

Terms of Reference (ToR)

for translating a Training of Trainers manual and curriculum under the project

“Non-violent transformation of a land conflict in Dinajpur district and capacity building from local to national level in Bangladesh” (short: AHIMSA)

Project No.: zivik.KP-006/21; duration: 1.1.2021 until 31.12.2021

1. Introduction

NETZ in cooperation with the National Conflict Transformation Platform in Bangladesh aims to promote and to strengthen competences on non-violent conflict transformation in Bangladesh. The above-mentioned project – which is supported with German Federal Foreign Office’s funds by ifa (*Institut für Auslandsbeziehungen*)/zivik funding programme – aims to strengthen national and local key actors to non-violently transform the selected land conflict in Dinajpur district. For achieving its sustainable peaceful transformation, the direct, structural and cultural causes of violence need to be explored in a wider prospect. For this purpose, the project strengthens – through a Training of Trainers (ToT) – the competences of civil society actors in the context-specific application of methods of non-violent conflict transformation. Building on traditional forms of conflict resolution, the project aims to initiate a systematic approach in the specific conflict context. At the same time, it contributes to strengthening the National Conflict Transformation Platform as a competence centre in Bangladesh for the application and promotion of non-violent approaches and as a network for civil society actors from local to national level. NETZ is seeking to hire a Consultant to translate an English ToT manual on non-violent conflict transformation in Bangla developed under one of its project titled “Non-violent transformation of a land conflict in Dinajpur district and capacity building from local to national level in Bangladesh” (short: AHIMSA).

2. Purpose, objectives and use

An important part of the above-mentioned project is to compile a ToT manual in English, which includes suggestions for a context-specific curriculum, in regard to non-violent conflict transformation in Bangladesh. The manual will be translated in Bangla and applied as part of trainings for local key actors i.e. CSO members, local authorities, members of law enforcement agency. The objectives in this regard are:

- To translate the developed English version of a context-specific ToT manual, incl. curriculum, based on current research and practical experience.
- The Bangla version of curriculum shall comprise the formal and content-related framework for planning ToT; the manual shall e.g. contain methods, training modules, working materials and practical examples applicable at local level.

Thus, the manual is translated mainly for:

- facilitators, who conduct and evaluate training at local level aiming to strengthen the capacities local key actors of a specific conflict;
- facilitators (e.g. ToT participants), who prepare, conduct, evaluate and document themselves context-specific trainings with local key actors of a specific conflict.

3. Scope of work

The translator shall be responsible for, and shall do the following tasks:

- Translation from English to Bangla of the ToT manual provided by NETZ

- Putting due attention/importance on the appropriate Bangla vocabulary and technical language. The translation should be of acceptable standard.

4. Timeframe

The assignment is expected to be completed within 12 working days, 07 working days are planned for translation of ToT manual development, 05 days for incorporating feedback, editing and final proof-reading.

- Until 07 October 2021, a first draft of the Bangla manual is prepared by the consultants and shared with NETZ for feedback.
- Feedback and comments are provided to the consultants by NETZ on the basis of the experiences within three (03) working after submission of the first draft by the Consultant.
- The consultants incorporate the feedback provided and submit the final Bangla version of the ToT manual to NETZ within two (02) working days of receiving feedback and comments.

5. Output and deliverables

The consultants will translate the ToT manual in Bangla. The maximum length of the English manual is about 80 -100 pages which needs to be translated. The consultants shall provide the final version as Word document.

6. Profile of the consultants

A team of two consultants (at least one of them is female) will be involved for the particular task. For this purpose both consultants should have at the minimum the following qualifications:

- The translator must have demonstrated capacity in translation/ interpretation related assignment and be familiar with technical terminology on conflict transformation tools.
- Prior experience in translating official documents/ technical documents is an advantage.

7. General terms and conditions

- The assignment comprises altogether 12 working days including revision.
- Individual financial contracts with the selected consultants will be signed after review and mutual acceptance of this ToR.
- NETZ reserves the right to amend this contract at any time according to the necessity of the project given prior communication.
- NETZ reserves the right to disagree with any incomplete version and consequently NETZ may retain the last rate of remuneration.
- The final payment will be made after the acceptance of the final ToT manual version in Bangla by NETZ in terms of fulfilling all required elements as laid out in the ToR.
- The contract may be terminated if the consultants are found non-compliant to the terms and conditions of the ToR.
- Copyright of all results and documents prepared as part of this assignment will be with NETZ

8. Proposal submission

Consultants interested to apply to NETZ are kindly requested to submit the following on or before **25 September 2021** through e-mail: manjusree@netz-bangladesh.de; zakir@netz-bangladesh.de

- Financial planning (not more than 1 page)
- Most recent CVs of each consultant (not more than 4 pages)