

HERD INTERNATIONAL

Terms of Reference (ToR)

Title	:	Transcriber and Translator
Reporting to	:	Senior/Research Officer
Job status	:	Short Term Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office
Offered Salary	:	Rs 1,000-1,500/- per day

1. **BACKGROUND**

About HERD International

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website <https://herdint.com/>

2. **SCOPE**

The scope of this role is to accurately transcribe and translate research data, including interviews, focus group discussions, and other research-related materials from Nepali to English and vice versa, as well as other languages such as Awadhi and Maithili, as per requirement. The role requires maintaining high accuracy, ensuring contextual understanding, and preserving the original meaning of the data while adhering to confidentiality and ethical guidelines.

3. **MAIN RESPONSIBILITIES**

Transcriber and Translator's key roles and responsibilities include but are not limited to the following:

- Listen and Transcribe audio and video recordings from interviews, focus group discussions, meetings, and other events into written text.
- Ensuring the meaning is preserved without omitting or adding information. The translation must accurately reflect the intent and context of the original transcript.
- Revise transcripts based on feedback and proofread for typos, grammars and terminology errors to ensure the quality of transcripts.
- Identify and note unclear or inaudible sections for clarification.
- Provide regular updates to the supervisor on work progress.
- Document the challenges encountered during transcription and translation and suggest mitigation strategies.
- Collaborate with HERD International's team to understand project requirements and deliverables.
- Complete the Translation Progress Sheet daily by tracking the number of words translated.
- Adhere to confidentiality and data protection guidelines when handling sensitive information.
- Follow established guidelines and formatting standards for transcription and translation.

The above list of responsibilities is not comprehensive, and the Transcriber may be required to take on additional responsibilities, as determined by the reporting Manager or other senior team members, to meet project needs and requirements.

4. **WORKING PLACE**

This is a part-time contract with a minimum of 8 hours of work per day. The total number of engagement days will depend on the project requirements, from 6 days to 3 months. However, the number of days allocated for specific activities may vary based on the needs of the project.

The position is office-based, but remote work may be considered depending on project requirements and work arrangements.

5. DELIVERABLES

- Completed transcripts of assigned interviews and discussions.
- Submit Translation Progress Sheet daily by tracking the number of words translated or length of the audio transcribed.
- Translated materials that meet project standards for accuracy and clarity.
- Submission of assigned transcribed documents in the given format within the agreed timeframe.
- Approved timesheet.

6. PAYMENT MODALITY

Payment to the Transcriber and Translator will be made within one week after the end of each month, contingent upon the submission of an approved timesheet (approved by the reporting manager/line manager) or the completion of the assigned task. The Transcriber must submit the approved timesheet at the end of each month or upon completion of the assigned task.

7. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity, and Accessibility. HERD International is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, people with disability, medical condition, family care status, or any other basis protected by law.

8. SAFEGUARDING

At HERDi, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

9. APPLICABLE POLICIES

All relevant policies and guidelines of HERD International are applicable to individuals in this role

10. APPEAL

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

11. MINIMUM REQUIREMENTS

- A bachelor's degree in Public Health, Sociology, or any other relevant discipline.
- Experience in transcription and translation of qualitative data.
- Good typing skills in Nepali and English.
- Excellent listening, writing and editing skills
- Proficiency in specific language (Nepali, English including other e.g. Awadhi, as per requirement)
- Familiarity with qualitative research methods.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.