Terms of Reference
For Project: “Digitising UPSHIFT- UNICEF Sierra Leone”
Translation of Content

I. Introduction

Aflatoun International is an NGO based in the Netherlands offering social and financial education to children and young people worldwide. Through a strong network of 300+ partners. The organisation reaches 8.6 million children and young people each year in more than 100 countries. Aflatoun International creates high-quality curricula, for different age groups, which can be contextualised to local needs or specific circumstances. In addition, teachers are provided with training and we conduct research to evaluate the quality and effectiveness of our programmes.

These Terms of Reference (ToR) have been developed with the objective of facilitating the effective planning of the translation and layout of content developed for the “Digitising UPSHIFT- UNICEF Sierra Leone” project, which will be implemented in the Learning Passport platform for youth in Sierra Leone. The ToR will structure the process and outline the procedures to follow and roles of all parties involved in the translation of the project content.

II. Background

Aflatoun has entered into a contract with UNICEF Sierra Leone for the implementation of the digitisation of UNICEF’s UPSHIFT curriculum.

As stipulated in the agreement Aflatoun International is required to coordinate the translation and layout of the content developed for the project. As such, Aflatoun International the consultant will collaborate in the translation of the developed content from English to Krio.

III. Specific Objectives

1. Translation and Layout of project content into Krio:
   - As Aflatoun develops the online content for the digitisation of the UPSHIFT materials, translations should be done in parallel to Krio.

IV. Expected outcomes

- Selection of adequate consultants for translations.
- All project material to be translated and laid out.
- Timely and quality completion of translation and layout activities

V. Roles and Responsibilities

- Translation of all digital content to Krio
- Voice-over recording of 15 short videos to Krio
- Ensure the timely and quality completion of all activities

VI. Process

The following table outlines key activities and timeline for the translation of the content for the project. Please refer to the Inception Report for a more detailed breakdown of the content.
<table>
<thead>
<tr>
<th>Key Deliverable</th>
<th>Dates</th>
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<tbody>
<tr>
<td>All content translated &amp; voice overs recorded</td>
<td>28/05</td>
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**VII. Other Relevant Information**

The consultant must keep confidential any unpublished information made known during the project and not publish any reports or paper based on information obtained except with the written approval and authorization of the Director of Programmes.

**VIII. Contact**

Send your CV, motivation letter and a short English to Krio translation sample to tidjane@aflatoun.org before 23/04/2021 if you wish to apply.