



Translators without Borders (TWB) ƙungiya ce mai zaman kanta da suke tallafawa harshe da fassara ga hukumomin agaji da na cigaban al'umma, da sauran ƙungiyoyi masu zaman kansu a fadin duniya.

JERIN SHAWARWARI AKAN TAFINTA GA MASU AIKIN TAFINTA SHAWARA TA DAYA 1

DABARUN TAFINTA DA FASAHA

Menene tafinta?

Mai tafinta yana canza kalmomin da aka faɗa daga wani harshe zuwa wani.

Ire-iren Tafinta

Bi da bi: Yin tafinta bayan mai magana ya gama. Mai tafinta zai tsaya kusa da mai magana, ya dauki bayani a rubuce, sannan a karshe, ya faɗa abun da kowane mutum ya fada. Galibi wannan ne za ku fi amfani da shi.



Lokaci guda: Tafinta a lokacin da mai magana na magana. Yawanci ana yin wannan da na'ura ta musamman.

SHAWARWARIN NA FASSARA GA MASU FASSARA Oktoba 2020



Fassara ta gani: Karanta rubutu a wani harshe sannan a fađe shi a wani harshe daban.



Tafinta ta radawa a kunne: Mai fassara yana zaune ko tsaye tare da masu sauraro kuma a lokaci guda suke fassara, 'radà', kai tsaye a cikin kunne su.



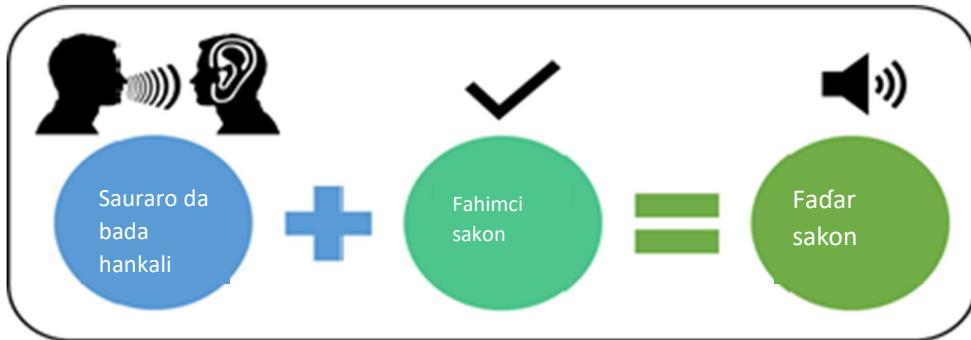
Tafinta wani mahimman aiki wanda ke buƙata wani tsarin shiri da aiwatarwa. Bi wadannan hanyoyin don inganta dabarun tafintan ka.

Shiri don gudanarwa

Don shiryawa, tattara bayanai akai kuma ayi la'akari da:

- Batun da za'a tattauna akai
- Kalmomi na musamman da wanda ba a saba da su ba da kuma ma'anar su
- Abubuwān ko amsoshi da suke iya tayar da hankali
- Irin yanayin da za ka yi aiki a ciki
- Mutanen da kake nufa

SHAWARWARIN NA FASSARA GA MASU FASSARA Oktoba 2020
A lokacin da kake aikin



Bayan aikin

- Kulawa da kai
- Kula da kanka
- Yi magana da wani idan sashin ya wahalar da kai

Don karin bayani game da takardar shawarwari ko don neman yadda ƙungiyi Translators without Borders suke tallafawa ayyukan agaji a arewacin maso gabas na Naijiria, ziyarci shafin mu na yanar gizo ko tuntubi:
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Wannan wallafa na bisa ga aiki da kudi daga tallafin agaji na tarayya Turai wato EU humanitarian aid (ECHO) ta Kungiyar kula da hijira na kasa da kasa wato IOM, hukumar hijira na majalisar dinkin duniya, da kuma tallafin Burtaniya daga gwamnatin Burtaniya. Kada a dauki ra'ayoyin da aka fada a wannan wallafar, ta kowace hanya, a matsayin ra'ayin Kungiyar Tarayyar Turai, ko kuma ra'ayoyin ba lallai bane su zama ka'idodin gwamnatin Burtaniya na aiki. Tarayyar Turai da gwamnatin Burtaniya baza su dauki alhakin yin amfani da bayanan da aka samu a cikin wannan ba.



