

Terms of Reference

Position Title: Swahili Translator for Aflatoun International's Core Curricula and Training Guides

Organisation: Aflatoun International

Location: Remote

Job Type: Consultancy

Remuneration: To be determined

Application Deadline: 10th March 2025

Background

Aflatoun International is a non-profit organisation that provides social and financial education to children and youth worldwide, empowering them to create positive change for a more equitable world. Through high-quality curricula tailored to different age groups and contexts, Aflatoun inspires children to discover their potential and make impactful contributions to their communities. In 2022, Aflatoun reached 3.8 million children and youth across 108 countries through partnerships with over 300 organisations, with an additional 29.5 million children impacted through National Integration initiatives. As part of its 2022–2026 strategy, Aflatoun International has revised its social and financial core curricula.

Purpose of the Consultancy

To make this updated material accessible to a global audience, we seek a professional translator to translate the curricula from English into Swahili. Aflatoun will provide both the original English version and a software-translated version of the documents. The translator will thoroughly review the English text to ensure that the translation accurately conveys its meaning while verifying consistency in sentence structure, grammar, and the use of key terms throughout the programme. The translator will ensure that the core curricula and training guides are accurately rendered, maintaining cultural relevance, consistent terminology, and the educational intent of the original material.

Scope of Work

1. Documents for Translation:

- AflaTot Curriculum and Family Toolkit
- AflaToun Curriculum (four stages) and support modules

- AflaTeen Stage 1 and Stage 2
- AflaYouth
- AflaTot Training Guide
- AflaToun Training Guide
- AflaTeen Training Guide
- AflaYouth Training Guide

2. Responsibilities:

- Translate all materials from English into Swahili.
- Use gender-inclusive language throughout the documents.
- Ensure consistency in terminology, particularly for social and financial education keywords.
- Adhere to Aflatoun's editorial guidelines and language standards.
- Collaborate with the Aflatoun team to clarify ambiguities or address feedback as required.
- Deliver translations in Microsoft Word format, preserving the structure and layout of the source material.

Deliverables

- Finalised translations of Aflatoun International's core curricula and training guides, reviewed for quality, cultural appropriateness, and gender-inclusive language.

Timeline

- **Start Date:** March 20, 2025
- **Completion Date:** March 19, 2026

Required Skills and Qualifications

- Proven experience in translating educational materials or similar content.
- Native proficiency in Swahili.
- Excellent command of English.
- Experience with gender-inclusive language and its practical application.
- Familiarity with social and financial education terminology.
- Ability to deliver high-quality translations within the agreed timeline.

Hiring Details

This position is a consultancy. Aflatoun offers a dynamic and multicultural working environment. Due to Aflatoun's work with children worldwide, all consultants must adhere to its Child Protection Policy and Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These policies must be signed and form an integral part of the consultancy contract. Screening for integrity is part of the recruitment process, including a background check with professional referees, a self-declaration of good conduct, and potentially a declaration from the candidate's home country judicial system. An additional written test may be required as part of the selection process.

Application Process

Interested applicants are invited to submit:

1. A CV detailing relevant experience.
2. A brief cover letter describing your approach to ensuring consistency, cultural relevance, and gender inclusivity in translations.
3. A sample of previous translation work (if available).
4. Your proposed fee.

Application details

Please apply no later than 10th March 2025 at the following link <https://aflatoun.bamboohr.com/careers/230>

For questions, please contact: Sarah.ghazal@aflatoun.org

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