Terms of Reference

Dhivehi Translator

Transparency Maldives (TM), supported by the International Foundation for Electoral System (IFES), is seeking individuals/parties for the following service contract.

Position Title: Dhivehi Translator
Minimum period of commitment: 10 days
Application deadline: 12 September 2015
Location: Male’, Maldives

I. Organizational Background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and to eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

II. Project Summary

TM, supported by IFES is conducting a Civic Participation Project (CPP) to increase political and civic participation, promote the democratic transition through improved transparency and good governance, and support the consolidation of democratic values and norms in Maldives.

As part of CPP, TM is conducting a democracy survey to contribute to the promotion of democracy, promote a clearer understanding of democracy and provide a platform for dialogue. This survey will provide reliable benchmark data against which the progress of the Maldivian transition to democracy might be measured in the future.

Work is underway to compile and publish the findings of the Democracy Survey 2015. We are seeking the services of a consultant to translate the Democracy Survey report from English to Dhivehi.

III. Key Responsibilities

1. Translate the Democracy Survey 2015 (approximately 100 pages of text), from English to Dhivehi, including captions, charts, graphs and infographics
2. Provide the translated documents in Microsoft Word format.

IV. Deliverables

1. Final Dhivehi translation of Democracy Survey 2015, including captions, charts, graphs and infographics.
V. Duration of the Assignment

Handover of final deliverables within 10 days of signing the contract.

VI. Reporting Procedure

The consultant will report to the Senior Project Coordinator of the CPP project on administrative and substantive matters.

VII. Qualifications and competencies

1. Excellent knowledge of Dhivehi
2. Proven experience in translation from English to Dhivehi.

Closing date for applications: Before 5:00 pm on 12th September 2015.

Application and selection procedures: Submit 1) a letter of interest 2) curriculum vitae or portfolio, and 3) quotation via email to naji.hameed@transparencymaldives.org addressed to Ms. Mariyam Shiuna, Executive Director. For queries contact Najiya Hameed (759 5596).