



Terms of Reference

Translation of HiH EA Training Manuals and other tools to Kiswahili.

Introduction

Hand in Hand Eastern Africa-Tanzania (HiH EA-TZ) is a newly registered NGO by the Ministry of Community Development, Gender and Children with a mandate to operate within the United Republic of Tanzania.

The HiH EA (TZ) is part of the global Hand in Hand international network, with independent operations within the Eastern Africa region with a mission to work for the economic and social empowerment of marginalized women, youth and men and therefore the society by supporting the creation of sustainable Enterprises and Jobs.

Hand in Hand Eastern Africa (HiH EA) which has operations in Kenya and has had operations in Rwanda spanning about 7 years of experience will support the establishment, growth and expansion of the HiH EA-TZ in collaboration with Hand In Hand International based in London

Hand in Hand Eastern Africa core competence is in social mobilization and enterprise development with the ultimate purpose of being able to create enterprises and jobs. This empowerment intervention will be delivered through a modular training program structured on a step by step approach over a period of five (5) years.

In order to implement HiH model, HiH EA developed training manuals to act as guides and references for the Business Relationship Officer (trainers). The manuals will be used to train HiHEA members/beneficiaries. The manuals are structured into 7 training modules as shown below;

HiH EA Group Formation Training Manual

HiH EA Savings/Resource Mobilization Training Manual

HiH EA Enterprise Development Training Manual

HiH EA Financial Management Training Manual

HiH EA Credit Access & Management

HiH EA Value-chain Management Training Manual

HiH EA Environmental concern.

Hand in Hand Eastern Africa (TZ)

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Email: infotz@handinhandea.org

Hand in Hand Eastern Africa

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HiH EA-Tanzania is seeking a highly qualified consultant/consultancy firm to translate, edit and format the seven (7) HiHEA training manuals for members/beneficiaries into Kiswahili.

Rationale for Translating, editing and formatting the Training Manuals

All the Seven (7) Training Manuals have been developed in English language. The training manuals need to be translated into Kiswahili version, edited and formatted for printing.

Objective of the Assignment

The overall objective of this consultancy is;

- To translate into Kiswahili the HiH EA Training Manuals for the members/beneficiaries and the marketing materials used by HiH EA for Targeting and creating awareness.
- To edit and format for printing the Swahili translated training manuals, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers .

Scope of Work

Specific scope of work includes but should not be limited to the following: Translate into Kiswahili the English version of the training manuals, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers.

- Reviewing the Swahili training manual, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers to align with the English version,
- Present the translated HiH EA (TZ) training manuals, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers to HiH EA (TZ) team for review and comments.

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- Editing and formatting the translated Manuals, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers after comments from HiH EA (TZ) team
- Submitting training manual, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters and fliers (Kiswahili version) to HiH EA (TZ) team

Timeframe

Duration for this assignment is expected to be 30 working days in total during the period May through July, 2017. The assignment will start after signing of a formal contract with HiH EA (TZ).

Expected deliverables

The following outputs will be delivered as part of this support:

Inception report to include the following:

- Introduction, scope of work, methodology, accountabilities and any other relevant appendices to be completed by 16th June 2017.
- Draft of translated Swahili version, edited and formatted training manuals, Bio data form, Progress out of Poverty Index form, daily report, Photo/video agreement/ consent forms, Snapper posters, fliers and signage, submitted to HiH EA (TZ) team for review and comment by 30th June 2017.
- Submitting final version of the training manual by 7th July 2017

Reporting

The Consultant will report to the Country Manager (HiH EA (TZ))

Consultant's Profile

The consultant should have; a Master's degree in social Sciences, Linguistic or related field; be able to demonstrate proof of experience in carrying out similar assignments in Tanzania or elsewhere;

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HAND IN HAND

Eastern Africa (TZ)

At least 10 years' experience in working with Documents review, formatting and translation; experience of reviewing, editing and translation of documents.

Have good analytical and writing skills and ability to work with a multi-disciplinary team and proven track record in delivering timely and professional results; excellent writing in both Kiswahili and English, facilitation and presentation skills.

Submission of Expression of Interest

Consultants are invited to submit expression of interest specifying technical and financial and a short proposal that summarizes understanding of the TOR and details of how the consultant plans to execute the assignment. Interested consultants should submit their letters of expression of interest via e-mail to infotz@handinhandea.org by 18h00 on 19th May 2017.

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