

Terms of Reference – Translation of the Interagency Child Protection in Emergencies Training Packages –

Learning and Development Working Group (LDWG)

Location: Home based

1. BACKGROUND

The Alliance's mission is to support the efforts of humanitarian actors to achieve high-quality and effective child protection interventions in humanitarian contexts, in both refugee and non-refugee settings. As a global network of operational agencies, academic institutions, policymakers, donors and practitioners, the Alliance facilitates inter-agency technical collaboration on child protection in all humanitarian contexts. It sets standards and produces technical guidance for use by the various stakeholders. The United Nations Children’s Fund (UNICEF) currently co-leads the Alliance with Save the Children.[[1]](#footnote-1)

The Alliance for Child Protection in Humanitarian Action facilitates inter-agency collaboration on normative work, including standard-setting and development of technical guidance. It also provides its members with technical support and guidance where needed. The Alliance’s work falls into five categories, one of which is:

* **Capacity-building, learning and development:** The Alliance develops technical capacity for child protection by identifying, expanding and strengthening the CPHA workforce; mapping capacity gaps; defining priorities and strategic direction for capacity development; and providing learning opportunities, both face-to-face and remote. The Capacity-building, learning and development work stream is a permanent work stream managed by the Learning and Development Working Group (LDWG). As a permanent work stream and given the extensive nature of the role of leading the LDWG it was agreed that the LDWG would have its own focal point to work with the LDWG leadership group and LDWG members to support the work plan.

**The Learning and Development Working Group (LDWG)** is focused on the learning and development objectives within the Alliance work plan for 2018-2020. The working group has the overall outcomes of bridging the human resource capacity and competence gaps for child protection in humanitarian action, by focusing on: increasing learning and development opportunities for CPHA actors at global, regional and national levels; developing and making accessible high quality learning material and supports for CPHA actors at all levels and across stages of emergencies; and ensuring CPHA professional, interagency developments and opportunities correspond with up to date capacity gaps, competencies and needs.

**LDWG Work Plan Outcome 2018-2020:**

“Bridging the Human Resource Capacity and Competence Gaps for Child Protection in Humanitarian Action.”

1. Purpose

The overall goal of this consultancy is to support the L&D WG Focal Point in translating the F2F inter agency package from English to Spanish.

The F2F will require translation of the powerpoints, facilitators notes, and trainee materials. Specifically, this includes:

Modules that summarize core components of CPIE:

* Module 1: Module 1\_Principles and Approaches to CPiE
* Module 2: Module 2\_Ensuring a Quality CP Response
* Module 3: Module 3\_Addressing Child Protection Needs
* Module 4: Module 4\_Developing Child Protection Strategies
* Module 5: Module 5\_Mainstreaming Child Protection
* Module 6: Module 6\_Planning\_Next Steps
* Optional Simulation\_Plus 1 day

Key Resources:

* Agenda Samples
* Evaluation Forms\_Daily\_to be adapated
* Introduction
* Pre Learning and Survey\_Sample
* Start and End Day Sessions

Participant Handouts

1. Expected results & time frame

Expected results include the following, all in collaboration and close communication with the LDWG Focal Point:

* Compared analysis of already translated materials vs. newer version of the F2F: August 2019 (done by the LDWG Focal Point)
* Update of the already translated Spanish materials: 01 – 10 September 2019
* Translation of the remaining untranslated content: 10 – 30 September 2019
* Proof reading & Final editing: 01 – 15 October 2019

The Consultant will translate the following materials, per order of priorities:

