

**Women You are not alone**

**Translation of the curriculum Groupo de Apoyo de Mujeres (GAM) from Spanish to CREOLE**

**TERMS OF REFERENCE**

**Region/Country:** LACRO/Haiti

**CRS Protection Policy:** CRS’ recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

1. **Background**

Violence against women is a phenomenon with multiple parts that interact to negatively impact women’s lives and the lives of their sons and daughters, their families and their communities. It constitutes a violation of their fundamental human rights and should not be seen as a private matter, but rather as something that affects the society as a whole since it affects the possibilities of a little over half of humanity to live their lives freely and fully.

Latin America and the Caribbean have the highest rates of sexual violence in the world, the highest rates of violence by a partner or former partner, and alarming levels of feminicide. In 2017, in 23 countries in the region, 2,795 women were reported murdered because of their gender. In 2016, the Central American region had the highest murder rate of women in the world, 4.8 per hundred thousand females.

The methodology used by CRS, “Woman, you are not alone!” was designed to respond to this problem with a psychosocial approach to violence prevention and attention. The methodology promotes the creation of women’s help groups in which women themselves, after going through a personal transformation process, can become community therapists, helping other women to overcome the adverse effects of violence in their lives and avoid future cycles of violence. Thus, a path is developed of individual and collective healing that contributes to the well-being of women, their families, and their communities.

With the support of local partners, CRS Haiti intends to start the implementation of the methodology of “Women you are not alone!” in Haiti. Currently, the curriculum and all accompanying documents and tools are only available in Spanish. To facilitate its use in Haiti, CRS is seeking a consultant to translate the guide into Creole.

1. **Objectives of the Service**

The objective of this contract is to translate the **Guide GAM** from Spanish to Creole to facilitate training for the stakeholders (CRS and/or partners’ staff and women groups close to border between Haiti and Dominican Republic) who will use the curriculum in the project.

1. **Mandate of the consultant**

Work with the Graphic Designer to adjust the layouts of the Creole documents according to the graphics existing in the original version in preparation for printing and use. The consultant will translate the guide ”**GAM ’’** from Spanish to Creole while respecting the same layout, graphics and format of the original document. The curriculum contains a total of two hundred seventy ty three (273) pages to be translated into Creole. There is 11 pages summary in English of the strategy to translate as well into Creole. InDesign is the software that has been used for the layouts of the curriculum. There will be interactions between the translator and the person who will be doing the layouts to be sure that they creole version is in line with the Spanish version. The consultant will submit the deliverables to CRS according to the plan in the table below:

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | **DELIVERABLE** | **DUE DATE** |
| Guia GAM (Pages 1-50) | **1** | **May 3, 2021** |
| Guia GAM (Pages 51-101) | **2** | **May 10, 2021** |
| Guia GAM (Pages 102-152) | **3** | **May 28, 2021** |
| Guia GAM (Pages 153-262) and 11 pages in the English version of the summary of strategy | **4** | **June 9, 2021** |

1. **Expected deliverables and deadline of the consultation services**

The duration of the consultation will be a period of approximatively 1 month. The consultant will be expected to submit progress on the translation every 5 days over four submissions. Details on delivery deadlines are included in the table below.

**See the below table for detailed expected deliverables and deadline:**

|  |  |
| --- | --- |
| **Deliverables** | **Submission deadline** |
| Submit the required application documents | **April 16, 2021** |
| Meet with CRS to finalize details regarding the consultation terms | **April 22, 2021** |
| Submit of a detailed workplan including the working methodology to CRS | **April 26, 2021** |
| Signature of contract and meet with CRS for translation requirements set up | **April 26, 2021** |
| Begin translations | **April 27, 2021** |
| First submission of 50 translated pages to CRS | **May 3, 2021** |
| First update meeting with CRS to evaluate the quality of the translation provided and make recommendations for corrections before submitting the next deliverable | **May 5, 2021** |
| Second submission of 50 translated pages to CRS | **May 10, 2021** |
| Second update meeting with CRS to evaluate the quality of the translation provided and make recommendations for corrections before submitting the next deliverable | **May 12, 2021** |
| Third submission of 50 translated pages to CRS | **May 28 27, 2021** |
| Final submission of 112 translated pages to CRS and 11 pages in the English version of the summary of strategy | **June 9, 2021** |
| Final meeting with CRS to make a final evaluation of the service provided, make recommendations for corrections.  CRS will release the final payment in a period of fifteen (15) working days following the receipt and the validation of the final deliverable | **June 11, 2021** |

**Note: CRS reserves the right to retain the final payment as long as possible if the consultant doesn’t respect to the full commitment.**

1. **Payment method:**

CRS will pay 25% of the financial obligations upon receipt and validation of the first deliverable, 35 % upon receipt and validation of the second and third deliverable and the remaining 40% will be paid upon receipt and validation of the last deliverable.

1. **Essential Qualifications required for the translations:**

* Have a minimum of three years of professional translation work experience in translating manuals for adults education and/or working knowledge on gender theory Experience working with International Humanitarian Institutions or INGOs in translation and interpretation in development context is desirable.
* Have at least a degree in interpretation/translation, a Certification of Professional Translator (CTP) or 6 years of experience in translation
* Submit a letter of reference or a copy of another document translated from Spanish to Creole

1. **Required application documents for individuals:**

* CV and diplomas
* Scanned copy ID card (CIN, NIF, PASSPORT)
* References of 3 institutions of previous experience
* Detailed proposed budget for the service
* Detailed workplan including working methodology
* Letter of intent

1. **Application procedure**

Interested Contractor should send a technical and financial proposal in Creole, describing the relevant experience and capacity to undertake the translation. The proposed budget and technical proposal must be sent to this email: [haiti.recruitment@crs.org](mailto:haiti.recruitment@crs.org) indicating as Subject: “**GAM\_Fanm Nou pa pou kont nou**”. Offers must be received by April 16, 2021.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer