Terms of Reference (ToR)

Consultancy for the Translation of Advocacy Workbook into Amharic and Wolaitta

Background

The Federation of Ethiopian Associations of Persons with Disabilities (FEAPD) is a non-profit, non-governmental umbrella organization that advocates for the rights of persons with disabilities in Ethiopia. In collaboration with Light for the World, FEAPD is implementing the "**We Can Work"** Program. This 8-year initiative aims to impact people with disabilities by providing opportunities for dignified and fulfilling work.

As part of the youth-led advocacy component of the program, a workbook has been developed to support young disability advocates in their efforts. To make the workbook accessible to youth advocates, it needs to be translated into Amharic and Wolaitinya (Wolaytta), which are the primary languages used by the target group in Ethiopia.

FEAPD thus seeks a consultant to provide professional translation services for the advocacy workbook from English to Amharic and Wolaitinya.

2. Objectives of the Consultancy

The goal of this consultancy is to provide high-quality translations of the advocacy workbook, ensuring that the translated documents are accessible, accurate, culturally appropriate, and suitable for use by youth disability advocates in their advocacy activities.

3. Scope of Work

The consultant will be responsible for the following tasks:

- Translation of the Advocacy Workbook:

- Translate the advocacy workbook from English into Amharic and Wolaitta (Wolaytta).
- Ensure the language used is suitable for youth advocates, considering their level of understanding and background.
- Ensure the translation is clear, accurate, and free from errors, while maintaining the original meaning, tone, and intent of the content.

- Quality Assurance:
  - Review the translated content for clarity, consistency, and adherence to the source document.
  - Perform a final proofreading and editing of the translated text to ensure high-quality deliverables.

- Consultation with FEAPD:
  - Engage with FEAPD's project team throughout the process to address any language-specific or cultural issues that may arise.
  - Seek feedback from FEAPD after completing initial drafts and revise accordingly.

- Timely Delivery:
  - Submit the completed translations by the agreed-upon deadlines.

4. Roles and Responsibilities

4.1 FEAPD Responsibilities:

- Provide the Original Workbook:
- Provide the consultant with the original advocacy workbook in English and any related materials necessary for translation.
- Provide necessary support throughout the translation process, including clarifying any questions related to the workbook's content.
- Review the drafts and provide feedback, ensuring the translated workbook meets the needs of the youth advocates.

- Review the final translated work to ensure accuracy, clarity, and relevance before approving the deliverables.
- Organize online platform meetings, involving Light for the World, to collect feedback and discuss guidance to support the consultant.

4.2 Consultant Responsibilities:

Translation:

- Provide accurate and professional translation services for the advocacy workbook from English into Amharic and Wolaitinya.
- Ensure that the translation is culturally relevant and suitable for the context of youth disability advocacy in Ethiopia.
- Attend online meetings organized by FEAPD and other partners for feedback and guidance.
- Revise and adjust translations based on feedback from FEAPD's project team and other implementing partners.
- Submit the completed translations by the specified deadlines and provide regular updates to FEAPD regarding any delays.

5. Deliverables

- Submission of an initial draft of the translation in both Amharic and Wolaitinya
- A polished and finalized version of the translation, incorporating feedback from FEAPD.
- A brief report outlining any significant challenges encountered during the translation process and how they were addressed.

6. Timeline

- Consultancy Start Date: 31st March, 2025
- Completion Date: 20th April, 2025
- Total Duration: Four weeks

Key deadlines:

- First Draft Submission (both languages): 2 weeks from start
- Feedback from FEAPD: 1 week from first draft submission
- Final Submission: 1 week after receiving feedback

7. Qualifications and Experience

The ideal consultant should possess the following qualifications and experience:

- Fluency in English, Amharic, and Wolaitinya (Wolaytta), with excellent writing skills in both languages.
- Proven experience in translation services, particularly for disability-related materials or advocacy content.
- Strong understanding of disability inclusion and the needs of youth advocates.
- Attention to detail and ability to maintain the tone, meaning, and context of the original document.
- Experience working with NGOs or development projects is preferred.
- Strong communication skills and the ability to meet deadlines.

8. Payment and Financial Terms

Payment Terms: Payment will be made upon successful completion of the consultancy and after the submission and approval of the final deliverables.

Payment Schedule:

- 25% upon submission of the first draft
- 75% upon submission of the final deliverables

9. Evaluation Criteria

The consultant will be selected based on the following criteria:

- Relevant experience in translation and disability-related work (30 pts)
- Quality of previous translation samples **(15pts)**
- Demonstrated understanding of the disability sector and the needs of youth advocates **(10 pt**s.)
- Cost-effectiveness of the proposal **(45pts)**

10. Submission Instructions

Interested consultants should submit the following documents **within Five working days** of this advertisement:

- **A proposal** outlining their experience, approach to the translation, and proposed timeline.
- **A sample of previous translation work**, preferably related to disability and advocacy.
- **A financial proposal**, including the total cost for the translation services and the rate per page, expressed in **ETB**. The proposal should be based on the original document's estimated length of **125 pages**.
- **A CV or CVs** detailing relevant experience.
- **A valid Tax Identification Number (TIN)** for the consultant or their organization.
- **A renewed license** for the year **2024/2025**.

11. Bid Submission

- The bid documents, including the above-required documents, shall be submitted to the following address:

  Address:

  Federation of Ethiopian Associations of Persons with Disabilities (FEAPD)
  Gulele Sub-City, on the way to Ethiopian Korean War Veterans Memorial Park,
  near Semien Hotel, close to the Nigerian Embassy,
  P.O. Box: 18430, Addis Ababa, Ethiopia
  Email: hr@feapd.org
  Tel: 011-155 30 03 / 0908 – 56 90 70

- **Late arrival of bids** will result in automatic rejection.
- **FEAPD** reserves the right to accept or reject the bid, either fully or partially.
- **Eligible bidders** may obtain further information from the FEAPD office during working hours.