

Translation & Copyediting Consultant (English/French)
Tékponon Jikuagou Project

Scope of Work

Summary: Seeking a bilingual consultant or skilled translator (English/French) with experience writing in simple, conversational (middle-school level) French and knowledge of health or family planning topics to create an English version of a health program implementation guide piloted in Benin, West Africa.

Period of Performance: May 16 – June 30, 2016 (15-20 days)

Location: Washington, D.C. or remote, with virtual check-ins

Background and Objective

The six-year Tékponon Jikuagou (TJ) Project, led by Georgetown University's Institute for Reproductive Health (GU/IRH) in collaboration with CARE-International and Plan-International, launched in September 2010 to test new ways to address unmet need for family planning (FP). More than five years later, a package of social network activities that were successfully piloted in 2013-2015 are being scaled-up by new partner organizations in Couffo and Ouémé Health Zones in southern Benin. These organizations are using near-final French version of the TJ Implementation Manual (now called "How-To Guide) a simple-to-read, easy-to-use guide for field workers and supervisors charged with supporting implementation of the TJ package by community actors. The field guide provides an overview chapter of the approach, discussing how it differs from conventional social mobilization approaches; an orientation chapter on planning for implementation of the TJ package; and five step-by-step chapters, one for each component. Four additional chapters are devoted to: the initial orientation of new project staff in TJ's core concepts (with accompanying orientation plan); closing out the TJ intervention through community celebrations; adapting the guide to new community contexts; and monitoring and evaluating package implementation.

During the scale-up phase of implementation, partner organizations and the resource organizations providing them strategic support (CARE International and Plan International) have gathered feedback on the different chapters and tools contained in the How-To Guide. Once the intervention ends in mid-May, feedback will be consolidated and shared with IRH's TJ team so that any necessary revisions can be integrated into a final version of the document. A full English version of the document, which currently exists only in French, will also be constructed by updating older versions of English guidance documents to match the updated French. **The consultant will be responsible for guide revision and translation only; a graphics designer will be engaged later to create the final print product.** To ensure the latter transition is relatively smooth, we will schedule a discussion with IRH's Communication Manager, Sophie Savage, and the consultant as part of the consultant orientation prior to commencing work. The consultant will also work closely with Susan Igras, Senior Technical Advisor and TJ Project Lead at IRH.

Detailed task description and expected timeline:

1. Review draft TJ How-To Guide (in French) to ensure familiarity with the TJ Project approach and intervention package. (1 day)

2. Participate in brief orientation with IRH headquarters staff to discuss the Guide's purpose and use, feedback from the scale-up period, and process for finalizing French and English versions. (0.5 day)
3. Integrate feedback from scale-up period and update content in existing French version of the Guide based upon guidance provided by TJ team. (2.5 days)
4. Review old/outdated English versions of Guide chapters and tools, comparing against updated French versions; edit/revise as necessary to develop updated English versions of all Guide content. Translate any missing sections from French into English, ensuring use of standardized project language. (10 days)
5. Support the IRH Communications Team and graphic designer to compile and organize new English content into a digital version of the Guide. (3 days)

Deliverables:

1. Updated French content for integration into existing digital version of French Guide
2. Updated and newly translated English content for design of an English digital version of the Guide

Qualifications & Experience**Required:**

- Fluency in French, with high-level proficiency in reading and writing French (e.g. technical documents)
- Experience writing for a variety of audiences and using simple, conversational language to explain concepts and processes to practitioner audiences (e.g. managers and supervisors of community-based programs with middle-school level French)
- Familiarity with health and family planning related topics and vocabulary
- Strong interpersonal and collaborative skills that foster trust and confidence in completing tasks as a team

Desirable:

- Professional translation experience or certification
- Experience working in or completing translation for West African programs/audiences
- Experience developing training materials, "How-To" manuals, curricula or other guidance documents
- Experience working with community-based SRH/HIV programs

Please email CV, references and cover letter to Jennifer Gayles at jk438@georgetown.edu by May 13 with the subject line "TJ Manual Consultant". Please specify where you found the job advertisement. No phone calls please.

This position is hired through Development International, Inc. for the Institute of Reproductive Health, Georgetown University.

Development International is an equal opportunity employer.