Translators without Borders (TWB) kungiya ce mai zaman kanta da suke tallafawa harshe da fassara ga hukumomin agaji da na cigaban al'umma, da sauran kungiyoyi masu zaman kansu a fadin duniya.

JERIN SHAWARWARIN TAFINTA GA MASU AIKIN TAFINTA

SHAWARA TA 2

RUBUTAWA DA KALMOMI

Ka tuna rubuta muhimman abubuwa a lokacin da kake yin tafinta. Kula da kowane abu daki-daki, don ka iya yin tafintan dukkan abinda mai magana ya fada. Rubuta tkkaitaccen bayani mai mahimmanci da wuri don ya taimaka maka:

- Kula da bayanan ainihi kamar suna, wuri, kwanan wata, da lokaci
- Ka tuna da kalmomin masu tsauri
- Saka bambanci tsakanin abin da aka fada da wanda za a fada
- Nemi mai maganar ya dakata idan kuna bukatar fassara kafin ka manta wani abu
- Sanya tufafi masu daraja da nuna halaye na kwarewa da taka tsan-tsang da al'adu
- Rike sahihan bayanai

Ka'idoji

Yi	Kada a yi
Yi magana kamar asalain wanda yayi magana.	Karku ce "Ta/ya ce kaza".
Kasance mai girmama zabin kalmomi, da kuma yadda masu magana suke magana.	Kada ku ba da ra'ayinku.
Nemi bayanai (fayyacewa) idan an bukata.	Guji yin zato.
Bayar da ma'anar kowace kalma, magana da jumla.	Kada a kara, a bar wani abu ko canza wani abu da mai magana ke fadaa.

Fahimtar rubuce-rubuce da kalmomin aiki suna da mahimmanci yayin fassara.

Kafin kayi fassarawa, ka sani cewa kalmomi aiki da kalmomi na iya banbanta ma'anarsu, misali:

- Masu fafutukar kare ha'kin kasa za su yi magana game da "samun dama" ma'ana hanya zuwa wani fili, yayin samun damar ayukan na GBV na iya nufin mafita ga matsalolin al'adu.
- "Kariya" wajen wayar da kan mutane game da kai rahoton laifuka a sansanin yana magana ne game da kiyaye rayuka da dukiyoyi, yayin da jami'in tsaron da ke ba da shawarar kariya ga yara, yana nufin kariya daga rashin kulawa, cin zarafi da cin zarafi.
Rashin bayyana bayanan kalmomin na iya zama yaudara, saboda amfani da gajeriyan sigar kalmomi na iya nufin wani abu ga wasu mutane misali. "SEA" ana iya fahimtarsa azaman ruwa, teku maimakon Cin zarafi ta fuskan Jim'a'i da Musgunawa

Yare ko harshe yana iya samun banbanci bisa ga:

- Yare
- Yanki
- Shekaru da Jinsin mai magana

A SAMU KAYAN AIKIN DON SAMUN SAUKI DON FAHIMTAR KALMOMIN AIKI DA SUKE DA WAHALA

- Kamar kamus din TWB na harsuna da yawa akan CCCM, MHPSS, Kariya, da Gidaje, filaye da Kadarori da COVID-19 <https://glossaries.translatorswb.org/nigeria/Bangare-takamaiman> jami'ai masu kwarewar harsuna
- Kamus na harshen wurin
- Malaman makaranta na garin
- Kwararru na Gargajiya da al'adu na masu ruwa da tsaki a kan iyare

Kayan aiki don gudanar da kalmomin aiki

Za ku samu kayan aiki don gudanar da kalmomin aiki a:

<https://unterm.un.org/UNTERM/portal/welcome>

<https://www.proz.com/search/>

<http://termcoord.eu/>

<http://www.2lingual.com/>

<https://www.linguee.com/>

<http://context.reverso.net/translation/>



Don karin bayani game da wannan shawarwari ko don bincika yadda masu fassara ba tare da kan iyaka ba (TWB) ke tallafawa ayyukan agaji a arewa maso gabashin Najeeriya, ziyarci gidan yanar gizon mu ko tuntubi: nigeria@translatorswithoutborders.org



Wannan wallafan ya dogara ne akan aikin da taimakon EU (ECHO) ta hanyar IOM, hukumar kula da hijira ta Majalisar Dinkin Duniya UN, da kuma tallafin burtania UK Aid daga gwamnatin Burtaniya. Kada a dauki ra'ayoyin da aka fada a wannan daftarin, ta kowace hanya, a matsayin ra'ayin Kungiyar Tarayyar Turai, kuma ra'ayoyin da aka bayyana ba dole ba ne su sake manuofin gwamnatin Burtaniya a hukumance. Tarayyar Turai da gomnatin ta baza ta dauki alhakin yin amfani da bayanan da akak samu a cikin wannan ba.



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JERIN SHAWARWARIN FASSARA GA MASU TAFINTA

SHAWARA TA UKU 3

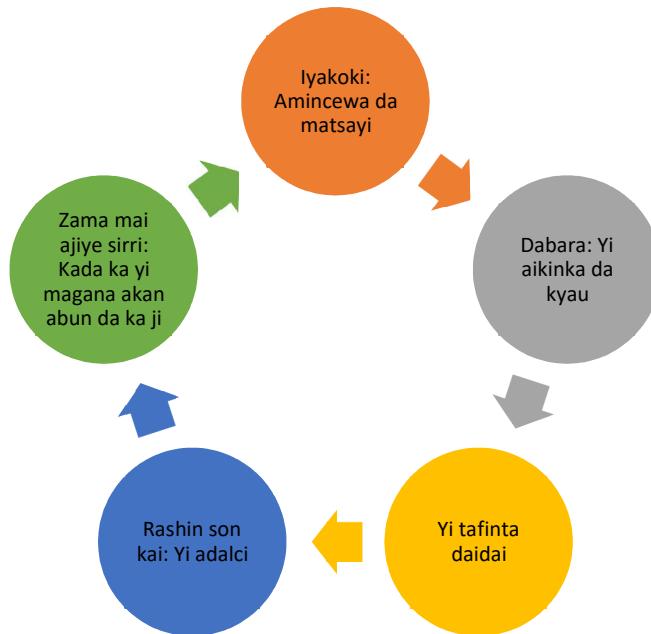
DA'A A TAFINTAN AIKIN AGAJI

Burin wannan sashin shine don bayani akan daga da yadda za'a aiwatar a lokacin tafinta.

Kyakkyawar da'a na da mahimmanci kuma yin tafinta daidai na taimakawa mutane su samu damar hidimar da ya kamata da tallafi. Idan an bayyana sirri, za a iya samun mummunan sakamako.

Meyasa muke bukatar Ka'idojin da'a?

1. Kyakkyawar dà'a na da mahimmanci.
2. Tafinta daidai na taimakawa mutane su samu damar hidimar da ya kamata da tallafi.
3. Idan an bayyana sirri, za a iya samun mummunan sakamako. Manyan ƙa'idojin da'a sun hada da:



- 1. AIKI DA DA'A DA KWAREWA:** Masu tafinta a kowane lokaci na aiki bisa ga tsayyayen ka'idodin aiki da da'a yadda ya dace da aikin agaji da kuma ka'idodin KAR A CUTAR DA KOWA.
- 2. IYA AIKI:** Yi aikin da suke iya yi a cikin harsun da suka kware akai ta horarwa da takardun shaida.
- 3. RASHIN SON KAI:** Nuna rashin son kai a duk lokacin sadarwa tsakanin mahalarta a kowani haduwa don yin tafinta.
- 4. DAIDAITO:** Yi amfani da kwarewar na yankee hukunci don zama mai biyayya a duk lokuta zuwa ma'anar rubutu da sakonni.
- 5. SANNIN MATSAYI DA IYAKAN AIKIN:** Baza su, a lokacin ayyukan tafinta ko fassara, shiga wasu ayyuka kamar ko'karin wayar da kai, jagoranci, ko shawara.
- 6. KARA KWAREWA:** Cigaba da inganta ilimin kwarewa da kuma fasaha.
- 7. HADIN KAI A WURIN AIKI:** Girmamawa da tallafawa abokan aiki akan ayyukan su.
- 8. SIRRI:** Kada ka bayyana bayani da aka samu a lokacin aiki ko dole ka bi hanyoyin da ya kamata a lokutan da ya zama dole ka bayyana sirrin.

