Civil Society Academy Africa (CSA) invites qualified individual translators, translation firms and consulting organizations to submit bids for translating three P-CAD project documents from English into Amharic, Tigrinya and Afar.

- Posted Date: Friday 13th, November 2026 (14 Days)
- Closing Date: Friday 27th, November 2026 9:30 am (10 hours Left)
- Bid Bond:10000
- Location:Addis Ababa
- Bid Document Price:200
- Bid Opening Date: Friday 27th, November 2026 10:30 am
- Category: Translations/

CIVIL SOCIETY ACADEMY AFRICA (CSA)

INVITATION FOR BIDS (IFB)

Date: 13/11/2026

Bid Reference No.: CSA/P-CAD/TRANSLATION/CSA/001-1/11/2026 Project:

Peace and Cohesion through Advocacy and Dialogue (P-CAD)

Civil Society Academy Africa (CSA) invites qualified individual translators, translation firms and consulting organizations to submit bids for translating three P-CAD project documents from English into Amharic, Tigrinya and Afar.

The translated materials will be used by civil society coalitions, Multi-Actor Platforms (MAPs), government stakeholders, community peace groups and other local practitioners in the Amhara, Tigray and Afar regions.

Scope of Assignment: Translation, localization, simplification for low-literacy audiences, integration of illustrations and pictorial materials, editing and independent proofreading of the following documents:

1. P-CAD Facilitator's Guide (65 pages).
2. Coalition Roles, Responsibilities and Relationships Guideline (17 pages).
3. MAP Organs, Functions and Relationships Guideline (16 pages).

Final documents must be accurate, culturally appropriate and submitted in editable Microsoft Word format.

Eligibility and Required Documents: Bidders must submit a valid current trade license, trade

All Rights Reserved. Milkta.com 2013 - 2026 Made with love in Mekelle

registration certificate, VAT registration and tax clearance certificates, as applicable, company profile or CV, relevant translation experience, technical proposal and work plan, financial proposal with separate prices for each language, and previous translation samples in the target languages.

Bidding Documents: Interested bidders may obtain and inspect the bidding, documents at Civil Society Academy Africa, Bole Sub-City, 22, Golagol Tower, 5th Floor, Room 514, Addis Ababa. Contact: 09 13 33 94 84.

Bid Submission: Bids must be delivered to the above office no later than 9:30AM on [November 13, 2026 November 27/11/2026], accompanied by ETB 10,000 (Ten Thousand Birr) bid security in the form of CPO or bank bid bond, valid for 15 days beyond the bid submission deadline.

A complete set of Bidding Documents may be purchased by interested bidders upon payment of a nonrefundable fee of 200 ETB (Two hundred Birr).

Bid Opening: Bids will be opened publicly at 10:00 AM on [November 27, 2026], at Civil Society Academy Africa, Office, in the presence of bidders' representatives and other interested parties.

CSA reserves the right to accept or reject any bid, annul the bidding process or reject all bids before contract award without incurring liability to bidders.

CIVIL SOCIETY ACADEMY AFRICA (CSA)

Peace and Cohesion through Advocacy and Dialogue Project

CIVIL SOCIETY ACADEMY AFRICA (CSA)

All Rights Reserved. Milkta.com 2013 - 2026 Made with love in Mekelle