

TERMS OF REFERENCE (ToR) for

Translation and Proofreading of the Red Cross Red Crescent Guide to Community Engagement and Accountability from English to Bangla

Purpose and Background

Community engagement and accountability (CEA) is an approach to Red Cross and Red Crescent programming and operations. CEA is a way of working that recognizes and values community members as equal partners. It makes sure their opinions are heard and used to design and guide our work. It is supported by a set of activities that help to put communities at the centre of what we do. Bangladesh Red Crescent Society (BDRCS) is committed to CEA throughout all its activities. The “[Guide to Community Engagement and Accountability](#)” provides staff and volunteers across the International Red Cross and Red Crescent Movement with a common approach to build CEA systematically into our ways of working. It provides an overview of CEA approaches and activities that can be applied to any type of programme or operation at any point in the programme cycle. BDRCS wants to translate this CEA guide in Bangla for its all staff and volunteers in line with its commitment in CEA.

With the support of the European Commission through its Directorate-General for Civil Protection and Humanitarian Aid Operations (ECHO), BDRCS along with the International Federation of Red Cross and Red Crescent Societies (IFRC), German Red Cross (GRC) and Danish Red Cross (DRC) is implementing the Pilot Programmatic Partnership (PPP) initiative in Bangladesh.

Since May 2022, PPP intervention in Bangladesh has been carried out by BDRCS focusing on three pillars, namely, Disaster Risk Management (DRM), Epidemic and Pandemic Preparedness and Response (EPPR), and Risk Communication, Community Engagement & Accountability (CEA). Under this PPP initiative, the mentioned translation work¹ will be done for BDRCS. This will help the staff and volunteers (including community volunteers) of BDRCS as well as relevant partners’ national staff to understand the CEA approaches and activities that can be applied by them in PPP as well as in different ongoing programmes, projects and operations.

Outcomes, duties and responsibilities

- Ensure high quality, human-reviewed translation, accurately reflecting the meaning found in the original source language (English) and rendering that meaning in the translated work.
- All text, including text contained in figures, boxes, captions, sources and covers require translation and proofreading.
- The translator is expected to perform terminology research to ensure the accuracy and appropriateness of translation.
- Share draft translation with BDRCS, IFRC and GRC.
- Incorporate suggested changes to the translation.
- The translator is also responsible for ensuring the quality and accuracy of the entire document before submitting it back to BDRCS, IFRC and GRC.
- Draft version(s) must be submitted with Unicode (eg. Avro).
- Final version should be proofread by an expert, which should be part of the consultancy service.
- Final version following final proofreading must be submitted with Bijay.

¹ https://www.ifrc.org/sites/default/files/2022-05/RCRC_CEA_Guide_2022.pdf

- Wherever there are photos/images those spaces must leave blank but texts in those need to be translated.
- Final product provided in appropriate electronic format, including PDF and print-ready files accompanied by complete InDesign package².

Deliverables

1. Translated Bangla version of the Red Cross Red Crescent Guide to Community Engagement and Accountability
2. Proofreading of the translated Bangla version
3. Incorporation of the translated Bangla version in existing design (e.g., contained in figures, boxes, captions, sources)

Timeline for the translation work

The first draft translation must be completed by 15 calendar days after receiving the work order/contract. And final version must be submitted within 7 calendar days of receiving of feedback from BDRCS-IFRC/GRC.

Quality checks to include

- Assessment and review of document.
- Translation of document.
- Overall quality review.
- Technical accuracy review, including confirmation of technical terms and check against term uses in the humanitarian/development sector.
- Revision and correction in consultation with BDRCS and/or IFRC/GRC PPP and Communications team.
- Final check and sign off.

Expected Profile

The applicant (firm/individual) must have the following qualifications and experience:

- A Master's Degree in Economics, Social Sciences, or other fields³. Any professional certificate in English to Bangla translation would be added value.
- A strong professional background (5 years or more). The submitted proposal must demonstrate experience in translating professional documents.
- Experience in translating similar types of guidelines for UN/INGOs will be considered favourable.
- Clear understanding of the community engagement and accountability (CEA) approach.
- Bangla, English proficiency.
- Outstanding translation and editing skills.
- Experience in translating issues related to disaster risk reduction, development or related field.
- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
- Fully proficient in computer skills.
- The list of translator(s), proof reader(s) and other team members and their CVs must be provided with the offer.
- The work shall not be subcontracted.

² IFRC will provide the InDesign file of the English format.

³ For the people to be engaged by the firm

- A sample translation work of page 13 of [Guide to Community Engagement and Accountability](#) needs to submit with the offer.

Evaluation

The award of the contract will be made to the firm/individual whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; 70 per cent.
- Financial Criteria weight; 30 per cent.

Only candidates obtaining a minimum of 50 point would be considered for the Financial Evaluation.

Evaluation Criteria	Max Point
Technical	70
Understanding of the assignment	10
Translation and proofreading profiles	20
Relevant experience	15
Translation evaluation test (sample page translation)	15
Timeline	10
Financial Offer	30
Total	100

Payment:

Payment will be processed based on the delivery of products and approved by the IFRC and GRC.

- First payment upon receipt of agreed draft translation of the standard format and guidelines.
- Final payment upon receipt of the agreed final version of translation of the guidelines with the required files.

Application:

Qualified firm/candidates should send their profile/CV, together with a technical proposal with clear timeline and financial proposal to: tender@grc-bangladesh.org by 23 March 2023. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted. For Details please see tender instructions.

Management of consultancy

GRC with the support of BDRCS and IFRC (PPP team) will manage this consultancy.