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CARRERA DE LINGÜÍSTICA E IDIOMAS**

***INFORME DE
TRABAJO DIRIGIDO***

**“DESIGN AND TRANSLATION OF THE HEALTH PROJECT FOR
ACHIEVING THE MILLENNIUM DEVELOPMENT GOALS IN COPACABANA
MUNICIPALITY”**

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*To my dear mother
Aydee who always
supported me in all
moment, with all my
love I dedicate it to
her.*

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ABSTRACT

The following report makes reference to the activities of the Guided Work. It is concerned with the design and translation of a social project that was carried out in Copacabana during six months with the purpose of strengthening the capacities of the Municipal Government as regards planning of the local human development.

It consists of four chapters that give information about the activities of the guided work in two stages. The first chapter begins with a general description about the United Nations, Millennium Development Goals and the agreement among institutions. It continues with the needs, identification of the problem and the problem analysis with regard to the intervention area.

The second chapter consists on the proposal which is divided in two stages, the first stage refers to the project design and the second stage refers to the translation. It continues with the justification, objectives, indicators, strategies of action which make references to the techniques and methods for reaching the objectives and finally the plan of action for fixing the activities.

The third chapter covers the development of proposal which involves the work schedule, the sequence of activities divided in two stages; moreover, it includes the achievements of both stages and finally a description of the experience of the Guided Work.

The fourth chapter presents the conclusion and recommendation that arose from the developed work. Finally, it includes five appendixes: the first one shows the agreement among Institutions; the second one shows United Nations Volunteers Programme's terms of reference; the third one shows the report of the activities in Copacabana in relation to the project design and the last one shows the sample of the project's proposal.

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INTRODUCTION

Due to the agreement among the United Nations Development Programme (UNDP), Prefecture of La Paz and the “Mayor de San Andrés” University, it had the opportunity of working in Copacabana for six months with the purpose of designing a social project in human development and working as a United Nations Volunteer (UNV).

Therefore, this report makes reference to the activities that were developed during the period of the guided work. In that sense, the work was divided in two stages; the first stage involves the project design which was carried out in Copacabana Municipal Government and the second stage involves the translation process which was carried out after finishing the project.

Concerning to the project design, at the request of the local authorities and the lack of projects for human development, a project was designed for health area taking into account the United Nations Volunteers Programme’s terms of reference (see appendix 2). In that sense, the diagnosis was carried out in relation to the situation of health and Municipal Government with relevant information. Then, the proposal was identified taking into account the policies of the Ministry of Health. Finally, the logical framework, budget and operative plan were developed in order to describe and specify the purposes and activities of the project. As a result, there is an updated diagnosis and a health project.

Concerning to the translation process, after finishing the project, it was translated with the purpose of diffusing the project’s proposal at international level and to look for an international funding. It was translated in a systematic way, following the sequence of activities: to analyze the text in order to chose an appropriate translation method, to translate the initial draft, to review the translation, to rework the initial draft, to develop an analysis of translation and a terminology and finally to edit the translated text. As a result, there is a translated text and samples of the analysis of translation and a terminology.

In sum up, this report shows the needs of the Municipality, the objectives, strategies and plan of action in order to plan, carry out and reach the guided work’s objectives through a sequence of activities.

CHAPTER 1

BACKGROUND

1.1. General Description

In September 2000, Heads of State had a meeting in the United Nations Millennium Summit, because of the beginning of a new millennium, with the purpose of developing guidelines for the economic and social development of the countries. In that sense, world leaders signed an agreement for a future mission: “a world with less poverty, hunger and illnesses, fewer maternal and child deaths, and more gender equality and a healthier environment” (CINU, 2008:1).

Therefore, concrete eight goals were established known as the Millennium Development Goals (MDGs) in order to adopt and implement policies in the countries. The MDGs are as follow:

Millennium Development Goals

1. To eradicate extreme poverty and hunger
2. To achieve universal primary education
3. To promote gender equality and empower women
4. To reduce child mortality
5. To improve maternal health
6. To combat hiv/aids, malaria, tuberculosis and chagas
7. To ensure environmental sustainability
8. To develop a global partnership for development

Source: CINU, 2008: 7

The United Nations (UN), through a family of agencies, are working designing programs and projects based on the MDGs with the purpose of reaching the targets until 2015 and as a consequence improving the quality of life of thousands of people in the countries.

In Bolivia, at the present time, one of the strategies for achieving the MDGs is the agreement among Institutions. The United Nations Development Programme (UNDP), Prefecture of La Paz and the “Mayor de San Andrés” University signed an agreement, on 25th June 2008, with the purpose of coordinating actions and contributing to the local development of the municipalities and the achievement of the Millennium Development Goals by means of human development projects with participation of the United Nations Volunteers (UNV) Programme.

The involved Institutions constituted an Interinstitutional Committee of the Millennium Development Goals (CIMDM) for coordinating and carrying out all the activities and achieving the agreement’s objective. Consequently, in the framework of the agreement (see appendix 1), the Interinstitutional Committee appointed students of the UMSA’s faculties as United Nations Volunteers for working in municipalities of La Paz.

Copacabana was one of the selected municipalities and based on their needs, a project was designed incorporating the approach of the Millennium Development Goals and the Municipal Development Plan. The project was coordinated at institutional level, with the municipal technicians and at academical level, with the UN volunteer’s tutor. It is also coordinated the Interinstitutional Committee monitoring the UN volunteer’s activities on the spot.

1.2. Needs

It is a priority for the Municipal Government's authorities to design projects in different areas, however, there is a specific area that is considered the most important, and it is health area. According to the local authorities, there was not any project for human development in health area or an updated diagnosis in the Municipal Development Plan; therefore, there is a necessity of identifying strategies in order to improve the situation of health. In that sense, a project was designed taking into account several aspects such as the MDGs, Municipal Development Plan, a current diagnosis and finally the Institutions' proposals.

1.2.1. Identification of the Problem

In order to identify the problems, firstly, a meeting was organized together with the Municipal Government's authorities for coordinating the process of the work and the work schedule. In the meeting, it was defined the activities of the project design and also it was identified the problems in relation to health area based on the MDGs 4 and 5.

As a first activity, data compilation and analysis were developed in the Municipal Government; then, meetings were carried out for identifying problems from the population point of view in rural communities; and finally, the qualitative interviews were planned for obtaining information from the interviewees' own words, subsequently, the diagnosis was carried out as a first step of the project.

As a result, the diagnosis shows that the main problem, in relation to health area, is the lack of relationship among population, health system and municipal authorities for solving the problems and the lack of budget for implementing actions.

1.2.2. Problem Analysis

The lack of relationship among population, health system and local authorities is the main problem because there is not a strategic alliance for improving the health services. Due to the main problem, in Copacabana, most of the communities do not have a health center and for that reason mothers, children and population in general cannot usually obtain health services. Taking about the three health centers, they do not have appropriate location or adequate infrastructure and they do not have new equipments. Taking about the health services, there are not high-priority specialist (anesthesiology, surgery and/or pediatrics) or enough human resources since the population is large and finally there is not updating or training for the health personnel in quality and warmth of health services.

In relation to the MDGs 5, at national level, the maternal mortality was 234 maternal deaths per 100.000 live births (PNUD, 2007: 90). At departmental level, the maternal mortality rate ascended to 345 deaths per 100.000 live births (PNUD, 2007: 90). In Copacabana, the maternal mortality rate was 746 maternal deaths per 100.000 live births. On the other hand, the coverage of institutional childbirth, as an intermediate indicator, reflects one of the most important preventive measures for reducing the maternal mortality, however, it continues the high maternal mortality rate, because of the non accessibility to the health centers mainly in the rural areas, the social, economic, cultural and family barriers and the necessity of improving the quality of health services.

In relation to the MDGs 4, at national level, the child mortality rate, children under one year of age, was 54 deaths per 1000 live births in 2003. At departmental level, the child mortality was 52 deaths per 1000 live births in 2003, lower comparing with the national average, (PNUD, 2007: 82). In Copacabana, the child mortality registered 59 deaths per 1000 live births in 2004. To counteract the child mortality rate, there is the Immunization Enlarged Program (*Programa de Ampliado de Inmunización PAI*) that consists in a basic chart of pentavalent vaccine for the immunization among children under five years of age. In Bolivia, the coverage of

pentavalent vaccine was 84.5 per cent in 2005; in La Paz was 83.5 per cent almost similar to the national average, (PNUD, 2007: 86); in Copacabana was 72.8 per cent in 2005. As the data show, the insertion of the pentavalent vaccine had an acceptance in the communities; however, there are not information or massive campaigns and promotion of vaccines mainly in rural areas.

In relation to the budget in health area, the following accounts are destined yearly: 10 per cent of the Municipal Tributary Co-participation (SUMI), 10 per cent of the Heavily Indebted Poor Countries II (HIPC II) resources, 0.5 per cent of the Direct Hydrocarbons Tax (*Impuesto Directo a los Hidrocarburos* IDH) resources, in 2008, 0 per cent of the Municipal Government's incomes in 2008, and finally 400.000 Bs. of the Hospital's incomes in 2007. (PDM, 2007: 180). The budget of Health area was distributed in the following way: benefit of SUMI, infrastructure, equipment and duties of the Municipal Health System.

To sum up, there are several problems, as it is mentioned above, and there is a necessity of improving the situation through strategies. However, all the problems cannot be solved without a good relationship among the population, health system and municipal authorities for coordinating activities and facing the problems.

CHAPTER 2

PROPOSAL

2.1. Proposal

After a description of the problem, the proposal is to design a project based on the diagnosis explained in the previous chapter. A project consists on looking for a solution of a defined problem. (Diéguez, 2002: 13). Therefore, to design a project implies to follow some steps such as to identify the problem, to define the objectives, targets, activities, necessary resources and future results. In that sense, it was designed a human development project in the framework of the Municipal Development Plan and the MDGs.

In order to identify the proposals for the project, firstly, meetings were carried out for identifying also proposals from the population point of view in rural communities, then, qualitative interviews were planned for obtaining suggestions from the interviewees' own words, and proposal compilation were collected from the Ministry of Health and Departmental Health Service, and finally a meeting was organized together with the health personnel for defining proposals and activities for the project. In that sense, the identification of the proposal was carried out in the second stage the project. The main strategy is the implementation of SAFCI that involve several activities in relation to health area.

In relation to the budget, there were not enough economic resources for executing projects. Therefore, it was considered to translate the project from Spanish into English in order to diffuse the project at international level and to look for an international funding. In that sense, the objective was to translate the project in a systematic way.

2.2. Justification

Due to the lack of relationship among the population, health system and municipal authorities, it is considered the Family, Community and Intercultural

Health policy (*Salud Familiar Comunitaria Intercultural-SAFCI*) that consists on linking the community to the management and social control in health system. This policy has the following principles: the interculturality, the communitarian participation, the integration and the intersectoriality. The SAFCI's strategy is the promotion of Health: "it looks for the equality through the effective social participation in making decisions and empowering the excluded groups. It also looks for the promotion of self-management by means of the advocacy, strategic alliances, information, education and communication" (MSD, 2007: 8-9).

In short, the objective of the project is to implement the dynamics of the information, communication and education in order to promote health, to build a relationship among health personnel, community and local authorities and as a consequence to carry out favorable actions relating to health.

In relation to the budget, it is considered the translation of the project in order to diffuse the project's proposal at international level and to look for an international funding. To translate a document implies, as a process, to put into practice knowledge, competence and strategies, also, it implies, as a product, to share knowledge and experience through a translated text. T. Bell (1991: 13) says "translation encompasses both the process of translating and the product of that process". In relation to the language, English has become the most used language around the world; therefore, to translate the project into English language means to have a wide diffusion and to share information. Above all, to share information and experiences through translation, as Newmark (1995: 21) says translation is an instrument of education.

In short, the objective of the translation is to diffuse the translated project in the United Nations volunteers' web page and to find an international funding. Moreover, the objective is also to put into practice the translation competences and to explain the process of translation through a description of translation methods and procedures.

2.3. Objectives

2.3.1. General Objectives

1. To design a project based on Copacabana Municipality's problems and the Millennium Development Goals.
2. To translate the project, in a systematic way, from Spanish into English so that it is diffused at international level.

2.3.2. Specific Objectives

1. To carry out a diagnosis of health in Copacabana.
2. To identify proposals and strategies in order to improve the situation of health area in Copacabana.
3. To translate the project so that the local authority of Copacabana could look for an international funding.
4. To describe the stages of the translation process.
5. To analyze samples of translations in order to assess the equivalences between the source language text and target language text.
6. To develop a terminology corpus from the project.

2.4. Indicators

According to Tintaya (2008: 398), indicators mean referents or aspects for verifying if the objectives have been reached through results.

	Objectives	Indicators	Results
Design of the Project	<i>General Objective:</i> To design a health project based on Copacabana Municipality's problems and necessities and the Millennium Development Goals.	Until March 2009, 100 per cent of the project is concluded in Copacabana (on the spot).	The whole project has been finished and handed to the Municipal Government's authorities.
	<i>Specific Objective:</i> To carry out a diagnosis of health in Copacabana.	From September to November 2008, the diagnosis is developed and concluded in Copacabana.	Through files, documents and from the interviewees' point of view, a diagnosis has been carried out on the spot.
	<i>Specific Objective:</i> To identify proposals and strategies in order to improve the situation of health area in Copacabana.	From December 2008 to January 2009, the proposals and strategies are identified and adapted according to the concluded diagnosis.	Supported by the Ministry of Health and the Municipal Government, proposals have been identified and defined.

	Objectives	Indicators	Results
Translation of the Project	<i>General Objective:</i> To translate the health project, in a systematic way, from Spanish into English so that it is diffused at international level.	From April to July 2009, translation of the project is developed and concluded following the process of translation, correction and edition.	The whole project has been translated in three months; also, it has been diffused in the web page of the UNV program.
	<i>Specific Objective:</i> To translate the project so that the local authority of Copacabana could look for an international funding.	100 per cent of the project was translated and there is a translation as a product.	A translated project has been handed to the municipal authorities.
	<i>Specific Objective:</i> To describe the stages of the translation process.	100 per cent of the translation process was described in detail.	A translation process has been developed describing each stage in detail.
	<i>Specific Objective:</i> To analyze samples of translations in order to assess the equivalences of the SL text and TL text.	Number of examples about the translation analysis.	An analysis of translation has been described illustrating the translation methods and procedures.
	<i>Specific Objective:</i> To develop a terminology corpus from the project.	Number of technical and key words according to the areas.	A terminology has been developed for different areas.

2.5. Strategies of Action

The strategy of action makes reference to some techniques applied in the two stages of the Guided Work. The first stage is about the *project design* in which different techniques were applied for developing the diagnosis and proposal. The second stage is about the *translation process* in which translation methods and procedures were taken into account for translating the project.

2.5.1. Stage of the Project Design

This stage shows the process of the project design through data collection techniques for developing a diagnosis, techniques for identifying the proposal and the logical framework for illustrating the key components of the project.

In this first phase of diagnostic and planning, firstly, data compilation was required for analyzing data and identifying problems. Then, the application of techniques was required for collecting data from the people's point of view in the communities. The data collection techniques were: meetings, applying folios, sociodrama and brainstorming, for identifying problems and necessities from the population's point of view; and the technique of observation for perceiving the reality of the community and sharing some moments of everyday life with the target group. Next, a chart with the techniques used in the meetings.

Techniques	Specific Objectives	Activity	Materials
¹ FOLIOS Information about the Millennium Development Goals (MDGs) at national level.	<ul style="list-style-type: none"> - To inform the participants about the MDGs and the problems in relation to the achievement of the MDGs at national level. - To make participants aware of the achievement of the MDGs. 	- Explanation of the topics through folios.	<ul style="list-style-type: none"> - Folios (big sheet of paper) with information. - Sticky tape. - Marker pens (different colors).

¹In most of the communities (except one), the folios were used instead of the computer and data show.

Techniques	Specific Objectives	Activity	Materials
SOCIODRAMA Factors that have an influence on the problems relating to Health.	- To know and analyze the factors which generate the problems relating to Health.	- The UNV expose and represent some facts of the real life, then, the situation is analyzed by the participants. - The participants explain the problems relating to Health. - The problems are written in folios.	- Folios (big sheet of paper). - Marker pens (different colors).

Finally, the qualitative interviews were planned with participants in order to know their opinions relating to health area. Hernández (2003: 455) mentions that the qualitative interview is flexible and open, similar to a conversation between a person (the interviewer) and other (the interviewee) with the purpose of obtaining answers about a topic in the interviewee's words.

In the second phase of proposal, firstly, the participants' suggestions were taken into account before collecting institutional proposals. Next, the following technique used in the meetings for identifying solutions:

Technique	Specific Objectives	Activity	Materials
BRAINSTORMING Possible solutions to the identified problems	- To identify possible solutions to the identified problems in the participative workshops. - To reach agreement about the opinions and ideas that each	- The UNV suggest some ideas in order to give examples to the participants. - The participants contribute with ideas and suggestions.	- Folios (big sheet of paper). - Sheet of paper of different size. - Marker pens

	participants contributed.	- The ideas and suggestions are written in folios and sheets of paper.	(different colors). - Sticky tape.
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Then, the proposal compilation was required for identifying proposals from different institutions. Subsequently, the problem and objective tree were used for analyzing the main problem and identifying the proposals. The problem tree is a technique for analyzing the relationship between cause-effect of an identified problem, the roots represents causes, the trunk is the problem and the leaf represents effects (Grundmann, 2003: 172). The objective tree is the following technique after the problem tree, it consists on changing negatives conditions into positives conditions in order to state the proposals. The alternative analysis is a technique for identifying different alternatives, it consists on the visualization of the forces that contribute or obstruct the alternative. It is also necessary to analyze which factors can be taken as advantage by the project or which ones should be controlled (Grundmann, 2003: 188). The techniques mentioned above were used for defining the proposals.

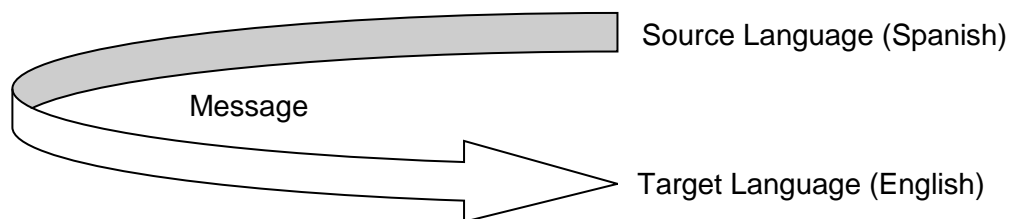
In the third phase of logical framework, the project's objectives and the SAFCI policy were taken into account for developing the structure of the logical framework following its sequence; it is a matrix with different elements, the rows have the strategies of the project, and the columns define how to verify the achievement of the project (Grundmann, 2003: 182-183). Finally, the necessary resources were identified for developing the budget of the project.

2.5.2. Stage of the Translation Process

After having finished the health project for municipal authorities and having handed it before United Nations and local authorities, the whole project was translated into English language with the purpose of diffusing and obtaining international funding.

The project was translated taking into account the translation process. In that sense, this stage shows the steps of the translation process which implies an analysis of the source language text, translation methods and procedures and essential tools for translating the project.

T. Bell (1991: 6) says that translation is the replacement of a representation of a text in one language by a representation of an equivalent text in a second language. In other words, translation consists of transferring the meaning of the source language (SL) into the target language (TL). In the following figure is illustrated the translation process which involves:



The process for translating a text involves applying some competences such as the analytical competence, that is to say, analysis of the source language text, procedural and transferring competences, that is to say, appropriate choice of a translation method, translation procedures and necessary tools.

2.5.2.1. Analysis of the Text

The analysis of a text implies to identify what kind of text is and later to define the translation methods or procedures that are taken into account for translating the text. As Newmark (1995: 27) says to determine its intention and the way it is

written with the purpose of selecting a suitable translation method and identifying particular and recurrent problems.

