



**CARE International  
in Vanuatu**  
PO Box 1129  
Port Vila  
Vanuatu  
Tel +678 22951  
[care.org.au](http://care.org.au)

## Terms of Reference: Translation of GIVE Project Materials

**Title:** Translation of materials for the GIVE program

**Location:** Home-based

**Position reports to:** Tegan Molony, Gender Advisor

**Location:** Remote

**Timeframe:** to be discussed with consultant but completion end November 2021

### About CARE Vanuatu

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency assistance.

CARE international in Vanuatu has a focus on Gender Equality, Disaster Risk Reduction, Climate Change Adaptation, Agriculture and Water and Sanitation and Hygiene.

### Project Context

As part of CARE's Gender Equality program, and with funding support from UNFPA and DFAT, CARE has been rolling out a respectful relationships curriculum (Good Relationships Free from Violence, GRFV) with youth and supporting Village Savings and Loans Associations (VSLAs) in villages in Tafea province. To support these workshops, CARE is looking for a consultant to assist with translating workshop materials into Bislama from English.

### Purpose

The purpose of the assignment is:

- Review existing Bislama translation of some text and translate from English to Bislama remaining text for a handout for participants in the GRFV workshops (approximately 7,000 words)
- Translate from English to Bislama text for a VSLA Field Agent Handbook (approximately 22,500 words)

### Schedule and Workplan

	<b>Activity</b>	<b>Timeframe</b> •
1	Consultation with CARE	Mid October
2	Completion of GRFV handout translation (with one round of review by	Early November

	CARE)	
4	Completion of VSLA Field Agent handbook translation (with one round of review by CARE)	Mid November

### **Selection Criteria**

- Fluent English and Bislama
- Proven translation skills (English to Bislama)
- Familiarity with Gender Equality programming an advantage
- Strong time and project management skills
- Commitment to CARE’s Code of Conduct, including Child Protection and Prevention of Harassment and Sexual Exploitation
- Competitive costing

### **Fees and Payment**

The consultant is expected to provide their daily fee rate (and number of words per day) as part of their expression of interest.

### **Expression of Interest**

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability introducing the consultant and how the skills and competencies described above are met using concrete examples.
2. Current CV of the consultant
3. Daily translation rate and words per day.

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: [sylvain.malsungai@careint.org](mailto:sylvain.malsungai@careint.org). Applications close **15th October 2021 at 17.00 (Vanuatu Standard Time)**.

### **Approved by**