

Terms of Reference (TOR)

RFP - TRANSLATION OF BASELINE DATA COLLECTION QUESTIONNAIRE AND CONSENT FORMS.

1. Background

Raising The Village (RTV) is implementing a series of impact and learning experiments under its data-driven research initiative to improve the effectiveness and scalability of Ultra-Poor Graduation (UPG) programs in Uganda. These experiments will be conducted in Uganda's Southwest and Midwest regions and will include baseline and endline data collection activities designed to measure household adoption of practices, economic improvements, and program outcomes.

To ensure inclusivity, comprehension, and data quality among participants, the baseline questionnaires and consent forms must be accurately translated from English into Runyankore/Rukiga, and Rutooro, the predominant local languages spoken in the project areas (Mitooma, Isingiro, Rukiga, Rukungiri, Kyenjojo, Kyegegwa and Kagadi)

2. Objective

To produce accurate, culturally appropriate translations of RTV's Baseline Data Collection Questionnaire and Informed Consent Forms from English into Runyankore/Rukiga and Rutooro, ensuring that enumerators and respondents fully understand the content during the field data collection process.

3. Scope of Work

The selected translator(s) or translation firm will:

1. Translate the Baseline Data Collection Questionnaire and Informed Consent Forms from English into Runyankore/Rukiga and Rutooro.



2. Ensure that technical and research terms are accurately conveyed while maintaining cultural relevance and clarity.
3. Conduct back-translation into English for validation and quality assurance.
4. Incorporate feedback from RTV's Research and Data teams following internal review.
5. Finalise and submit clean versions in editable formats (Microsoft Word).

4. Deliverables

- Translated baseline household survey questionnaire (Rukiga/runyankore and Rutooro Versions)
- Translated informed consent forms (Rukiga/Runyankore and Rutooro versions)
- Brief translation report summarising key terminology choices and contextual considerations.

5. Qualifications and Experience

- Demonstrated fluency in English and Runyankore/Rukiga and Rutooro.
- Proven experience in translating research or survey instruments, especially for social science or development programs.
- Knowledge of cultural contexts and local dialect variations.
- Experience working with NGOs or research institutions is an asset.

6. Quality Assurance

- RTV will review all translations through back-translation and internal linguistic validation.
- Feedback will be shared for revisions before final approval.
- All translations must maintain fidelity to meaning while ensuring cultural sensitivity and readability.

7. Timelines

- Translation assignment start date: 20th November 2025
- Draft submission for review: 27th November 2025
- Final submission: 4th December 2025



8. Confidentiality

All materials shared for translation are the intellectual property of RTV and must not be reproduced, shared, or disclosed without prior written consent. Translators will be required to sign a confidentiality and data protection agreement.

9. Reporting and Supervision

The translator/firm will report to the Senior Manager Data Insights & Innovation and work under the supervision of the Technical Lead - Data analytics.

10. Payment Terms

Payment will be made in two instalments: 30% upon signing the contract and commencement of the assignment, and 70% upon satisfactory submission of all deliverables and final approval by RTV, in accordance with the agreed contractual terms.

11. Submission Requirements.

Interested consultants or firms should submit:

1. A short technical proposal (maximum 2 pages) outlining relevant experience, approach, and understanding of the assignment.
2. Financial proposal with estimated translation cost per page.
3. Curriculum Vitae (CV) or company profile highlighting relevant experience.
4. At least two references for similar work completed.
5. Legal documentation. (Articles and Memorandum of association/statement of particulars, Certificate of incorporation, Valid TIN certificate)



12. Evaluation Criteria

Proposals will be evaluated using a combined technical and financial scoring approach based on the following criteria:

| Criteria | Weight (%) |
|--|------------|
| Relevant experience and qualifications | 40 |
| Financial proposal | 30 |
| Past performance and client references | 10 |
| Clear understanding of the ToR | 10 |
| Legal Documentation | 10 |

13. Submission instructions and Key dates

- For any clarifications, Please submit your inquiry by Thursday 13th-November-2025 to logistics@raisingthevillage.org.
- Please submit all the above (No. 11) as one document (PDF) to logistics@raisingthevillage.org with the subject line "Consultancy – Translation of Data Collection Tools (Gates Experiment)" by 17th - November - 2025.

We appreciate your interest in partnering with Raising The Village (RTV) and look forward to receiving your competitive quotations.

