



SERVICE CONTRACT ANNOUNCEMENT

CONSULTANCY FOR TRANSLATION

Transparency Maldives (TM) is seeking an individual for the following Service Contract.

Position Title: Translator

Location: Malé, Maldives

Reports to: Project Coordinator

Duration of commitment: 2 weeks

1. Organizational Background

Transparency Maldives is a non-political organization that endeavours 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 Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

Transparency Maldives is seeking a Service Provider to translate the RTI Manual to Dhivehi. The RTI Manual will be used for training purposes and to disseminate information on the RTI Act and the process of accessing information under the RTI Act. The content that needs to be translated will be provided by TM. Service Providers are expected to start the assignment during March 2021 for a duration of two (2) weeks.

3. Key Roles and Responsibilities

- Translate the RTI Manual from English to Dhivehi
- Incorporate comments from TM and produce the final translation of the Manual



4. Qualification and Competencies

- Excellent written and oral skills in English and Dhivehi
- Past experience in doing translation work
- Strong interpersonal skills and a strong ability to collaborate with a team
- Good attention to detail and highly organized
- Knowledge and commitment to Transparency Maldives' and Transparency International's values and standards

Closing date for applications: 18th March 2021 (Sunday) before 4pm (Male' time)

Application and selection procedures:

Please e-mail the following documents, addressed to Executive Director, to jobs@transparency.mv

All documents must be emailed in pdf format.

- Copy of National Identity Card.
- Curriculum Vitae.
- Education certificates (Diploma or Bachelor's degree) (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead) and Reference letters.
- Previous translation work.
- Cost Proposal – see Annex 1.

ANNEX 1: COST PROPOSAL

Service providers are required to fill out the following cost breakdown. Unit prices are required in the case of discrepancies between unit price and total price, the unit price will be taken as a reference basis in the evaluation.

Pricing must be in Maldivian Rufiyaa.

Position Title:

Date:

No.	Item Description	Quantity	Unit Price	Total
<i>TOTAL</i>				

Name:

Signature: