mentioned in the cover letter
- iv) Specify the maximum guaranteed a) reaction time (that is how long you take to let us know whether you accept an assignment), and b) turn-around time for a 500 and a 5000-word document, respectively (how long you take to translate/copy edit/proofread)
- v) Sample of work specifically on social sciences, ideally technical texts (at least 3 samples)
- vi) Details (names, designation, organization and email address) of at least two referees who can provide recommendation for you.

Incomplete submissions will not be considered. Only those short-listed for empanelment will be contacted by GDN. In case of high volume of applications, the organization may not inform unsuccessful applicants.

For more information on GDN, please visit <http://www.gdn.int>