|  |  |  |
| --- | --- | --- |
| Translation | Estimated Number of Words | Date Required |
| Modules | | |
| Module 1: Module 1\_Principles and Approaches to CPiE | M1\_S1\_ 805 (w) + 252 (ppt) = 1057  M1\_S2.PP5\_: 720 (w) + 1132 (ppt) = 1852  M1\_S3\_ 359 (w) + 2541 (ppt) = 2900  M1\_CPMS: 1447 (w) + 2100 (ppt) = 3547  M1\_Cover: 259  TOTAL = 9615 |  |
| Module 2: Module 2\_Ensuring a Quality CP Response | M2\_S1\_1023 (w)+ 222(ppt) = 1245  Stands\_ 1274  M2\_S2\_ 243 (w)+ 141 (ppt) = 384  M2\_S2\_Optional\_230 (ppt) + 240 (ppt) + 1152 (w) + 1003 (ppt) + 2109 (w) + 160 (ppt) + 645 (ppt) + 102 (w) + 152 (w) = 5739  M2\_S3\_763 (w) + 391 (ppt) = 1154  M2\_S4\_ 665 (w) + 283 (ppt) = 948  M2\_S5\_2624 (w) + 3088 (ppt) = 5712  M2\_S5\_ Optional\_1426 (ppt) + 817 (ppt) = 2243  M2\_S6\_136 (ppt)  M2\_Cover\_421 (w)  TOTAL = 19256 |  |
| Module 3: Module 3\_Addressing Child Protection Needs | M3\_S1\_236 (w) + 235 (ppt) = 471  M3\_S2\_134 (w) +183 (ppt) = 317  M3\_S3\_ 175 (w) + 715 (ppt) = 890  M3\_S4\_607 (ppt)  M3\_S4\_Optional\_ 2764 (w) + 532 (ppt)= 3296  M3\_S5\_1342 (ppt)  M3\_S5\_Optional\_3154 (ppt)  M3\_S6\_15526 (ppt) + 14034 (w) + 1754 (w)= 31314  M3\_S7\_ 1406 (ppt)  M3\_S8\_ 50 (ppt)  M3\_All in one\_5022 (ppt)  M3\_Cover\_502 (w)  TOTAL = 48371 |  |
| Module 4: Module 4\_Developing Child Protection Strategies | M4\_S1\_ 665 (w) + 1156 (ppt) = 1821  M4\_S2\_ 1494 (ppt)  M4\_S3\_ 337 (ppt) + 956 (ppt)= 1293  M4\_S4\_ 108 (ppt)  M4\_Optional\_ 481 (ppt) + 1537 (w) + 226 (w) + 247 (w)= 2491  M4\_Cover\_302 (w)  TOTAL = 7509 |  |
| Module 5: Module 5\_Mainstreaming Child Protection | M5\_S1\_1442 (w)  M5\_S2\_2769 (w)+ 220 (ppt) + 1395 (w)= 4384  M5\_S3\_2779 (w) +272 (ppt) + 1416 (w) = 4467  M5\_S4\_2237 (w) + 272 (ppt) + 822 (w) = 3331  M5\_S5\_ 2332 (w) + 272 (ppt) + 991 (w) = 3595  M5\_S6\_ 2039 (w) + 272 (ppt) + 658 (w) = 2969  M5\_S7\_ 942 (w)  M5\_Optional \_ 4757 (w) + 635 (ppt) = 5392  Extra \_ 125 (ppt) + 795 (w)= 920  M5\_Cover\_ 182 (w)  TOTAL = 27624 |  |
| Module 6: Module 6\_Planning\_Next Steps | M6\_S1\_186 (ppt)  M6\_S2\_121 (ppt)  M6\_Optional\_562 (ppt)  M6\_Templates (w)\_85+60+65+60+59+53+21=403  M6\_Cover\_ 179 (w)  TOTAL =1451 |  |
| Optional Simulation\_Plus 1 day | 104 (ppt) + 884 (w) + 665 (w) + 217(w) +698 (w)+ 477 (w)  TOTAL = 3045 |  |
| Participant Handouts | | |
| Templates | 3436+ 1560+922+474+1980+2395+136 |  |
|  | TOTAL = 10903 |  |
| Key Resources | | |
| Agenda Samples | 2298 (W) |  |
| Pre Learning and Survey\_Sample | 354 (pdf) |  |
| Evaluation Forms\_Daily\_to be adapated | 300 x 6 (word) = 1800 |  |
| Introduction | 1255 (word) + 322 (ppt)= 1577 |  |
| Introduction Activity Grab Bag | 171+158 + 90 + 128 + 149 (word) = 696  90 + 121+ 80+ 128+ 90+ 14 (ppt) = 523  TOTAL = 1219 |  |
| Start and End Day Sessions | 57 (ppt)  416 (w) +103 (ppt)  3 (ppt)  328 (w) +51 (ppt) +325 (w)  3 (ppt)  86 (ppt)  3 (ppt)  3 (ppt)  TOTAL = 1378 |  |
| CPIE F2F V2014 Training Cover Pack | 2076 |  |
| GRAND TOTAL | 138.476 |  |

Deliverables will be approved by the L&D WG Focal Point. Translation should reference the CPMS content Spanish translation for appropriate terms and tone.

1. Key competences, technical background, and experience required:

* Experience with IT tools and computer skills; especially Word and Powerpoint
* Capacity to proof-read documents
* Excellent organizational skills
* Excellent skills in written & spoken English / Spanish language, interpersonal communication at a distance and collaborative project management
* Autonomy & Attention to details

The Consultant will be paid a fee based on the rate per word.

1. HOw to Apply

Qualified candidates are requested to submit CV to: [learning@alliancecpha.org](mailto:learning@alliancecpha.org), specifying as email title: “Translation of IA CPiE Training Packages Application\_ NAME”

1. As per the Alliance governance document, the NGO co-lead rotates every three years. [↑](#footnote-ref-1)