

## TERMS OF REFERENCE TO TRANSLATE FAMILY PLANNING MANUALS

**Recruitment type:** 1 national consultant, Home-based.

**Contract type:** Special Service Agreement (SSA)

**Location:** Kigali/Rwanda

**Duration:** 14 working days

### Background

During 2012 London Summit on Family Planning, the President of Rwanda, HE Paul Kagame, has committed (i) to ensuring the availability of family planning services in each of the 14,841 Rwanda administrative villages (Imidugudu) through delivery by the 45,000 community health workers already in service; (ii) to expand existing information and dissemination programs about family planning to the general public and (iii) to increase awareness of the various choices available; and to (iv) introduce long-lasting contraceptive methods, including permanent ones, and high quality integrated family planning services in every hospital and health center.

Therefore, the RBC through MCCH Division calls for the improved reproductive health services and continues to consider FP as a top priority and as one of the strategies contributing significantly to the nation's socio-economic development.

RBC/MCCH, with the support of partners including USAID and UNFPA, ensures the implementation of wide array of programs to strengthen the capacities of FP providers and increasing the availability of a full range of contraceptive methods but efforts are still ongoing.

The national guidelines have been updated to include the new WHO medical eligibility criteria related to PPF but there is a need of translation and production for utilization by health providers at all levels.

Under the framework of 2015-2016 AWP between RBC and UNFPA, activity related to the production of materials/tools was identified as a priority including the translation of those manuals to be used at all levels.

It is in that regard that RBC/MCCH requested UNFPA to provide support for translation of those manuals.

The availability of FP manuals, IEC/BCC and monitoring tools will enable RBC to strengthen the capacity of health service providers and CHWs for the quality FP services delivery, to raise awareness on and access to FP services for women, men and youth at all levels and improve the monitoring of FP activities at all levels.

### Objective

To translate FP manuals in English for those which are in French and in French for the manuals which are in English.

### Purpose of the assignment

UNFPA is seeking the service of an individual with the required high-level capacity to undertake in an efficient and swift manner the translation of the Family planning manuals from French to English for those which are in French and English to French for the manuals which are in English.

### Duties and Responsibilities

Under the overall supervision of UNFPA Representative and in close collaboration with UNFPA and MCCH staff, the consultant will undertake the following duties:

- Ensure the timely delivery of translated materials from French to English or French to English
- Share draft translation with UNFPA and RBC;
- Incorporate suggested changes to the translation;
- Ensure a high quality of work, reflecting the right terminologies and sense of sexual and reproductive health (All texts, including text contained in figures, boxes, captions, sources and covers require translation and proof reading) to ensure accuracy and appropriateness of translation.

### Materials needed to be translated and number of pages

- FP all methods, Andragogy and Tubal ligation ( Reference, participant and trainer's manual) to be translated in English
- Vasectomy training manual (Reference, participant and trainer's manual) to be translated in French

FP MANUALS TO BE TRANSLATED		
ITEM	Number of pages	LANGUAGE
FP ALL METHODS : Reference manual	211	FRENCH TO ENGLISH
FP ALL METHODS: Andragogy	162	FRENCH TO ENGLISH
TUBAL LIGATION MANUAL: Reference manual	184	FRENCH TO ENGLISH
TUBAL LIGATION MANUAL: participant 's manual	58	FRENCH TO ENGLISH
TUBAL LIGATION MANUAL: trainer's manual	122	FRENCH TO ENGLISH
On Job Training manual ( OJT): For trainers	319	FRENCH TO ENGLISH
On Job Training manual ( OJT): for participants	242	FRENCH TO ENGLISH
On Job Training manual ( OJT): for supervisors	236	FRENCH TO ENGLISH
VASECTOMY ( NSV)TRAINING MANUAL : Reference manual	69	ENGLISH- TO FRENCH
VASECTOMY ( NSV)TRAINING MANUAL : participant 's manual	172	ENGLISH- TO FRENCH
VASECTOMY ( NSV)TRAINING MANUAL : trainer's manual	138	ENGLISH- TO FRENCH
<b>TOTAL PAGES</b>	<b>1913</b>	

#### Period of engagement

The translation assignment should be completed within 2 weeks from the date of award of the work. However, printing along with minor changes to be completed after the endorsement of the documents by Rwanda Bio Medical Center (RBC).

#### Selection Criteria

The evaluation committee will evaluate the CVs and select a consultant based on a combination of the following:

- Qualification and experience.
- Demonstrated experience in translating professional documents
- Experience in translating issues related to Sexual and Reproductive Health
- Outstanding translation and editing skills in English and French
- Track record of successful completion of past assignments.
- Cost
- Willingness and flexibility to work within the required deadline.
- Demonstration of effective organizational skills and ability to handle work in an efficient and timely manner.

#### Price and Payment

- Prices are in Rwf and are inclusive of all payable taxes.
- Discounts should be included on quoted prices, if any.
- Quoted price would be open to negotiations.
- Full payment shall be made after submission of the approved final translated documents to UNFPA and RBC

#### Deliverables

- The final translated documents along with the printing design should be submitted to UNFPA (1 Copy for each document stated above)
- All documents, whether draft or final, should be submitted in soft and hard copies to UNFPA after the completion of the work.
- In case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the service to the satisfaction of the client.

### Qualifications and requirements

- A Master's degree and at least 7 years of experience working in medicine, nursing or public health;
- Substantial knowledge about Sexual and Reproductive health in general and Family planning in particular
- Experience in translation and similar assignments
- Fluent in French and English;
- Fully proficient in computer skills
- Proven ability and capacity to deliver translations to meet tight deadlines.

### Applications files:

- A letter of application addressed to the UNFPA Representative in Rwanda;
- A CV and photocopy of the diplomas and certificates; and all documents related to working experience
- Duly Completed [P11 form](#) of the United Nations;
- A list of three reference people with their complete addresses.

### ***Incomplete applications and applications that are not similar to the wanted profile will not be examined***

UNFPA reserves for itself the right to request certified copies of diplomas for the successful candidates.

### Application files deposit

These documents should be submitted to UNFPA Representative, United Nations Population Fund at Aurore Building, Umuganda Avenue, Kacyiru; not later than 27<sup>th</sup> July 2016, at 5:00 pm.

***Only pre-selected candidates will be contacted. They will be subject to a written test and a job interview.***

Done at Kigali on 13<sup>th</sup> July 2016  
Jozef MAERIEN,  
UNFPA Representative, Rwanda