

## **TERMS OF REFERENCE**

### **Translator: Decentralization Framework Review Report**

**Position title:** Translator

**Research title:** Decentralization Framework Review

**Expected period of commitment:** 26 June - 14 July 2018

**Number of Pages to be edited:** Approximately 120 pages

**Application deadline:** Before 4pm Sunday, 24 June 2018

### **1. Organization Background**

Transparency Maldives (TM) 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 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.

### **2. Background to the assignment**

TM's "Baaru" project (Strengthening local governance in the Maldives through capacity building local councils and empowering citizens for social accountability) is a 3-year project funded by the European Union (EU). The goal of the project is to strengthen local democracy and the decentralization system in the Maldives.

As one of the key activities under the project, TM conducted a comprehensive review of the decentralization framework capturing Maldives' experience with decentralization in order to inform future policy conversations around decentralization and strengthen the local governance system in the Maldives.

### **3. Purpose of the Assignment**

Transparency Maldives is seeking a consultant to translate the Decentralization Framework Review report from English to Dhivehi.

### **4. Responsibilities & Deliverables of the consultant**

The consultant will be expected to work closely with the Senior Project Coordinator for this project to:

- i. Translate (approximately 120 pages) review report from English to Dhivehi.
- ii. Produce and submit the Microsoft Word file of the complete translated Dhivehi review report.

### 5. Duration of the Assignment

Nineteen (19) days, with expected start date on 26 June 2018. The consultant must be based in Malé, Maldives for the duration of the assignment.

### 6. Required Competencies

- i. Excellent knowledge of Dhivehi translation.
- ii. Proven experience in translating from English to Dhivehi. □

TM will evaluate applications based on the following criteria:

<ul style="list-style-type: none"> <li>● Demonstrated experience in translating English to Dhivehi</li> </ul> <p>Evidence of successful completion of similar assignments.</p>	35%
<ul style="list-style-type: none"> <li>● Samples of previous work over the past 3-5 years</li> </ul> <p>Please provide a minimum of two samples. If submitting translation work published online, please provide the URL for reports, studies, etc. Only links that are live will qualify during evaluation.</p>	35%
<ul style="list-style-type: none"> <li>● Cost proposal</li> </ul>	25%
<ul style="list-style-type: none"> <li>● Proposed timeline</li> </ul>	5%

**7. Closing date for applications:** Before 4pm Sunday, 24 June 2018.

**8. Application and selection procedures:** Interested applicants should submit an email to Shifu Omar ([shifu@transparencymaldives.org](mailto:shifu@transparencymaldives.org)). The subject line must read “**Translator: Decentralization Framework Review**”. The content of the application should not be longer than 5 pages and must include the following:

- i. A summary of relevant experience (attach a brief CV, providing evidence that you are qualified to undertake this assignment).
- ii. Portfolio/examples of similar assignments that you have undertaken (two to three), preferably in the Maldives, over the past 3-5 years.
- iii. Cost proposal.
- iv. Two relevant references.

Applications must be in English or Dhivehi. Only short-listed candidates will be contacted.

The contract will be awarded on a lump sum/fixed cost basis. The application should state the bid amount, indicating the per page rate (in MRF) for undertaking the work.

Transparency Maldives retains the right to reject any or all of the applications and/or to enter into additional negotiations with one or more of the tendering parties to help define the exact scope of the work and deliverables to be undertaken.