Don karin bayani game da wannan takardar shawarwari ko don neman yadda kungiyar Translators without Borders suke tallafawa ayyukan agaji a arewa maso gabashin na Najeriya, ziyarci shafin mu na yanar gizo ko tuntubi: nigeria@translatorswithoutborders.org



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JERIN SHAWARWARIN FASSARA GA MASU TAFINTA

SHAWARA TA HUĐU 4

FAHIMTAR YANAYIN TAIMAKON AGAJI DA KALUBALEN SA

Dole masu fassara su sani kuma ko yaushe su riķe ka'idojin aikin agaji, muhimman matakán aikin agaji, dokar agaji ta ƙasa da ƙasa da dokokin haƙkin Dan Adam.

Menene taimakon agaji?

 An infographic titled "Taimakon agaji shine" from Translators Without Borders. The title is at the top center in a teal bar. Below it are three colored callout boxes (red, green, purple) containing text. The red box contains "Ake bayarwa bayan an samu Rikici" with bullet points "• Rikici" and "• Balai daga Allah". The green box contains "Taimak mutanen da suke bukata" with bullet points "• Bayani", "• Magani", "• Kaya", "• Hidimomi", "• Zamantakewa", and "• Ilimi". The purple box contains "An bada ta" followed by two lists: "• Kungiyoyin kasa" and "• Kungiyoyin kasa da kasa" with bullet points "• Gwamnati", "• Majalisar Dinkin Duniya", and "• Wa kuma?".

Taimakon agaji shine

Ake bayarwa bayan an samu Rikici

- Rikici
- Balai daga Allah

Taimak mutanen da suke bukata

- Bayani
- Magani
- Kaya
- Hidimomi
- Zamantakewa
- Ilimi

An bada ta

- Kungiyoyin kasa
- Kungiyoyin kasa da kasa

- Gwamnati
- Majalisar Dinkin Duniya
- Wa kuma?

Menene ſka'idojin aikin agaji?



Darajawa: Dole a magance wahalar Dan Adam duk inda aka samu.

Rashin nuna goyon bayan kowa: Dole ma'aikatan agaji su guji haka zañbar gefe.

Rashin nuna son kai: Dole aikin agaji ya zama haka ana yi bisa ga buñata kawai.

‘Yancin kai: Dole aikin agaji ya zama ana cin gashin kai daga manuofin siyasa, tattalin arziki, sojoji ko wasu dabani.

Muhimman Matakan aikin Agaji

Garuruwa da mutanen da rikici ya shafa suna samun taimakon da ya dace kuma dai-dai da buñatun su.

- Garuruwa da mutanen da rikici ya shafa suna samun taimakon da suke buñata a daidai lokacin da suke buñata.
- Garuruwa da mutanen da rikici ya shafa ba su zama cikin kunci ba kuma a shirye suke, ga juriya kuma basa cikin hatsari sosai saboda ayyukan bada agaji.
- Garuruwa da mutanen da rikici ya shafa sun san hakkinsu da abinda yake nasu, suna da damar samun bayanai da kuma shiga yanke shawarwarin da suka shafe su.
- Garuruwa da mutanen da rikicin ya shafa suna da damar hanyoyin isar da korafi cikin tsaro da kuma samun amsa akan ñorafin su
- Garuruwa da mutanen da rikici ya shafa suna samun taimakon da aka tsara shi, kuma yadda kowane taimakon zasu karfafa ko inganta junia
- Garuruwa da mutanen da rikicin ya shafa zasu buñaci taimako mai karin inganci tunda kungiyoyin agaji sun koyi darasi daga abubuwan da suka faru a baya da nazari.
- Garuruwa da mutanen da rikici ya shafa na samun agajin da suke buñata daga kwararrun ma'aikatan agajin da ake lura da su da masu aikin sa kai.
- Garuruwa da mutanen da rikicin ya shafa za su yi tsammanin kungiyoyin da suke taimaka musu suna tafiyar da kayan agaji yadda ya dace, ba tare da batawa da kuma akan sharadi

