

Handicap International Federation is currently seeking a:

## **Translator (1 Hiligaynon Consultant and 1 Tagalog Consultant)**

### **CONTEXT OF THE MISSION**

The current CVD project is in its fourth phase which is an enhancement and scaling-up of the WDF 13-843 “Increasing Access to Multidisciplinary Diabetes Care” project with the following main steps:

1. Consolidation of the project in Davao Region and expansion to Western Visayas region.
2. Inclusion of a retinopathy component in Davao City.
3. National advocacy and support for wider duplication.

This mission falls into step number 1: duplication of the project in Western Visayas. Tools, forms, information and education materials developed during the implementation of the project in Region XI need to be adjusted to the context in Region VI and translated into local dialects in Western Visayas. Various materials are available in English and it has been jointly decided with project partners that materials will be translated in:

- 1 – Hiligaynon → using prevalently used Hiligaynon language in Iloilo City, Passi City and Roxas City
- 2 – Tagalog for Kalibo

For the completion of this task, 2 consultants are needed to conduct two sets of translation.

- 1 to translate all materials from English to Hiligaynon
- 1 to translate all materials from English to Tagalog

The consultants must be native speaker/writer in Hiligaynon / Tagalog and have an excellent command of English. It is also desired that the consultants have background in health care.

From the Project’s end, the Public Health Assistant – WV who speaks, reads and writes Hiligaynon will be the validator for all the materials in Hiligaynon.

Likewise, the Public Health Officer – WV will also be validating the Tagalog translations.

It is only when consultants receive approval from the Project Manager through the recommendation of the validators after each translated document received that they can proceed to the next step in the completion of the tasks.

A detailed timeframe will be agreed between Handicap International and the consultants to ensure a steady process and accuracy of documents translated.

Each translated document will be tested before the submission of the final translated materials with project partners prior to giving a final validation to consultants.

### **OBJECTIVES, SCOPE OF WORK AND EXPECTED RESULTS OF THE CONSULTANT**

The purpose of the consultancy is to provide technical assistance in the translation of the selected IEC materials and CVD Program tools.

## **Scope of Work**

Under the guidance and direct supervision of the Project Manager of CVD Project II, the Translator will perform the tasks listed below:

- a. Translator shall commit to complete the work within the agreed timeline and submit the final translation from English to Hiligaynon and English to Tagalog in both soft (in word processing document) and hard copies for the:  
**Total estimated words = 18,338 words**
- b. Translated material should be error free and it should meet high quality of standards, and would not need further editing after the completion of translation.
- c. Revision of translation should be done in 1 day on the content as agreed upon with the validator and after tools translated were tested with project stakeholders.
- d. Consult with HI Project Staff when required.

Other terms:

- a. Observe confidentiality and refrain from divulging any information about the content of the text.
- b. Return the original of the documents to Handicap International after completion of the services.
- c. The documents translated remain the copyright of Handicap International and should not be shared to any third party.
- d. Handicap International will not provide computer/laptop for services required.

### **Expected Results:**

- Validated and accepted translated materials into Hiligaynon (for Iloilo, Roxas and Passi) and Tagalog (for Kalibo) as detailed at section III.a.

### **Requirements in Education/Skills:**

- Graduate of any 4-year course
- Minimum of 1 year experience on translating and editing from English to Hiligaynon / English to Tagalog
- Experience in translating health-related materials.

### **What needs to be submitted:**

1. Curriculum Vitae (CV)
2. Must submit portfolio of past work
3. Copy of BIR Registration/TIN ID
4. Price Quotation
  - a. Quote must cover professional and other fees to fulfill the objectives of this consultancy
  - b. Please address quotations to:  
**MS. EDITH VAN WIJNGAARDEN**  
**Regional Program Director**  
**Handicap International Federation Philippines Program**
  - c. Price quotation must be in Philippine pesos
  - d. Price quotation must be NET OF TAXES
  - e. Must be signed
  - f. Send to the e-mail addresses below **on or before 09<sup>th</sup> July 2017.**  
Michelle De Claro [recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph)  
Rhea Fe Poliquin [logistics.manila@handicapinternational.ph](mailto:logistics.manila@handicapinternational.ph)