

## Terms of Reference: Framework Agreement for Spanish Translators

<b>Commissioning Manager</b>	Karen N. Pinzón, Program Officer
<b>Additional Technical Support</b>	Jennie Trow, Regional Program Manager
<b>Date</b>	January 2021 to January 2022 (with possibility of annual contract renewal)
<b>Subject</b>	<b>Framework Agreement:</b> Consultancy for English to Spanish and/or Spanish to English translation services
<b>Consultancy duration</b>	Depends on the document/project
<b>Location</b>	Home-based
<b>Type of consultant profile required</b>	Expertise with translating humanitarian documentation from Spanish to English and/or English to Spanish; experience translating and interpreting highly technical documents; knowledge of cash and voucher assistance is preferred.

### Background

CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide. What makes CaLP unique is its diversity. Members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners. Together, and alongside our strategic partners, we seek to better meet the needs and improve the outcomes for people affected by crisis. To do this we ensure that CVA is a central, scalable component of quality, timely and appropriate humanitarian assistance, and that the need to sustain positive outcomes for people over the longer term is considered.

CaLP strives to have key documents available in English, French and Spanish to ensure inclusivity among its audience and greater uptake of its resources. Currently, CaLP has made advances on this front in the last year but is seeking to grow its roster for certified translators as demand increases. Now that CaLP has expanded its scope to officially include Latin America and the Caribbean, it is even more important to have documents, studies, training material amongst other resources available in Spanish.

### Objectives

To professionally translate documents from English to Spanish and/or Spanish to English using guidance that has been identified by CaLP.

### Methodology

Documentation that is translated into English or Spanish should follow guidance that is provided by CaLP. The main reference documents for translation in Spanish or English will be the relevant style guides, CaLP's Glossary and technical flagship products as well as any other pertinent documents.

### Key deliverables/outputs

- Translation of case studies, technical guidelines, capacity building tools, resources and other documentation, amounting to a range of 5,000 to 10,000 words per month (approximately).

### Duration and estimated timeframe

The timeline will depend on each product that requires translation.

### Milestones and payment schedule

This will be defined prior to the start date of the consultancy in a separate ToR and Addendum each time.

**Profile of the Consultant(s)** The consultant should have the following essential skills and knowledge:

- Native proficiency in the target text (whether that is English and/or Spanish)
- Experience with translating humanitarian documentation from source text to target text (e.g. English to Spanish and/or Spanish to English) for the UN, INGOs, NGOs, etc.
- Accredited translator, translation certification required stating languages qualified to translate
- Sound interpretation, writing and analytical skills

### Requirements

- Undergo an induction session with the CaLP Americas Program Officer to review key documents and terminology and establish ways of working, quality expectations and guidelines, etc.

### Application Procedures

Expressions of Interest should include a financial proposal, CVs of consultant(s) and at least two recent translation samples, which should be sent to [consult@calpnetwork.org](mailto:consult@calpnetwork.org) **COB 3 January** with the subject line: CaLP Spanish Translation ToR. The proposal should indicate the consultant's preferred translation (English to Spanish, Spanish to English or both). Any additional clarifications on the consultancy should be addressed to [karen.pinzon@calpnetwork.org](mailto:karen.pinzon@calpnetwork.org) and [jennie.trow@calpnetwork.org](mailto:jennie.trow@calpnetwork.org).