TANZANIAN TRAINING CENTRE FOR INTERNATIONAL HEALTH, IFAKARA

10 MILLION SAFER BIRTH INITIATIVE

TERMS OF REFERENCE (TOR) FOR THE TRANSLATION OF SAFE DELIVERY APP CONTENT INTO SWAHILI FOR THE TANZANIA SDA VERSION1

SUMMARY

Type of Contract	Consultancy Contract
Title	Translation of Safe Delivery App Content into Kiswahili for the Tanzania SDA Version1
Purpose	The purpose of this assignment is to obtain accurate, consistent, clinically appropriate and user-friendly Kiswahili version of the agreed Safe Delivery App content in accordance with the Tanzanian clinical guidelines and terminology approved by the Ministry of Health.
Location	Dodoma
Duration	Four Weeks (4)
Start date	30 November 2026
Reporting to	TTCIH Management

1.0 Background

The Ministry of Health, through the Division of Nursing and Midwifery Services, is committed to strengthening Midwifery services for the quality of maternal and newborn healthcare services in Tanzania through evidence-based clinical practice, professional learning and the use of innovative digital health tools. The Safe Delivery App is a digital learning and clinical job-aid tool developed by the Ministry of Health with support of Maternity Foundation, UNFPA and other partners. It supports midwives and other clinical cadres by providing practical guidance on routine and emergency care during pregnancy, childbirth and the postnatal period. The app includes instructional videos, clinical procedure descriptions, action cards, drug lists, quizzes and other learning materials.

To ensure that the agreed content is accessible to Kiswahili-speaking healthcare professionals the Ministry intends to engage a qualified individual consultant or translation company to translate the specified English-language content of the Safe Delivery App into Kiswahili, conduct linguistic and technical quality assurance, and submit the final translated materials for review and approval.

The translation must preserve the clinical meaning, technical accuracy, intended learning objectives and practical usability of the original English content while using clear, standard and appropriate Kiswahili for healthcare professionals in Tanzania.

The process will engage a consultant to undertake the assessments, depending on the level of expertise needed. The consultant in collaboration with MOH, UNFPA, and CAM, will work to establish and reach the prospective healthcare facility and health training Institutions through respective sampling methods and identify as the focus of the assessments and arrange for the assessment schedule and process.

2.0 Purpose of the Assignment

The purpose of this assignment is to obtain accurate, consistent, clinically appropriate and user-friendly Kiswahili version of the agreed Safe Delivery App content in accordance with the Tanzanian clinical guidelines and terminology approved by the Ministry of Health.

The assignment will cover all content and materials identified by the Ministry for translation or updating. It will not involve independent modification of clinical recommendations or national treatment protocols.

2.0 Objective of the Assignment

To obtain accurate, consistent, clinically appropriate and user-friendly Kiswahili version of the agreed Safe Delivery App content in accordance with the Tanzanian clinical guidelines and terminology approved by the Ministry of Health.

2.1 Specific Objectives

The specific objectives are to:

- Translate all module manuscripts and CMS content into Kiswahili
- Copy-pace all translated CMS content into the CMS (content management system)
- Translate all app screen text into Kiswahili
- Submit all translated packages which have been validated by stakeholders

3.0 Scope of Work

The selected consultant or company shall undertake the following tasks.

3.1 Inception and Preparation

The consultant or company shall:

- Review of the source materials, existing translations, relevant national guidelines and the agreed scope of work
- Confirm the volume and types of content requiring translation in consultation with the Ministry.

- Develop a detailed four-week work plan, translation methodology and quality assurance approach.

3.2 Translation of Safe Delivery App Content

The consultant or company shall translate the agreed English-language materials into Kiswahili, as applicable, including:

- Clinical instructions and procedure descriptions.
- Action cards, checklists and clinical algorithms.
- Maternal and newborn health content, including routine care and emergency obstetric and newborn care.
- Drug lists, medicine preparation and administration instructions.
- Quizzes, assessment questions, answer options and feedback.
- Video scripts, subtitles, captions and voice-over scripts, were included in the approved scope.
- Module titles, headings, labels, navigation text and other user-facing text.

The consultant shall maintain the original structure, numbering, references, formatting conventions and relationships between related content wherever possible.

3.3 Linguistic and Technical Quality Assurance

The consultant or company shall:

- Review translations for accuracy, completeness, grammar, spelling, readability and consistency.
- Ensure appropriate Kiswahili terminology for Tanzanian healthcare professionals.
- Check consistency of clinical terms, abbreviations, units of measurement, medicine names, dosages and other technical expressions against the approved source materials and applicable guidelines.
- Identify ambiguous or potentially unsafe source text and refer it to the Ministry for clarification rather than making unauthorized clinical changes.
- Verify that no text, instruction, warning, question or other relevant content has been omitted or inadvertently altered during translation.
- Ensure that translated content remains suitable for its intended digital learning format.
- Ensure consistent use of approved maternal, newborn, obstetric, midwifery, pharmacological and other relevant clinical terminology

- Maintain the meaning, structure, intent and learning objectives of the original English content.
- Conduct linguistic, technical and clinical quality assurance of the translated materials.

3.4 Clinical Review and Stakeholder Validation

The consultant or company shall:

- Work with designated maternal and newborn health experts, midwives and other relevant technical reviewers appointed by the Ministry.
- Incorporate consolidated comments and corrections provided by the Ministry.
- Revise content identified as linguistically inaccurate, clinically unclear or inconsistent with approved terminology.
- Maintain a record of major translation queries, decisions and revisions.

