

USAID Advancing Nutrition

Scope of Work: Consultancy to provide a technical and grammatical review of the translations for the Responsive Care and Early Learning (RCEL) Addendum in Spanish

A. Background

USAID Advancing Nutrition's Early Childhood Development (ECD) team has finalized a generic package of training materials and counseling cards to promote holistic early childhood development to address this global need, titled the Responsive Care and Early Learning (RCEL) Addendum. This generic package is currently in English. Using the English-language generic package, USAID Advancing Nutrition will translate the package into three other languages—Arabic, French, and Spanish. Of relevance to this consultancy is the **Spanish-translated package**.

The USAID Advancing Nutrition team is contracting an ECD consultant with native-level proficiency in Spanish to review translations for the RCEL Addendum package in Spanish. This includes the full RCEL Addendum package including the Planning, Adaptation and Implementation Guide and several annexes, a Facilitator's Guide, Training Aid, Participant Handouts, and Counseling Cards. Given the technical nature of these documents, there is a need to review the translations for the appropriate use of Spanish terms, accuracy, and conveying content in a way that is clear and reads well. Each document will require two rounds of review: 1) after the translation is complete, and 2) after the translated document has been formatted. The review of the formatted documents should ensure that—

- all translated text is present
- all captions, source notes, figures, and tables are in the correct place
- call-outs to figures and tables in the text appear before the figures and tables
- footers and headers are correct (including page numbers)
- heads and subheads are formatted consistently
- the table of contents is correct
- acronyms are referenced on first use and if an English acronym is used that both languages are included
- the translation agency followed the glossary/any local terms used (e.g., the project's disclaimer)
- if documents or steps are named, the terminology used throughout is consistent
- if errors are consistently observed, relay feedback to the Knowledge Management team for the translators
- references are translated correctly (title of the piece is in the original language)
- review branding and logos with the support of the Knowledge Management team

B. Objectives

In this consultancy, the consultant will—

- Engage with the activity manager who will be the project’s interface between the consultant and the USAID Advancing Nutrition ECD team, as required during the translation preparation and review process.
- Revise the translation for grammatical and technical accuracy, as requested, based on feedback from the USAID Advancing Nutrition teams, USAID, or other external reviewers, as needed.
- Provide feedback on the layout of the full package in Spanish to ensure the formatted products are free of errors.

C. Activities

Specific activities and responsibilities of the Consultant include, but may not be limited to:

1. Meet (remotely) as needed with the activity manager and other members of the USAID AN ECD team to ensure clarity of task.
2. Develop a list of key words in the RCEL Addendum in Spanish to aid the external translation firm, following examples of the RCEL Addendum translation matrix.
3. Review the RCEL Addendum package following initial translation into Spanish and layout, paying attention to the use of simple and easy to understand language and correct use of technical terms.
4. Provide final review of the Spanish RCEL Addendum package following layout in Microsoft Word (PDF for the Counseling Cards) to identify any typos or errors that may have been created during the design process.

D. Deliverables and Schedule

The Contractor is responsible for the timely submission of the following deliverables, as part of the SOW:

Del. No.	Deliverable Name	Deliverable Description	Due Date	Total Deliverable Value
1	List of key terms in Spanish for external translators.	Develop/contribute to a key terms list in both English and Spanish to aid the external translator in the translation of technical terms in Spanish. The key terms need to be consistent with the Nurturing Care Framework Spanish translation, where appropriate, and should align with terms used in ECD programs in Spanish-speaking regions.	On or about June 30, 2023	=2 days of LOE

2	Technical review of the initial Spanish translation of the RCEL Addendum Counseling Cards and review of the final layout in Spanish	Detailed technical review of the Spanish RCEL Addendum Counseling Cards to identify and correct any errors in translation and a review or any errors that may have occurred during layout. The RCEL Addendum should use simple, easy to understand Spanish and be consistent in technical terminology with the Nurturing Care Framework and other ECD programs. The consultant will submit a tracked changes/version with comments of the reviewed Counseling Cards in PDF.	On or about August 4, 2023	=3 days of LOE
3	Technical review of the initial Spanish translation of the RCEL Addendum	Detailed technical review of the Spanish RCEL Addendum package (Planning, Adaptation and Implementation Guide including annexes, Facilitator's Guide, Participant Handouts, and Training Aid) to identify and correct any errors in translation. The RCEL Addendum should use simple, easy to understand Spanish and be consistent in technical terminology with the Nurturing Care Framework and other ECD programs. The consultant will submit a tracked changes and clean version of the reviewed RCEL Addendum packages in Microsoft Word.	On or about September 8, 2023	=6 days of LOE
4	Review of final layout of the RCEL Addendum in Spanish	Review the full Spanish RCEL Addendum package (Planning, Adaptation and Implementation Guide including annexes, Facilitator's Guide, Participant Handouts, and Training Aid) for any errors that may have occurred during layout. The consultant will submit a tracked changes and clean version of the reviewed RCEL Addendum packages in Microsoft Word.	On or about September 22, 2023	=4 days of LOE

The total LOE is approximately equivalent to **15** days.

All required deliverables and reports shall be submitted to the JSI Activity Manager listed on Page I.

E. Consultant Qualifications

- Minimum of a bachelor's degree (master's preferred) in global health, nutrition, early childhood development, or a related field
- Professional experience with early childhood development and nutrition programming, in particular integrating nurturing care (including but not limited to responsive care and early learning) into health and nutrition services
- Native-level proficiency in Spanish and experience using Spanish regularly in a professional setting and in relation to early childhood development and nutrition
- Fluency in English.

