

CORE Group Translation Services Consultancy of The TOPS Program

Purpose: The purpose of this consultancy is to provide document translation support for the TOPS KM Team.

Dates: Work will be performed April 1, 2018 – May 31, 2018

Background:

CORE Group emerged organically in 1997 out of a need among global health professionals to share knowledge and ideas about how to best help children survive. Today, CORE Group convenes thousands of members and partners worldwide to share evidence and best practices, and then translates these into the real world with a direct impact. As a neutral, trusted platform, we bring our members and broader International Community Health Network together to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving community health.

In 2010, CORE Group began work on the Technical and Operational Performance Support Program (TOPS), a USAID/Office of Food for Peace-funded consortium project led by Save the Children, to strengthen food security program implementation. CORE Group's primary role was to facilitate cross-organizational collaboration through helping develop, support and expand the Food Security and Nutrition (FSN) Network, an open community of practice.

In 2018, the TOPS Bridge award was issued by the USAID/Office of Food for Peace. As a partner on this award, CORE Group is tasked with supporting and expanding the FSN community of practice. A key means of achieving this expansion is to meet member needs by providing key resources in various languages.

CORE Group thus seeks a qualified consultant to translate several knowledge management resources into **French**.

Duties and Responsibilities:

The consultant will:

1. Translate several TOPS-developed resources and toolkits into French.
2. Provide bi-weekly progress reports on all ongoing projects to the Knowledge Management Specialist.

Deliverables:

1. Final, formatted versions of each translated document.

Knowledge, Skills and Abilities Needed

- Fluency in written French and English required.

- Excellent translation skills
- Familiarity with knowledge management terms, concepts and language

Please send all letters of interest, at least two samples of French translation work, and preferred rates of remuneration by Friday 23rd March to:

Name: Yemisi Songo-Williams

Title: Knowledge Management Specialist

Email: ysongowilliams@coregroup.org

Payment for Services:

Payment will be made upon completion of tasks and submission of a corresponding invoice.

Payment for Administrative and Travel Expenses: N/A