There are four characteristics for determining the intention of the text. The first one is the **function** that refers to the purpose of the text: informative, expressive and vocative, the second one is the **style** that refers to the four types of text: narrative, description, discussion and dialogue, the third one is the **register** that refers to the variety of a language: formal, neutral and informal and finally the fourth one is the **tone** that refers to the use of words, mainly adjectives, that change the meaning, the tone may be: intense, warm, neutral and cold. (Newmark, 1995: 28-31).

2.5.2.2. Translation Methods

The translation methods refer to the way a translator transfers a text from SL text to a TL text. According to Newmark (1995: 70), there are eight methods which are: word-for-word translation, literal translation, faithful translation, semantic translation, adaptation, free translation, idiomatic translation and communicative translation.

In addition to the Newmark's approach, the Vazquez's approach (1977: 251) was also taken into account for translating the SL text. He distinguishes two main methods, the direct or literal translation and the indirect or oblique translation. The literal translation is a method with a very limited application while the oblique translation is a method with a gradual application of several translation procedures.

The translation methods are required for translating properly certain type of text. To do that, it was necessary to analyze the source text and select an appropriate method, according to the text.

2.5.2.3. Translation Procedures

Newmark mentions the difference between translation methods and translation procedures. He says that while translation methods are related to the whole text, translation procedures are used for sentences and smaller units of

language. There are several translation procedures that Newmark (1995: 117-132) proposes, they are as follow: transference, naturalization, cultural equivalent, functional equivalent, descriptive equivalent, synonymy, through-translation, transposition, modulation, recognized translation, translation label, compensation, componential analysis, reduction and expansion, paraphrase, couplets and notes.

Vázquez (1977: 251) mentions the following translation procedures for the oblique translation: (a) main procedures: transposition, modulation, equivalence, adaptation; (b) secondary procedures: amplification, explicitation, omission and compensation.

The use of the translation procedures depends on the context. Therefore, some translation procedures mentioned above were selected, according to the context, for translating sentences and smaller units of language.

2.5.2.4. Tools

Tools refer to the written source materials which will be used by the translator as helps. (Larson, 1984: 47). The tools include, in addition to the document to be translated, dictionaries, books of both the source language and target language and others. In this case, the essential tools that were used in the stage of translation are as follow:

- Bilingual Dictionaries (Spanish - English).
- Specialized Dictionaries (Medicine and Laws).
- Specialized Book in translation such as a Textbook of Translation, a Practical Guide for Translators and others (it was used for supporting and complementing the translation concepts).
- A computer (it was used during all the process of the guided work).
- Internet (it was used for looking for web sites concerning to the themes already mentioned and for verifying the information).

2.6. Plan of Action

Plan of Action implies to describe the stages and sequence of activities that is implemented during the development of proposal (Tintaya, 2008: 399). The following plan of action is divided in two stages and it illustrates the sequence of activities in two charts.

2.6.1. First Stage: Design of the Project

Plan of Action

Objectives	Activities	Technique	Time	Resources	Responsible
To develop a diagnosis based on the collected data	<ul style="list-style-type: none"> To collect data from the Municipal Government and the health center's files and documents. 	<ul style="list-style-type: none"> Data compilation Data analysis 	August, September and October 2008	<ul style="list-style-type: none"> ✓ Files and Documents ✓ Computer ✓ Notebook 	<ul style="list-style-type: none"> ➤ Institutional Tutor ➤ United Nations Volunteer
	<ul style="list-style-type: none"> To plan meeting in rural communities. To identify and prioritize the problems and necessities, relating to health area, from the people's point of view in rural communities. 	<ul style="list-style-type: none"> Meetings Brainstorming Sociodrama Observation Content analysis 	September and October 2008	<ul style="list-style-type: none"> ✓ Computer ✓ Folios with information. ✓ Marker pens ✓ Sticky tape ✓ Notebook 	
	<ul style="list-style-type: none"> To interview key people in relation to health. To identify necessities and suggestion from the participants' point of view in relation to health. 	<ul style="list-style-type: none"> Qualitative interviews 	October 2008	<ul style="list-style-type: none"> ✓ Notebook ✓ Computer 	

<p>To identify proposal and strategies</p>	<ul style="list-style-type: none"> • To take into account the participants and interviewees' suggestions • To visit Institutions • To review information • To select proposal and strategies • To define proposals for the project 	<ul style="list-style-type: none"> • Problem and Objective Tree • Brainstorming • Alternative Analysis 	<p>November and December 2008</p>	<ul style="list-style-type: none"> ✓ Files and Documents ✓ Notebook ✓ Computer 	<ul style="list-style-type: none"> ➤ Institutional Tutor ➤ United Nations Volunteer
<p>To design a Logical Framework</p>	<ul style="list-style-type: none"> • To review the project's diagnosis and proposal • To determine and describe the key components of the Logical Framework 	<ul style="list-style-type: none"> • The sequence of a Logical Framework 	<p>January and February 2009</p>	<ul style="list-style-type: none"> ✓ Developed Project ✓ Notebook ✓ Computer 	<ul style="list-style-type: none"> ➤ Institutional Tutor ➤ United Nations Volunteer
<p>To develop a budget for the project</p>	<ul style="list-style-type: none"> • To define necessary resources for the project • To specify economic cost for each activity • To compare economic cost in Copacabana and La Paz city • To determine economic cost for the project 	<ul style="list-style-type: none"> • Chart divided in human, material, technical and financial resources 	<p>February 2009</p>	<ul style="list-style-type: none"> ✓ Developed Project ✓ Notebook ✓ Computer 	<ul style="list-style-type: none"> ➤ United Nations Volunteer

2.7.2. Second Stage: Translation of the Project

Plan of Action

Objectives	Activities	Technique	Time	Resources	Responsible
<p>To translate the whole project from Spanish into English in a systematic way</p>	<ul style="list-style-type: none"> To analyze the source language text in order to select an appropriate translation method and procedure 	<ul style="list-style-type: none"> Word by word translation Modified Literal Transposition 	<p>April, May and June 2009</p>	<ul style="list-style-type: none"> ✓ The source Text ✓ Computer ✓ Dictionaries ✓ Translation books ✓ Internet 	<ul style="list-style-type: none"> ➤ United Nations Volunteer
	<ul style="list-style-type: none"> To translate the whole project using the translation method and procedures (first draft) 				
	<ul style="list-style-type: none"> To translate the whole project using the translation method and procedures (second draft) 				
<p>To review the translation</p>	<ul style="list-style-type: none"> To analyze the target language text sentence by sentence To correct the translation applying the translation procedures 	<ul style="list-style-type: none"> Translation procedures: synonymy, recognized translation, reduction and expansion, transference, omission, inversion, compensation 	<p>April, May and June 2009</p>	<ul style="list-style-type: none"> ✓ The source and target Text ✓ Computer ✓ Internet 	<ul style="list-style-type: none"> ➤ Academic Tutor ➤ United Nations Volunteer

To edit the translated project	<ul style="list-style-type: none"> • To read and compare the SL text and TL text • To correct and prepare for publication the translated project 	<ul style="list-style-type: none"> • Translation method and procedures 	June and July 2009	<ul style="list-style-type: none"> ✓ The target Text ✓ Computer ✓ Dictionaries ✓ Internet 	<ul style="list-style-type: none"> ➤ Academic Tutor ➤ United Nations Volunteer
To develop a terminology	<ul style="list-style-type: none"> • To identify technical and non familiar words • To classify technical and non familiar words according to the area 	<ul style="list-style-type: none"> • List of words in alphabetical order • Chart divided by areas 	May, June and July 2009	<ul style="list-style-type: none"> ✓ The source and target Text ✓ Computer ✓ Internet ✓ Dictionaries 	<ul style="list-style-type: none"> ➤ United Nations Volunteer

CHAPTER 3

DEVELOPMENT OF PROPOSAL

3.1. Development of Proposal

This chapter shows the development of proposal through the stages and activities. In the following sections are explained the two stages and the sequence of activities in order to achieve the Guided Work's objectives.

3.1.1. Work Schedule

The following chart illustrates the work schedule showing the two stages of the Guided Work with the purpose of defining the time.

STAGE OF THE GUIDED WORK		TASK	MONTHS (2008-2009)													
			A	S	O	N	D	J	F	M	A	M	J	J		
DESIGN OF THE PROJECT	FIRST STAGE	♦ Data Collection		—	—											
		♦ Diagnosis		—	—											
	SECOND STAGE	♦ Proposal				—										
	THIRD STAGE	♦ Logical Framework						—	—							
		♦ Budget						—	—							
TRANSLATION OF THE PROJECT	FIRST STAGE	♦ Translation of the first draft										—	—			
		♦ Selection of specific terms										—	—	—		
	SECOND STAGE	♦ Revision										—	—			
		♦ Translation of the second draft										—	—	—		
	THIRD STAGE	♦ Edition													—	—
		♦ Terminology												—	—	

(Work Schedule divided by months from August 2008 to July 2009)

3.2. Sequence of Activities

Sequence of activities refers to describe the activities developed during the guided work. In the following two stages are explained the sequence of activities that illustrate the activities, resources and others. For it, the plan of action is taken into account as guidance.

3.2.1. Stage of the Project Design

This stage covers three divisions; in the following chart is illustrated the stages of the project design and subsequently a description of each stage.

Stage	Task	Months (2008-2009)
First Stage	<ul style="list-style-type: none">▪ Data Collection▪ Diagnosis	August, September and October
Second Stage	<ul style="list-style-type: none">▪ Proposal	November and December
Third Stage	<ul style="list-style-type: none">▪ Logical Framework▪ Budget	January and February

a) Data Collection and Diagnosis

The data collection techniques were feasible and useful to collect information about the settings in the Municipality and health area. Therefore, the problems were identified and the diagnosis was carried out based on the received information.

The data collection was carried out in the following way: before getting information from the population point of view, the data were collected from the Hospital and Municipal Government through documents and information of the computer. Then, the meetings in the communities were planned in coordination to the local authorities with the purpose of diffusing the MDGs and collecting information. In the meetings, population identified the problems and necessities through brainstorming; folios were used with information about the MDGs, figures of maternal and child mortality at national and international level and objectives of the first phase of diagnosis, also, additional folios and sheet of paper were used for writing opinions from the participants' point of view.

After collecting data, open interviews were planned with key informants in order to know their opinions relating to the health situation. This procedure happened completely in a natural and daily atmosphere since this kind of data was very useful to understand the reasons of the human behavior. Finally the technique of observation was applied for perceiving the reality of the community. Likewise, the same techniques were used in the Hospital environment. Thus, all the collected information was analyzed in order to identify the problems.

b) Proposal

After the diagnosis of the situation, firstly, a meeting was planned together with the institutional tutor in order to evaluate the diagnosis and identify the objectives of the project. Then, information was acquired from the Ministry of Health and Departmental Health Service with the purpose of compiling proposals. Also, it took into account the Municipal Development Plan's guidelines and the participants' suggestions that were collected in the diagnosis phase.

After collecting information from institutions, some techniques, mentioned in the previous chapter, were used in order to determine the proposals. Finally a meeting was organized together with the health personnel for defining proposals and activities for the project. In that sense, the identification of the proposal was carried out in the second stage of the project. The proposal is the implementation of SAFCI policy that involves several activities in relation to health area. It implies basically organizing local health committees so that they participate in the health management and work together with the health personnel in order to plan favorable activities and improve the health services.

c) Logical Framework and Budget

Based on the objectives of the project, the logical framework was structured taking into account the sequence and all the elements. Finally, the necessary resources were identified for defining the budget, in that sense, a chart was developed specifying the economic cost for each activity of the project.

3.2.2. Stage of the Translation Process

This stage covers also three divisions; in the following chart is illustrated the stages of the translation and subsequently a description of each stage.

Stage	Task	Months (2009)
First Stage	<ul style="list-style-type: none">▪ Analysis of the text▪ Translation of the first draft▪ Selection of specific terms	April, May and June
Second Stage	<ul style="list-style-type: none">▪ Revision▪ Translation of the second draft▪ Selection of specific terms	April, May and June
Third Stage	<ul style="list-style-type: none">▪ Edition▪ Terminology	June and July

a) Analysis of the Text:

The analysis of the text gives details about what kind of text is. In that sense, the source language text was analyzed taking into account the four factors that were identified in the following way:

Function: Informative

Style: Descriptive

Register: Neutral

Tone: Neutral

The function is informative because the purpose of the text (project) is to inform authorities and institution about the diagnosis and proposal, the project shows the data collection and analysis, proposal, activities and budget in an objective way. The style is descriptive because the characteristic of the text is static using linking verbs, active and passive voice and the description of the diagnosis, data analysis and proposal's activities of the project. The register is neutral because the use of vocabulary is basic and technique and finally the tone is also neutral because there are not soft and cold utterances or intensifiers, it is formal since a project is objective and systematic.

b) Translation of the first draft

After the analysis of the source language text, the translation methods were defined for translating properly the text. In that sense, it was taken into account three translation methods such as word for word translation, literal translation and transposition. These methods were considered because the informative texts are translated close to the source text. Newmark (1995: 63, 77) says that the informative texts are translated more closely to the source text due to its characteristic such as extra-linguistic facts, non-emotive style, third person sentences, technical terms, simple grammatical structures and others.

In relation to the translation procedures, they were used in sentences and smaller units of language depending of the context. It was taken into account the translation procedures such as synonymy, recognized translation, transference, reduction and expansion, omission, inversion and compensation.

After the selection of the translation methods and procedures, the text was translated sentences by sentence closely to the source language text. While the text was translated, non familiar words were listed in order to define a correct equivalence; also, technical terms were selected in order to develop a terminology.

According to the context and structure of the text, more than one method was used in some paragraphs at the same time so that they communicate a correct meaning. The translation of the first draft lasted two months approximately.

c) Revision of the first draft

The following chart illustrates the revision phase in detail:

Revision of the translation

REVISION	DATE	PAGE
First revision	April 30 th	Until the page 14
Second revision	May 7 th	Pages 15 – 23
Third revision	May 19 th	Pages 24 – 83
Fourth revision	May 22 th	Pages 84 – 96
Fifth revision	June 11 th	Pages 97 – 105

The chart shows how many revisions were carried out, when it was reviewed and how many pages were reviewed, therefore, it gives details about the number of revisions and pages, day and month.

The revision phase was developed in almost three months since it is considered an important phase for reviewing the translation errors and deciding the accurate equivalence of the meaning. According to Vázquez (1977: 395-396), there are four phases of revision: reading the source language text, reading the target language text, comparing the texts in order to verify the accuracy of the meanings and finally reading the final version of the target language text. In a way, this process of revision was applied for reviewing the target language text.

In that sense, the revision phase was carried out in five sessions together with the academic tutor, the dynamic of revision was in the following way: reading the source language text, reading the target language text and comparing both texts sentence by sentence, at the same time, some translation errors were identified and corrected; also, technical terms or non familiar words were kept in order to look for an exact meaning later.

d) Translation of the second draft

At the same time of the revision phase, the target language text was reviewed and translated again in order to correct all the translation errors. In that sense, after each revision, each paragraph was reconsidered with the purpose of verifying the equivalence between the SL text and TL text; also, all the pending words were reviewed in bilingual and specialized dictionaries, books and internet in order to find the correct equivalence of the SL meaning. In this phase, more than ever the translation procedures were used in sentences and smaller units of language because of the changes of the revised draft. Moreover, technical terms were also selected in order to develop a terminology.

During the translation of the second draft, the most difficult problems were the following ones: to look for an accurate meaning for technical or non familiar words;

to translate some difficult grammatical structures; to change from one translation method into another in order to have clearness of the message; to change all the words that were translated in a wrong way; to check carefully all the target language text with the purpose of changing all the words that were translated wrongly and to review carefully the spelling and punctuation of the target language text.

In that way, the translation of the second draft was carried out in three months. Each paragraph was reviewed and modified depending on the translation. For it, all the available translation tools were used as helps.

c) Edition

Once finished all the translation, it was reviewed the whole text both the source and target text in order to compare both texts in different ways. To edit a text implies to review all the details such as the translation as a product, that is to say, the equivalence of the meanings, the structure and shape of the target language text, the presentation and so on. Therefore, the edition of the translated text is considered an important phase because it involves to review carefully the translated text and to publish it for diffusing the information.

d) Terminology

A terminology is a technical vocabulary or specific terms that are used in specific context or field. In this case, a bilingual terminology was developed in order to establish correspondences between source language terms and target language terms. Hence, key and technical terms were selected from the designed project.

The development of a terminology corpus consisted on different phases that were done during the stage of translation, this activity was developed in the following way: first, the technical and key term were identified in the process of translation; second, the identified terms were studied in order to have a correct equivalence for a specific context; third, the terms were compiled on paper and

database and they were divided into different lists such as United Nations, Municipal Government, Project Design, Laws, Health, and others with the purpose of documenting and promoting the correct usage in relation to a specific area; finally, they were edited using charts and columns. (See terminology: page 49).

The terminology was developed taking into account the following criteria:

- ◆ Key and technical terms from the source language text appear frequently in the text, therefore, they were isolated and compiled in order to have on hand for the following segments of the same text.
- ◆ Key and technical terms have equivalence in the target language, however, it was not easy to determine an appropriate equivalence, therefore, the terms were isolated and compiled.
- ◆ Some terms have several equivalences in the target language, therefore, the selections were done in order to check and translated the appropriateness.
- ◆ Some terms have in the target language an inaccurate equivalence due to the false friend, therefore, they were isolated and compiled in order to check and use the appropriate equivalence.
- ◆ Key and technical terms were selected by context, that is to say, they were organized by the context or area in which they are used.
- ◆ Key or technical terms were studied in context with the purpose of documenting and promoting the correct usage.
- ◆ Terminology is a useful tool that is required quickly in order to solve translation problem.
- ◆ Terminology helps to avoid translation problems that make difficult the communicative purposes of the translated text.

3.3. Achievements

This section makes reference to the achievements that were reached during the Guided Work. It is also divided in two stages, the first one refers to the project design and the second one refers to the translation. Each stage has its own characteristic that is explained below.

3.3.1. Designed Project

In relation to the project design, firstly, a diagnosis was carried out with the participation of the health personnel, staff of the municipal government and participants from the communities and interviewees; therefore, there is an updated diagnosis that may be taken into account for the next Municipal Development Plan.

Then, based on the updated diagnosis, a health project was designed in coordination with the health personnel; therefore, the municipal government has a project ready for being executed at a mid-term. The project proposes to adopt the SAFCI policy which involves the implementation of the Shared Health Management that it is an organized process of making decisions among the community and health sector. The project also proposes the diffusion of the health services and free insurances through the production of educational and informative micro programs in local radio and television with the purpose of adopting the health promotion and illnesses prevention. For continuing with this process, the local authorities received another UN volunteer in order to continue working and designing a project about educational programs in the local media. Therefore, part of the project is being executed currently, in relation to the production of educational program.

On the other hand, another important task, as a UN volunteer, was the diffusion of the United Nations' MDGs; therefore, they were diffused through meetings, local radio and television with the purpose of sensitizing and making aware about the MDGs' targets. In that sense, the objectives and activities, in relation to the project design, were achieved on the spot.

3.3.2. Translation

In relation to the translation stage, the translation competences were applied during the translation process. As a result of this process, it was carried out mainly three achievements: the translation as a product, that is to say, the translated text, the analysis of translation with the purpose of describing the translation methods and procedures and finally the terminology that was developed with the purpose of establishing correspondences between terms of the source language and target language.

In that sense, the objectives, in relation to the translation, were achieved in the second stage of the Guided Work. Next, the analysis of translation is explained below.