Muhimmancin Dokar aikin agaji ta kasa da kasa da dokar hakkin bil Adam ta duniya



Watafila masu tafinta zasu magance rikici a lokacin aikin yin tafinta

1. Fassara abun da ake fada ba tare da yanke hukunci ba
2. Guji shiga cikin rikicin
3. Yi kokarin zama a natse
4. Idan yanayin babu tsaro, tsayar da taron

Don samun karin bayani game da wannan takardar shawarwari ko don neman yadda Kungiyar Translators without Borders suke tallafawa ayyukan agaji a arewaci maso gabashin Najeeriya, ziyarci shafin mu na yanar gizo ko tuntubi: nigeria@translatorswithoutborders.org



Wannan wallafa na bisa ga aiki da kudi daga tallafin tarayyar Turai wato EU (ECHO) na aikin agaji ta kungiyar kula da hijira ta kasa da kasa wato IOM, Kungiyar hijira ta majalisar dinkin duniya, da ta tallafin Burtaniya daga gwamnatin Burtaniya. Kada a d'auki ra'ayoyin da aka fada a wannan daftarin, ta kowace hanya, a matsayin ra'ayin Kungiyar Tarayyar Turai, ko kuma ba lallai bane su zama ka'idojin aiki na gwamnatin Burtaniya. Tarayyar Turai da gwamnatin Burtaniya baza su d'auki alhakin yin amfani da bayanan da aka samu a cikin wannan ba.



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JERIN SHAWARWARIN TAFINTA GA MASU AIKIN TAFINTA

SHAWARA TA BIYAR 5

AIKI DA WA'DANDA SUKE CIKIN HA'DARI

Zama cikin hađari da Rudāni

A yanayin gaggawa, galibi mutane suna fuskantar rudāni. Rudāni na ƙara sa mutane cikin hađari. Rudāni shine:

-  Wani abu da ya
-  Wanda ke jawo cutarwa
(zahiri ko ya shafi hankali)
-  Rashin iya jurewa



Wanda ya shafi shauki	Tunani
Firgita	Rashin iya mayar da hankali
Saurin bata rai	Rashin iya yanke shawarwari
Fushi	Saurin mantuwa
Bařkin ciki da ɓacin zuciya	Rikicewa
Jin babu taimako	Mummunan tunani
Damuwa	
A zahiri	Hulđa da jama'a
Gajiya	Rikici
Rashin iya bacci	Son kadaici
Bugun zuciya da sauri	Rashin aminci
Yawan rashin lafiya da wuri	Fushi ga sauran jama'a
Ciwon kai	Yawan kare sauran mutane
Rashin jin yunwa	
Ciwon jiki	

Meyasa yake da mahimmanci sanin game da tasirin rudani?

Labaran rudani na iya tasiri akan ka kaima. Yana da muhimmanci tunawa cewa a tausayawa sauran, kula da kanka kuma san abinda zai taimakawa wanda ke cikin hadarı.

