

## **TERMS OF REFERENCE**

### **Translator**

**Position title:** Translator

**Expected period of commitment:** 1 November - 14 November 2019

**Number of pages to be translated:** Approximately 45 pages and subtitles of a 5 minute video

**Application deadline:** Before 4pm Sunday, 23 October 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**

As part of TM's anti-corruption advocacy efforts, a series of articles and a video have been produced in English on grand corruption and the misuse of public funds in the Maldives. TM is seeking to translate these advocacy materials to Dhivehi.

#### **3. Scope of the assignment**

Transparency Maldives is seeking a consultant to translate approximately 45 pages and subtitles of a 5 minute video from English to Dhivehi.

#### **4. Responsibilities and deliverables of the consultant**

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

- i. Translate approximately 45 pages and subtitles of a 5 minute video from English to Dhivehi.
- ii. Produce and submit the Microsoft Word file of the completed translated work.

#### **5. Duration of the assignment**

Fourteen (14) days, with expected start date on 1 November 2019.

#### **6. Required competencies**

- i. Excellent command of Dhivehi language.
- 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 Thursday, 23 October 2019.

**8. Application and selection procedures:** Interested applicants should submit an email to Sara Naseem ([sara.naseem@transparencymaldives.org](mailto:sara.naseem@transparencymaldives.org)). The subject line must read **“Translator”**. 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) 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 work and deliverables to be undertaken.