3.3.2.1. Analysis of Translation

After having translated the whole project, the analysis of translation was carried out for illustrating each translation method with the purpose of comparing and analyzing the translation. It is important to mention that the analysis of translation was carried out taking into account the Vazquez's some samples (1977: 284,374).

The way of analysis is as follow: according to the method, three examples were selected for being analyzed. Each example is divided in three parts showing the SL text, the TL text and the analysis of translation. For a better illustration, in the case of word by word and literal translation, in each paragraph, sentences are divided by square brackets and numbers and a single paragraph is only divided by a square bracket, also, arrows and curly brackets are added to the sentences for verifying its equivalence in meaning. In the case of transposition as a method and procedure, the SL text and TL text are divided into "units of meaning" (Vázquez, 1977: 16), that is to say, segmentation of the text illustrating with squares and circles adding arrows with the purpose of comparing and verifying its equivalence in meaning. Finally, there is an explanation for each example.

Examples of Word by Word Translation

The following examples were translated with the method word by word translation. Newmark (1995:100) says that it is an interlineal translation, with the TL immediately below the SL words and the SL word-order is preserved and the words translated single by their most common meanings. In this case, the examples have short and simple sentences that there was not necessity of using another method. Let us see the three examples:

Example 1

Source Language Text:

El campo de fuerza es otra técnica para analizar diferentes alternativas. Consiste en la visualización de las fuerzas que contribuyen u obstaculizan la alternativa. También hay que analizar cuáles de estos factores pueden ser aprovechados por el proyecto y cuáles deben ser controlados.

Target Language Text:

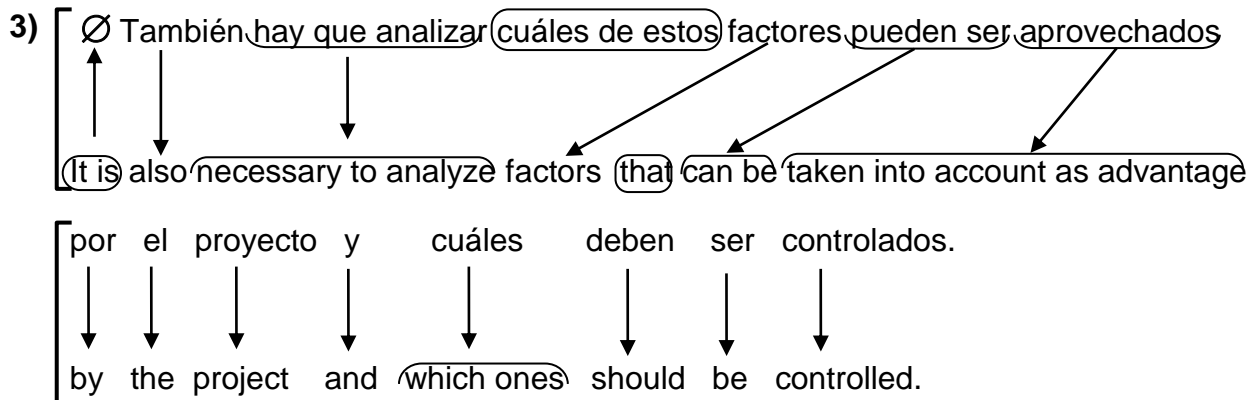
The force field is another technique to analyze different alternatives. It consists on the visualization of the forces that contribute or obstruct the alternative. It is also necessary to analyze which factors can be taken as advantage by the project and which ones should be controlled.

Analysis of Translation:

- 1)

El	campo de fuerza	es	otra	técnica	para	analizar	diferentes	alternativas.
↓	↓	↓	↓	↓	↓	↓	↓	↓
The	force field	is	another	technique	to	analyze	different	alternatives.
- 2)

∅	Consiste en la visualización de las fuerzas	que contribuyen	u	obstaculizan	la...
↑	↓	↓	↓	↓	↓
(It)	consists on the visualization of the forces that contribute	or	obstruct	the...	



In this example, we can see that the first sentence was translated word by word and it is completely understandable having equivalence each SL word. The second sentence was translated word by word but adding the pronoun “*It*” making reference to the “*force field*”, the word “*fuera*” was translated as “*force*” because it makes reference to “*power, influence and intensity*”. The third sentence shows that the pronoun and verb “*it is*” was added referring to “*en el campo de fuerza*”; “*necessary to analyze*” indicates “*hay que analizar*” showing obligation; “*cuáles de estos*” makes reference to the word “*factors*”, it was omitted because of the reasons of structure, that is to say, linguistic economy (Vázquez, 1977:336); “*taken into account as advantage*” indicates “*aprovechados*” showing transposition at grammatical level: “*taken into account as advantage*” = verb + noun and “*aprovechados*” = participle, that is to say, transposition from participle into verb + noun, and finally “*which one*” indicates “*cuáles*” adding the pronoun “*ones*” referring to the word “*factors*”. The words inside the circles are not translated. To conclude, the first example is a word by word translation because most of the words and/or “units of meaning” were translated preserving the SL word-order.

Example 2

Source Language Text:

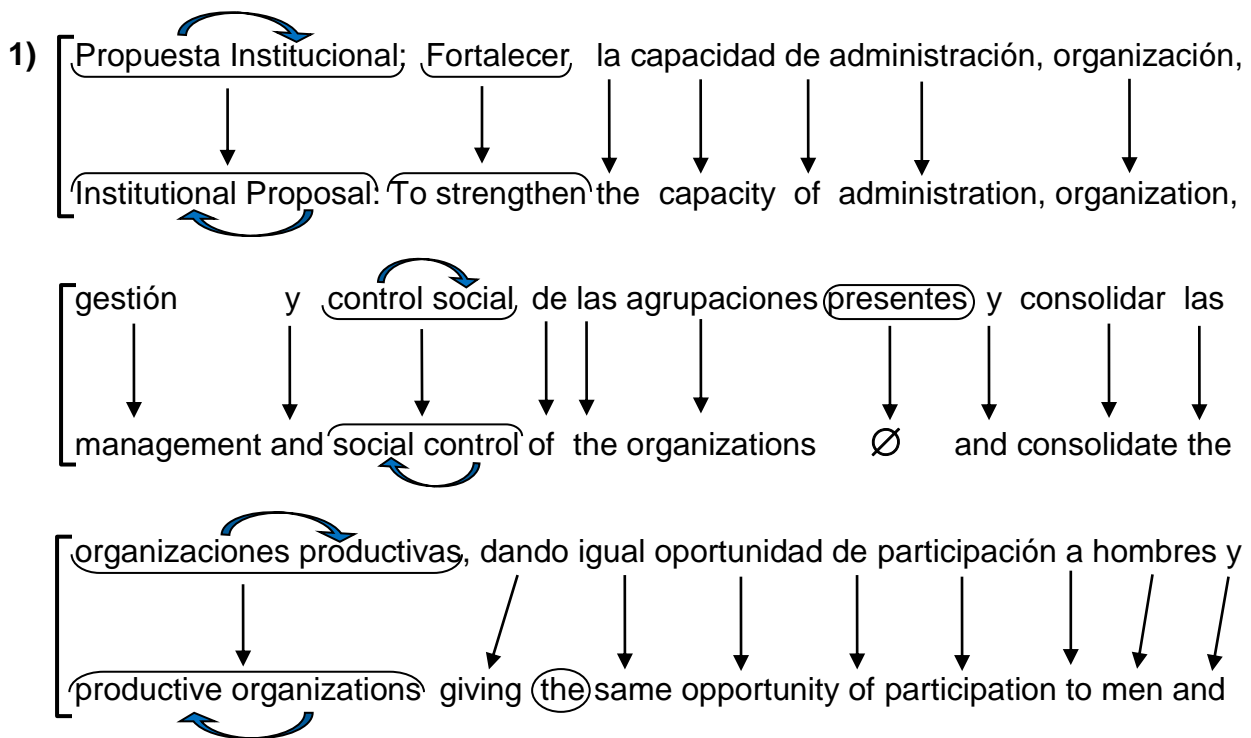
Propuesta Institucional: Fortalecer la capacidad de administración, organización, gestión y control social de las agrupaciones presentes y consolidar las

Organizaciones Productivas, dando igual oportunidad de participación a hombres y mujeres.

Target Language Text:

Institutional Proposal: To strengthen the capacity of administration, organization, management and social control of the organizations and consolidate the productive organizations giving the same opportunity of participation to men and women.

Analysis of Translation:



The second example is a single paragraph with infinitive verbs and simple and neutral words. This paragraph was translated with the method word by word translation since each SL word has its equivalence into the TL word excepting three noun phrases which changed the position of the SL adjectives and the omission of the word “*presentes*” because it is not necessary. To conclude, in spite of the fact that the position of adjectives and omission of a word, the SL word-order is preserved as it is usual in this method.

Example 3

Source Language Text:

Los principios del Sistema SAFCI:

Interculturalidad: es el diálogo, aceptación, reconocimiento y valoración de los diferentes saberes y prácticas médicas existentes facilitando la articulación y complementariedad para mejorar la salud.

Integralidad: es la nueva forma de ver la salud, no sólo como enfermedad, sino como una totalidad, donde la persona, se relaciona con la familia, la comunidad y la naturaleza.

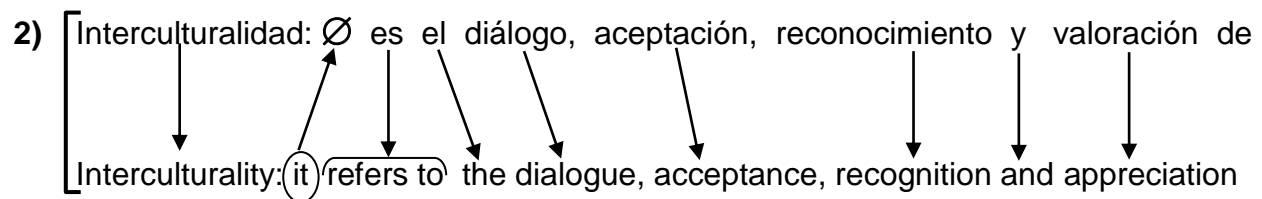
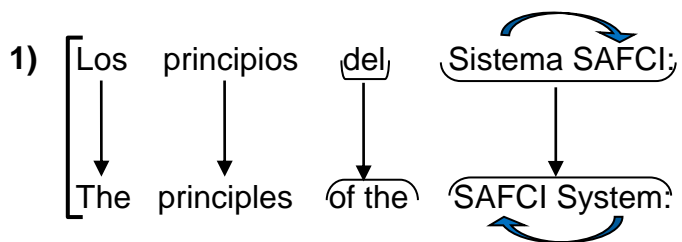
Target Language Text:

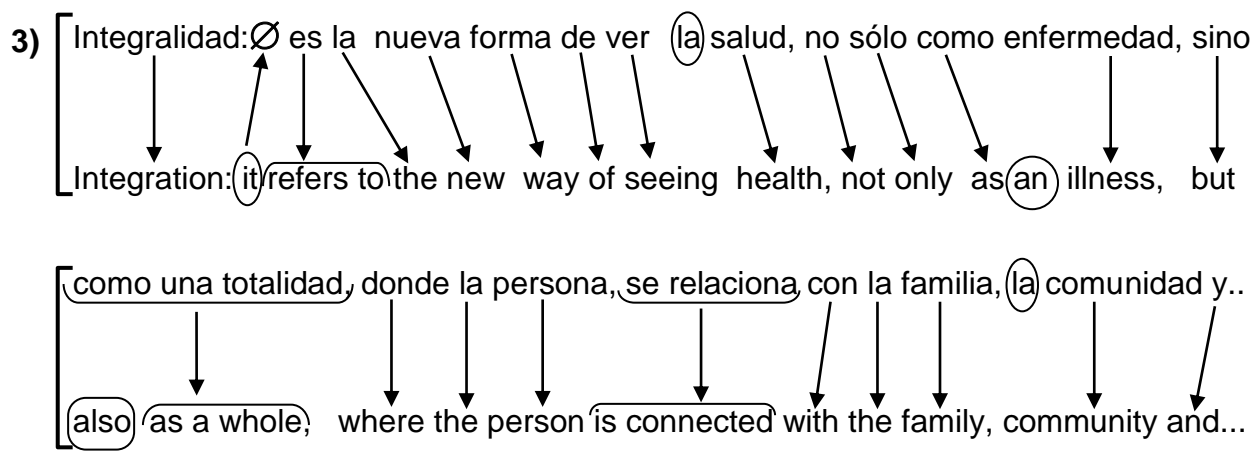
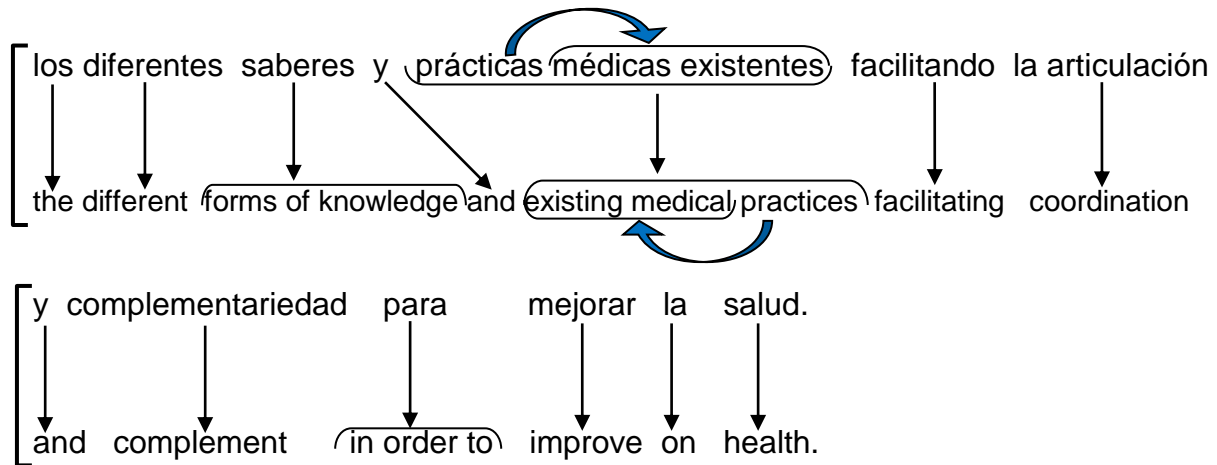
The principles of the SAFCI System:

Interculturality: it refers to dialogue, acceptance, recognition and appreciation of the different forms of knowledge and existing medical practices facilitating coordination and complement in order to improve on health.

Integration: it refers to the new way of seeing health, not only as an illness, but also as a whole, where the person is connected with the family, community and nature.

Analysis of Translation:





The third example, as the previous ones, was translated with the method word by word translation excepting two noun phrases which changed the position of the adjectives and the inclusion of the pronoun "it" to the TL text, the first one refers to "Interculturality" and the second one to "Integration". At grammatical level, there is a transposition from preposition = "para" into conjunction = "in order to" but it maintains the meaning. There are words inside the circles that were not translated.

To conclude, the meaning between SL and TL words is almost precise. In these three examples, the word by word translation was useful since the SL texts were simple and neutral. However, not all the translated words followed the SL word-order. It was used the first transposition (Newmark, 1995: 122) as translation procedure, in relation to the position of adjectives; also synonymy and omission.

Examples of Literal Translation

The following examples were translated with the method literal translation. Newmark (1995:101) says that literal translation go beyond word by word translation since the SL grammatical constructions are converted to their nearest TL equivalence. In this case each SL word has its equivalence into the TL word. Let us see the following examples:

Example 1

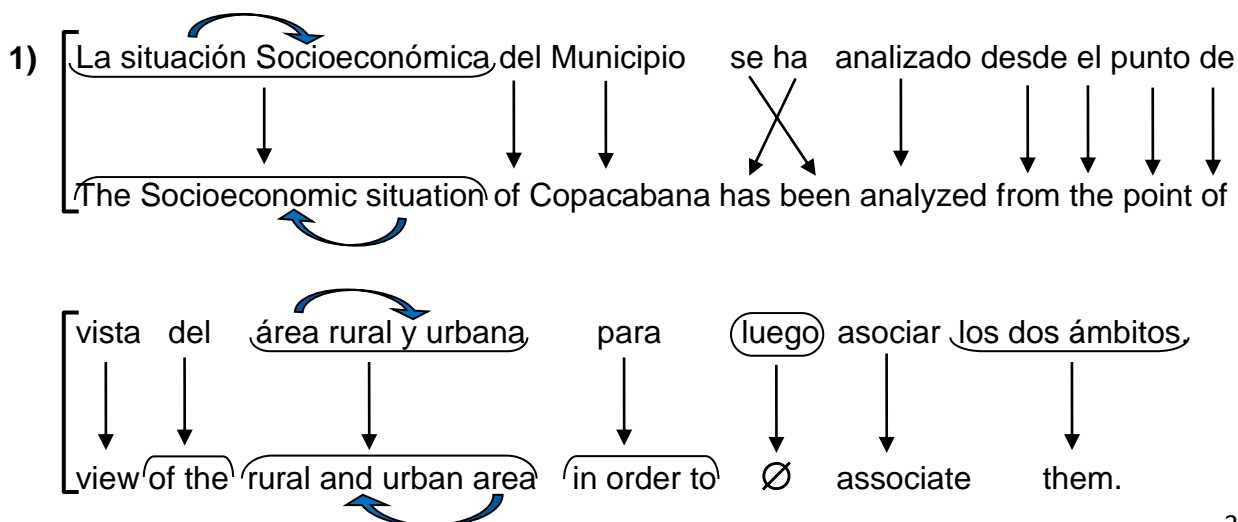
Source Language Text:

La situación Socioeconómica del Municipio se ha analizado desde el punto de vista del área rural y urbana para luego asociar los dos ámbitos. Antes de describir la situación socioeconómica de ambas áreas es necesario dar a conocer datos del Instituto Nacional de Estadística (INE 2001) del Municipio de Copacabana:

Target Language Text:

The Socioeconomic situation of Copacabana has been analyzed from the point of view of the rural and urban area in order to associate them. Before describing the socioeconomic situation of both areas, it is necessary to know the Copacabana's data of the National Statistic Institute:

Analysis of Translation:



2) [Antes de describir la situación socioeconómica de ambas áreas ∅ es necesario
 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
 Before describing the socioeconomic situation of both areas, it is necessary

[dar a conocer datos del Instituto Nacional de Estadística del Municipio:
 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
 to show the Copacabana's data from the National Statistic Institute:

This example has two sentences. The first sentence shows that two noun phrases were changed the position of adjectives; there is a transposition from preposition = “para” into conjunction = “in order to”; the word “luego” was omitted; the noun phrase “los dos ámbitos” was omitted and translated into the object pronoun “them” making reference to “area rural y urbana”. The second sentence shows that two noun phrases were also changed the position of adjectives; the personal pronoun “it” was added because of the verb “is”, since the verbs are always accompanied by the pronouns; the infinitive compound verb “dar a conocer” was translated in a simple infinitive “to show”; the possessive form was used because the data belong to Copacabana that were obtained from the “National Statistic Institute”. The words inside the circles are not translated. To conclude, it was modified the order and grammar in order to have an adequate sentence structure in the receptor language, the transposition, omission and inversion were used as translation procedures.

Example 2

Source Language Text:

Mortalidad Materna: Poca o no accesibilidad a los Centros de Salud sobretudo en las áreas rurales, la falta de información sobre los servicios que prestan los

for a better comprehension in the receptor language; the word “poca” was translated as “not much” because it is used for uncountable noun; six grammatical forms were changed concerning to the position of the adjectives and the definitive article “la” was translated into the indefinite article “a” because the statements are mentioned for the first time. In this case, transposition, omission and inversion were also used as translation procedures.

