

TERMS OF REFERENCES (TOR)

Translation Services

BACKGROUND

Under the pillar of Economic Justice and Resilience, Oxfam in Bangladesh is implementing the Empower Youth for Work (EYW) Project. It is a 5-year project being funded by IKEA Foundation and implemented in Bangladesh, Pakistan, Indonesia and Ethiopia. The overall aim of the EYW programme in Bangladesh is improved economic and social empowerment for young women and men living in rural climate-change affected areas.

The target group of the project consists of young women and men, community members, policy makers, government representatives and private sectors actors. The main target group is young women and men of aged 15-29 residing in rural climate vulnerable areas. An estimated 40% of the youth population in this age group is not in the labour force of the country. 74% of youth not in the labour force is female; these women are primarily engaged in unpaid household level care work. The geographic locations of the project are: Mithapukur upzilla under Rangpur district, Puthia upzilla under Rajshahi district, Botiaghata upzilla under Khulna district and Bakerganj upzilla under Barisal district.

The project aims to provide support to 67,000 direct beneficiaries, focusing on women from targeted townships and communities in Bangladesh to improve their economic and social resilience to climate extremes.

OBJECTIVE

The objective of this consultancy is to provide translation service to EYW project team at Oxfam.

SCOPE OF WORK

Under the guidance of EYW project team the translator will undertake the following duties and responsibilities.

- Translate written documents from/to Bangla and English; Standard translation counts 2000 characters without space to be one page. A high-quality and final translation of the reports will be delivered by assigned timeline.
- Submit all the translated documents in word file and incorporate feedbacks and suggested changes to the translation;
- Communicate with EYW Oxfam team for better understanding about the meanings and appropriate meaning of the write up;
- Proof Read and edit the document;
- Ensure that the translation text is linguistically and grammatically correct and coherent, error free and it should meet high quality standards;
- All texts, including figure and table titles, boxes, captions, sources and covers requires translation and proofreading;

EXPECTED DELIVERABLES

- Translation from English to Bangla of EYW Baseline Report
- Translation from/to Bangla and English of Soft skill module, entrepreneurship module, four issue based materials, Rapid Care Analysis (RCA) and Vulnerability Risk Analysis (VRA) reports and other relevant documents shared by Oxfam
- Soft copies of the translation documents (around total 1000 pages English to Bangla and around 400 pages Bangla to English) in MS Word format (in DVD as well as through email). Total expected translated pages is 1400.

TIMEFRAME

- The entire assignment is divided into four parts
- Phase 1: Translation of four issue based modules on Climate Change, Care work, Gender based violence (around 50 pages) from 22 October – 30 October
- Phase 2: Translation of EYW Baseline reports from 25 October 2017- 5 November 2017
- Phase 3: Translation of entrepreneurship module (around 150 pages) from 12 November to 20 November.
- Phase 4: Translation of Rapid Care Analysis (RCA) and Vulnerability Risk Analysis (VRA) reports (around 400 pages) from 30 November to 15 December.

EXPERTISE AND MINIMUM REQUIREMENTS OF THE CONSULTANT

- Master's degree in Social Science, Development studies, Environmental study, Gender studies or related areas;
- 3-5 years of professional translation experience in the relevant area;
- Demonstrated good understanding of technical terms used in areas of soft skill, youth, entrepreneurship, climate change, GBV, Care work and SRHR.
- Proven skills in translation and interpretation from and into English and Bangla;
- Excellent computer skills in handling Bangla typing software- Bijoy.
- Excellent communication skill in both English and Bangla.

APPLICATION PROCEDURE

Interested individual consultants/consulting firms must submit technical and financial proposal based on the terms of reference above mentioned.

The technical proposal should include

- Expression of Interest
- Profile of the consultant/firm or individual including experience in handling similar assignment
- Organization/individual's VAT/E-tin registration as applicable
- 2 references who has directly work relation with the consultant
- 2 sample of translation (Bangla to English and English to Bangla)

- A work-plan with budget for per page translation

MODE OF PAYMENT

- The payment will be made through bank transfer or AC payee cheque. Consultant need to submit her/his/their bank details.
- VAT/Tax will be deducted at source
- The payment will be made after each phase based on the translated pages
- The payment will be made only after formal acceptance of deliverable of Oxfam EYW staff
- Inability to comply the works as per agreed timeline will cause 1% penalty from the final payment per phase

EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of predetermined technical and financial criteria specific to the solicitation.

Area	Weight
Experience of translation	30%
understanding of relevant technical terms	30%
Computer skills and technical understanding	20%
Financial	20%

Only candidates obtaining a minimum of 60 points and above would be considered for the final evaluation.