



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference

Service Provider- Translation of Community Dialogue Manual into Yoruba and Pidgin

The International Organization for Migration (IOM) has been working with the Federal Government of Nigeria on migration management in the country since 2001. Through its Assisted Voluntary Return and Reintegration (AVRR) Program, IOM aims to help stranded migrants who wish to voluntarily return home safely and supports the most vulnerable to get back on their feet. In 2002, IOM signed a cooperation agreement with the government of Nigeria and launched the country mission. Ever since then, IOM has continued to assist stranded migrants in host countries to return voluntarily to their home countries through the AVRR programs.

Building on existing projects, IOM seeks to improve access to trusted information sources and promote informed decision making by sensitizing potential migrants on regular migration options, vulnerabilities to TIP and risks associated with irregular migration. In addition, the project seeks to build institutional capacities and implement community-based actions in high-risk states of irregular migration such as Lagos, Edo and Delta. In collaboration with the Federal Government of Nigeria (FGN), the intervention aims to build the capacity of state and non-state actors to exercise evidence-based planning and monitoring of behavioural change communication to prevent TIP and Smuggling of Migrants (SoM). Secondly, through community-based actions (peer education, community dialogue, art-based competitions) and capacity building trainings, the project aims to enable returnees, community members, government and nongovernment actors to take action to prevent exploitation and promote informed decision making on safe and regular migration pathways. Using information campaigns, outreach and media reports, IOM seeks to equip vulnerable migrants with reliable information they need to migrate safely and access assistance when necessary. IOM also aims to address the root causes of vulnerability to Trafficking in Person (TIP) and Smuggling of migrants through awareness raising and development of media messaging content and programming as well as engagement at the individual, household, community, and structural levels.

To this end, IOM seeks to engage the services of an experienced language translator to translate the already developed **Community Dialogue (CD) Manual on Irregular Migration and Trafficking in Persons (TIP) and Smuggling of Migrants (SoM)** into **Yoruba, and Pidgin** languages, respectively. This CD manual will be used by community facilitators to stir up discussion in their communities on irregular migration TIP and SoM, resulting in home-grown solutions on TIP. This material is to be used by beneficiaries in high-risk states of irregular migration such as Delta, Edo and Lagos state.

Purpose of Assignment:

To translate already developed community dialogue manual of approximately 75 pages in Yoruba and Pidgin language, print and distribute under the **TRUSTED SOURCES: PROMOTING EVIDENCE-BASED PREVENTION EFFORTS TO REDUCE TRAFFICKING IN PERSONS** in Nigeria. This assignment specifically



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supports awareness raising activities by IOM Communication for Development initiatives (C4D) across all programs.

EXPECTED DELIVERABLES AND TIMELINE

To complete this task, the service provider is estimated to take up to a period of sixty (60) days -two months from the date of signing the contract and on the finalization of the original translated manual.

Under supervision of the Awareness Raising Officer and in collaboration with the Programme Support Officer, Migrant Protection and Assistance the service provider will undertake the following;

- Submit work plan demonstrating how the said activity will be achieved in an appropriate manner. This should be submitted within five days of signing his contract and its finalization will involve integration of feedback from IOM.
- Translate the already developed and finalized manual document into Pidgin, and Yoruba language.
- Facilitate the presentation of the draft translated manual to partners in Lagos and Edo during a review and pretesting workshop partners speaking these indigenous languages for review and validation.
- Consolidation of inputs from stakeholders from review process, submit manual review session report and a finalized draft translated manual to be submitted in not more than two weeks upon completion of the script review process.
- Share printing page format and layout of the finalized manuals using the already developed graphic designs and illustration of the English version.
- Negotiate cost-effective package with print copies for the printing of finalized manual

The service provider's payment shall be based on the financial proposal approved by IOM. Payment will be issued upon submission of the deliverables stated above within the deadline period.

Method of Application

IOM invites experienced and interested translators and translation companies both at local and national levels working in Migration and human trafficking to submit an Expression of Interest (EoI), along with requisite organizational documents and a cover letter in support of their application.

1. The service providers will be expected to submit their proposal as an EoI including the CVs of team members and
 - a. Each proposal should be developed in accordance with the deliverables and responsibilities listed above.
 - b. Each proposal shall incorporate a detailed program design, including background and context, methodology and work plan.



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- c. Provide a detailed financial cost, mentioning rates and unit costs, broken down by activities and deliverables. Estimated costs/amount is all inclusive.
- d. Each proposal should contain an organizational profile and a portfolio of previous work done in similar field for similar organisations.
- e. The organisational profile should include legal identity documents of the organisation and programs and projects, past and current with short descriptions.

The completed Expression of Interest (Eoi) should be placed in a plain, sealed envelope and clearly marked: **EXPRESSION OF INTEREST Service Provider for 'Translation of Community Dialogue Manual on Irregular Migration and Trafficking in Person to Yoruba and Pidgin**, to IOM Nigeria, Lagos sub- Office by **29th March 2021 in the below address:**

To Procurement Lagos

International Organization for Migration (IOM) Nigeria

1, Isaac John Street, GRA Ikeja, Lagos

Email: iomlagostenders@iom.int

ONLY SHORTLISTED SERVICE PROVIDERS WILL BE ASSESSED