Example 3

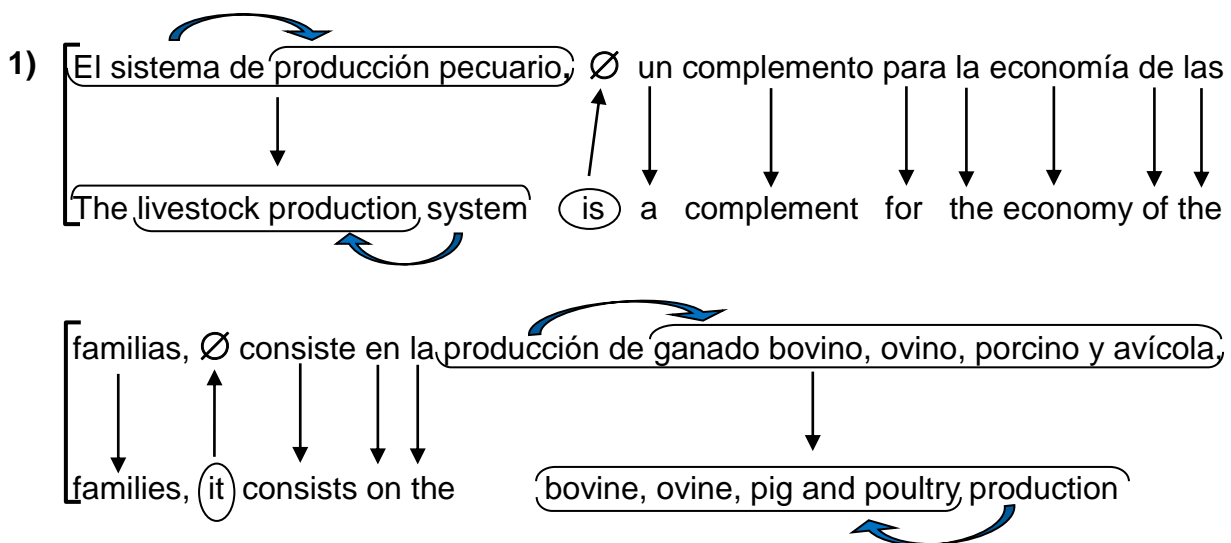
Source Language Text:

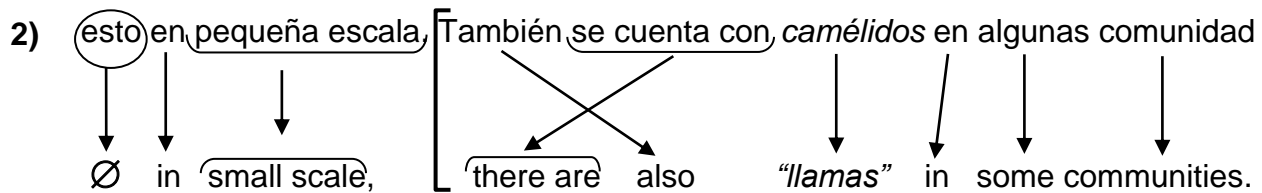
El sistema de producción pecuario, un complemento para la economía de las familias, consiste en la producción de ganado bovino, ovino, porcino y avícola, esto en pequeña escala. También se cuenta con camélidos en algunas comunidades.

Target Language Text:

The livestock production system is a complement for the economy of the families; it consists on the bovine, ovine, pig and poultry production in small scale, there are also “llamas” in some communities.

Analysis of Translation:





In this example, we can see that the first sentence has two noun phrases that were changed the position of the adjectives; the verb “*is*” was added after the first noun phrase and the personal pronoun “*it*” was also added in order to have a better comprehension, therefore, the SL text has one sentence with a main verb “*consiste*” and an information between commas, however, the TL text has two sentences because of the two verbs. The second sentence shows that the verb “*se cuenta con*” was translated into the impersonal verb “*there are*” because it has an equivalence in meaning since it refers to the existence of something; and the noun “*camelidos*” was translated as “*llamas*” with the purpose of specifying the animal. Thus, this example was translated following the form of the source text but it was changed the order and grammar in order to have an adequate sentence structure in the receptor language. The transposition, omission, inversion and transference (emprunt) were used as translation procedures.

To conclude, the three examples were translated in a literal way, they were adjusted enough to avoid wrong meaning. Newmark (1995:100) says that if a literal translation gets a referential and pragmatic equivalence with the source language, it is perfectly valid and there is not necessity of avoiding it.

Examples of Transposition

The following examples were translated with the method of transposition. T Bell (1991: 70) says that transposition means the rendering of a SL element by TL element which are semantically, but not formally equivalent. In this case, transposition is used as a method and/or procedure for smaller units of language and for bigger structures as the clauses. The following examples required to use this technique because of the demand of the SL text. Let us see the following example:

Example 1

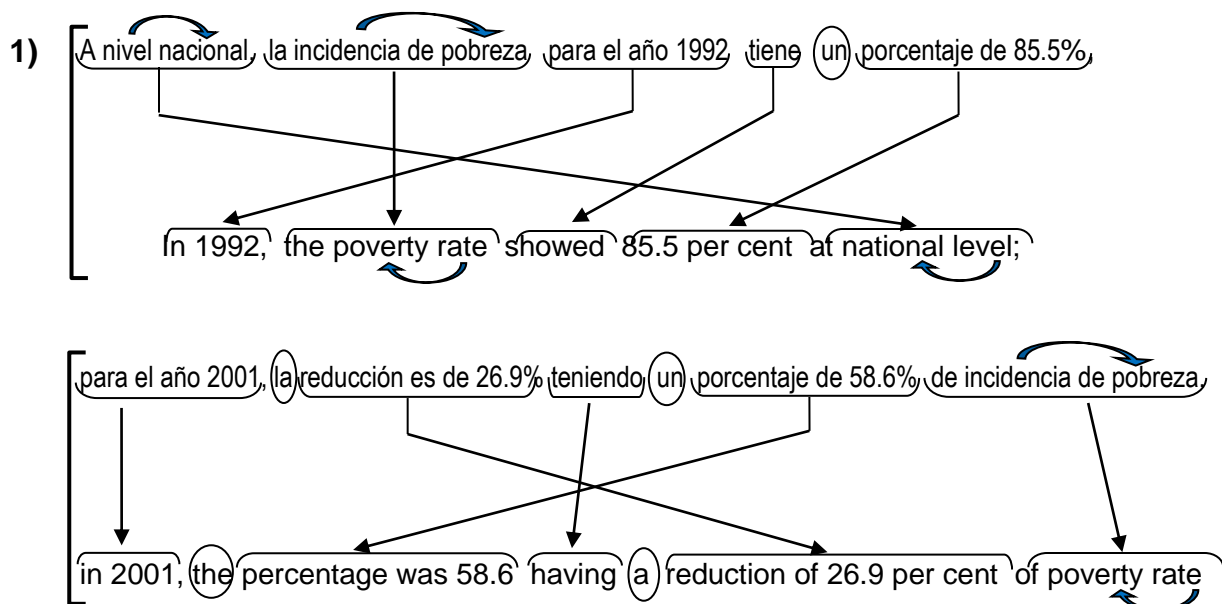
Source Language Text:

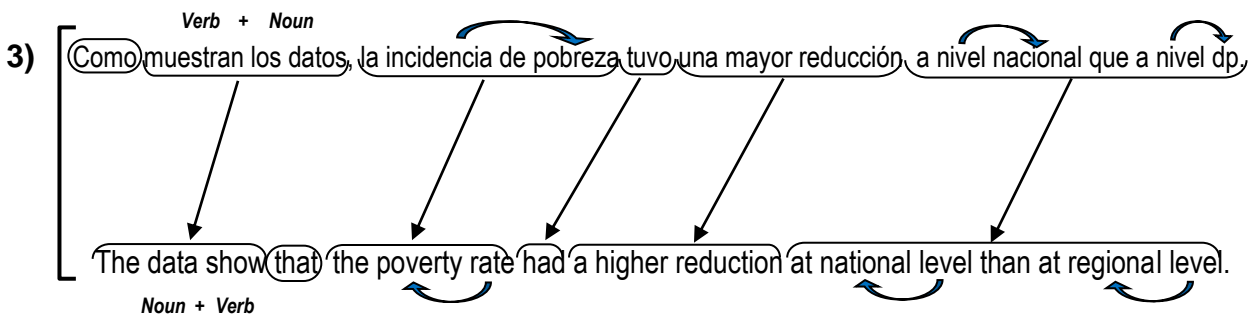
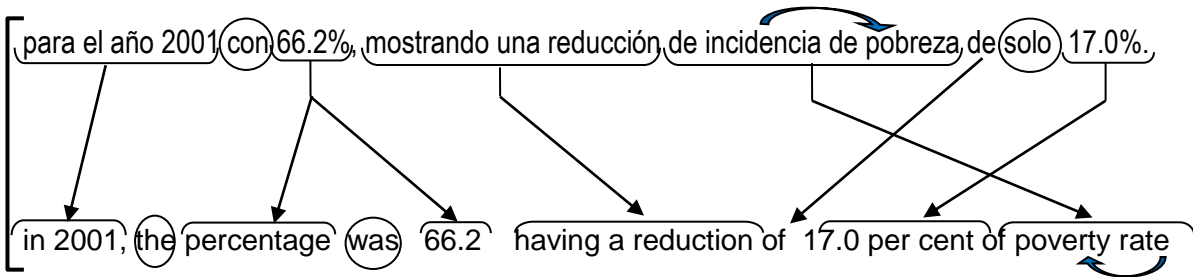
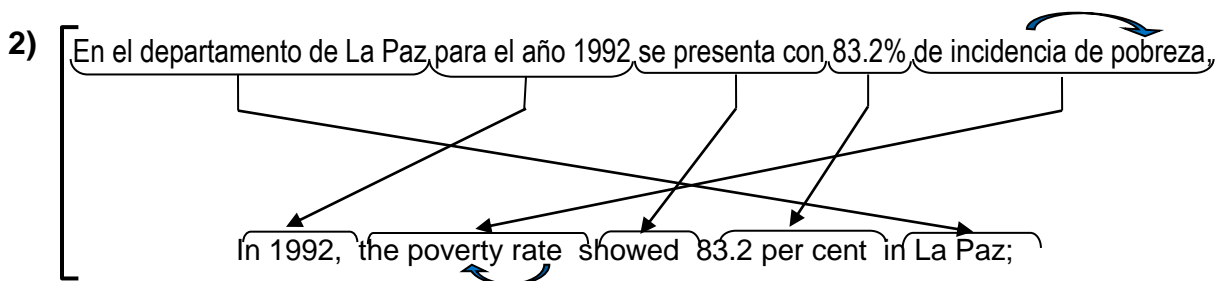
A nivel nacional, la incidencia de pobreza para el año 1992 tiene un porcentaje de 85.5%; para el año 2001, la reducción es de 26.9% teniendo un porcentaje de 58.6% de incidencia de pobreza. En el departamento de La Paz para el año 1992 se presenta con 83.2% de incidencia de pobreza, y para el año 2001 con 66.2%, mostrando una reducción de incidencia de pobreza de solo 17.0%. Datos de acuerdo al Censo Nacional de Población y Vivienda de 1992 y 2001. Como muestran los datos, la incidencia de pobreza tuvo una mayor reducción a nivel nacional que a nivel departamental.

Target Language Text:

In 1992, the poverty rate showed 85.5 per cent at national level; in 2001, the percentage was 58.6 having a reduction of 26.9 per cent of poverty rate. In 1992, the poverty rate showed 83.2 per cent in La Paz; in 2001, the percentage was 66.2 having a reduction of 17.0 per cent of poverty rate. The data show that the poverty rate had a higher reduction at national level than at regional level.

Analysis of Translation:





This example has three sentences. The translation of the two sentences have the following characteristics: there is a parallelism in the TL text, that is to say, sentences have identical structure in order to produce a better comprehension, in that sense, the form of the sentence repeats the form of another: the first statement has prepositional phrase + noun phrase + verb + noun phrase + prepositional phrase, the second statement has prepositional phrase + noun phrase + verb + gerund phrase, therefore, there are parallelisms phrases with phrases; in case of SL text does not occurs the parallelism since Spanish is characterized by its flexibility. This example has also Omission such as “con”, “solo”, “como”; Reduction such as “para el año 2001” and “en el departamento de La Paz” which were translated as “in 2001” and “in La Paz”; Inversion such as “muestran los datos”

which was translated as “*the data show*”, that is to say, two elements exchange the position (Vázquez, 1977: 248) and finally as a main procedure Transposition, at grammatical level, in relation to the position of adjectives and the definitive article “*la*” into the indefinite article “*a*” and vice versa, and at syntactical level, in relation to the change of place of noun phrases, verbal phrases and prepositional phrases.

The third sentence shows that three grammatical forms were changed concerning to the position of the adjectives; the word “*como*” was omitted because of the structure; the adjective “*mayor*” was translated as “*higher*” and not as “*bigger*” because the first one is used for numbers; therefore, in this sentence, there are some changes in smaller units but the arrows shows that the grammatical form is maintained.

Example 2

Source Language Text:

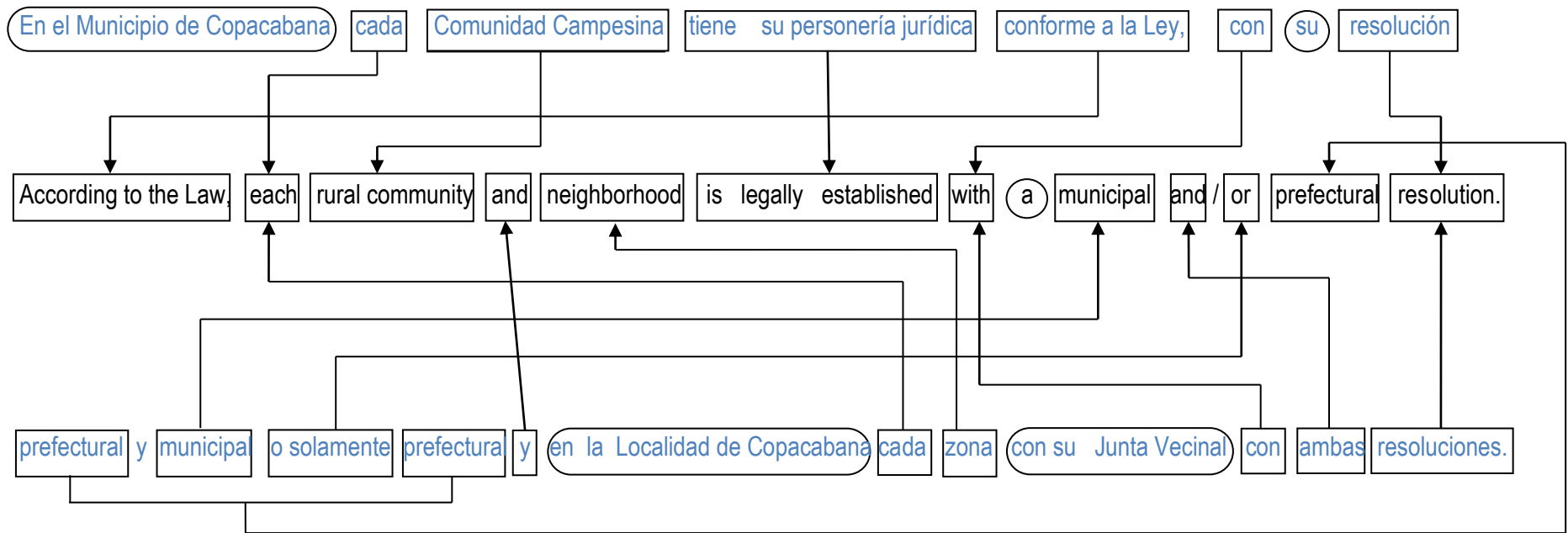
En el Municipio de Copacabana cada Comunidad Campesina tiene su personería jurídica conforme a la Ley, con su resolución prefectural y municipal o solamente prefectural y en la Localidad de Copacabana cada zona con su Junta Vecinal con ambas resoluciones. Las comunidades Campesinas están representadas por sus Secretarios Generales como máxima autoridad a nivel comunal y en la Localidad de Copacabana las zonas están representadas por sus Presidentes Zonales.

Target Language Text:

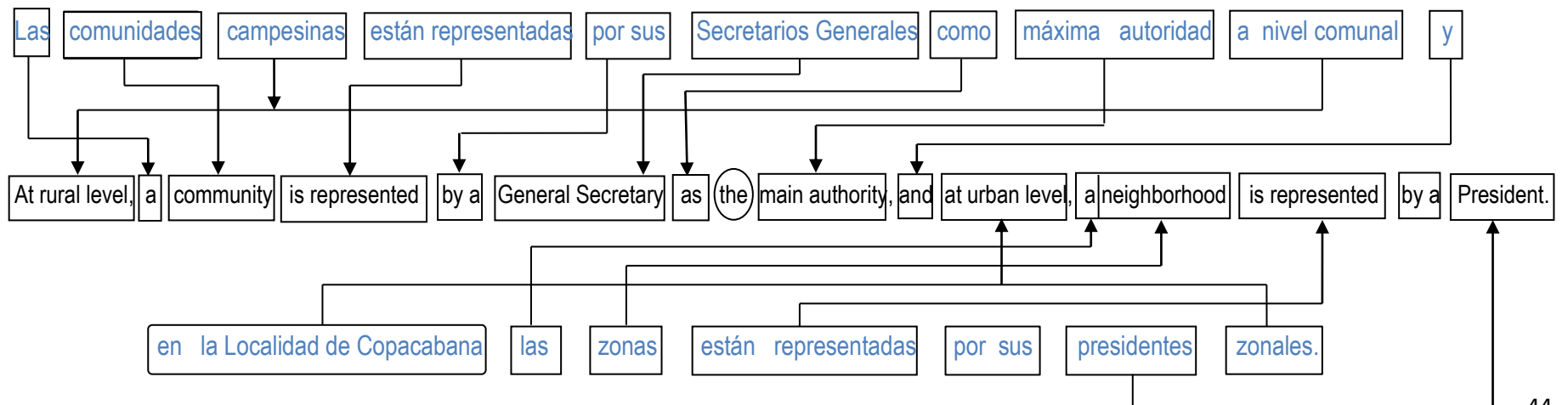
According to the Law, each rural community and neighborhood is legally established with a municipal and/or prefectural resolution. At rural level, a community is represented by a General Secretary as the main authority, and at urban level, a neighborhood is represented by a President.

Analysis of Translation:

(First sentence)



(Second sentence)



As we can see, the SL text has two long sentences and it was reduced in the translation process. Due to their characteristics, there was a necessity of using the following translation procedures: Transposition: at grammatical level, three grammatical forms were changed concerning to the position of the adjectives, there is a change of the SL words into TL words, that is to say, replacement of a word class by another word class such as: the definitive article “*las*” into the indefinite article “*a*”, the possessive “*sus*” into the indefinite article “*a*”, at syntactical level, there is a change of place in noun phrases and prepositional phrases; Reduction: it was reduced the text because of the redundancy of some words; Omission: it was also omitted some words because of simple repetitions and reduction of the SL text, since English is characterized by “simple clauses and its objectivity” (Vázquez, 1977: 111). In this case, three translation procedures were used but the main procedure is the transposition since it was used both at grammatical and syntactical level for achieving an appropriate translation.

