

Handicap International Federation is currently seeking Consultants (short-term) for:

1 TRANSLATOR from T'DURAY to TAGALOG

1 TRANSLATOR from CEBUANO to TAGALOG

CONTEXT OF THE MISSION

The current **Humanitarian Innovation and Evidence Programme (HIEP)** project is in its first phase which includes the testing and translation of the questionnaire.

The aim of this process is to achieve different language versions of the English instrument that are conceptually equivalent in each of the target countries/cultures. That is, the instrument should be equally natural and acceptable and should practically perform in the same way. The focus is on cross-cultural and conceptual, rather than on linguistic/literal equivalence. A well-established method to achieve this goal is to use forward-translations and back-translations. This method has been refined in the course of several WHO studies to result in the following guidelines.

Implementation of this method includes the following steps:

1. Forward translation
2. Expert panel Back-translation
3. Pre-testing and cognitive interviewing
4. Final version

Backward translation

A translator/s for one language or multiple language specified above, with sound understanding of the concepts used, familiar with terminology of the area covered by the instrument and with interview skills should be given this task. The translator should be knowledgeable of the Tagalog-speaking culture but his/her mother tongue should be the primary language of the target culture which in this case is T'duray and Cebuano.

Instructions should be given in the approach to translating, emphasizing conceptual rather than literal translations, as well as the need to use natural and acceptable language for the broadest audience. The following general guidelines should be considered in this process:

- Translators should always aim at the conceptual equivalent of a word or phrase, not a word-for-word translation, i.e. not a literal translation. They should consider the definition of the original term and attempt to translate it in the most relevant way.

- Translators should strive to be simple, clear and concise in formulating a question. Fewer words are better. Long sentences with many clauses should be avoided.
- The target language should aim for the most common audience. Translators should avoid addressing professional audiences such as those in medicine or any other professional group. They should consider the typical respondent for the instrument being translated and what the respondent will understand when s/he hears the question.
- Translators should avoid the use of any jargon. For example, they should not use:
 - technical terms that cannot be understood clearly; and
 - Colloquialism, idioms or vernacular terms that cannot be understood by common people in everyday life.
- Translators should consider issues of gender and age applicability and avoid any terms that might be considered offensive to the target population.
- Translators should subscribe to the translation protocol that will be sent separately after the contract has been signed.

For the completion of this task, a consultant is needed to translate selected materials from Cebuano to Tagalog and T'duray to Tagalog and guarantee that the protocol mentioned above is properly respected.

The consultant must be native speaker/writer in T'duray or Cebuano and have an excellent command of Tagalog.

From the Project's end, a "checker" through HIEP Project Officer's guidance – will be validating the translations.

It is only when consultant receive approval from the Project Officer 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 consultant to ensure a steady process and accuracy of documents translated.

SPECIFIC ROLES & RESPONSIBILITY

Under the guidance and direct supervision of the HIEP Project Officer, 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 Cebuano to Tagalog and T'duray to Tagalog in both soft (in word processing document) and hard copies for the:

Total estimated words = 1,652 (for each language)
- 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 in Tagalog.

Requirements in Education/Skills:

- With sound knowledge on the concepts used
- With experience on translating and editing from Cebuano to Tagalog and T'duray to Tagalog
- Tentative start date of T'DURAY to TAGALOG Translator is on 17 or 20 November and to be confirmed for CEBUANO to TAGALOG

What needs to be submitted:

1. Curriculum Vitae (CV)
2. Must submit portfolio or sample 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 and the applicant must specify clearly which language he/she has chosen to translate
 - b. Please address quotations to:
MS. SOPHIE DECHAUX
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 16th November 2017.**
recruitment@handicapinternational.ph
logistics.manila@handicapinternational.ph