

## GENERAL INFORMATION

**Title of Consultancy:** Assignment-based Arabic translation & editing services, Corrupt Money Flows

**Application Closing Date:** 18 January 2026

**Consultancy Start and End Date:** Framework agreement from January 2026 to August 2027

**Location of Consultancy:** Remote

## BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The “Transparency Now: Strengthening Anti-Corruption Efforts in the EU Southern Neighbourhood” project is funded by the European Commission and implemented jointly with the United Nations Interregional Crime and Justice Research Institute (UNICRI). It aims at strengthening the prevention, reporting, investigation and prosecution of acts of cross-border corruption, facilitating the seizure and confiscation of assets and supporting the establishment of effective asset recovery mechanisms in the EU Southern Neighbourhood countries.

Within this context, Transparency International Secretariat (TI-S) in Berlin is seeking qualified freelance **Arabic editors/translators** to fulfil the project’s ongoing Arabic editing and proofreading needs, as well as translation needs from English into Arabic, and vice versa.

## OBJECTIVES

To translate all material provided (press releases, reports, web features, blogs, internal documents etc.) ensuring **clarity, accuracy, consistency, and readability**.

Proofing Arabic texts to ensure fluency and accuracy of expression, accuracy and consistency of information and data, and compliance with house style.

Deadlines will be determined prior to the start of each assignment and agreed via email.

## EXPECTED DELIVERABLES AND TIMELINE

All assignments should be delivered in electronic form according to agreed deadlines. They must fulfil the following criteria:

- Faithfulness to the original text or speech, including completeness
- Fluency of expression
- Appropriate subject-specific terminology in the target language
- Flawless grammar and spelling

The first translation assignments are expected to be commissioned around February/March 2026. Selected consultants will be engaged on an on-call basis, with translation and/or editing support required upon demand throughout 2026 and potentially into 2027. More detailed arrangements regarding timelines, notice periods, and availability will be discussed at the contracting stage.

The TI Secretariat retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables. Depending on the project needs, tasks may include:

- Translate documents from English into Arabic and vice versa, including research reports, policy briefs, training materials and press materials. Translation must be done directly into provided templates (Word or Excel), including tables and structured content.
- Review Arabic texts for:
  - Spelling, grammar, and punctuation
  - Proper use of diacritics (e.g. tanween)
  - Consistency of terminology (based on provided glossaries)
  - Flow, readability, and stylistic coherence
  - Ensure consistency across long documents and multiple sections.

## SELECTION CRITERIA

The Consultant should have the following qualifications:

- Ability to provide high quality translation from English into Arabic, and vice versa ensuring **clarity, accuracy, consistency, and readability**.
- Ability to skilfully proof and line/heavy edit Arabic texts.
- Ability to provide clean, publish-ready files that do not require substantial re-editing.
- Ability to respond promptly to translation requests and to provide a fast turnaround of documents.
- Applicants must possess an official and recognised translator's qualification. In addition, it is preferred that the translator is a native speaker who translates into her/his native tongue.
- Proven experience translating and/or editing research or policy documents - Governance, legal, or anti-corruption-related content (strong asset)
- Ability to guarantee complete confidentiality.
- Strong attention to detail and consistency across long texts.

## REMUNERATION AND COSTS

The editor/translator should provide a document containing rates in euro, as **gross inclusive of taxes and other charges**, per word for Arabic-English.

They should also provide rates in euro, as **gross inclusive of taxes and other charges**, for the following:

- proofing/line editing
- proofing/heavy editing
- recreating designs, if applicable
- interpreting, if applicable

## **For candidates based in the EU, EEA, UK, and Switzerland**

Transparency International e.V. (Secretariat), (TI-S) is registered as a Business Entity in Germany with VAT identification number DE273612486. EU reverse charge applies. Service providers should issue invoices with zero VAT.

Candidates who are based in Germany and do not charge German VAT must confirm their small entrepreneur status.

## **HOW TO APPLY**

The application should include the following documents in English. Please note that **ONLY** applications with the **full** requirements will be considered:

- A Cover Letter outlining their experience, and details of similar work undertaken, and their approach to ensuring quality and consistency in long documents. in addition to their CV.
- List of standard remuneration rates (see above).
- Contact details of referees.
- Translation of the text [here](#).
- Optional: links to (or attachments) samples of their work.

Please indicate “**Arabic Translation/Editing services**” in the subject line of your email application. Applications should be sent in English by email to [transparencynow@transparency.org](mailto:transparencynow@transparency.org) by close of business of **18.01.2026**.

Please note that **only short-listed candidates will be contacted** and that it is unfortunately not possible to provide individual feedback on applications.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis, and we do not discriminate based on national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age, or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

## **Data protection**

*When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to [dataprotection@transparency.org](mailto:dataprotection@transparency.org).*

## **Guidelines for handling overhead and travel expenses**

### Overhead

Regular overhead expenses associated with the Consultants maintaining their place of business, such as rent, telephone, utilities, or stationery, are included in the Consultant's professional fee, except where explicitly agreed otherwise in the contract.

### Travel

Travel and accommodation expenses will as far as possible, and where applicable, be recovered from the institutions and companies hosting events or using the outputs provided by the Consultant.

Where such cost recovery is not possible, all travel is subject to prior approval by TI-S staff responsible for the financial management of the Project or TI Budget Line that will support the costs of travel. TI shall not issue travel advances to the Consultants. For accommodation or travel by air, rail, or coach, they will instead have to contact TI-S that will make travel arrangements on the Consultant's behalf.

All travel booked by TI-S will include **travel health and accident insurance** with worldwide coverage and Economy class only; accommodation will aim to achieve best value for money up to a 4-star category.

Consultants shall be entitled to invoice TI-S **only** for local transportation and visa cost (if applicable).

Subsistence allowance (per diems) and expenses for individual meals cannot be claimed. These are part of Consultant's business expenses.