Example 3

Source Language Text:

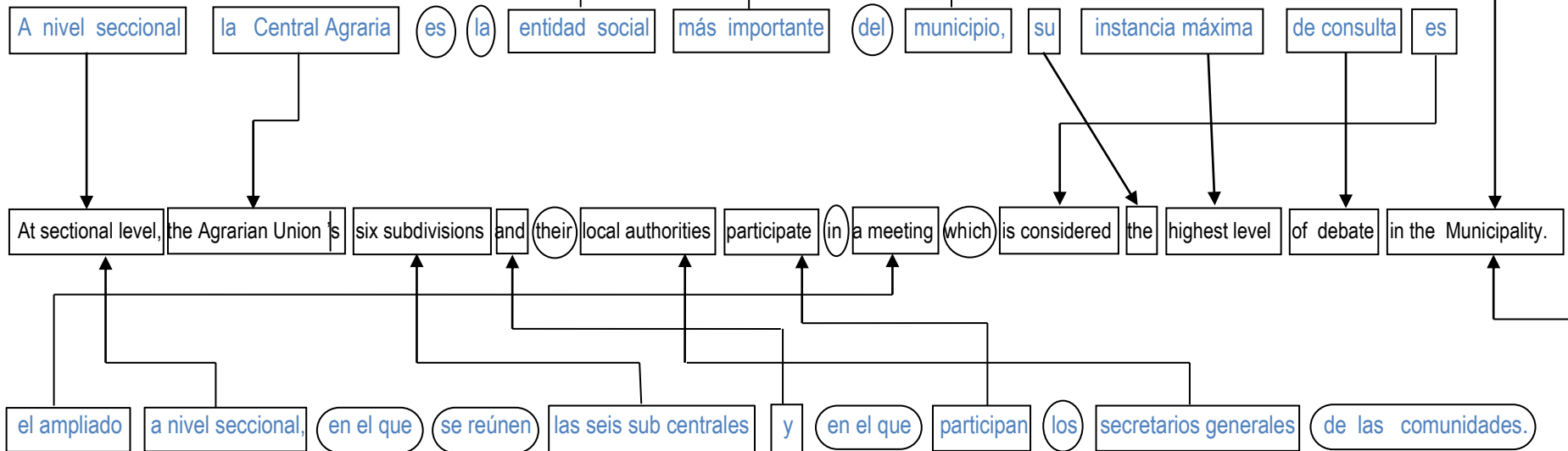
A nivel seccional la Central Agraria es la entidad social más importante del municipio, su instancia máxima de consulta es el ampliado a nivel seccional, en el que se reúnen las seis sub centrales y en el que participan los secretarios generales de las comunidades. La Central Agraria originaria posee una gran importancia en el Municipio, interviniendo en diferentes actividades tanto en el ámbito municipal, provincial como nacional.

Target Language Text:

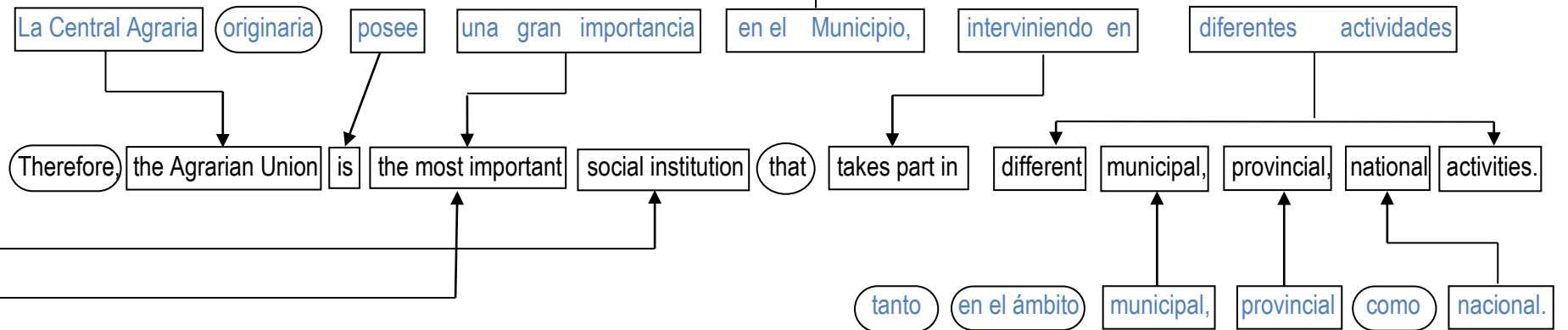
At sectional level, the Agrarian Union’s six subdivisions and their local authorities participate in a meeting which is considered the highest level of debate in the Municipality. Therefore, the Agrarian Union is the most important social institution that takes part in different municipal, provincial, national activities.

Analysis of Translation:

(First sentence)



(Second sentence)



This example has two long sentences. Due to their characteristics, there was also a necessity of using the following translation procedures. Transposition: at grammatical level, six grammatical forms were changed concerning to the position of the adjectives and the possessive adjective “*su*” was translated into the definitive article “*the*”, at syntactical level, there is a change of place of noun phrases, verbal phrases and prepositional phrases; Reduction: the text was reduced because of the redundancy of some words such as “*a nivel seccional*”, “*más importante / una gran importancia*” and “*municipio*”; Omission: due to the change of the structure and simple repetitions in the SL text, it was omitted some words such as “*se reúnen*”, “*originaria*”, “*en el ámbito*” and others; Compensation: the words “*entidad social*” and “*municipio*” were omitted in the first sentence but they were compensated in the next sentence; Inversion: “*participan los secretaries generales*” which was translated as “*local authorities participate*”, therefore, two elements exchanged the position. Therefore, in this example, five translation procedures were used in order to have an adequate structure in the receptor language.

Transposition was a very useful translation procedure for having an appropriate equivalence between the SL text and TL text. Vázquez (1977: 266, 289) says that transposition is the first procedure toward the oblique translation, and it is so indispensable that is considered the soul of the translation. In that sense, this procedure was used in an obligatory or optional way, depending of the SL text and its context. Therefore, the examples were translated using the transposition as a main procedure in order to have an adequate structure in the receptor language.

In that sense, the analysis of translation was carried out taking into account the segmentation of the text, the three main translation methods and several procedures in order to transfer the meaning properly. In most of the cases, literal and transposition were the main translation procedures employed, with the help of other translation procedures for smaller units of language.

To conclude, during the transference of the meaning from the source language text into target language text, the selection of the appropriate equivalence of the SL words was developed taking into account the following criteria:

- ◆ The standardization of terms was an important factor to translate in an appropriate way. It means that a term has a recognized translation at international level, therefore, they were translated without problem.
- ◆ The complexity of some terms was isolated in order to look for a correct equivalence in bilingual and monolingual dictionaries.
- ◆ The technical terms were isolated in order to look for a correct meaning in specialized dictionaries.
- ◆ The linguistic and translation competence is an important factor in order to select and define an appropriate meaning for the TL text and decide the translation procedure.
- ◆ The context is another important factor in order to decide the appropriate equivalence of the SL words.

3.3.2.2. Terminology

The following terms were identified and selected during the translation process. Let us see the technical and key terms in alphabetical order divided in different areas because of the fact that the terms were used in a specific context.

TERMINOLOGY

UNITED NATIONS / NACIONES UNIDAS	
ESPAÑOL	ENGLISH
1. Asamblea General	1. General Assembly
2. Carta de las NN.UU	2. Charter of the UN
3. Comité Interinstitucional de las Metas del Desarrollo del Milenio (CIMDM)	3. Interinstitutional Committee of the Millennium Development Goals
4. Consejo de Seguridad	4. Security Council
5. Consejo Económico Social	5. Economic and Social Council
6. Consejo Fiduciario	6. Trusteeship Council
7. Consultoría	7. Consultancy
8. Coordinador Residente	8. Resident Coordinator
9. Corte Penal Internacional	9. International Court of Justice
10. Derechos Humanos (DD.HH)	10. Human Rights
11. Energía y Medio Ambiente	11. Environment and Energy
12. Evaluación Común de País	12. Common Country Assessment
13. Fomento al Gobierno Democrático	13. Strength of the Democratic Government
14. Gobernabilidad Democrática	14. Democratic Governance
15. Marco de asistencia de las Naciones Unidas para el Desarrollo	15. United Nations Development Assistance Framework
16. Miembros Estados	16. Member States
17. Objetivo de Desarrollo del Milenio (ODMs)	17. Millennium Development Goals (MDGs)
18. Organización de las Naciones Unidas (ONU)	18. United Nations Organization (UNO)
19. Organización Mundial de Salud (OMS)	19. World Health Organization (WHO)
20. Organización Panamericana de Salud (OPS)	20. Pan-American Health Organization (PAHO)

21. Países Desarrollados y Subdesarrollados	21. Developed and Underdeveloped Countries
22. Prevención de la Crisis y Recuperación	22. Crisis Prevention and Recovery
23. Programa de las Naciones Unidas para el Desarrollo (PNUD)	23. United Nations Development Programme (UNDP)
24. Programa de Voluntarios de las Naciones Unidas	24. United Nations Volunteers Programme
25. Reducción de la Pobreza	25. Poverty Reduction
26. Secretaria General	26. Secretary-General
27. Voluntariado	27. Volunteerism
28. Voluntario de las Naciones Unidas (VNU)	28. United Nation Volunteer (UNV)

GOBIERNO MUNICIPAL / MUNICIPAL GOVERNMENT	
ESPAÑOL	ENGLISH
1. Alcalde Municipal	1. Municipal Mayor
2. Ampliado o Reunión	2. Meeting
3. Cámara Hotelera	3. Hotel Association
4. Cantones	4. Cantons
5. Comité Cívico	5. Civic Committee
6. Comité de agua potable	6. Drinking water committee
7. Comité de Vigilancia	7. Vigilance Committee
8. Comunidades	8. Communities
9. Consejo Municipal	9. Municipal Council
10. Contador	10. Accountant
11. Defensoría	11. Family Defence Office
12. Federación de comerciantes	12. Merchant Union
13. Funcionario Público	13. Civil Servant
14. Gobierno Municipal	14. Municipal Government
15. Junta de Vecinos	15. Board of neighbors
16. Junta Escolar	16. Schooling Board
17. Jurisdicción	17. Jurisdiction
18. Municipio	18. Municipality
19. Oficial Mayor Administrativo	19. Administrative Chief
20. Oficial Mayor Técnico	20. Technical Chief
21. Oficialía Administrativa	21. Administrative Office
22. Oficialía Técnica	22. Technical Office

23. Organización Territorial	23. Territorial Organization
24. Plan de Desarrollo Municipal (PDM)	24. Municipal Development Plan
25. Plan Operativo Anual (POA)	25. Annual Operative Plan
26. Recaudador	26. Collector
27. Recursos Humanos (RR.HH)	27. Human Resources
28. Sindicato Agrario	28. Agrarian Union
29. Sindicato de Profesores	29. Teacher Union
30. Sindicato de Transporte	30. Transport Union
31. Tesorero	31. Treasurer

PROYECTO / PROJECT	
ESPAÑOL	ENGLISH
1. Ámbito de acción del programa	1. Scope of the program
2. Análisis de alternativa	2. Alternative analysis
3. Análisis de causas	3. Cause analysis
4. Análisis de contenido	4. Content analysis
5. Análisis de problemas	5. Problem analysis
6. Árbol de objetivos	6. Objective Tree
7. Árbol de problemas	7. Problem Tree
8. Área de intervención	8. Intervention area
9. Campo de fuerza	9. Force Field
10. Cronograma de trabajo	10. Work schedule
11. Desarrollo Humano Sostenible	11. Sustainable Human Development
12. Diagnóstico Socioeconómico	12. Socioeconomic Diagnosis
13. Diseño del proyecto	13. Project Design
14. Estrategias del Proyecto	14. Strategies of the Project
15. Evaluación socioeconómica	15. Socioeconomic evaluation
16. Identificación de Potencialidades	16. Identification of Strengths
17. Indicadores	17. Indicators
18. Lluvia de ideas	18. Brainstorming
19. Marco lógico	19. Logical Framework
20. Medios de Verificación	20. Means of Verification
21. Plan de Acción	21. Plan of Action
22. Plan Operativo del Proyecto	22. Operative plan of the Project
23. Presupuesto	23. Budget
24. Programa de Intervención	24. Intervention Program
25. Recolección de datos	25. Data collection
26. Recopilación de datos	26. Data compilation

27. Sostenibilidad	27. Sustainability
28. Supuestos	28. Assumptions
29. Tamaño y Localización	29. Size and Location
30. Técnicas de recolección de datos	30. Data collection techniques

LEYES / LAWS	
ESPAÑOL	ENGLISH
1. Código de Salud	1. Health Code
2. Constitución Política del Estado	2. Political Constitution of the State
3. Co-Participación Tributaria	3. Tributary Co-participation
4. Cuenta del Dialogo 2000	4. 2000 Dialogue Account
5. Decreto Supremo	5. Supreme Decree
6. Democracia Participativa	6. Participative Democracy
7. Impuesto Directo a los Hidrocarburos	7. Direct Hydrocarbon Taxes
8. Ley de Descentralización Administrativa	8. Administrative Decentralization Law
9. Ley de Municipalidades	9. Municipality Law
10. Ley de Participación Popular	10. Popular Participation Law
11. Nueva Constitución Política del Estado	11. New Political Constitution of the State
12. Poder Ejecutivo	12. The Executive Branch
13. Sistema Nacional de Salud	13. National Health System
14. Tesoro Nacional	14. National Treasury

SALUD / HEALTH	
ESPAÑOL	ENGLISH
1. Anestesiología	1. Anesthesiology
2. Asfixia de RN	2. RN suffocation
3. Autoridad local de salud	3. Local health authority
4. Bronco Aspiración	4. Throaty-breathing/Broncho-suction
5. Centro de Salud	5. Health Center
6. Cirugía General	6. General Surgery
7. Comité de Análisis de la Información (CAI)	7. Committee of Information Analysis
8. Comité Local de Salud (COLOSA)	8. Local Health Committee

9. Cuidados Intensivos	9. Intensive Cares
10. Derechos de los pacientes	10. Patient Rights
11. Directorio Local de Salud (DILOS)	11. Local Health Board
12. Distress Respiratorio	12. Respiratory Distress
13. Ecografía	13. Ultrasound Scanning / echography
14. Encuesta Nacional de Demografía y Salud (ENDSA)	14. Demographic and Health Survey
15. Gestión Compartida en Salud	15. Shared Health Management
16. Gineco-obstetricia	16. Gyneco-obstetrics
17. Hemorragia en el puerperio	17. Puerperium Hemorrhage
18. Hidrocefalia	18. Hydrocephalus
19. Hipotermia	19. Hypothermia
20. Insuficiencia Fetal	20. Fetal Insufficiency
21. Medicina Interna	21. Internal Medicine
22. Métodos Anticonceptivos	22. Contraceptive Methods
23. Ministerio de Salud y Deportes (MSD)	23. Ministry of Health and Sports
24. Ministerio de Salud y Previsión Social	24. Health Ministry and Social Security
25. Mortalidad Neonatal	25. Neonatal Mortality
26. Neumonía	26. Pneumonia
27. Partera	27. Midwife
28. Parto Institucional	28. Institutional Childbirths
29. Parto Psicoprofilactico	29. Psicoprofilactic Childbirth
30. Pediatría	30. Pediatrics
31. Personal de Salud	31. Health personnel
32. Planificación Familiar	32. Family Planning
33. Posta sanitaria	33. Sanitary Post
34. Prevención de enfermedades	34. Illnesses prevention
35. Programa de Ampliado de Inmunización (PAI)	35. Immunization Enlarged Program
36. Programa Nacional de Salud Sexual y Reproductiva	36. National Program of Sexual and Reproductive Health
37. Promoción de la Salud	37. Health promotion
38. Pronóstico de la enfermedad	38. Prognosis of illness
39. Rayos X	39. X rays
40. Salud Familiar Comunitaria Intercultural (SAFCI)	40. Family, Community and Intercultural Health
41. Salud Sexual y Reproductiva	41. Sexual and Reproductive Health

42. Seguro Nacional de Salud	42. National Health Insurance
43. Seguro Universal Materno Infantil (SUMI)	43. Universal Maternal and Child Insurance
44. Servicio Departamental de Salud (SEDES)	44. Departmental Health Service
45. Sistema Nacional de Información en Salud (SNIS)	45. National Health Information System
46. Sufrimiento Fetal	46. Fetal Distress
47. Suministro de Medicamentos	47. Supplies of medicines
48. Tasa de Mortalidad Infantil (TMI)	48. Child Mortality Rate
49. Tasa de Mortalidad Materna (TMM)	49. Maternal Mortality Rate
50. Tomografía	50. Tomography
51. Vacuna Pentavalente	51. Pentavalent Vaccine

VARIOS / OTHERS	
ESPAÑOL	ENGLISH
1. Acuerdo institucional	1. Institutional Agreement
2. Capacitadores	2. Trainers
3. Convocatoria	3. Notice
4. Cuaderno de registro	4. Record Book
5. Curso Intensivo	5. Crash Course
6. Diapositivas	6. Slides
7. Equidad de género	7. Gender Equity
8. Instalaciones	8. Facilities
9. Instituto Nacional de Estadística	9. National Institute of Statistics
10. Interculturalidad	10. Interculturality
11. Mantenimiento	11. Maintenance
12. Necesidades Básicas Insatisfechas	12. Unsatisfied Basic Necessities
13. Organización No Gubernamental	13. Non-Governmental Organization
14. Papelógrafos	14. Folios
15. Participación Comunitaria	15. Communitarian Participation
16. Plan de trabajo	16. Work plan
17. Planilla de Asistencia	17. Attendance Form
18. Proceso de toma de decisiones	18. Decision-making process
19. Saneamiento Básico	19. Basic Sanitation
20. Términos de Referencia (TdR)	20. Terms of Reference (ToR)
21. Trabajo Dirigido	21. Supervised Work or Guided Work
22. Tríptico	22. Brochure

3.4. Experiences

Having had the opportunity of working in Copacabana as a United Nations Volunteer, great experiences were acquired during the two stages of the guided work. In consequence, forms of knowledge were increased during all this work process.

In the first stage, all the activities were considered very important since each one of them has its own characteristic. At the beginning, themes in relation to United Nations, Municipal Governments and project design were learnt through a crash course organized by the Interinstitutional Committee of the MDGs. Then, during the project design, different experiences were acquired such as working in the Municipal Government, organizing workshops in order to give information about UN, MDGs, the social project and other topics, knowing the way of thinking of the population in rural communities and the most important activity, designing a social project for the Municipal Government's authorities.

In the second stage, during the translation of the project, all the translation activities were considered very important since it is a sequence that depends on one another. Therefore, the competences in relation to Linguistic and Translation were put into practice and knowledge was reinforced following the activities such as: transfer of the text from the source language into the target language, analysis of the text and translation and research of the subject-matters, continuous decision-making process, continuous self-development and learning both in translation and other themes.

In short, on the one hand, the experience of working as UN volunteer signified to know the environment of the Municipal Government, the way of thinking of the population in the communities and to design a social project. On the other hand, the experience of translating a project signified to apply and reinforce the knowledge in Translation and Linguistics and to increase the vocabulary in relation to UN and project design and others.

CHAPTER 4

CONCLUSION

4. Conclusions and Recommendations

4.1. Conclusions

Having concluded the guided work, which has as objectives to design and translate the project for health area based on the United Nations' Millennium Development Goals in Copacabana, the conclusions are as follow:

In relation to the stage of the project design, new knowledge was acquired such as themes of United Nations, competences of the Municipal Government, steps for designing a project and themes in health area. Therefore, all this information was taken into account for designing a new project considering that this stage has taken place in an extra-linguistic context before initiating the translation.

In the process of designing the project, the objectives were achieved. As a first step, the data were collected from institutions, after that, problems and solutions of health area were identified from the population point of view. Subsequently, the data collection was contrasted to the information from the Municipal Government in order to analyze the situation in health area. After collecting and analyzing data, the diagnosis was carried out in relation to the situation of Health and Municipal Government with relevant information. Then, the proposal was identified taking into account the policies of the Ministry of Health and the Municipal Development Plan. Finally, the logical framework, budget and the operative plan were developed in order to describe and specify the purposes and activities of the project. In that sense, the project was designed taking into account the United Nations Volunteers Programme's terms of reference.

