

Terms of Reference

Translator / Interpreter

Transforming English Language Learning in Libya (TELLiL)

Client	British Council Libya
Project	Transforming English Language Learning in Libya (TELLiL)
Assignment	Professional Translator / Interpreter
Location	Libya (in-person and remote as required)
Duration	10 months
Primary coordination contact	Amina Shebani – Head of English and School Education
Contract type	Individual consultant (short-term)

1. Background

On 14 July 2025, British Council Libya signed a contract with the Libyan Ministry of Education (MoE) to deliver a national programme to improve English language education in state schools. The project, TELLiL, is one of the largest English education initiatives the British Council has undertaken in Libya.

TELLiL will deliver the following core activities:

- Train 600 state school English teachers within the first year of the project.
- Administer up to 2,000 placement tests to assess the proficiency of teachers nationally.
- Train 100 teacher trainers through a 30-hour intensive face-to-face programme.
- Prepare 10–20 e-moderators to deliver and support online training.
- Commission a national research study covering teaching and learning practices in state schools, the role of the Inspection Authority, and the current English curriculum, assessment systems, and pre-service teacher training.

The research will underpin a national roadmap for English language education reform, to be presented to and funded by the Government of Libya. Two international experts are leading the

system-level review, supported by two locally recruited researchers who will facilitate fieldwork and provide contextual knowledge.

2. Purpose of the Assignment

The British Council is recruiting a professional Translator/Interpreter to support the TELLiL research team and project stakeholders throughout the programme. The post-holder will translate key project documents and research outputs and will ensure clear and accurate communication between Arabic-speaking and English-speaking participants. The services required shall be on an independent consultancy basis and the assignment does not create an employment relationship between the consultant and the British Council.

3. Scope of Work

3.1 Translation services

- Translate the final research report between English and Arabic.
- Translate supporting documents as required, including summaries, presentations, and data collection tools.
- Ensure all translations are accurate, culturally appropriate, and consistent in tone with the source material.
- Proofread and quality-check all translated materials before submission.
- Submit final files in editable formats (e.g., .docx, .pptx) by agreed deadlines.

3.2 Interpretation services

- Provide consecutive and/or simultaneous interpretation (Arabic–English / English–Arabic) during stakeholder roundtables, workshops, meetings, and research fieldwork sessions.
- Support communication between international consultants, Libyan government representatives, local researchers, and school-level participants.
- Attend briefing sessions with the project team prior to each major interpretation assignment.
- Provide on-site interpretation during the stakeholder roundtable and related fieldwork activities.

3.3 Equipment

The translator/interpreter is responsible for providing basic equipment required to fulfil this assignment. This includes a laptop, standard office software (Microsoft Word, PowerPoint) and access to printing. Any interpretation equipment or technical requirements needed for events (e.g., headsets, receivers) should be discussed with the ESE project team beforehand.

3.4 Coordination and confidentiality

- Maintain regular communication with the British Council project team on timelines, document volumes, and scheduling.
- Treat all project information, research data, and stakeholder identities as strictly confidential.
- Handle and transfer translated materials securely in line with British Council data protection requirements.

4. Deliverables

#	Deliverable	Timing
1	Translated final research report (English to Arabic)	As agreed with project team
2	Translated supporting documents and materials (e.g., summaries, presentations, data tools)	Per project timelines
3	Interpretation services during stakeholder events and fieldwork activities	Up to one week on-site
4	All final translated files delivered in editable formats	By agreed deadlines

5. Duration and Timeline

The contract period and specific deadlines will be confirmed at award, based on the project schedule.

Key parameters are:

- Contract period: 10 months
- Reporting: The consultant will coordinate with the British Council project team regarding deliverables, timelines, and scheduling.
- On-site interpretation: Approximately one week in Libya, dates to be agreed in advance.

- Remote translation work: Ongoing as required throughout the project, with timelines agreed per assignment.

6. Required Qualifications and Experience

6.1 Essential

- A degree in English Language, Translation, Linguistics, or a related field.
- Proven professional experience in translation and consecutive interpretation (Arabic–English / English–Arabic).
- Excellent written and spoken proficiency in both English and Arabic.
- Experience translating technical, academic, or policy documents.
- Experience providing interpretation at workshops, research meetings, or multi-stakeholder events.
- Strong attention to detail and the ability to meet deadlines under pressure.

6.2 Desirable

- Background or working knowledge in English Language Teaching (ELT) or education policy.
- Prior experience working with international organisations or development programmes.
- Familiarity with the Libyan education context.

7. Ethical and Confidentiality Requirements

The translator/interpreter must comply with all applicable British Council policies, including:

- Maintaining strict confidentiality of all project documents, research data, meeting discussions, and participant identities throughout and after the contract.
- Ensuring secure storage and transfer of all translated materials.
- Adhering to British Council safeguarding and child protection policies.
- Complying with applicable data protection legislation and British Council data handling standards.

8. Payment Terms

Fees will be agreed before contract award and are one of the selection criteria. The following principles apply:

- Translation will be remunerated on a per-word basis, as agreed.
- Interpretation will be remunerated on a daily rate, inclusive of preparation time. Level of engagement (LoE) of each interpretation service requested shall be designated by the British Council.
- Travel and subsistence costs for on-site assignments in Libya will be reimbursed in line with British Council policy, upon submission of receipts.
- Payment will be made upon submission of an invoice and satisfactory completion and written approval of each deliverable by the British Council project team.

9. How to Apply

Interested candidates should submit the following to the British Council Libya project team:

- A current CV outlining relevant translation and interpretation experience.
- A cover letter (maximum one page) explaining suitability for the assignment.
- Financial proposal/rate card for translation and interpretation services.

The British Council reserves the right to conduct a practical translation or interpretation test as part of the selection process. Evaluations will be based on experience, technical capability, value for money, and availability. The British Council also reserves the right to engage more than one consultant under this TOR.