

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code:	Type of engagement	Duty station
Translator for Early Childhood Development (ECD) Parenting Manuals	Grant: GC WBS:4980/A0/06/400/001/004	<input type="checkbox"/> Consultant <input checked="" type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Lusaka, Zambia
<p>Purpose of Activity/Assignment:</p> <p>The purpose of this assignment is to translate two Early Childhood Development (ECD) Manuals (Nurturing Care for ECD- Family Counselling Cards- 77 pages and Group Counselling Guide for ECD- 27 pages) from English into five local languages (Chichewa, Luvale, Kaonde, Lunda and Ichibemba)</p>			
<p>Background</p> <p>Early childhood offers a critical window of opportunity to shape the trajectory of a child’s holistic development and build a foundation for their future. For children to achieve their full potential, they need health care and nutrition, protection from harm and a sense of security, opportunities for early learning, and responsive caregiving – like talking, singing, and playing with parents and caregivers who love them. All of this is needed to nourish children’s developing brains and fuel their growing bodies.</p> <p>UNICEF Zambia is supporting the Government of the Republic of Zambia’s efforts to implement early childhood development (ECD) programmes by enabling the delivery of an integrated package of ECD services that cover health, nutrition, child protection, WASH, early stimulation, and early childhood education. A key aspect of the programme is the communication of key messages to parents/caregivers in established ECD hubs or Insakas, rural health facilities, and in other community settings and families’ homes. Frontline workers and Community Based Volunteers (CBVs) deliver these messages through parental counselling using counselling guides and counselling cards. There are currently over 800 CBVs in Eastern and Lusaka provinces providing parental counselling using these materials, and as the ECD programme is scaled-up, more CBVs will be recruited to counsel parents and caregivers in Luapula and Northwestern provinces. The targeted beneficiaries of the ECD programme are young children (0-6 years of age) and their caregivers/parents living in rural communities in which English is not the primary spoken language. As such, message delivery is typically in one of the five officially recognized local languages. However, the counselling materials are currently only available in English, and this poses significant implementation challenges for CBVs. The translation of existing manuals into local languages will strengthen quality implementation and enable CBVs to accurately and more easily transmit key ECD messages to primary caregivers.</p> <p>Justification</p>			

The ECD programme targets CBVs for capacity building and re-skilling to improve their effectiveness in delivering ECD parenting counselling support. Current information from implementation research findings is that most CBVs have very basic literacy skills in English and, that they struggle to effectively deliver key ECD messages to caregivers because they must translate in real time materials that are printed in English. An individual consultant(s) is therefore required to translate into 5 local languages (**Chichewa, Luvale, Kaonde, Lunda and Ichibemba**), two sets of materials: the Family Counselling Cards that accompany the Nurturing Care for ECD Manual and the Group Counselling Guide for ECD.

Objectives

The objective of this Terms of Reference therefore is to secure a translator with the experience and capacity to meet UNICEF's purpose as stated above.

Key deliverables:

- **Initial preparations:**
 - Review the two ECD manuals to be translated.
 - Participate in a meeting with UNICEF ECD team and GRZ partners and analyse content to understand scope of work and what will be required to complete the assignment.
 - Confirm timelines with UNICEF.

- **Assignment**
 - Translate the Family Counselling Cards from the Nurturing Care for ECD Manual from English into five local languages: Chichewa, Luvale, Kaonde, Lunda and Ichibemba
 - Translate the Group Counselling Guide for ECD from English into five local languages: Chichewa, Luvale, Kaonde, Lunda and Ichibemba
 - Present the translated manuals in a validation meeting with government stakeholders and incorporate feedback into the translated manuals for finalization.
 - Submit to UNICEF the report of the validation meeting, and 10 documents formatted in Microsoft Word of the validated translated family counselling cards and the group counselling guide for ECD.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: EDUCATION/Zambia, Lusaka	Reasons why consultancy cannot be done by staff: This is a task requires specialized knowledge of multiple local languages, as well as technical knowledge and experience with translation methods and approaches.
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Included in Annual/Rolling Workplan: Yes No, this was initially planned as institutional contract in the annual work plan

<p>Consultant sourcing:</p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Consultant selection method:</p> <p><input type="checkbox"/> Competitive Selection (Roster)</p> <p><input type="checkbox"/> Competitive Selection (Desk Review/Interview)</p> <p><input checked="" type="checkbox"/> Advertisement</p>	<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA</p> <p><input type="checkbox"/> Extension/ Amendment</p>
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If Extension, Justification for extension: N/A

Supervisor: Cecilia Banda	Start date: 13 May 2024	End date: 31 July 2024	Number of Working Days: 50
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Work Assignment Overview: The objective of this Terms of Reference therefore is to secure a Translator(s) with the experience and capacity to meet UNICEF’s purpose as stated above.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Review the two ECD manuals and submit	Inception report submitted	16 May 2024	

inception report detailing scope of work and timelines			
Translate Nurturing Care for ECD Manual- Family Counselling Cards	5 Translated Nurturing Care for ECD Manuals (in Chichewa, Luvale, Kaonde, Lunda and Ichibemba)	12 June 2024	
Translate Guide for using group counselling Charts for ECD	5 Translated Guides for using group counselling charts (in Chichewa, Luvale, Kaonde, Lunda and Ichibemba)	5 July 2024	
Participate in the validation meeting organised by Ministry of Health and present to the key stakeholders the two translated documents and incorporate feedback into the two booklets for final submission	Submit to UNICEF the report reflecting recommendations of the validation meeting together with the final documents.	31 st July 2024	
Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Minimum Qualifications required*: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines <ul style="list-style-type: none"> Academic or professional certification in Local language instruction, Journalism, English, Communications, or another related field 	Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> At least 2 years' experience in local language translations, editing and proofreading. Prior experience in – <ul style="list-style-type: none"> reviewing and editing content for grammar, punctuation, and style 		

	<ul style="list-style-type: none"> - verifying that English language translations maintain same meaning as original local language text/spoken word. - suggesting edits where necessary to ensure English language accuracy and appropriateness. • Attention to detail. • Deep knowledge of English and Ichibemba, Chichewa, Luvala, Kaonde and Lunda • Excellent written communication skills. • Ability to work to tight deadlines.
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Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (e.g. maximum 75 Points)

B) Financial Proposal (e.g. maximum of 25 Points)

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/In Country-Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
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