In relation to the translation stage, all the knowledge, which was learnt at the Linguistics Department, was put into practice in this stage. Translation competences and techniques were applied during the process of translation considering that the activities have taken place in a linguistic context.

In the process of translating the project, the objectives were achieved, that is to say, the SL text was translated in a systematic way, the stages of the translation process was described in detail, samples of translation were analyzed and a terminology was developed for different areas.

Therefore, the activities of the translation process were the following ones: to analyze the text in order to chose an appropriate translation method, to translate the initial draft, to review the translation, to rework the initial draft, to develop an analysis of translation and a terminology and finally to edit the translated text. Three methods were basically used such as literal, modified literal and transposition which the most used methods were modified literal translation and transposition due to the text had simple grammatical structures, however, in several cases, different translation procedures were also used for sentences and smaller units of language. Moreover, two or three translation methods were used at the same time in some paragraphs.

The difficulties in the process of translation were to look for technical terms as regards to the design of projects, health area, United Nations, Municipal Government and laws as well as to investigate and read more about all the topics already mentioned not only in the source language (Spanish), but also in the target language (English).

In that way, the guided work was carried out in two stages. As a result of this process, the linguistic knowledge was consolidated through the translation of a text and extra-linguistic knowledge was learnt through the design of a project.

4.2. Recommendations

Having had the experience of designing and translating a project, the suggestions are as follow:

First, it considers important to add the subject “design of a project” since to know how to design a project is very useful for any area. The linguistic knowledge

was not enough since information about the steps of a project was limited. However, in spite of the limitation of knowledge, the project design was carried out due to the United Nations' crash course and self-discipline.

Second, talking about the project itself, it is important to plan a work schedule in order to organize the activities and steps of the project and to fulfill the work schedule in order to avoid the extension of the work. Moreover, it is necessary to coordinate among people who are involved in the area with the purpose of reaching agreement as regards to the problems, objectives or alternatives for an agreed project.

Third, taking about the translation subject, the Department of Linguistics and Languages must pay more attention to the subject of translation, since the two translation workshops are not enough for the students who want to practice as a professional in translation area. Most of linguists are dedicated to the teaching and translation area, therefore, it would be important to add courses and/or seminars in translation for different areas such as technology, laws, farming, medicine, tourism and others in order to practice more the translation activity and learn the technical terms.

Fourth, taking about the translation itself, an analysis of translation was carried out in order to compare the equivalences of the SL text and TL text, therefore, the translation samples might be evaluated in order to "debate the translation problems and not to give recipes for translating in a correct or better way" as Newmark says (1995: 253). On the other hand, a terminology was developed and documented for different areas; therefore, future works might standardize key terms according to the area analyzing them and comparing with other translation works so that there is a correct usage of the terms.

Finally, this work might be considered useful, in some way, in relation to the project design and mainly to the translation process due to the analysis of translation and a list of specific terms for different areas.

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APPENDIX 1

Agreement

**HONORABLE MUNICIPIO DE COPACABANA
COMITE DEPARTAMENTAL DE OBJETIVOS DE DESARROLLO DEL
MILENIO**

CONVENIO

Conste por el presente convenio suscrito por una parte por el Lic. Fernando Alberto Quevedo Iriarte Presidente del Comité Departamental de Objetivos de Desarrollo del Milenio (ODM) con C.I. No 496332 L.P. y el Señor Juan Armando Callisaya Quispe, Alcalde Municipal de Copacabana, con C.I. No 539472 LP. Nombrado por Resolución Municipal N° 02/2005, el cual expresa los siguientes términos:

PRIMERO: (DE LOS ANTECEDENTES)

1. El Programa de las Naciones Unidas para el Desarrollo (PNUD), suscribió un convenio de cooperación con la Prefectura del Departamento de La Paz en el marco de la Declaración del Milenio, adoptada el año 2000 por 189 países, en la cual Bolivia asume el compromiso de alcanzar los Objetivos del Milenio (ODM) para la lucha contra la pobreza extrema y el hambre. En este contexto se elaboró un informe de línea de base que mide las brechas de cumplimiento de los ODM en el departamento hacia el año 2015, que permitió contar con lineamientos de políticas departamentales de desarrollo humano. También se procedió a la socialización de los ODM a la cooperación internacional e instituciones públicas y privadas y por último se ha diseñado un sistema descentralizado de seguimiento y monitoreo de los indicadores que miden el cumplimiento de los ODM que será instalado en la Prefectura del Departamento.
2. En este contexto el 25 de junio de 2008 se firmo un Convenio Marco Interinstitucional para el Logro de los Objetivos de Desarrollo del Milenio (ODM) entre el PNUD y la Universidad Mayor de San Andrés con el objetivo de coordinar acciones para contribuir al desarrollo local y al logro de los ODM, implementando actividades en municipios seleccionados del Departamento dirigidas a la socialización, capacitación y asistencia técnica para la elaboración de los Planes de Desarrollo Municipal, (PDM) y Planes Operativos Anuales (POA), así como la identificación y preparación de programas y proyectos de desarrollo humano.
3. Las Instituciones involucradas conformaron el Comité Interinstitucional para el logro de los Objetivos del Milenio, (CODM) que esta integrado por funcionarios/as designados/as por la Universidad y el Consultor Departamental del Programa ODM del PNUD. Este comité podrá ampliarse a otros actores para reforzar las acciones dirigidas al cumplimiento de los ODM.
4. La municipalidad y los gobiernos municipales tienen como finalidad contribuir a la satisfacción de las necesidades colectivas y garantizar la integración y participación de los ciudadanos en la planificación y el desarrollo humano sostenible del Municipio. Ley de Municipalidades No. 2028, (Capítulo I, Art. 5).

SEGUNDO: (DEL OBJETO)

El objeto del presente Convenio es coordinar acciones para contribuir al desarrollo local del municipio y al logro de los Objetivos del Desarrollo del Milenio, implementando actividades dirigidas a la formulación de programas y la identificación básica de proyectos incorporando el enfoque de los Objetivos de Desarrollo del Milenio.

TERCERO: (DE LOS ROLES, FUNCIONES Y COMPROMISOS)

A) del Comité Interinstitucional de ODM

- Es responsable de la coordinación y de la implementación del apoyo y fortalecimiento institucional a los municipios seleccionados en el Departamento.
- Establece e implementa su estrategia, modalidades y metodologías de manera participativa entre todas las instituciones participantes: los Municipios seleccionados y la Universidad.
- A través de la Universidad es responsable de la convocatoria y reclutamiento de los voluntarios, en coordinación con el Programa de Voluntarios de NNUU.
- Es responsable de garantizar la satisfacción de la demanda de los Municipios, compatible con lo previsto en el Proyecto ODM.
- Es responsable de coordinar las actividades de capacitación de los Voluntarios,
- Es responsable de coordinar el monitoreo, seguimiento y evaluación de las actividades realizadas por los voluntarios,
- Es responsable de la recuperación, consolidación, análisis y presentación de la información producida a partir de los programas y proyectos dirigidos al desarrollo socioeconómico con un enfoque en el cumplimiento de los Objetivos de Desarrollo del Milenio en el marco del fortalecimiento de la gestión municipal, elaborado por los voluntarios.

B) de los Gobiernos Municipales: Como aporte de contraparte para el proceso de fortalecimiento institucional se comprometen a:

- Brindar la logística necesaria para el cumplimiento del trabajo del voluntario
- Brindar alojamiento a los voluntarios
- Brindar alimentación a los voluntarios.
- Designar una contraparte técnica para acompañar el trabajo del voluntario.
- Financiar los gastos de movilidad al interior del municipio y otros, necesarios al cumplimiento de su trabajo.
- Los Municipios beneficiarios cubrirán los gastos de atención médica: primarios ó básicos y medicamentos necesarios para el tratamiento de las enfermedades adquiridas o desarrolladas por los Voluntarios durante el periodo de asignación y por efecto exclusivo del trabajo.

C) Del Programa de las Naciones Unidas para el Desarrollo (PNUD) a través del Proyecto de ODM y del Programa de Voluntarios de las Naciones Unidas (PVNU).

1. El PNUD:

- Será responsable de la administración del proyecto, de acuerdo a las normas PNUD y conforme al Acuerdo Marco entre las Naciones Unidas y el Gobierno de Bolivia.
- El Proyecto ODM, a través de la Sra. Carmen Hada, Consultora Departamental del Proyecto ODM desarrollará las siguientes actividades:
 - i. Apoyará todas las actividades de coordinación del Comité
 - ii. Coordinará la identificación de los municipios y de los Voluntarios a ser reclutados, así como la elaboración de los términos de referencia para su contratación
 - iii. Apoyará las actividades de capacitación
 - iv. Apoyará el monitoreo y evaluación de las actividades del Voluntario y del avance del apoyo al fortalecimiento municipal

2. El Programa de Voluntarios de las Naciones Unidas.-

- Coordinará con el PNUD y el Comité Interinstitucional de ODM, la gestión de personal (elaboración y emisión de contratos, gestión del roster del voluntario, elaboración y emisión de documentos de identidad, emisión de pagos, seguros de vida, seguridad en el campo y otros relativos al tema) de los voluntarios
- Apoyará el proceso de capacitación de los Voluntarios
- Apoyará el monitoreo y evaluación de las actividades de los Voluntarios

CUARTA.- (DE LAS CAUSAS DE RESOLUCIÓN)

1. Este convenio no puede ser resuelto de manera unilateral, para todos los casos debe ser rescindido por acuerdo mutuo entre las partes, salvo en casos de incumplimiento
2. En casos de incumplimiento de las obligaciones de una de las partes, se requiere una notificación escrita por la otra parte, **en un plazo no mayor de siete días calendario después de producido el incumplimiento.**

En caso de persistir dicha acción u omisión, que implique el incumplimiento de las obligaciones, en un plazo de 30 días calendario desde realizada la notificación, se procederá a la rescisión automática del presente convenio. El plazo de 30 días calendario no se aplica en casos de urgencia extrema que ponga en riesgo la seguridad personal, integridad o la vida de los Voluntarios.

3. Este convenio se rescindirá en caso de la ocurrencia de un evento producido por fuerza mayor (desastres naturales graves, situaciones de conflicto político-social u otros)) que impidan el cumplimiento definitivo de las obligaciones de las partes.

Este Convenio se rescindirá en caso de incumplimiento de las normas que rigen el Código de Ética del Sistema de las Naciones Unidas.

CUARTO.- Aprobación del Convenio


Se firma el presente documento, en señal de conformidad, a los treinta días del mes de julio del año 2008.

**Por el Comité Interinstitucional
de Objetivos de Desarrollo del Milenio**

Por la Honorable Alcaldía Municipal:



Lic. Alberto Quevedo
Presidente del Comité ODM



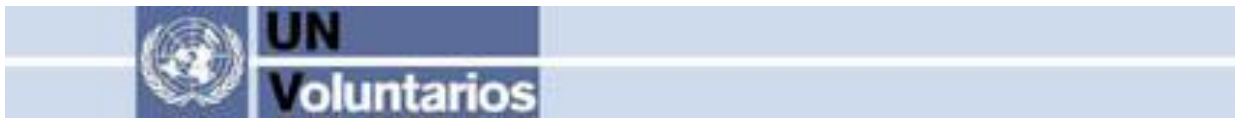
H. Juan Armande Callisaya Quispe
Alcalde Municipal de Copacabana

ANEXOS.-

Copia de los documentos de identidad
Copia de la Resolución de nombramiento

APPENDIX 2

"Terms of Reference"



Términos de Referencia (TdR) para los Voluntarios VNU
Área: Humanidades
Municipio: Copacabana
Voluntaria: Meybis Abigail Mallo Mamani

Preámbulo

Este puesto es una asignación como Voluntario de Naciones Unidas y está basado en los siguientes valores fundamentales del voluntario: libre albedrío, compromiso, servicio y solidaridad. El voluntariado ofrece beneficios al voluntario como persona, realiza importantes contribuciones tanto económica como socialmente. Asimismo, contribuye a crear cohesión social y de patrimonio, construyendo un clima de confianza y reciprocidad entre los ciudadanos. El Programa de Voluntarios de Naciones Unidas es una organización de las NNUU que apoya el desarrollo humano sostenible global a través de la promoción del voluntariado y de la movilización de voluntarios. Ayuda a las causas de la paz y del desarrollo aumentando las oportunidades de participación de toda la población. Es universal, inclusivo y engloba las acciones voluntarias en toda su diversidad. El voluntariado es diverso y está enraizado en todas las culturas y tradiciones. En este contexto, como Voluntario de las Naciones Unidas, le animamos y esperamos que usted se relacione directamente con el voluntario local y que se identifique con este concepto. Esperamos que usted considere a sus colegas nacionales como sus iguales y mantengan el espíritu de voluntariado entre ustedes, tanto en el seno de las comunidades, como en la organización a la cual usted está asignado.

TITULO DEL PUESTO: Asistente Técnico, Voluntario Nacional de las Naciones Unidas – Pasante

DURACION: 6 Meses, a partir de la firma del contrato

LUGAR DE TRABAJO: Municipio de Copacabana del Departamento de La Paz

CONTRAPARTE: PNUD/BOL/50863 “Programa de Objetivos de Desarrollo del Milenio (ODM)”, Comité Interinstitucional para el Logro de los Objetivos del Milenio y Consultor Departamental de ODM

SUPERVISIÓN: Alcalde de Copacabana, Comité Interinstitucional para el Logro de los Objetivos de Desarrollo del Milenio y Consultor Departamental ODM

REQUISITOS:

- Egresado de la Facultad de Humanidades, avalado por la Universidad Mayor de San Andrés.
- Disponibilidad de permanecer durante 6 meses en el municipio del área rural de asignación.
- Fotocopia de la Matrícula universitaria gestión 2008
- Fotocopia de Certificado de Conclusión de Estudios de la Carrera de origen o fotocopia del Record académico con firma y sello de la Dirección de Carrera.
- Fotocopia de Cédula de identidad.
- Conocimientos de paquetes informáticos (MS Office, Internet).
- Se valorará el conocimiento de lenguas nativas y/o del lugar de asignación (No imprescindible).
- Vocación de servicio.

ANTECEDENTES:

En el marco del Convenio Marco de Cooperación suscrito entre la Prefectura del Departamento de La Paz, la Universidad Mayor de San Andrés y el Programa de las Naciones Unidas para el Desarrollo (PNUD) a través del Programa de Objetivos de Desarrollo del Milenio, se estableció el Comité Interinstitucional para el Logro de los Objetivos de Desarrollo del Milenio con el fin de garantizar la implementación de un programa de fortalecimiento institucional a municipios seleccionados en el departamento.

El Comité Interinstitucional para el Logro de los Objetivos de Desarrollo del Milenio ha seleccionado a los Municipios de San Buenaventura, Jesús de Machaca, Copacabana y Sorata para desarrollar las actividades de fortalecimiento institucional, mediante el Programa de Voluntarios de las Naciones Unidas (VNU).

OBJETIVOS:

El objetivo es fortalecer a los municipios seleccionados a través del trabajo en las áreas requeridas por los gobiernos municipales, éstas pueden estar dentro de: (i) la elaboración y/o revisión de Planes de Desarrollo Municipal y Planes Anuales Operativos incorporando el enfoque de los Objetivos de Desarrollo del Milenio en términos de políticas y estrategias en desarrollo humano y/o (ii) el diseño de programas y la identificación básica de proyectos de desarrollo socioeconómico con un enfoque en el cumplimiento de los Objetivos de Desarrollo del Milenio.

DESCRIPCION DE TAREAS:

El municipio de Copacabana tiene un gran potencial productivo en la región a través de los recursos ganaderos, piscícolas, agropecuarios y atractivos turísticos. En dicho marco, la elaboración de programas y la identificación básica de proyectos dirigidos al desarrollo socioeconómico con un enfoque en el cumplimiento de los Objetivos de Desarrollo del Milenio se constituye en un pilar fundamental para el desarrollo de la región Altiplano Norte.

En tal sentido, se propone la elaboración de programas y la identificación básica de proyectos a través de un equipo de Voluntarios de Naciones Unidas, que trabajarán con los técnicos municipales y en coordinación con el Servicio Departamental de Fortalecimiento Municipal de la Prefectura del Departamento.

La formulación de programas y la identificación básica de proyectos deberán estar en el marco de su Plan de Desarrollo Municipal y dirigidos a aspectos relativos al desarrollo humano y económico local, específicamente en temas de pobreza, salud, educación y medioambiente.

Los voluntarios serán responsables de elaborar programas y la identificación básica de proyectos dirigidos a coadyuvar a resolver los problemas de desarrollo humano y desarrollo económico local en el municipio de Copacabana.

El lugar de trabajo de los voluntarios será en el municipio de Copacabana.

El trabajo del voluntario de la carrera de ciencias sociales estará enfocado a la formulación de programas y la identificación básica de proyectos de desarrollo humano, y será responsable de elaborar los siguientes productos:

PRODUCTOS A SER ELABORADOS POR EL VOLUNTARIO:

1 – 15 Días de asignación

- Un plan de trabajo que debe reunir mínimamente los siguientes puntos:
 - a) Título
 - b) Justificación e importancia
 - c) Metodología
 - d) Marco teórico
 - e) Objetivos y alcances
 - f) Cronograma de actividades y responsables

Este plan de trabajo deberá tener aval del responsable de Fortalecimiento Municipal de la Prefectura, la contraparte técnica del municipio, el consultor de programa ODM y el voluntario designado a la misma área de trabajo. Asimismo, a nivel académico dicho plan contará con la aprobación del tutor académico e institucional.



1er. Bimestre de Asignación

- Un documento que contenga mínimamente:
 1. Relevamiento y análisis de información existente en el municipio y en la prefectura.
 2. Diagnostico de la situación actual
 - Análisis de problemas
 - Análisis de causas
 - Diagnostico Socioeconómico del área de influencia
 - Diagnostico del Marco Legal – institucional
 3. Árbol de problemas
 4. Identificación de potencialidades
 5. Identificación y justificación del programa
 6. Competencias y atribuciones del Municipio
 7. Análisis de la población afectada
 8. Identificación de actores

2do. Bimestre de Asignación

- Un documento que contenga mínimamente:
 1. Definición de la situación sin programa
 2. Definición de la situación con programa
 - Identificación de objetivos
 - Árbol de objetivos
 - Ámbito de acción del programa (área y población beneficiaria)
 - Análisis de alternativas y elección de la mejor alternativa
 - Tamaño y Localización
 - Descripción de la viabilidad técnica
 - Propuesta descriptiva organizacional (institucional)

3er. Bimestre de Asignación

- Un documento que contenga mínimamente:
 - Descripción de actividades
 - Desarrollar indicadores y medios de verificación
 - Definición de supuestos
 - Marco Lógico
 - Evaluación socioeconómica (costos, inversión, operación)
 - Identificación de beneficios (impacto)
- Un documento que contenga la propuesta de programas y la identificación básica de proyectos de desarrollo humano con enfoque en los Objetivos de Desarrollo del Milenio.

INFORMES DE ACTIVIDADES:

El voluntario es responsable de presentar los siguientes informes al Comité Departamental de Objetivos de Desarrollo Humano, al Consultor departamental ODM y a los tutores académico e institucional.

- a) Informes bimensuales de avance del plan de trabajo que especifiquen:
 1. Modificaciones logradas
 2. Conclusiones pertinentes
 3. Propuesta o resultados logrados
 4. Bibliografía
- b) Memoria Final de las actividades realizadas y productos obtenidos debidamente aprobado por el Gobierno Municipal en el que trabaje, el Comité Departamental de ODM y los tutores académico e institucional. (según formulario elaborado).

- c) Llenado de 2 formularios estandarizados del Programa de Voluntarios; el primero a los dos meses y el segundo al finalizar la asignación.

