



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

TERMS OF REFERENCE: CONSULTANCY SERVICES – TRANSLATION SERVICES

Title:	Translation of sensitization materials from English to Shona and Ndebele
Location:	Zimbabwe
Contract Type:	Per project, consultancy agreement
Professional fees:	As per proposed pricing schedule

Context

To promote safer practices and reduce mercury use in artisanal and small-scale gold mining (ASGM), the planetGOLD Zimbabwe project develops and distributes Information, Education, and Communication (IEC) materials and other knowledge products. These resources, including brochures, infographics, reports, and manuals are designed to raise awareness and drive behavioural change within ASGM communities.

Our target audiences span 11 districts and communicate in English, Shona, and Ndebele. To ensure all materials are accessible and effective across these linguistic groups, planetGOLD Zimbabwe is seeking individual or company consultants to provide translation services for its sensitization materials.

About IMPACT

IMPACT is the executing agency for planetGOLD Zimbabwe project. As an independent non-profit, IMPACT works together with local partners to drive lasting change. The organization transforms the way natural resources are managed in areas where security and human rights are under threat. Through investigation and the development of innovative approaches, IMPACT helps ensure that natural resources contribute to greater security, sustainable development, and equality.

IMPACT is headquartered in Canada with offices in Burundi, Côte d'Ivoire, Democratic Republic of Congo, Uganda, and Zimbabwe. Learn more at www.impacttransform.org

About planetGOLD Zimbabwe

The planetGOLD Zimbabwe project is supported by the Global Environment Facility (GEF) and led by the United Nations Environment Programme (UNEP). The project is executed by IMPACT, in close coordination with the Ministry of Mines and Mining Development (MMMD), the Ministry of Environment, Climate and Wildlife (MECW), and the Environmental Management Authority (EMA).

The planetGOLD Zimbabwe project works together with local communities to reduce the use of mercury in artisanal and small-scale gold mining while improving the health and lives of local mining communities. The project is part of the Global planetGOLD program currently in 25 countries. In Zimbabwe, the project aims to support 7 500 men and women in 11 districts. It aims to reduce mercury use by 4.85 tonnes over five years. Learn more: <https://planetgold.org/zimbabwe>

Objectives of the Assignment

The overall objective of this assignment is to engage a qualified and experienced translation service provider to deliver accurate, culturally appropriate, and technically sound translations of the planetGOLD Zimbabwe project sensitization materials from English into Shona and Ndebele.



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The translation must not be literal but should convey the original message's intent, tone, and style while ensuring cultural appropriateness for the target audiences.

Audience and Tone

- **Target audience:** ASGM and the general public in rural and urban Zimbabwe, with varying levels of literacy.
- **Tone and style:** the translation should match the tone of the source material. (Example: the English text is friendly and persuasive; the translation must maintain this persuasive tone).
- **Dialects:** standard Shona and Ndebele to be used.

Scope of Work

The consultant will work on-demand basis and submit a quote and invoice for each assignment. This consultant will work hand in hand with the project technical team under supervision of the communications team, to provide:

1. Translation services

Translate a range of project materials, including but not limited to:

- Information, education and communication (IEC) materials (brochures, posters, infographics).
- Radio scripts, talk show guides, and jingles.
- Training manuals, toolkits, and technical guides.
- Community sensitization scripts (including drama and dialogue guides).

2. Quality Assurance

Ensure all translations:

- Accurately reflect the original content, meaning, and intent.
- Use clear, concise, and culturally appropriate language suitable for target audiences.
- Maintain consistency in terminology, especially for technical and environmental concepts.
- Conduct internal editing and proofreading prior to submission.
- Provide back-translation into English upon request for validation purposes.

3. Validation and Revision

- Participate in review and validation processes, including consultations with project staff and/or community representatives where required.
- Incorporate feedback and revise translations in a timely manner.

4. Terminology Management

- Develop and maintain a glossary of translated technical terms to ensure consistency across all outputs. (Given that this is a technical project, some terms might not have the accurate local name e.g. mercury or some equipment).



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Deliverables

The consultant will report directly to the planetGOLD Zimbabwe project communications officer with dotted line to the project manager.

All completed work will be subject to review and approval by the communications officer and technical team. The selected consultant shall deliver:

- Complete translated materials in agreed formats (MS Word, editable design formats where applicable).
- A consolidated glossary of key terms translated across all target languages.
- Final, proofread, and quality-assured versions of all materials.

Required Qualifications and Skills

The candidates desired must demonstrate in their applications how they meet the requirements of the position and should possess these qualifications, expertise, and skills:

- Proven experience in professional translation services, preferably within development, environmental management, public health, or natural resource sectors.
- Demonstrated understanding of technical terminology related to ASGM, mercury use, environmental conservation, and occupational health and safety is an asset
- Fluency in English and demonstrate capacity to translate Shona and Ndebele.
- Ability to adapt content for low-literacy audiences is highly desirable
- Minimum of 5 years of relevant experience
- Prior experience working with international NGOs, or donor-funded programs is an advantage
- Established internal quality control processes, including editing, and proofreading.

Competencies:

- Committed to ensuring communications built on respect and dignity when working with vulnerable populations.
- Creative, with a willingness to innovate.
- Excellent attention to detail, problem solving, and good judgement.
- Self-starter, able to work independently, respect deadlines with minimal supervision.
- Excellent organizational, planning and time management skills, with the ability to multitask.
- Team player able to work with colleagues at all levels and in cross-cultural environments.
- Intuitive and proactive with the ability to identify potential issues, needs, threats, or opportunities and brings these to the attention of Senior Management or relevant personnel.

Note:

- *All translated materials and related outputs produced under this assignment shall remain the exclusive property of IMPACT. The service provider shall not use or reproduce the materials for any purpose without prior written consent.*
- *The consultant must treat all documents and information received under this assignment as strictly confidential.*



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To Apply

Send the following information by email to zimbabwe@impacttransform.org, with the heading “Expression of Interest for Translation Services”.

A detailed Expression of interest and company profile outlining relevant experience in the past three years.

- CVs of proposed team members were applicable.
- Two professional letters of reference.
- Financial proposal, including rates (e.g., per word, per page, or per deliverable) or daily rates.

Submit applications by: **April 25, 2026.**

- **We thank all candidates but only those that will be shortlisted will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.**
- **Failure to comply with the above-mentioned elements will automatically result in the rejection of the application.**
- **Please note that IMPACT has a zero-tolerance policy on sexual exploitation, abuse, and harassment.**

