

**TERMS OF REFERENCE**  
**Translator: Democracy Survey Report**

**Position Title:** Translator

**Research Title:** Democracy Survey Report

**Expected period of commitment:** 3 weeks

**Number of Pages to be edited:** Approximately 60 pages (including tables and graphs)

**Application deadline:** Before 4pm Wednesday, 31 July 2019

**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 national survey to assess public attitude and opinion towards democratic practices, norms, values and institutions in the Maldives. The survey gauges citizens' orientations to democracy, local governance and how they evaluate different aspects of the political environment.

**3. Purpose of the assignment**

Transparency Maldives is seeking a consultant to translate the Democracy Survey 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:

- Translate the report (approximately 60 pages including tables and graphs) from English to Dhivehi.
- Proofread to ensure the accuracy and quality of the translation.
- Submit the final translated Democracy Survey report in Microsoft Word format.

**5. Duration of the assignment**

Three calendar weeks (3 weeks), with expected start date in August 2019. It is preferred that the consultant is based in Malé, Maldives for the duration of the assignment.

**6. Required Competencies**

- i. Excellent command of Dhivehi.
- ii. Proven skills and experience in translating and interpreting 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 translation 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 4 pm Wednesday, 31 July 2019.

**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: Democracy Survey Report**”. The content of the application should not be longer than 5 pages and must include the following:

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