

GBV Pocket Guide Translation SOP

The GBV Guidelines Implementation Support Team

Before you decide to translate the GBV Pocket Guide in your country, consider...

- The GBV Pocket Guide is an inter-agency tool, so other organizations may already be translating or planning to translate it. Before you embark on the translation process, check-in with other agencies/organizations (including UNICEF, UNFPA, and other actors providing GBV programming in your area). If you are not sure, please write to gbvpocketguide@gmail.com to check if any translation is happening in your country or other countries where same languages are used.

So, you want to translate the GBV Pocket Guide? Here's all you need to know...

- There are three documents that make up the full GBV Pocket Guide package: the [Background Note](#), [User Guide](#), and the [GBV Pocket Guide](#) itself.
- Ideally, you will embark on translating all three. If funds are short, you may choose to just translate the just the Pocket Guide. Please also note that if you plan to also develop the Pocket Guide app in a new language (*more below*), all three pieces are needed
- If you decide to embark on a translation, please contact the GBV Guidelines Implementation Support Team at gbvpocketguide@gmail.com. The team will provide you access to the *GBV Pocket Guide Translation Package Dropbox* that houses all text files and design files for layout.
- Please make sure that you also budget for design and layout. The associated design cost is usually a few thousand US dollars.
- You are welcome to use any translator you want. It would be helpful to try and find a translator that is at least somewhat familiar with the issue of gender-based violence and programming to address GBV, recognizing this may not be possible for all languages/settings.¹
- Before sharing the text files with a translator, identify two mother-tongue humanitarian technical experts on GBV and request that they both agree on the translations of relevant technical terms, extracted from the document and included in the *GBV Guidelines List of Technical Terms* (also in the [Dropbox](#)). Share the agreed upon technical term translations with your translator.
- Before finalizing the translation, reach out to a mother-tongue humanitarian technical expert and request that they review and proofread the documents.
- As mentioned above, make sure you also budget for the design and layout of the document.
- Make sure you include the disclaimer below on the front cover:
 - “This version of the PG was translated and/or adapted by _____ in [COUNTRY] based on the original English version of the globally-endorsed interagency resource.”
- The **printing specifications** for the GBV Pocket Guide are as follows:
 - 20 pages plus cover prints 4/4
 - 100# Silk Cover and 80# Silk Text

¹ The terminology related to GBV can be difficult to translate. Sometimes the equivalent words do not exist in other languages. Other times, there are commonly used (or “slang”) words for certain types of violence – particularly sexual violence – that can imply or reinforce negative attitudes toward survivors. In other cases, commonly used words may not fully capture the meaning. For example, sometimes GBV will be translated into the local term for “domestic violence.” Though domestic violence is a form of GBV, it is not the only form.

- Saddle stitch to 5.5 x 8.5"
- **The GBV Guidelines Reference Group requests to receive a final PDF version of the translated GBV Pocket Guide and any translated materials to upload on the GBV Guidelines website (www.gbvguidelines.org).** Send us a quick message at gbvpocketguide@gmail.com, and please also feel free to reach out with any questions.
- Please also note that funds from the GBV Guidelines IST to support translation or design are unfortunately not available.

Translating the GBV Guidelines App

- We have worked closely with the same app developer for all the current language versions of the Pocket Guide app. If you are interested in developing the app in a new language, please reach out to us at gbvpocketguide@gmail.com, and we can connect you with the app developer.
- While we recognize colleagues may have existing relationships or long-term contracts with other developers, which could potentially be utilized for new versions of the app, we encourage working with the developer that created the original version because the foundational infrastructure is already in place.
- Please note that the GBV Guidelines IST unfortunately cannot provide financial support to translate the app. Developing a new language version of the app roughly costs \$2000 - \$5000.