



Terms of Reference

Hiring Individual Consultants for English to Bangla Translation

Background

Family Planning Association of Bangladesh (FPAB), an affiliated member of International Planned Parenthood Federation (IPPF), pioneered family planning movement in the country. The oldest and the largest non-governmental organization (NGO) of its kind, FPAB was established in 1953 with the objective of improving the quality of life of the underprivileged section of the society.

With the span of more than 67 years of its emergence, FPAB has made a significant achievement in creating awareness among the eligible couples about family planning and annually contributes 4.5% of the total national family planning performance. In conformity with the local and national needs, FPAB shifted its thrust from lone family planning interventions to the holistic approach of reproductive health in mid-80's of the last century. Instead of targeting fertile couples, interventions of FPAB involve men and women of all ages with special focus on the disadvantaged segment of the population. Beneficiaries of FPAB have now exceeded five million people. Currently, FPAB is providing family planning, sexual and reproductive health, maternal and neonatal health, HIV/AIDS, STI/RTI, nutrition and primary healthcare services to around 5 million people in 21 districts including one hill district. FPAB provides its services in government demarcated areas from 5 types of service delivery points: 26 Static Clinics, 75 Mobile Clinics, 72 Women's Club, 21 adolescent-friendly SRH centres and 1260 community level health workers. Annually FPAB generates 7 million service contacts including 1,692,866 in maternal and child health, and 312,975 in HIV, STI/RTI clinical services. Besides, it provides adolescent-friendly sexual and reproductive health services to 110,000 young people through 307 educational institutions attached with its 21 adolescent-friendly centers.

Throughout this long journey FPAB has developed many important documents like its constitution, different manuals, policies, reports, proposals, pamphlets and other documents most of which are in English. FPAB has decided to convert all its existing important English documents into Bangla for effective utilization of these documents at all levels within or outside the organization. This Terms of Reference (TOR) is developed for hiring individual consultants for translating the aforementioned documents from English into Bangla following the spelling system as prescribed by Bangla Academy.

Objective of the TOR

To hire suitable consultants for translating important documents of FPAB, e.g. its constitution, different manuals, policies, reports, proposals, pamphlets and other documents from English into Bangla following the spelling system prescribed by Bangla Academy.

Justification of Hiring

Most of the important documents of FPAB are initially developed in English so that those can be shared with its strategic partners and donors. FPAB recognizes the fact that to ensure proper utilization of these documents at all levels inside and outside the organization there should also be Bangla versions of them. FPAB needs support of professional translators to accomplish this task.

Duration of the Assignment

Selected consultants shall be available for a period of 18 (eighteen) months with the rates stated in the contract. The duration of the engagement may be extended beyond the initial period by mutual agreement of the assignee and the assignor on the same terms and conditions.

Number of Positions

2 (two) consultants will be hired for this assignment.

Type of Engagement

This will not be a full-time engagement, but an on-call basis contract. There will be no fixed number of hours, days or months, but the actual working time will depend on the requirement of FPAB.

Description of Assignment

Key activities include:

- Translating constitution, manuals, policies, reports, proposals, pamphlets and other important documents from English into Bangla following the spelling system as prescribed by Bangla Academy
- Editing of all the relevant material as directed by the supervisor
- Revision and correction of the text after it is reviewed by the supervisor
- Submission of final draft ready for publication

Deliverables

Translated, edited and composed (in 'Sutonny MJ' font of 'Bijoy Bayanno' Bangla typing software) copies of items under each assignment.

Reporting requirements

The translators will be required to report to Director Program or any other designated officer, as required.

Payment Schedule

All payments will be made through monthly invoicing. VAT and Taxes will be deducted as per Government policy.

Required Qualifications and Expertise

- Advanced university degree in a relevant subject
- At least 10 (ten) years of experience in translating texts from English into Bangla
- A high level of proficiency in Bangla and excellent knowledge of English
- Demonstrated expertise in lucid and accurate translation of literary, technical or business texts from English into Bangla
- Highly skilled in thorough and meticulous editing of texts written in or translated into Bangla
- Familiarity with international and national development issues
- Experience in journalism with excellent professional Bangla writing skills would be an added advantage
- Preference will be given to candidates with quality publications in Bangla
- Excellent word processing skills (Bangla and English)

Required Documents

All bidders are required to submit the following documents along with their application:

- A CV containing, among others, the following information:
 - Educational qualifications
 - Length and description of relevant experience
 - Two references
 - A signed statement testifying that all information contained in the CV is correct and true
- A good sample of previous work
- A summary of relevant services provided or work done (if any) during the last 5 years
- A separate financial proposal (as per the 'rate quote' mentioned in the next section)
- Two passport size photographs
- Photocopies of relevant academic and experience certificates
- Documentary evidence of legal, taxation and financial status, including --
 - Tax identification number (TIN)
 - VAT registration number (if any)

Rate Quote

All bidders must quote the following rates in Taka:

Job	Rate for Normal Assignments (Minimum 1200 translated words a day)	Rate for Urgent Assignments (Minimum 1500 translated words a day)	Remarks
Per translated word for English to Bangla Translation			

Evaluation Criteria

Proposal Evaluation Committee (PEC) will review the technical as well as financial proposals as per eligibility/qualification and technical criteria set in ToR. Technical part will carry 80% weight and financial proposal will carry 20% weight (total pass mark is 65 out of 100).

The division of scores will be as follows:

Area of Evaluation	Assigned Score
Educational Qualifications	10
Experience	10
Professional capacity	35
Quality of sample of best work submitted	25
Value for money	20

Confidentiality

All the deliverables produced under this TOR will be treated as FPAB property and the mentioned deliverables or any part of it cannot be sold, used or reproduced in any manner by the assigned consultants without prior written permission from FPAB.

Withdrawal/Termination

This agreement shall be effective from the date of signing the agreement, unless otherwise earlier terminated. FPAB may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to the given assignments or non-compliance of any terms and conditions as agreed upon in the agreement.

Submission of Proposals

Interested bidders, who meet the required qualifications, are invited to submit their proposals in English along with other necessary documents to the **Executive Director, Family Planning Association of Bangladesh (FPAB), 2 Naya Paltan, Dhaka 1000**. The financial proposal (rate quote) should be submitted in a separate sealed envelope.

Last Date of Submission of Proposal: 19 July 2020

FPAB is strongly committed to equal opportunity and diversity. Female candidates and PLHIV are encouraged to apply.