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together for children

## TERMS OF REFERENCE

### Consultancy for the Translation and Contextualization of Plan International Global Champion of Change Manual from English into Arabic (Sudan)

#### Summary of Consultancy

<b>Title: Translation and Contextualization of 18 Global Champions of Change Modules and Trainers' Guide</b>	
Location	Khartoum, Sudan
Type of Contract	Consulting Individual or Firm
Languages Required	Proficiency in English and Arabic
Expected Duration of initial Contract	28 Days
Expected Start Date	3 <sup>rd</sup> January 2021

#### 1. Introduction to Plan International Sudan

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period that runs each year from July to end of June each year. The Plan's strategy is in line with the government of Sudan's development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching **goal** is to ensure that "Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls' equality". This will be achieved through five strategic

- a) Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
- b) Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
- c) Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
- d) Vulnerable children particularly girls 0-5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
- e) Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are to utilize the communities and individuals' level to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women.

## 2. Background:

In December 2019, SIDA and Plan International entered into partnership to implement a project titled “**Obligation to Empower and Protect Girls in Sudan (OPEG)**”. The four-year project, divided in two phases, is in line with Plan International Sudan strategy 2018–2022, with an overall goal to ensure “*Vulnerable children and youth* – in particularly girls and young women – live in communities free from all forms of violence, traditional harmful practices and gender discrimination, and are able to take *decisions on their own lives*”.

The purpose of the OPEG project is to ensure “*Communities, civil society and government structures* adopt positive social norms and laws to protect children's rights with a particular focus on tackling FGM and child marriage in Kassala, White Nile and North *Darfur*”

The OPEG project aims at mobilizing the commitment of political leaders, technocrats, religious and community leaders; women, men, youth and girls themselves to contribute to achieving gender equality and elimination of FGM/CEFM in Sudan, which is in line with global commitment of ending all forms of violence against women and girls, by targeting violation that undermine women and girls' rights and contribute to gender inequality across Sudan.

The OPEG project supported by SIDA, will deploy targeted, well focused interventions in Kassala, North Darfur and White Nile, aimed at achieving significant improvements in the lives of vulnerable girls through an empowerment approaches such as Champions of Change (CoC), which is Plan International signature in empowering boys, girls, women and men to tackle underlying negative practices that undermine the rights of girls, young women and children in general. The CoC has been developed and tested over time within Plan International and thus, for Sudan, it has been incorporated as an approach delivering the Country Strategy within its programme framework.

To ensure effective utilization of the Champions of Change approach in Sudan, Plan International is soliciting applications from reputable consultancy firms/individuals. The primary purpose is to translate the 18 CoC modules with its relevant trainer's guide into Arabic to ensure its usability among the target groups in Sudan

## 3. The OPEG Project and its Scope

The OPEG Project Sudan, is anchored on four outcomes, interlinked to community-centered approach in the implementation of its interventions; in addition to in-depth learning outcomes through studies. These includes:

**Outcome 1:** Communities women and men are empowered to bring about positive change in attitudes and behaviors on gender equality.

**Outcome 2:** CSOs and CBOs, particularly women and youth CBOs, male and female adolescents, young boys and girls have strengthened capacity to promote gender equality, social accountability mechanism and advocacy to combat FGM and child marriage

**Outcome 3:** Strengthened government systems and capacities to protect and prevent child marriage and FGM and influence policies, strategies and legal frameworks on FGM and child marriage.

**Outcome 4:** Strategic interventions to social norms transformation are identified

The project has a national scope and targets three states of: Kassala, White Nile and Darfur; in addition to national interventions.

Within **outcome 1** of the project, the **Activity 1.3.1. Contextualize Plan International's global Champions of Change module to the Sudanese context (in Arabic)** in order to deliver the project as per the aforementioned outcomes.

#### **4. The OPEG Project Consortium Partners**

The government departments involved in the project are; National Council of Child Welfare (NCCW) and its branches, Family and Child Protection Units (FCPUs) at states, States Ministries of Social Welfare (SMOSW), States Ministries of Education (SMoE), States Ministries of Health (SMoH)

Under Civil Society Organization, Plan International Sudan is in partnership with the following partners:

- i) Sudanese Organization for Research and Development (SORO), Kassala.
- ii) Sudan National Committee on Traditional Practices (SNCTP), North Darfur
- iii) Child Rights Society (CRS), White Nile

#### **5. The Purpose of the Consultancy**

The purpose of the consultancy is to translate and contextualize the Plan's global Champions of Change Modules to ensure its wider suitability, relevance, sustainability, and usability to the context of Sudan by all intended target groups.

#### **6. Scope of the Consultancy**

The consultant will work directly with Child Protection Technical Lead and closely with the Champions of Change task force at Plan International Country Office based in Khartoum to ensure the manual translation and contextualization meets the set standard and quality and will undertake the following specific duties:

- All Global Champions of Change manual texts, including texts contained in figures, boxes, captions, sources and covers from the original (in English) version requires translation and proofreading from English to Arabic
- Ensure high quality of translation, accurately reflecting the meaning found in the original source language (in English) and rendering that meaning in the translated work in Arabic;
- Ensure that the translation is written with style, correct grammar and spelling and are well edited;
- Ensure technical accuracy, including confirmation of technical terms and checks against usage in prior CoC translations to same language (if any);
- Revision and correction in consultation with Child Protection Technical Lead or other task force members
- Replication of final layout based on original design or equivalent files from original version

- Design adjustments to accommodate differences between languages, including increased word count, reversal of text flow (e.g. for Arabic), script and stylistic differences, and other changes
- Thorough proof-reading of laid-out translation;
- Ensure the graphics and layout depict the original meaning or version in English and contextualized into Arabic
- Be in direct contact with Child Protection Technical Lead to discuss the precise scope of work and any specific expectations for each manual to be translated.