Tausayawa



Sanin iyaka/Kula da kai

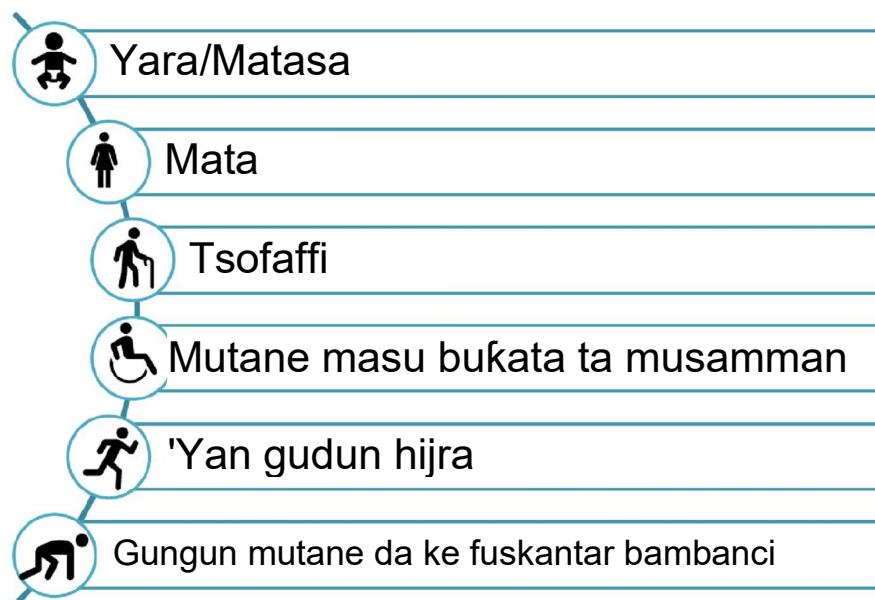


Menene ke taimako



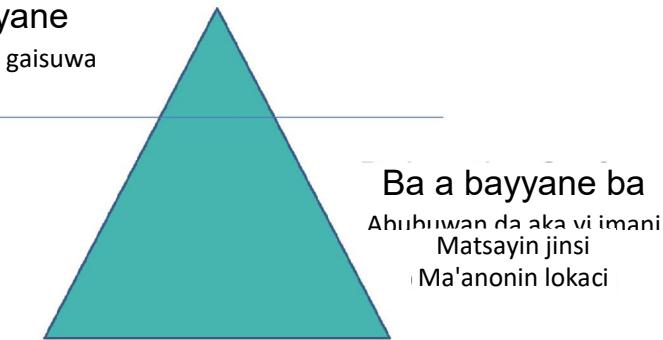
Gungun da suke cikin hadarı

Gungun da aka fi sani ke cikin hadarı sune:



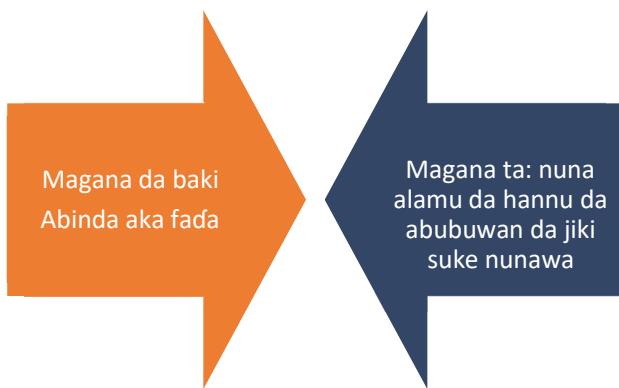
Don aiki mafi kyau da gungun mutane da suke cikin hadarı, ka na bukatar fahimtar al'adar su. Al'ada ita ce:

