



REQUEST FOR EXPRESSION OF INTEREST-RE-ADVERTISED

Title of Tender: Hiring Two Legal translators for the Judiciary of Rwanda

Tender Reference Number: 28/02/RCJP/JoR/2015

Financing: Government of Rwanda / Investment Climate Facility for Africa (ICF)

Procurement Method : Open Competitive Bidding

1. Background

- 1.1. The Government of Rwanda through the Judiciary, has received funding from the Investment Climate Facility for Africa, ICF to implement the second generation of Rwanda Commercial Justice Project (RCJP) which aims at enhancing contract investors' confidence in the commercial justice system in Rwanda by fully clearing the commercial litigation backlog; reducing the procedures and time for a more efficient and transparent court process; reducing the cost of commercial litigation; improving the quality of judgments delivered; and improving the quality of commercial justice information available to court management for decision making as well as to various stakeholders.
- 1.2. The Judiciary intends to apply a portion of the funds to recruit two individual consultants to execute services for which this Request for Expression of Interest is issued.

2. Main Objective

- 2.1. The main objective of this assignment is to translate, edit and produce case law reports in English that have drafted by the law reporters of the Judiciary in KINYARWANDA.

3. Duties and Responsibilities:

The translators are required to work on the drafted case law reports in KINYARWANDA and translate them into English.

Responsibilities:

- A. The translator will be responsible for translating case Law reports and other relevant legal documents from Kinyarwanda to English ensuring:
 1. **Complete content accuracy:** This entails accurate translation of content, facts and figures, footnotes and endnotes and all relevant legal terminology and no omissions from the source documents.
 2. **Grammar and style:** Translated documents must be written in excellent English language, expression and grammar.
- B. The translator must proofread and edit the final translation and ensure that there are no Typographical errors.

Criteria for selection

Criteria	scores
Qualification	
1. A Bachelor's degree or Higher in Law from a reputable institution	30
2. Certifications in English Language and Kinyarwanda.	10
Experience:	
1. Minimum of 5 years' experience in Legal Practice and research	30
2. A demonstrated experience in drafting of law reports and other legal documents	20
3. Proven experience in translation of Legal documents from Kinyarwanda into English for law firms and/research institutions or other users of Legal documents.	10

The purpose of this request is to invite interested individuals to submit their expression of interest to undertake this consultancy. Your proposal should include the following;

Motivation letter clearly describing your ability and competences to perform the duties under this consultancy; Updated resume; Copies of qualifications, Expected date you are available to commence the consultancy. Preference is given to those who are ready to start immediately.

Well bound and sealed Expressions of Interest in English, presented in 4 copies one of which is marked **ORIGINAL** should be sent to the Procurement Office, 2nd floor, Supreme Court Kigali Building, Supreme Court on or before **28th February 2015** at 10:00 am local time (0800 GMT). Expressions of Interest will then be opened at 10.30 am local time (08h30GMT) in the presence of bidders who choose to attend.

SUBMISSION OF EXPRESSION OF INTEREST: The copies will be put into an envelope clearly Marked; "**Hiring Two Legal translators for the Judiciary of Rwanda**

- DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE".

Expression of Interest **MAY** also be sent by email to: procurement@judiciary.gov.rw and these should be secured by a password which must be sent separately.

Enquiries regarding this Request for Expression of Interest may be addressed to the Secretary General of the Judiciary of Rwanda through the following email: procurement@judiciary.gov.rw

The candidate that is evaluated as more qualified according to the criteria indicated above, will be invited to negotiate and sign a contract with the Judiciary

Bidding will be conducted in accordance with the Investment Climate Facility for Africa _ICF Procurement Guidelines.

Sincerely

Done at Kigali on ...12 February 2015

Beth MURORA
Secretary General