

Terms of Reference (TOR) for Translation Services (English to French)

1. Background

Raising The Village (RTV) is an international non-profit organization working to address ultra-poverty through community-led and data-driven development programs. As part of our work, we produce community training and learning materials that must be accessible to diverse audiences across different linguistic contexts.

RTV is seeking to engage a qualified and experienced professional translator to support the translation of community training materials from **English to French**.

2. Purpose of the Assignment

The purpose of this assignment is to ensure that RTV's community training materials are accurately, clearly, and culturally appropriately translated into French for the use of staff and communities across DRC, Tanzania and Rwanda. while maintaining the original meaning, intent, and technical accuracy of the source documents that RTV uses.

3. Scope of Work

The translator will be responsible for:

- Translating RTV's existing community training materials from English to French.
- Ensuring accuracy, clarity, and consistency in terminology throughout all translated documents.
- Adapting content to be culturally appropriate for French-speaking audiences, while preserving the original intent.
- Reviewing and editing translated content to ensure high linguistic, grammatical quality and ease of use.
- Incorporating feedback from RTV, if required, and making revisions accordingly.

The estimated volume of work is **approximately 200 pages**, with the final page count to be confirmed prior to contract signing.

3. Deliverables

The expected deliverables include:

- Fully translated French versions of all assigned training materials.
- Final translations submitted in editable electronic format (e.g. Microsoft Word).
- Clean, proofread, and publication-ready documents.

4. Duration and Timeline

The assignment is expected to be completed within four (4) weeks from the date of contract signing. The consultant will deploy a team of three (3) professional translators working concurrently to deliver the translation of approximately 200 pages. The proposed timeline includes an initial briefing and alignment phase, phased delivery of translated content, internal peer review and quality assurance, and incorporation of feedback from Raising The Village - prior to final submission.

5. Required Qualifications and Experience

The translator should meet the following minimum requirements:

- Proven professional experience translating documents from English to French.
- Demonstrated experience translating training, educational, development, or community-focused materials. Experience of translating materials for community based organizations (CSOs) or Non-Government Organizations (NGOs) preferred.
- Strong command of both English and French, including grammar, syntax, and style.
- Ability to meet deadlines and respond promptly to feedback.
- Familiarity with development, agriculture, livelihoods, or community programming terminology is an added advantage.

6. Payment and Fees

Interested consulting firms or companies are requested to submit a detailed quotation that includes:

- Rate per page and/or per word.
- Total estimated cost for the full assignment.
- Detail any additional costs, if applicable.

Payments will be made in accordance with RTV's standard financial procedures and upon satisfactory completion of deliverables.

7. Submission Requirements

- Interested firms should submit a single PDF (quotation + supporting documents) by email to tenders@raisingthevillage.org with the subject line: "TRANSLATION SERVICES 2026 - [Supplier Name]", by **20th February 2026**.
- Late submissions, partial quotations, or offers submitted to other addresses will not be considered.
- Should you require clarification, kindly submit questions by **13th February 2026** (17:00 EAT) to logistics@raisingthevillage.org. Responses will be shared as soon as possible.

8. Evaluation Criteria

Proposals will be evaluated based on:

- a. Mandatory Requirements (Yes/No)
 - Proof of professional translation experience (individual or firm)
 - Valid business registration (where applicable)
 - Tax registration documents (where applicable)
 - Company/consultant profile with contact details
- b. Technical Compliance - 70%
 - Demonstrated experience translating training, development, or educational materials
 - At least two (2) references or samples of similar work
 - Clear quality assurance and review process
 - Capacity to deliver within proposed timelines
- c. Financial Compliance - 30%
 - Cost competitiveness and value for money

9. Confidentiality

All materials shared as part of this assignment are confidential and shall not be shared or used for any purpose outside the scope of this work without prior written consent from Raising The Village.