RESULTADOS ESPERADOS:

- Formulación de programas y la identificación básica de proyectos en el marco del Plan de Desarrollo Municipal con el enfoque en el cumplimiento a los Objetivos de Desarrollo del Milenio en el municipio de Copacabana.
- Establecer un equipo de trabajo con conocimiento y trabajo sostenido de la temática de desarrollo humano en el municipio de Copacabana.
- La capacitación y experiencia de los voluntarios participantes del programa en la temática de ODM y en la planificación del desarrollo en el municipio de Copacabana.
- Un trabajo dirigido que permite la titulación del estudiante.
- Un trabajo coordinado entre la estructura académica y operativa local que coadyuva al desarrollo de la región.

OTRAS ACTIVIDADES DE PROMOCIÓN DEL VOLUNTARIO:

- Como Voluntario de las Naciones Unidas, familiarizarse con el concepto de voluntariado leyendo publicaciones relevantes del Programa VNU, así como tomar parte activa en las actividades del Programa VNU con otros VNU.
- Crear una red local con organizaciones de voluntariado local y relacionarse con otros voluntarios.
- Enviar contribuciones sobre sus experiencias como Voluntario de las Naciones Unidas y sobre sus proyectos en su lugar de asignación al Coordinador del Programa VNU en el país y a la Sede del Programa VNU para ser considerados para publicación en el sitio web del Programa VNU o en otras publicaciones como revistas o artículos.

APPENDIX 3

"Report of the Activities"

BACKGROUND

Before working in the Copacabana Municipality as a United Nations volunteer, a process of selection was carried out in July 2008. Firstly, a notice was published in different faculties such as Humanities, Social Sciences and Economics Sciences. Then, a crash course was planned by the Interinstitutional Committee of the MDGs in order to qualify university students about the following subject matter: United Nations Organization, Millennium Development Goals, Municipalities and project designs. Finally a test was planned for selecting students through the best scores, since there were only ten scholarships. In that way, ten students, as UN volunteers, were selected for working in different municipalities of La Paz.

REPORT OF ACTIVITIES

The report refers mainly to the activities for designing a project; it was carried out during the six months (from August 2008 to March 2009) in Copacabana. The activities are divided in three stages, the first stage involves the planning and diagnosis of the project, then, the second stage involves the identification of the objectives and strategies of the project, and finally, the third stage involves the development of the logical framework for illustrating the key components of the project. Moreover, extra activities were carried out during the three stages such as workshops, social summit, campaigns in favor of the environment and other activities.

First Stage of Assignment

DATE	ACTIVITY	OBSERVATION
21-08-08	<ul style="list-style-type: none">◆ Travelling to Copacabana together with the representatives of UNDP and the Prefecture◆ Meeting with the authorities of the Municipal Government	The Mayor was not in the meeting
22-08-08	<ul style="list-style-type: none">◆ Meeting with the Mayor of Copacabana	Mayor suggested to come back next Monday

	<ul style="list-style-type: none"> ♦ Travelling to La Paz due to the problem of accommodation 	
25-08-08	<ul style="list-style-type: none"> ♦ Returning to Copacabana ♦ Looking for accommodation 	There was not meeting with the authorities
26-08-08	<ul style="list-style-type: none"> ♦ Coordinating accommodation and maintenance together with the responsible of the Municipal Government 	Coordination of activities with the manager of Health-Education area
27-08-08	<ul style="list-style-type: none"> ♦ Looking for office or room for working 	Nothing
28-08-08	<ul style="list-style-type: none"> ♦ Meeting with the Manager of the Hospital 	Coordination of activities
29-08-08	<ul style="list-style-type: none"> ♦ Assigning the computer and room for working ♦ Designing the Guided Work's profile 	The computer was shared with other UN volunteer and the secretary of the Municipal Government
01-09-08	<ul style="list-style-type: none"> ♦ Designing the work plan of the project 	Nothing
02-09-08	<ul style="list-style-type: none"> ♦ Reviewing the work plan of the project ♦ Meeting with the health personnel 	With the purpose of presenting the work plan to the authorities The meeting was about the activities of the hospital for the next month
03-09-08	<ul style="list-style-type: none"> ♦ Handing an invitation letter to the authorities of the Municipal Government 	With the purpose of informing the work plan to the authorities of the Municipal Government
04-09-08	<ul style="list-style-type: none"> ♦ Appointing of the institutional tutor ♦ Meeting with the health personnel 	The institutional tutor is the Manager of the hospital that was appointed by the General Secretary of the Municipal Government
05-09-08	<ul style="list-style-type: none"> ♦ Explaining of the work plan before the authorities of the Municipal Government 	The work plan was explained in the auditorium of the Municipal Council
08-09-08	<ul style="list-style-type: none"> ♦ Reviewing the data relating to the Municipal Government 	Work in the office
09-09-08	<ul style="list-style-type: none"> ♦ Planning the plan of action and the visiting schedule together with the manager of Health-Education 	With the purpose of having a meeting in the communities for collecting data about health from the population's point of view, also, diffusing the MDGs

10-09-08	♦ Designing the Guided Work's profile	Work in the office
11-09-08	♦ Preparing and reviewing the invitation letters for the authorities of each communities	Work in the office together with the manager of Health-Education
12-09-08	♦ Planning the workshops about Tourism addressed to the staff of the Municipal Government	Nothing
14-09-08	♦ Meeting with the authorities of the 32 communities of the Copacabana Municipality	The purposes of the visits were explaining in the meeting. Each authority of the communities received an invitation letters and the visiting schedule
15-09-08	♦ Drawing in folios and slides about the Millennium Development Goals (MDGs) and the work plan	Nothing
16-09-08	♦ Visiting the community of Huacuyo	Diffusion of the MDGs and collection of data about the problems of health
17-09-08	♦ Transcribing the data that were collected in the community	Work in the office
18-09-08	♦ Visiting the community of Siripaca	Diffusion of the MDGs and collection of data about the problems of health
19-09-08	♦ Visiting the community of Lock'a	Diffusion of the MDGs and collection of data about the problems of health
22-09-08	♦ Transcribing the data that were collected in the community	Work in the office
23-09-08	♦ Visiting the community of Ch'alla Pampa	Diffusion of the MDGs and collection of data about the problems of health
24-09-08	♦ Transcribing the data that were collected in the community	Work in the office
25-09-08	♦ Visiting the community of Ch'issi	Diffusion of the MDGs and collection of data about the problems of health

26-09-08	♦ Transcribing the data that were collected in the community	Work in the office
29-09-08	♦ Designing the Guided Work's profile	Work in the office
30-09-08	♦ Visiting the community of Cusijata	There was not meeting because of the lack of coordination and the visit was reprogrammed
01-10-08	♦ Reviewing the data of the Municipal Government ♦ Planning the interviews with mothers about the problems of Health	Work in the office
02-10-08	♦ Collecting the data of the Municipal Development Plan	Work in the office
03-10-08	♦ Analyzing the causes of the problems	Work in the office
06-10-08	♦ Visiting the community of Cusijata	Diffusion of the MDGs and collection of data about the problems of Health
07-10-08	♦ Transcribing the data that were collected in the community	Work in the office
08-10-08	♦ Reviewing and analyzing the dimension of the problem in health area	Work in the office
09-10-08	♦ Collecting the data of the hospital	Work in the hospital together with the institutional tutor
10-10-08	♦ Determining the priority of the problems in health area	Work in the office
13-10-08	♦ Analyzing the causes of the problems in health area	Work in the office
14-10-08	♦ Designing the problem tree through the analysis of cause and effect	Work in the office
15-10-08	♦ Reviewing the analysis of the problems together with the institutional tutor ♦ Working with the health personnel about statistical data of maternal and child mortality	Work in the hospital
16-10-08	♦ Analyzing the situation of affected population ♦ Interviewing to mothers about the problems in health area	Work in the office

17-10-08	<ul style="list-style-type: none"> Identifying the strengths about the situation of health area 	Work in the hospital
20-10-08	<ul style="list-style-type: none"> Reviewing data of the Municipal Development Plan Reviewing the socioeconomic data of the National Institute of Statistic 	Work in the office
21-10-08	<ul style="list-style-type: none"> Working the socioeconomic diagnosis 	Work in the office
22-10-08	<ul style="list-style-type: none"> Determining the structure and components of the program in health area 	Taking about the topics that will be taken into account during the implementation of the project
23-10-08	<ul style="list-style-type: none"> Reviewing the bibliography about the information of the Municipal Government's competitions in the health area 	Work in the office
24-10-08	<ul style="list-style-type: none"> Meeting with the authorities of the communities and Municipal Government for planning the Annual Operative Plan for the following year 	Local Social Summit
27-10-08	<ul style="list-style-type: none"> Identifying the competences and duties of the Municipal Government 	Work in the office
28-10-08	<ul style="list-style-type: none"> Collecting data about the legal and institutional framework in health area 	Work in the hospital
29-10-08	<ul style="list-style-type: none"> Working the legal and institutional framework in health area 	Work in the office
30-10-08	<ul style="list-style-type: none"> Reviewing the advanced work together with institutional tutor 	<p>Work in the hospital</p> <p>The advanced work is sent by e-mail to the academic tutor</p>
31-10-08	<ul style="list-style-type: none"> Working the first report for the authorities of the Municipal Government 	Work in the office

Second Stage of Assignment

DATE	ACTIVITY	OBSERVATION
03-11-08	♦ Defining the current situation of health area without program	Work in the office
04-11-08	♦ Interviewing to mothers with the purpose of knowing their suggestions for improving the health services	The technique for collecting data is the informal interview
05-11-08	♦ Transcribing the data that were collected of the informal interviews	Work in the office
06-11-08	♦ Reviewing the advanced work together with the institutional tutor ♦ Coordinating the first visit to Copacabana with the representative of UNDP	Work in the hospital By means of the electronic mail
07-11-08	♦ Collecting data of the Ministry of Health	Travel to La Paz city
10-11-08	♦ Correcting the Guided Work's profile	The modified profile is sent by e-mail to the academic tutor
11-11-08	♦ Defining the current situation of health area with program	Work in the office
12-11-08	♦ Identifying the objectives and strategies of the project	Work in the office
13-11-08	♦ Reviewing the advanced work together with the institutional tutor	Work in the hospital
14-11-08	♦ Presenting the guided work's profile to the Department of Linguistics	Nothing
17-11-08	♦ Designing the objective tree through a reformulation of condition ♦ Meeting with the authorities of the Municipal Government for planning the reception to the commission of NNUU-UMSA	Work in the office
18-11-08	♦ Identifying the benefited population	Work in the office
19-11-08	♦ Working with the slides of the first report for exposing before the local authorities and commission of NNUU-UMSA	Work in the office
20-11-08	♦ Reviewing the advanced work together with the institutional tutor	Work in the hospital

21-11-08	<ul style="list-style-type: none"> ♦ Arrival of the representatives of NNUU and the academic tutor of the UMSA ♦ Exposing the first report before the commission and authorities of the Municipal Government 	<p>The explanation was developed in the auditorium of the Municipal Council</p> <p>The authorities of the Municipal Government and NNUU received a copy of the first report</p>
24-11-08	<ul style="list-style-type: none"> ♦ Identifying the participants of the project in a direct and indirect way 	Work in the office
25-11-08	<ul style="list-style-type: none"> ♦ Interviewing to mothers with the purpose of knowing their suggestions for improving the health services 	Work outside of the office
26-11-08	<ul style="list-style-type: none"> ♦ Working the chart of participants with different approaches 	Work in the office
27-11-08	<ul style="list-style-type: none"> ♦ Working with the campaign of collecting batteries and informing about the environmental problems 	Work outside of the office
28-11-08	<ul style="list-style-type: none"> ♦ Collecting data of the institution SEDES 	Travel to La Paz city
01-12-08	<ul style="list-style-type: none"> ♦ Reviewing data that were collected in the institution of SEDES 	Work in the office
02-12-08	<ul style="list-style-type: none"> ♦ Interviewing to the health personnel with the purpose of knowing their suggestions for solving the problems of health 	Work in the hospital
03-12-08	<ul style="list-style-type: none"> ♦ Interviewing to journalists with the purpose of knowing their suggestions for solving the problems of health 	Work in the municipal radio
04-12-08	<ul style="list-style-type: none"> ♦ Identifying the alternatives of solutions to the problems 	Work in the office
05-12-08	<ul style="list-style-type: none"> ♦ Diffusing about the volunteer's day ♦ Working in the office 	The policeman's day was also celebrated in Copacabana
08-12-08	<ul style="list-style-type: none"> ♦ Reviewing the bibliography of the size and location of the project 	Work in the office
09-12-08	<ul style="list-style-type: none"> ♦ Determining the size and location of the project 	Work in the office
10-12-08	<ul style="list-style-type: none"> ♦ Reviewing the advanced work together with the manager of Health-Education of the Municipal Government 	Work in the office

11-12-08	♦ Interviewing to the population with the purpose of knowing its viewpoint about the problems and solutions of health area	Work outside of the office
12-12-08	♦ Helping for the development of the seminar about “native languages” addressed to everybody	Nothing
15-12-08	♦ Reviewing data of Municipal Development Plan about the institutional proposal in Health	Work in the office
16-12-08	♦ Describing the Municipal Government's proposal of the health area	Work in the office
17-12-08	♦ Comparing the Municipal Government's proposal with the Ministry of Health's policies	Work in the office
18-12-08	♦ Visiting the near communities for collecting batteries and informing about the environmental problems	Work outside of the office
19-12-08	♦ Working with the campaigns of collecting batteries and informing about environmental problems	Work outside of the office
22-12-08	♦ Reviewing the first and second stage of the project	Work in the office
23-12-08	♦ Reviewing the advanced work together with the institutional tutor	Work in the hospital The advanced work is sent by e-mail to the academic tutor
24-12-08	♦ Returning to La Paz city because of the holidays	With Mayor's permission

Third Stage of Assignment

DATE	ACTIVITY	OBSERVATION
05-01-09	♦ Returning to Copacabana ♦ Visiting the hospital for coordinating the workshops	Meeting in the hospital
06-01-09	♦ Working the second report for the authorities of the Municipal Government	Hand the second report in CD to authorities of the Municipal Government

	♦ Reviewing the bibliography about the logical framework	
07-01-09	♦ Working with the slides about the health project and MDGs for the workshops	Work in the office
08-01-09	♦ Meeting with the manager of the radio for coordinating an interview	Radio of the Municipal Government
09-01-09	♦ Offering an interview in the radio with the purpose of informing about the workshop in the hospital	Diffusing the MDGs and the health project
12-01-09	♦ Drawing the leaflets for inviting to mothers and women to the workshops	Work in the hospital
13-01-09	♦ Offering an interview in the television for informing the workshop in the hospital	The interview was developed together with the interns of the hospital
14-01-09	♦ Delivering the leaflets to mothers and women for the workshop	Work outside of the office
15-01-09	♦ Implementing the workshop addressed to mothers and women	The explanation was developed in the auditorium of the hospital
16-01-09	♦ Evaluating the workshop together with the health personnel	Work in the hospital
19-01-09	♦ Working the logical framework	Work in the office
20-01-09	♦ Identifying the objectives of the logical framework	Work in the office
21-01-09	♦ Structurating the objectives in a hierarchical manner	Work in the office
22-01-09	♦ Identifying the target group of the objectives	Work in the office
23-01-09	♦ Describing the activities of the logical framework	Work in the office
26-01-09	♦ Planning the operative plan specifying activity, time and responsible	Work in the office
27-01-09	♦ Identifying the indicators of the logical framework	Work in the office
28-01-09	♦ Describing the indicators for the objectives, activities and results of the logic framework	Work in the office
29-01-09	♦ Identifying the quantity, quality and time for the indicators	Work in the office

30-01-09	♦ Identifying the assumptions	Work in the office
02-02-09	♦ Defining the external factors that affect the execution of the project	Work in the office
03-02-09	♦ Analyzing the probability of the assumptions	Work in the office
04-02-09	♦ Identifying the means of verifications	Work in the office
05-02-09	♦ Describing the means of verifications for each indicators	Work in the office
06-02-09	♦ Verifying the reliability of the means of verification	Work in the office
09-02-09	♦ Reviewing the advanced work together with the institutional tutor	Work in the hospital The advanced work is sent by e-mail to the academic tutor
10-02-09	♦ Determining the necessary resources for the project	Work in the office
11-02-09	♦ Valuing the necessary resources of the project in Copacabana	Nothing
12-02-09	♦ Describing the prices of the necessary resources for the project in Copacabana	Work in the office
13-02-09	♦ Valuing the necessary resources of the project in La Paz city	Travel to La Paz
16-02-09	♦ Detailing the expenses of the project	Work in the office
17-02-09	♦ Describing in a chart the activities determining human, material, technical and financial resources	Work in the office
18-02-09	♦ Identifying the benefits of the project towards the population	Work in the office
19-02-09	♦ Describing the contribution of the project in health area	Work in the office
20-02-09	♦ Reviewing the advanced work together with the institutional tutor	Work in the hospital Sent the advanced work to the academic tutor by e-mail
26-02-09	♦ Summarizing the previous reports for adding to the final report	Work in the office
27-02-09	♦ Coordinating the final exposition with the health personnel	Nothing

02-03-09	♦ Reviewing all the project	Work in the office
03-03-09	♦ Handing an invitation letter to the authorities of the Municipal Government and organizations	With the purpose of presenting the final project
04-03-09	♦ Working with the slides of the final report for exposing before the authorities of the Municipal Government and commission of NNUU	Work in the office
05-03-09	♦ Working the final report for the authorities of the Municipal Government	Work in the office
06-03-09	♦ Coordinating the final presentation of the project with the authorities of the Municipal Government	Nothing
09-03-09	♦ Reviewing all the project	Work in the office
10-03-09	♦ Travelling to La Paz for printing copies of the project	Nothing
11-03-09	♦ Printing, photocopying copies of the project and burning CDs	Nothing
12-03-09	♦ Returning to Copacabana ♦ Meeting with the authorities of the Municipal Government for coordinating the final presentation of the project	Nothing
13-03-09	♦ Exposing the final report before and authorities of the Municipal Government and the commission of NNUU	The representatives of NNUU and the authorities of the Municipal Government received a copy of the final report The explanation was developed in the auditorium of the Municipal Council

APPENDIX 4

"Sample of the
project's proposal"

PROPOSAL

3. PROPOSAL

3.1. Identification of the Proposal

This project looks for complementing and improving the health services with strategies supported by the Ministry of Health. In that sense, the proposal is to implement the strategy of Family, Community and Intercultural Health (Salud Familiar Comunitaria Intercultural - SAFCI) which consists on linking the community to the management and social control in health system. This policy has the following principles: the interculturality, the communitarian participation, the integration and the Intersectoriality. The SAFCI's strategy is the promotion of Health: "it looks for the equality through the effective social participation in making decisions and empowering the excluded groups. It also looks for the promotion of self-management by means of the advocacy, strategic alliances, information, education and communication" (MSD, 2007: 8-9).

This policy looks for implementing the dynamics of the information, communication and education in order to promote health, build a relationship among health personnel, community and local authorities and as a consequence to carry out favorable actions relating to health.

3.1.1. Institutional Proposal

In order to define strategies, it took into account the Municipal Government's Institutional proposal. The project was also designed in the framework of the Municipal Development Program.

The Copacabana Municipal Government's Institutional proposal is as follow:

General Objective:

The general objective for the five year period 2007-2011 is to improve the conditions of the population's life, satisfying the basic necessities of the families

(water, electricity, education and **health**), promoting the Municipal Economic Development by means of the integral, negotiated and equal management with the productive organizations and generating a higher human capital.

In order to improve the conditions of the population's life, the Municipal Government, the Territorial Organization and local organizations will unify efforts to give a strong impulse to the productive sector for building productive chains already identified.

Specific Objectives: Concerning health area

To improve the quality of life of the families in the municipality, with the improvement of the infrastructure in education, **expansion of the coverage of health** and the access to the basic services for the families.

