



Terms of reference (TOR) for translating ARC-D questionnaire from English to Arabic.

Introduction

MOMENTUM Integrated Health Resilience Project is funded by the U.S. Agency for International Development (USAID) as part of the MOMENTUM suite of awards and implemented by IMA World Health (IMA) with partners JSI Research & Training Institute, Inc. (JSI), Pathfinder International, GOAL USA Fund, CARE, and Africa Christian Health Associations Platform (ACHAP) which started 2021 and will continue for 5 years.

The project aims to strengthen the capacity and resilience of both community and health systems in focus countries including South Sudan, support improved FP/RH/MNCH outcomes and strengthen the resilience platform.

The questionnaire tool after translation into Arabic will be used to collect data through focused group discussions from the targeted communities warranting a comprehensive and in-depth analysis of the data generated on Analysis of the resilience in communities to disaster (ARC-D). The outcome of this assessment will further inform the Momentum Integrated Health Resilience -South Sudan Project Technical Team's programmatic decision making.

Overall Objective

The overall objective of the proposed consultancy is to translate the ARC-D Health – Focused Group Discussion Suggested guiding questions from English to Arabic.

Methodology

Steps to executing the Assignment:



- A. Reading and contextualizing the FGD questionnaire: this will help translators and back translators to understand the questionnaire ahead of the translation, get better insights and meaning of each question.
- B. Translating the questionnaire into Arabic from English: have each question translated in Arabic from English capturing the actual intended meaning of the data to be collected.
- C. Back translation of the FGD questionnaire from English to Juba Arabic: this will be done by Arabic professionals to spell check, restructure sentences where need be to ensure quality control of what is already translated.
- D. Share with ARC-D Health technical team for comments
- E. Review / make adjustments to the questionnaires basing on comments from the technical team

Key deliverables

The Consultant is therefore expected to produce and share the following deliverables:

- I. **Translated questionnaires:** This will be a major output of this assignment that will include questionnaires translated into Arabic from English.

Timeframe

The expected timeframe of the consultancy is from 11th September to 15th September 2021.

Payment modalities

The proposed terms of payment is 100% upon successful and satisfactory completion of the work.

Requirements

The Consultant can be either an individual, a team or an organization. In all cases, the Consultant shall be able to demonstrate:



- A graduate Teacher or Lecturer from a recognized university or institution with expertise in Arabic Language.
- Excellent English and Arabic communication and writing skills.
- Significant experience and capacity in translating health related assessment questionnaires into Arabic will be an added advantage.
- Strong interpersonal skills and capacity to work with people
- Committed to work and meet the deadline as agreed with the Resilience Advisor.

Submission of EOI

Bidders should submit the following documents:

- Detailed Technical Proposal.
- Detailed Financial Proposal (including all expenses separated by cost category).
- Evidence of past performance of similar work.
- Curriculum Vitae of professional staff to be engaged in the Consultancy
- Detailed work schedule/plan.

Deadline for submission of Expression of Interest: All Eols must be sent to Momentum Integrated Health Resilience South Sudan Office in Juba only by email to jubahr@imaworldhealth.org (with GManga@momentumihhr.org in CC) on or before 10th September 2021.



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