Terms of Reference for Translation of 2018 Food Consumption Survey Consent Forms for Children, Women and Men

OBJECTIVE: To translate the 2018 food consumption survey materials (consent forms) for children, women and men in seven common languages of Zambia

REPORTS TO: Acting Executive Director -National Food and Nutrition Commission

LOCATION: Lusaka, Zambia

START DATE: Immediately

JOB DURATION: 5 working days

I. BACKGROUND

Micronutrients, also known as vitamins and minerals, are essential components of a high-quality diet and have a profound impact on health. Consuming a diverse range of nutrient-dense foods alongside breastfeeding is the ideal way for young children to get essential micronutrients in their diets. But in many parts of the world, children's diets contain insufficient micronutrients and deficiencies are widespread. Millions of children suffer from stunted growth, cognitive delays, weakened immunity and affected by disease as a result of micronutrient deficiencies. For pregnant women, the lack of essential vitamins and minerals can be catastrophic, increasing the risk of low birth weight, birth defects, stillbirth, and even death. The control of vitamin and mineral deficiencies is an essential part of the overall effort to fight hunger and malnutrition. Actions that promote an increase in the supply, access, consumption and utilization of an adequate quantity, quality and variety of foods for all populations groups should be supported. Policy and programme responses include food-based

strategies, such as, dietary diversification and food fortification, as well as nutrition education, public health and food safety measures, and finally supplementation.

It is against this background that the National food and Nutrition Commission with support from the Cooperating partners is seeking to engage a Consultant to translate the food consumption survey Consent forms, to be used in the field during the data collection exercise.

II. PRIMARY PURPOSE

To translate the 2018 food consumption survey consent forms from English (6 pages) into seven local languages namely; Nyanja, Tonga, Lozi, Bemba, Kaonde, Lunda, and Luvale.

III. SCOPE

The candidate/s recruited for this task will be responsible for supporting the National Food and Nutrition Commission in and its key nutrition stakeholders, in translating the 2018 food consumption survey consent forms, which will be used during data collection in the field.

Specific Objectives

1. Translate the 2018 food consumption survey consent forms from English to seven (7) local languages (Nyanja, Tonga, Lozi, Bemba, Kaonde, Lunda, and Luvale)

IV. GENERAL TASKS

- Translate the 2018 food consumption survey consent forms from English language to seven (7) local languages.
- Print hard copies of the Translated consent forms in seven (7) local languages
- Save the soft copies of the Translated consent forms in seven (7) local languages on a CD/Flash disc

V. WORK EXPERIENCE AND SKILLS REQUIRED

- University degree in Languages
- At least five years of relevant experience (Translation of materials);
- Strong track record of work in translating materials in local languages
- Familiarity with consent form development

Note: *Teams with Translation skills in various languages as stated above are encouraged to apply*

VI. EXPECTED DELIVERABLES

- Develop an inception report and roadmap on how the above tasks will be executed
- Seven (7) Hard copies of the Translated food consumption survey Consent forms in local languages namely; Nyanja, Tonga, Lozi, Bemba, Kaonde, Lunda, and Luvale.
- Seven (7) Soft copies of the Translated food consumption survey Consent forms in local languages namely; Nyanja, Tonga, Lozi, Bemba, Kaonde, Lunda, and Luvale.

VII. Interested parties should submit the following;

- Letter of interest to undertake this assignment
- CVs of the Translators
- A work plan on how the assignment will be carried out
- All-inclusive costs for the whole assignment.

VIII. Applications should be addressed to;

The Acting Executive Director
Plot 5112, Lumumba Road
Lusaka.

Applications should be submitted at NFNC reception or by post *(P.O Box 32669, Lusaka)*by **17:00hours on Thursday 16th August 2018.**