

# SCOPE OF WORK

## French Product Review & Revision Consultant

This scope of work defines the key parameters, responsibilities and deliverables expected for this independent consultancy that will lead internal quality assurance for French products developed by the Passages Project by the Institute for Reproductive Health (IRH) in the Center for Child in the Human Development (CCHD) at Georgetown University.

☑ **By April 13, 2021**, please submit a CV and cover letter to [irhinfo@georgetown.edu](mailto:irhinfo@georgetown.edu), with “French Product Review & Revision Consultant” as the subject, clearly describing:

- Your competency and experiences in:
  - conducting document review and revision between French and English, and
  - international development programming related to social and gender norms
- Your hourly or daily rate

**Timeline:** The activities in this SOW will take place between April 30, 2021 – September 30, 2021. Days and exact timeframe to be determined by the technical lead at IRH. We expect the consultant to work 10-25 days during this 5 month time frame.

**Location:** Remote/Global.

### **About the Institute for Reproductive Health, Georgetown University**

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute’s work include the diffusion of social norms that support reproductive health, scale up of innovations and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from U.S. foundations and government agencies, including the U.S. Agency for International Development (USAID) and the Templeton Foundation. [Learn more.](#)

### **About the Passages Project**

The Passages Project is an initiative funded by USAID (2015-2021). Passages aims to address a broad range of social norms, at scale, to achieve sustained improvements in family planning and reproductive health. This research project is building the evidence base and contributing to the capacity of the global community to strengthen normative environments that support reproductive health, especially among very young adolescents, newly married youth, and first-time parents. Passages capitalizes on these formative life course transitions to test and scale up interventions that promote collective change and foster an enabling environment for healthy timing and spacing of pregnancies and family planning. [Learn more.](#)

### **About the Consultancy**

An important aspect of the Passages Project is the body of knowledge and resources which it has produced. In the last year of the project, a key focus is on the dissemination of evidence and resources to our target audience. Due to the project’s work in Francophone West Africa, materials and products must be translated into French, in order to ensure that these resources are accessible and practical for our target audience. This consultancy aims to facilitate the translation, reconciliation and review of Passages deliverables in a professional and consistent manner. The consultant will provide

quality assurance review to externally translated materials, provide limited internal translations for products with quick deadlines, and reconcile previous translations with revise English versions for clarity, continuity, and consistency. The bilingual consultant will:

1. Review translations received from an external translator to ensure clarity, continuity, and consistency.
  - a. This will require a solid understanding of social and gender norms, family planning, gender equality, and international development, as well as a familiarity with these terms in both French and English, with preference to those with experience on these topics in Francophone Africa.
2. Provide translations for products that have quick turnarounds that are too short for an external translator.
3. As needed, reconcile French-English versions of existing documents to ensure messages are matched and clear.

### **Responsibilities & Terms of Reference**

- Review relevant documents to achieve working knowledge of the Passages Project
- Participate in meetings with IRH technical lead to develop review process and update on progress
- Make revisions to translations in alignment with our style guide and to ensure consistent & clear messaging
- As needed, make suggestions or revisions to the style guide to keep up-to-date on current preferred and appropriate language

### **Expected Deliverables**

- Products sent for review are returned with clear and consistent terminology
- Occasionally, products sent for translation are returned with 24-42 hour turnaround
- French-English style guide is updated as needed

### **Planning, Logistics & Support**

IRH will provide the following support and information to the selected consultant:

- Internal background materials to facilitate the SOW
- Meeting set up and logistics
- Regular check-ins to answer questions and agree next steps to facilitate progress toward deliverables
- Access to shared platforms for communication and outreach efforts
- Review of deliverables

### **Key Contacts**

- Cait Davin, Program Officer | [cd1138@georgetown.edu](mailto:cd1138@georgetown.edu)
- Rebecca Justus, Program Associate | [rj522@georgetown.edu](mailto:rj522@georgetown.edu)

### **Submission of Application**

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The selection criteria will include:

- Demonstrated experience in conducting document review and revision between French and English
- Demonstrated familiarity with international development programming related to social and gender norms
- Experience in Francophone Africa is preferred
- Cost-reasonableness