To strengthen the capacity of administration, organization, management and social control of the organizations and consolidate the productive organizations giving the same opportunity of participation to men and women.

Strategy of the Municipal Human Development (in health area)

The strategy of Municipal Human Development looks for “improving the quality of life, giving emphasis to the education, health and providing basic services to the families” (PDM, 2007: 164).

Health

The increase of the access to the health services to long term will allow to improve the life expectancy in the municipality, **to reduce the maternal and child mortality rate** and to improve the condition of all population's health; for that reason the following strategies have been identified:

Education and awareness of the families in order to improve the coverage of SUMI

- To promote a higher use of SUMI, by means of training workshops in communities, radial promotion, improvement of the services for mothers, diffusion of the health services and others.

Coverage of Health services

- To expand the coverage of health services. The Municipal Government, DILOS and Municipal Health System will coordinate different activities such as vaccination campaigns, dental treatment, eyesight disease and other health services by means of visiting schedule to the communities.
- To improve the infrastructure, equipment, logistics and basic sanitation in all health centers.
- To improve the logistics of the health centers, with regard to transport.
- To increase the health personnel for dental services and also multiple caretakers for improving the health service.
- To coordinate among health center, Agrarian Committee, Municipal Government and authorities of the communities in order to regulate and plan activities of campaigns; all those activities will be presented in a work schedule and will be evaluated in the informative meeting between Municipal Government and Vigilance Committee.

3.1.2. Identification and Justification of the program

The present work proposes the following strategic intervention program in the health area which has the following components:

Health Topics

- ◆ Universal Maternal and Child Insurance (SUMI)
- ◆ Sexual and Reproductive Education
- ◆ Patient Rights
- ◆ Quality and warmth to attend patients.

Social Topics

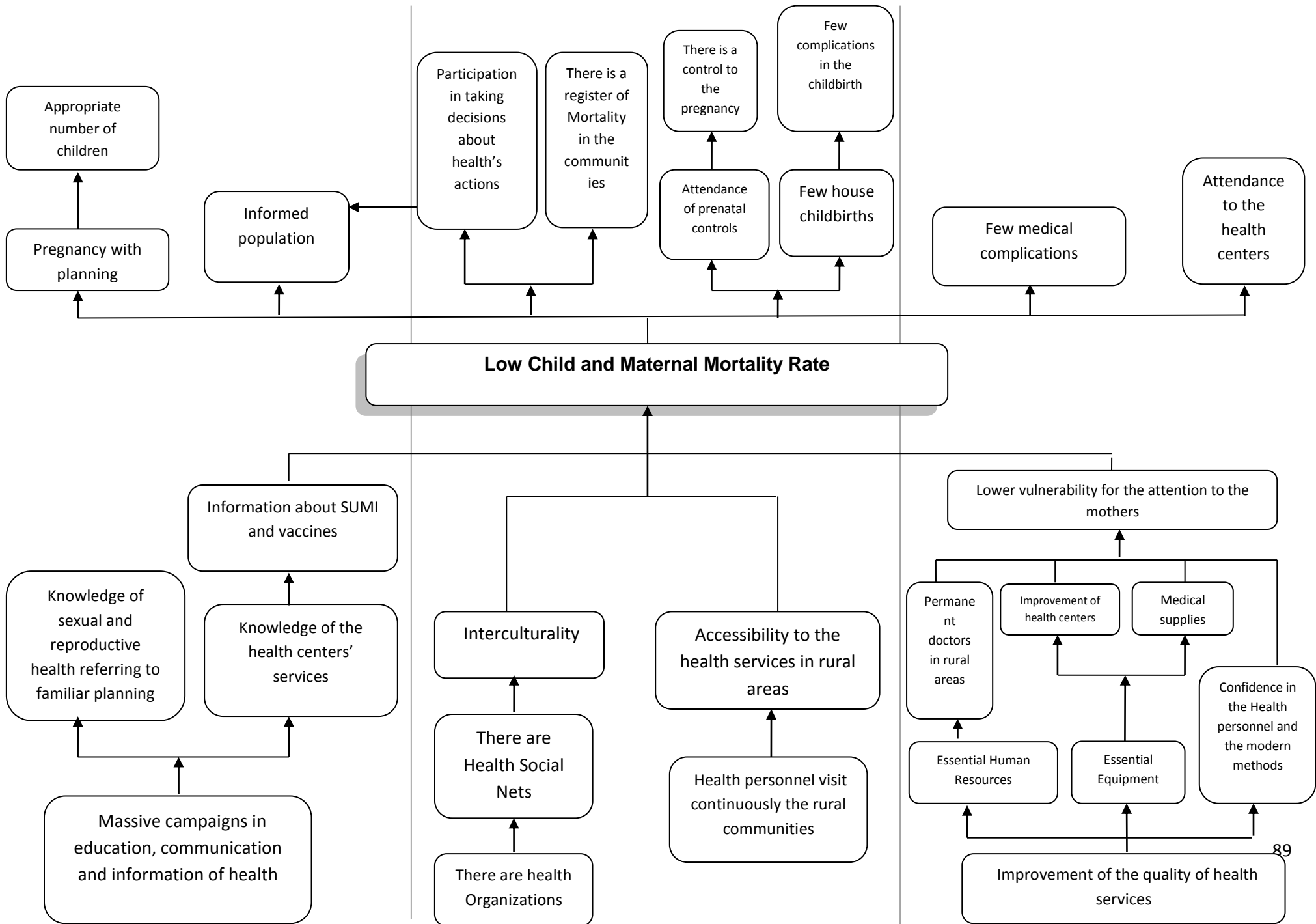
- ◆ Human Rights
- ◆ Gender Equality
- ◆ Interculturality
- ◆ Organization of Health Social Nets
- ◆ Information and Education about Health through the media.

The strategic intervention program in health area consists on improving the health services in favor of the mothers and children of the Copacabana Municipality. In that sense, the program tries to cover the topics mentioned above through the diffusion and education.

In some way, these topics are connected with the maternal and child mortality for the following reasons: among the health topics there are: SUMI, mothers and women need to know about the insurance's benefits mainly in rural areas; education about sexual and reproductive health, women need to know about the family planning, contraceptives, illnesses, among others; Patient Rights, the users need to know what the rights are for exercising them; and finally the quality and warmth for giving good health services, topic that is addressed to the health personnel.

Among the social topics there are: Human Rights as a complement in education as much for mothers as for health personnel; Gender Equality, women can be involved in committees relating to health area; Interculturality, a work between the health personnel and the Communities' population and finally information and education in the media about different topics relating to health.

3.1.3. Objective Tree



3.1.4. Alternative Analysis

Alternative Analysis: It pretends to identify the number of alternative or interventions in order to achieve the objective of the project.

Chart 17: Alternative Analysis

Strategies	Use of Municipal Resources	Complement of other projects	Multiplier effect	Medium term effect	Sustainability	Points	Rank
Organization of Local Health Committee(COLOSA)	XX	–	XXX	XXX	XX	10	1
Workshops of training to COLOSA	XX	–	XXX	XX	XX	9	2
Training to health personnel about COLOSA's so that they themselves qualify the new Local Health Authorities in the future	X	–	XX	XX	XXX	8	3
Production of micro program and break broadcastings about educative topics in Health	XX	–	XX	XX	XX	8	4
Workshops of Information, Communication and Education in Health	XX	–	XX	XX	X	7	5

Source: Grundmann, 2003: 188

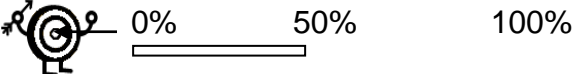
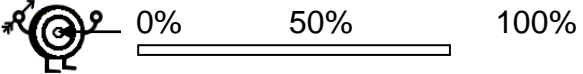
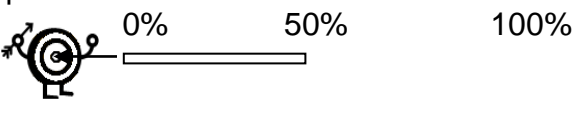
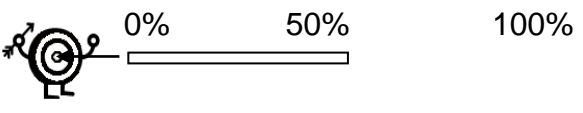
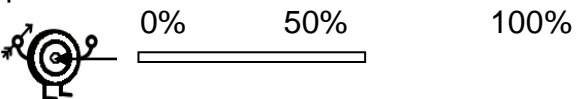
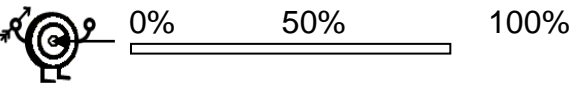
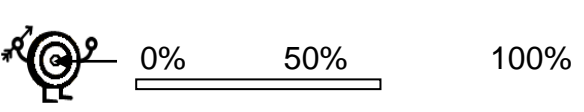
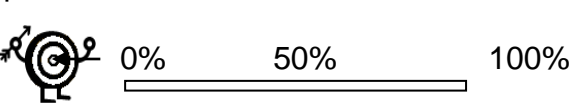
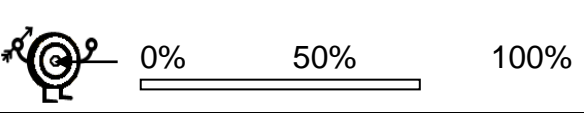
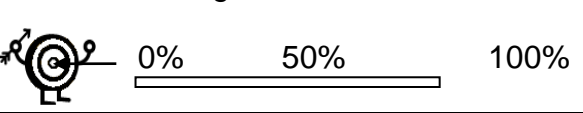
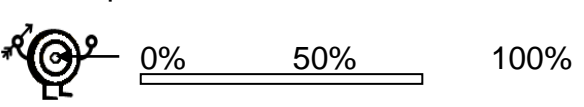
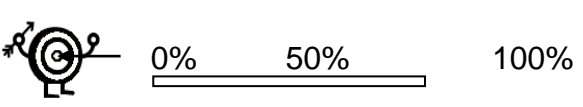
The strategies are organized depending on the rank of importance; they are exposed from first rank (1) to last rank (5).

Alternative Analysis with force fields: According to Grundmann, the force field is another technique to analyze different alternatives. “It consists on the visualization of the forces that contribute or obstruct the alternative. It is also necessary to analyze factors that can be taken into account as advantage by the project and which ones should be controlled” (Grundmann, 2003:188).

Steps:

- On the right side of the chart, there are the favorable forces. It looks for all the favorable forces.
- On the left side of the chart, there are the forces that limit or obstruct the implementation of the alternative.
- For all the forces are drawn long or short arrows to point out in which measure the forces helps or obstructs.

Chart 18: Force Field

Unfavorable Forces	Favorable Forces
More work for the Health personnel 	Support of the Municipal authorities 
Population do not trust a lot in Health personnel 	Support of the Health personnel 
More cost in training to the Health personnel 	Great impact to long term 
More costs in training to the COLOSA's members 	Better reputation for the Health personnel 
Slowness and delay in organizing COLOSA 	Learning and education about the topics in Health through the media 
Slowness and delay in training to the Health personnel and COLOSA 	Less misinformation about Health 

Source: Grundmann; 2003:189

3.2. Objectives of the Project

OBJECTIVES	TARGETS
1. To organize Local Health Committee (COLOSA) in the Copacabana Municipality.	1. Appointment of 33 Health Authorities in all the Communities and Copacabana city and the organization of COLOSA.
2. To motivate the functions and tasks of the Local Health Committees (COLOSA's).	2. Planning of annual trainings for the Local Health Authorities.
3. To promote the incorporation of intercultural aspects in the Health system.	3. Exchange of information between Health personnel and COLOSA in order to establish future actions relating to the incorporation of intercultural aspects.
4. To diffuse the Health Centers' benefits and different services.	4. Production of educational and informative break broadcastings from 5 to 10 minutes about the Health services and free insurances. 4. Production of educational and informative micro programs in the radial and television means.
5. To propel programs of training addressed to the mothers and women.	5. Meeting of pregnant mothers in order to inform and educate about sexual and reproductive health, the pregnancy process and the psicoprofilactic childbirth.

3.3. Definition of the situation with Program

The situation with and without program refers to know the changes that a program contributes. It means to reach the objectives of a program with the purpose of improving the current situation. In the following chart, it is mentioned the current situation of the health area, then, the proposals that would improve and/or complement such situations.

Situation without Program	Situation with Program
There are not Social Nets in the Copacabana Municipality.	Organization of Social Nets in the Copacabana Municipality.
Lack of knowledge about the local health committees in Copacabana.	Diffusion about the local health committees.
There are not radial programs about health education.	Production of radial programs about health education.
There is not persistent and continual diffusion about the health centers' services.	Production of break broadcastings in order to inform about the health centers' services.
Lack of information, education and inadequate communication between population and health personnel.	Information and Communication about health topics in the media and meetings of CAI between the health personnel and local health committees.
Lack of information about SAFCI and local health committees in health center.	Training and information about SAFCI and local health committees for the health personnel.

3.4. Size and Location

“The size or the spatial coverage indicates the physical space or area that it will cover the project as regards the benefit of services or influence area” (Ander-Egg, 2000: 44).

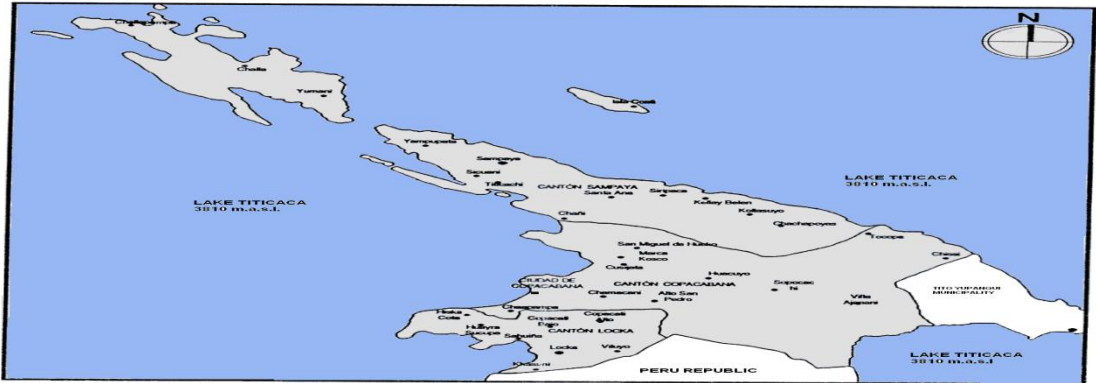
The spatial coverage of the project will be the health centers’ benefits and services for the population, especially for mothers and children from the Copacabana Municipality.

The location “it consists on determining the location or area where the project will be located. The location can be identified at Macro-localization and Micro-localization level” (Ander-Egg, 2000: 44).

It will be macro-localization because of the geographical location of the health project will be developed in the region: the Copacabana Municipality.

PHYSICAL LOCATION	DESCRIPTION
Department	La Paz
Province	Manco Kapac
Section	Primera
Municipality	Copacabana

The Copacabana Municipality



The Copacabana Municipality is divided into three Cantons and it has 32 Communities and the Copacabana city.

3.5. Institutional Framework

The institutional framework refers to the institutions that are part of the project. As Ander-Egg mentions “it is to give clear information about the institutions, organizations or agency that will be responsible, in a partial or total way of planning and executing the project”. In that sense, it is mentioned the different institutions of the National Health System with the purpose of informing the duties of each institutions in relation to the policies and strategies.

In this case, the institutions are, in a partial way, responsible ones of the implementation of the project because of the internal links among health centers, Municipal Government and Institutions of Health System.

3.5.1. Ministry of Health (MSD)

It is the governing-normative entity of the health management at national level, responsible of formulating the strategy, policy, national plans and programs, as well as of creating norms that are applied in the Health Systems. (MSD, 2007:35).

In that sense, the Ministry of Health proposes “the policy of Family, Community and Intercultural Health (SAFCI) which looks for solutions to the problems of Health, Education, Justice, Production, Basic Sanitation and others, and it takes into account feelings, knowledges and practices so that everybody live well”. (MSD, 2007: 5).

According to the Ministry of Health, the principles of the SAFCI System are as follow: (MSD, 2007: 6-7)

Interculturality: it is the dialogue, acceptance, recognition and appreciation of the different forms of knowledge and existing medical practices facilitating coordination and complement in order to improve on health.

Integration: it is the new way of seeing health, not only as an illness, but also as a whole, where the person is connected with the family, community and nature.

Social participation: it is the process which people, families, communities and neighborhoods are involved in the health management and they make decisions together with the health team inside and outside of the health facilities.

Intersectoriality: it means to coordinate the activities among health, education, basic sanitation, work, housing, justice and others so that the community and health team work and improve the population's health.

The strategy of SAFCI System is the promotion of Health: “it looks for the equality by means of the effective social participation making decisions, and empower of excluded groups. It also looks for the promotion of self-management by means of the advocacy, strategic alliances, information, education and communication” (MSD, 2007: 8-9).

Inside the SAFCI System, there is the Shared Health Management that “it is an organized process of making decisions among the community, the representatives and health sector, where each one of them participates equally in the planning, management, monitoring and social control of actions in health” (MSD, 2007: 7).

It is a process where the community or neighborhood through local health authorities and health team participate making decisions on: planning, execution-management based on the monitoring and control.

In the stage of the planning, it is to think and organize the steps that will be followed in order to accomplish the planned goals. It should be clear: what thing, how, where, when, how much, who with and why reason. In the stage of the execution-management, it is to fulfill the planned activities taking into account funds, material and human resources that will be needed. In the last stage of the monitoring and social control, it is to check the plans in order to make decisions, to correct the mistakes and to use the resources better. (MSD, 2007: 13)

Who participate in the Local Shared Health Management?

Health Personnel: it is the representative of health system and promoter of Shared Management.

Local Health Committee: It is the main representative of all communities or neighborhoods that belong territorially to the health establishment; it is responsible of implementing the Shared Management.

Community and neighborhood: They are families that share the same necessities and customs; starting from their decisions, they participate in the Shared Management.

Local Health Authority: It is the health authority elected by the community or neighborhood that participates in the Shared Management.

3.5.2. Departmental Health Services (SEDES)

“It is the maximum level of technical consultancy in the health management at departmental level” (MSD, 2007: 31). It is managed by a technical manager, appointed by the local authority; it depends technically on the Ministry of Health and administratively on the departmental Government.

The technical coordinator of health is the responsible of the health net and he has the responsibility of fulfilling and to make fulfilling the health policies of the Shared Management Model and Service Model related to the Family Community and Intercultural Health, in its territorial jurisdiction. (MSD, 2007: 31).

3.5.3. Local Health Board (DILOS)

The Local Health Board is the maximum municipal authority and it is responsible of doing shared management in health area in the municipality.

The DILOS are in charge of organizing the benefit of health services and the establishment of the internal links between the personnel and services, assuring

the working of service nets with resolution capacity and the sustainable participation of the community organized in social nets of health. (MSD, 2007: 26).

3.5.4. Competences of the Municipal Government

The 2028 Municipalities Law establishes that the Municipality has the following competence: (Ley 2028, 1999: Art. 8)

- To plan and promote the human development in the urban and rural environment of the Municipality, according to the norms of the municipal participative planning.
- To promote the participation of private sector, associations and foundations and other entities, without lucrative purposes, in benefit of the services, execution of public works, municipal exploitations and other activities of the Municipality.
- To contribute for giving the health benefits to the childhood, women and others.
- To build, equip and maintain the infrastructure of the health sector.
- To establish the mechanisms of financing for construction, equipment and maintenance of the infrastructure and services in health sector.
- To supervise the use of the equipment, furniture, didactic material, medicines, foods and other supplies used by the health services, as well as to supply and manage the property when it corresponds.

The Competence of the Municipality makes reference specifically to the health area, specified in the Article 8, Chapter II of the Municipalities Law.