



## Terms of Reference (ToRs)

### Back-Translation and certification of Study Tools from English to Kinyarwanda

#### **Project Overview: Exploring Assistive technology (AT) access, user experiences, and employment opportunities for youth with disabilities in Rwanda**

**Client: CHAI RWANDA, Assistive Technologies, and Disabilities Program**

#### **1. Background**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to strengthening integrated health systems around the world and expanding access to care and treatment for HIV/AIDS, malaria, and other illnesses. Based on the premise that business-oriented strategy can facilitate solutions to global health challenges, CHAI acts as a catalyst to mobilize new resources and optimize the impact of these resources to save lives, via improved organization of commodity markets and more effective local management. CHAI does not operate stand-alone programs, nor does it build parallel health systems. Rather, CHAI works at the invitation and in support of governments. We focus on large-scale impact and have secured lower pricing agreements for treatment options in more than 70 countries. CHAI's teams are working side by side with over 30 governments to tackle many of the largest barriers to effective healthcare. For more information, please visit: <http://www.clintonhealthaccess.org>.

It is in line with the above that the Clinton Health Access Initiative is working with the University of Rwanda (UR) to implement a **Research project: Assistive Technology (AT) access, user experiences, and employment opportunities for youth with disabilities: A qualitative study in Rwanda**. The study will a) contribute to addressing the root causes of poor access to AT by identifying the key barriers and enablers within the AT ecosystem in African countries, b) inform AT policy formulation, program design, and implementation, and c) identify strategic partnerships and investment opportunities which could lead to employment opportunities for youth and other vulnerable groups.

#### **2. Rationale of the assignment**

During the implementation of this project, a heterogeneous range of participants will be involved, including youths with disabilities aged 18–35, parents/guardians/caregivers, key informants at disability organisations, rehabilitation centres, educational institutions, and community networks.

Data will be collected in urban and rural parts of Rwanda. For this, study protocols, Informed Consent forms, and interview guides for different stakeholders have been designed. Study participants will use their preferred languages, i.e., English or Kinyarwanda. Tools that cover different themes from different types of impairments, including mobility, visual, hearing, cognition, self-care, and communication, have been translated from English into Kinyarwanda, and to ensure they ethically and linguistically accommodate the geographical contexts of Rwanda and accommodate different

stakeholder roles including youth with disabilities, AT users, Government, AT service providers, civil society organisations, and policy representatives whose work involves or targets youth programming or disabilities and AT.

Therefore, the Clinton Health Access Initiative is seeking a Bilingual Translator (**English-into-Kinyarwanda**) to conduct Back-translation and certification of the Study tools, comprised of **User Interview Guides for youth with disabilities/caregivers/guardians/parents, Policymakers, Service Providers**, which comprises various themes captured in English. The Vendor will work closely with Clinton Health Access Initiative.

### 3. Purpose and Objectives of the sought service

The objective of the service is to deliver a full back-translation and certification of the study tools for the **Research project: Assistive technology (AT) access, user experiences, and employment opportunities for youth with disabilities: A qualitative study in Rwanda** from English into the Kinyarwanda language, as described in the Scope of work, to have an accepted, validated and certified study tools which include interview guides for different stakeholders and Informed Consent forms ready for implementation.

### 4. Scope of Work

Translation of questionnaires in the study tools for the **Research project: Assistive technology (AT) access, user experiences, and employment opportunities for youth with disabilities: A qualitative study in Rwanda**, from English into the Kinyarwanda language, is needed to allow data collection in English and Kinyarwanda based on the study participants' preferences. The vendor will work closely with Clinton Health Access Initiative and the work will involve translation of a document with a total of forty (40) pages, which includes study protocols, Informed Consent forms, and interview guides for different stakeholders with up to 176 questions, mostly following a similar structure, some with repeating words and sentences.

The certified translated study tools will be submitted by the service provider in time for use, including training of data collectors, and for study implementation.

