TERMS OF REFERENCE

Professional Translators, Proofreaders and Copyeditors (Freelance)

About GDN
The Global Development Network (GDN) is a public international organisation that supports high-quality, policy-oriented, social science research in Low- and Middle-Income Countries (LMICs), to promote better lives. Founded in 1999, GDN is headquartered in New Delhi (India), with offices in Clermont-Ferrand (France) and Arlington (USA). Our work spans the Global South.

Position Summary
GDN is looking to empanel freelance professional translators, proofreaders and copyeditors on a yearly rolling basis. Selected applicants will be included in GDN's roster of language professionals. GDN will request their services whenever translation, copyediting or proofreading support is required. Payment will be made as and when services are commissioned, in line with predetermined rates.

Scope of Work
Professional translators, proofreaders and copyeditors will be required to translate research papers, project reports and other programme-related documents for GDN in the following languages:

1. English ↔ French
2. English ↔ Spanish
3. English ↔ Arabic
4. French ↔ Spanish
5. French ↔ Arabic

Application Procedure
Interested applicants should send their applications to jobs@gdn.int. GDN will review applications on a rolling basis until **January 5, 2026**.

Applications should include the following documents and information:

i. **Cover letter** providing a professional summary and motivation for the empanelment. The cover letter should specify which profile(s) the applicant is applying for (translator, proofreader, copyeditor), the languages and directions (see 1–5 above), and the top three areas of work they wish to highlight and/or are interested in.

ii. A copy of the latest **updated CV**.

iii. **Financial quote** indicating the rate per word, provided separately for documents below 1,500 words, and for documents above 15,000 words and 80,000 words, for each of the areas of work mentioned in the cover letter.

iv. **Service timelines**, specifying the maximum guaranteed:
a) Reaction time (how long you take to confirm whether you accept an assignment).
b) Turnaround time for documents of 1,500 words, and for documents above 15,000 words and 80,000 words (how long you take to translate, copyedit or proofread).

v. **Work samples**, specifically in the social sciences, ideally technical texts (at least three samples).

vi. **Contact details of at least two referees** (names, designation, organisation and email address) who can provide recommendations.

Incomplete submissions will not be considered. Only those shortlisted for empanelment will be contacted by GDN. In case of a high volume of applications, the organisation may not be able to inform unsuccessful applicants.

For more information on GDN, please visit: www.gdn.int