A bayyane
Jinsi, tufafi, gaisuwa



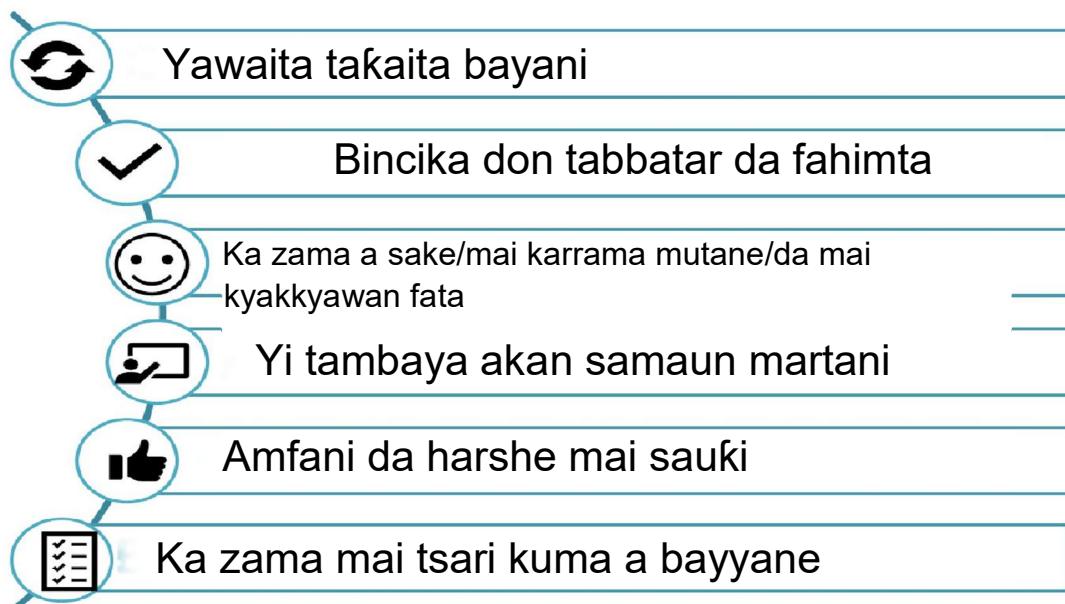
Sadarwa da wata al'ada daban

Idan kuna sadarwa tsakanin al'adu daban-daban, dole ka bawa dukkansu lura:



Bayani masu muhimmanci da Shawarwari

Ga wasu hanyoyi da kake iya sadarwa da kyau da mutane masu al'adu daban:



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JERIN SHAWAWARI AKAN TAFINTA GA MASU AIKIN TAFINTA

SHAWARA TA 6

YIN AIKI DA YARA DA MATASA

Yara da matasa sune mafi girman rukunin shekaru don karbar taimakon agaji. UNICEF ta lissafa cewa kusan rabin dukkan 'yan gudun hijira yara ne. Akwai yara miliyan 50 'yan gudun hijira a duniya.

Wanene yaro ko matashi?

Yawancin lokaci ana fahimtar matasa a zaman lokacin canji zuwa balaga.

Ma'anar ta bambanta a kowace ƙasa / mahallin al'ada.

- Ga Majalisar Dinkin Duniya, matasa sune masu shekaru 18-25.
- Dabiun matasan Afirika ya nuna kowane mutum tsakanin shekaru 15-35 dukkan su samari ne.
- Sabuwar manufar matasan Najeeriya ta bayyana 18-29, sabanin na 18-45 da ya gabata.

KALUBALEN SHINE:

- "A arewa maso gabashin Najeeriya, a yan zu haka akwai mutane miliyan 1.9 da suka rasa muhallansu. Kashi sittin daga cikin su yara ne, tare da 1 cikin 4 da ke ƙasa da shekara biyar.
- Kimanin yara miliyan 19 ne suka rasa muhallan su a kasashen su a Duniya
- Yara da matasa sune mafi yawan shekaru don karbar taimakon agaji - **UNICEF**.

Matsayin cin gaba

Fassarar yara na iya samun ƙalubale na musamman, dangane da shekarun yaran da kuma ci gabon su.

Mahimman matakai hudu na ci gabon yara sune na zahiri, na motsin rai, fahimta da zamantakewa. Lokacin da za a fassara wa yara su san yadda aka bunkasa suna cikin kowane dayan wadannan hanyoyin ci gabon su.

Zahiri Kiwan lafiya, kwakwalwa da ci gabon jiki 	Na motsin rai Amincewa da kai, alfahari da kai da dangantaka 
Fahimta Harshe, hankali, da dabaru warware matsaloli 	Zamantakewa Sadarwa, dabi'a, ƙwarewar zamantakewar jama'a, ƙwarewar sasantawa, habaka dabi'a da dabi'a 

Hanyoyi Fasaha don inganta sadarwa tare da yara

-  Tabbatar cewa yaron ya ji lafiya ba tsoro
-  Kasance mara yanke hukunci
-  Bari su bayyana ra'ayinsu
-  Yi kokari kar ka katse su
-  Ka huta lokacin kaga ya daaci

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European Union Humanitarian
Aid & Civil Protection



Department
for International
Development

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