The service tasks will be delivered as follows:

1. The service provider will review forty (40) pages of translated Study tools mentioned above from English into Kinyarwanda in Word document format, and back-translate for accuracy, language, and cultural appropriateness, as well as contextualization to meet data collection requirements.
2. The back-translated tools will be tested in the field to confirm they meet requirements for data collection, and feedback will be provided to the Translator to address comments given to produce the final version of the translated study tools will be certified for study implementation.

### 5. Summary of the assignment

Name of the project	Assistive Technology (AT) access, user experiences, and employment opportunities for youth with disabilities: A qualitative study in Rwanda
Type of Service	Back-translation and certification of study tools

Expected starting Date	Immediate
<b>DELIVERABLES</b>	
Total Number of pages to be back translated and certified translated	<p>A 40-page English document includes:</p> <ul style="list-style-type: none"> <li>- Up to 176 questions from 4 interview guides (176 questions include logistical and participant demographics)</li> <li>- 4 informed consent forms (with the majority of the content repeating in all 4 informed consent forms) and 4 Interview Schedules.</li> <li>- Logistical and demographic questions repeat (24 total) in the Interview Schedules.</li> <li>- Up to 152 questions not repeating</li> <li>- Questions covering different themes for different stakeholders (see “rationale of the assignment” section)</li> </ul>
Duty station	Kigali, Rwanda

## 6. Deliverables and Payment

The Bilingual Translator will review and back-translate the tools, comprised of forty (40) pages in total is expected to be back-translated and certified. Payment will be made after the completion and approval of each deliverable, as shown in the table below.

#	Deliverables	Pages
1	First translation delivered and quality-checked by CHAI and UR	40
2	Revised translation and input/comments addressed after testing and feedback from local organizations	
3	Final certified version delivered for study implementation after testing.	

## 7. Minimum qualification and experience

- Must be a certified Bilingual Translator with proven experience in translating study tools in the context of qualitative research.
- Rwandan culture awareness, sensitivity, and strong ethics
- Preference will be given to candidates who have experience with the translation of Disability, Assistive Technology, Rehabilitation, and health-related fields in Rwanda.
- The consultant is expected to cover all costs needed to produce final deliverables (e.g., computer and other materials/equipment)
- Must be able to read, write, and speak fluently in Kinyarwanda
- Must be fluent in English and able to write good research reports in English.
- Must be able to provide back-translation report with high-quality, precise and suitable for IRB review

## 8. Organization of Bids

Interested vendors are expected to submit:

### Technical proposal

The technical proposition must include the following elements:

1. Letter expressing interest in carrying out the services addressed to the CHAI Country Director (CD)
2. Detailed updated CV highlighting the experiences and skills of the translators who will translate (**Max. 3 pages**)
3. Certified copies of academic and professional qualifications.
4. Provide detailed methodology, an understanding of ToRs, a clear timeframe detailing how the deliverables will be achieved,
5. Two copies of certificates issued by previous clients for accomplishing similar assignments with their contact details.
6. Copy of certificate of registration provided by RDB (if applicable).

### Financial proposal

The Vendor will submit a separate detailed financial bid detailing costs in man-days including details of the unit and the total costs associated with the delivery of the tasks.

All costs must include all taxes and must be in Rwandan Francs.

From the technical evaluation, the first ranked service provider with the cheapest financial proposal will be selected.

## 9. Application procedure

Interested service providers should email the application requirements outlined above to [rwandaprocurement@clintonhealthaccess.org](mailto:rwandaprocurement@clintonhealthaccess.org) with “CHAI Rwanda: Certified bilingual translation services” in the subject line. The deadline for applications is **December 12<sup>th</sup>, 2025 not later than 05:00PM local time**. Only shortlisted candidates will be contacted.

### Note:

- **Data Protection and Consent:**  
*"By submitting a proposal in response to this Request for proposals (RFQ), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."*
- **Conflict of Interest Declaration:**  
*"By responding to this Request for proposals (RFP), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."*