Clinical review and final approval shall remain under the authority of the Ministry and its designated technical reviewers.

3.4 Finalization and Handover

The consultant or company shall:

- Submit the final translated content in editable formats agreed upon with the Ministry.
- Provide the corresponding English source text and Kiswahili translation in a side-by-side format, where feasible.
- Provide a quality assurance report summarizing the work completed, review findings and corrections made.
- Hand over all agreed files and supporting materials to the Ministry.
- Correct identified translation errors during the agreed acceptance period, subject to the contract.

4.0 Duration of the Assignment

- The assignment shall commence on 30 November 2026 and shall be completed by 16 December 2026, covering four (4) weeks or 28 calendar days.
- The consultant or company shall allocate sufficient personnel and resources to complete the translation, quality assurance, technical review, revisions and final handover within this period.
- The consultant or company shall submit the work plan to the Director of the Division of Nursing and Midwifery Service before commencing the assignment.

4.1 Required Qualifications & Experience

4.2 Individual Consultant

The individual consultant should possess:

- A university degree or equivalent qualification in Kiswahili, translation, linguistics, language studies, public health, nursing, midwifery, medicine or another relevant field.
- Demonstrated proficiency in both English and Kiswahili, including the ability to translate technical and specialized content accurately.
- At least five years of relevant professional translation or language-related experience, preferably involving health, medical, public health or technical materials.
- Demonstrated experience translating or editing healthcare, maternal and newborn health, reproductive health or clinical education materials.
- Familiarity with Tanzanian Kiswahili usage and terminology appropriate for healthcare professionals.
- Experience in proofreading, editing, terminology management and quality assurance.
- Ability to meet strict deadlines and work collaboratively with technical experts.
- Experience in digital health, mobile applications, eLearning content or audiovisual translation will be an added advantage.
- A consultant who is not a clinical professional should demonstrate access to, or the ability to work with, a qualified clinical reviewer.

4.3 Translation Company

A company applying for the assignment should demonstrate:

- Legal registration and eligibility to provide translation or related professional services in Tanzania.
- A proven track record in English-to-Kiswahili translation, preferably in healthcare or other specialized technical fields.
- Availability of qualified translators, editors and proofreaders.
- Access to a qualified maternal and newborn health clinical reviewer or an established arrangement for clinical review.
- Established procedures for translation quality assurance, terminology management, confidentiality and document control.
- Capacity to complete the assignment within four weeks.
- Ability to coordinate effectively with the Ministry and submit deliverables according to the agreed schedule.
- Relevant samples of previous work, subject to client confidentiality requirements..

5.0 Required Application Documents

Interested consultants or companies shall submit:

1. An expression of interest describing their suitability for the assignment.
2. An updated CV for an individual consultant or CVs of key personnel for a company.
3. Evidence of relevant qualifications, experience and previous assignments.
4. At least two relevant references or examples of comparable assignments were available.
5. Company registration and other applicable statutory documents, where relevant.

6.0 Reporting and Coordination

The consultant will report directly to the Midwifery Bridging Programme Task Force for technical guidance and the TTCIH management for administrative coordination. Regular updates and meetings will be scheduled to ensure alignment with project objectives and timelines.

7.0 Payment Schedule

The payment will be 40% upon approval and satisfactory presentation of the inception report, then 30% upon submission of satisfactory draft report and 30% upon approval and satisfactory presentation of final report.

8.0 Application Requirements

Interested candidates are requested to submit:

- Technical and financial proposal
- Firm profile and relevant experience
- Curriculum vitae(s) of the consultant(s)
- Sample of similar work

All applicants should send their applications together with a detailed technical and financial proposal, Firm profile and relevant experience, Curriculum vitae(s) of the consultant(s), Sample of similar work via email addressed to the following:

Subject Line: Application for Translation and Quality Assurance of Safe Delivery App Content from English into Kiswahili

Procurement Officer,
Tanzanian Training Centre for International Health,
P. O. Box 39, Ifakara Morogoro Tanzania
Email: procurement@ttcih.ac.tz

8.1 Evaluation Criteria

- Technical approach, methodology, tools, and work plan (35%): Experience in assuring quality control for data collection and data management processes. Data analysis skills using appropriate software programs.
- Relevant experience and institutional capacity (30%): Relevant experience conducting data collection for major research or quality improvement projects.
- Qualifications of consultant(s)/team (15%): Familiarity with the health sector and health terminology, particularly involving the Midwifery, Maternal and Newborn Health field. Ability to draft clear summary reports indicating key trends, findings, and statistics.
- Financial proposal (20%)

TTCIH Policy and Ethics

The consultant is required to comply with TTCIH's Protection from Sexual Exploitation and Abuse (PSEA) and Code of Conduct policies during his/her tenure.

Confidentiality

All information obtained during the consultancy will be treated as confidential and used solely for the purpose of this assignment. All information gathered and produced belongs to the client (TTCIH/MoH) and cannot be disclosed without written permission.

DISCLAIMER:

TTCIH does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the TTCIH fraud hotline http: info@ttcih.ac.tz

Job Posting: November 10th, 2026, 00:00 AM

Closing Date: November 24th, 2026, 11:59 PM

Only shortlisted candidates will be contacted