## 7. Expected Deliverables

- An inception report on how this consultancy task would be approached and delivered within the required period.
- Translated and contextualized 18 Global Champions of Change modules into Arabic (Sudan) with all its contents - trainer's guide
- Conduct review, validation and feedback session with the Champions of Change task force at the Country Office
- Conduct a feedback session in one of the states with adolescents and youth to test the suitability and usability of the translated and contextualized version
- Design and submit the translated and contextualized visibility for champions of change manual
- A final report for the consultancy.

## 8. Time line for the Consultancy

#	Deliverable	Approximate Due Date after signing Contract
1	Inception report and work plan	1 day
2	Translated and contextualized modules, 18 modules in total (10 for girls, 6 for boys and 2 general manuals)	15 days
3	Workshop for review and validation by the champions of Change taskforce at country office	1 day
4	Final Proof reading and incorporating inputs from task force	5 days
6	Module testing with adolescents and young people in one state	5days
7	Submission of translated modules and report	1 day
	<b>Total</b>	<b>28 days</b>

## 9. Inputs/services to be provided by Plan International

- Plan International will provide background documentation, and Champions of Change English Manual
- We will also provide an Arabic version translated elsewhere, if needed.
- Plan International will support with the organization of virtual meetings when required and workshops
- Allocate a dedicated staff to oversee and supervise the implementation of the translation
- Work with the lead consultant to review the progress
- Facilitate the approval of the manual with authorities

- Provide financial support to the consultant on time based on signed contract agreement.
- Ensure the consultant and the working team understand the safeguarding policy and code of conduct.
- Ensure quality control during the whole process of the assessment.
- Facilitate meeting with task for and COC groups for testing to enrich the discussion
- Review shared modules and reports and provide clear feedback

## 10. Required Qualifications, Skills and Competencies

- Minimum of a University bachelor's degree in Education (with a specialization in Linguistic), Anthropology, Sociology, International Development, Social Sciences and any other relevant field. A master's degree in a relevant field will be an added advantage.
- A minimum of seven (7) years of experience in technical translation and contextualization of manuals in multiple sectors and for various clients in Sudan. –
- Expertise with translation and contextualization of text and graphics for training, learning and teaching materials, and/or educational materials or related fields would be a definite asset
- Client experience in translations for civil society, non-governmental organizations or government entities would be an asset/preferred.
- Technical competencies and qualifications of proposed translator(s) should be attached, including CVs, certifications, such as ISO standard, membership with the International Association of Translators, or similar certifications.
- Experience with a proven record of providing translation services from English to Arabic in Sudan
- Relevant sample of translated materials from English to Arabic as proof of previous works should be submitted to Plan International during application or upon request
- Proven capacity to deliver translations to meet tight deadlines
- Proven familiarity or a record of accomplishment of working with the International NGOs and other such organizations would be an asset.
- Strong interpersonal, teamwork and communication skills
- Strong analytical and presentation skills.
- Proficiency in Microsoft Word, PowerPoint and graphics

## 11. Application Process & Requirements

Interested Consultant must submit the following documents:

- Cover Letter,**
- Provide a CV proving experience in similar translation and contextualization
- Present a methodological and technical proposal with the budget.
- The financial proposal (budget) containing:**
  - consultancy fees/costs/per day
  - Design and printing services in separately papers
  - Travel for field testing in one nearby state preferably or White Nile)
  - any other related costs and required for the proper conduction of the translation
  - In case of institution paying VAT, you should include it in financial budget.

## Applications

If you have experience of working in a similar capacity, meet the above profile and want to make an active and lasting contribution to civil society strengthening in Sudan, please submit your proposal including your financial proposal and documents in a sealed envelope on or **before 4:30 pm of Sunday 3<sup>rd</sup> January, 2021** to operations Department at: Plan International Sudan, The Nile Tower, Fourth Floor/ Block 10, Building #20, Street 63/, Alimtedad, East Khartoum/ The envelop must be marked with the title of the assignment. So, you can submit your detailed proposal to Ahmed Mohamed Ibrahim – Procurement Specialist via his email [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org) with copy to Paul Collins Okello, Project Manager in his email: [paul.okello@plan-international.org](mailto:paul.okello@plan-international.org)

Kindly note that the closing date of submission above and please.

### A) Ethical Considerations

- The study objectives should be clearly explained to all the respondents of the study before gathering data from them.
- No one will be forced to provide information for the study.
- The Study team will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information.
- As a minimum, the interviewer should sign that consent has been provided before collecting data and oral/verbal consent of the respondents would be considered.
- The study team will be highly committed to the respondents to keep the privacy of their information and source of data and put heartiest endeavor to be unbiased in collecting data.
- The study report will not reveal the identity of the respondents.
- The collection and analysis should be in line with the Framework for ethical Monitoring, Evaluation, Research and learning (MERL) guidelines.

### B) Safeguarding Children and Young People Policy (SCYPP)

The firm/individual shall sign and comply with Plan's Safeguarding children and Young People Policy of and any violation /deviation in complying with Plan's SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

### C) Bindings

All documents, papers and data produced during the assessment are to be treated as Plan's property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to Plan International Sudan in the Country office.

### D) Disclaimer

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

### Annex to be provided to selected candidate:

- A) Safeguarding children and Young People Policy
- B) Plan's Monitoring, Evaluations, Research and learning (MERL)

**General Note:** Considering the COVID-19 context and the prevention measures (curfew, social distancing, among others); face to face activities will have to take place in respect of the national prevention measures (use of protective masks, hand sanitizer, gatherings reduced to the number

stipulated by the government guidelines, among others) and only previous agreement with key stakeholder and assessment of the situation to ensure the do no harm principle. This must be adhered to at all times.