Maldives Atoll Education Development Project (AEDP)
Ministry of Education
Republic of Maldives

Firm to Prepare Awareness Materials for Safeguards Activities
(Reference No: MV-MOE-375935-GO-RFQ)

Announcement No: (IUL)22-E/22/2024/152

INFORMATION FOR BIDDERS

The Ministry of Education now invites quotations from eligible bidders for the following item/s:

Evaluation Criteria:
The evaluation criteria are as follows:

Details	Yes / No
Company/Sole Proprietorship Registration	Compulsory
MIRA Tax Registration – If Applicable, For locals only	Compulsory
Experience letter (Minimum 2): [Supplied items similar to requirement in past 3 years) Please submit the supporting document for the proof.	Compulsory
Technical Evaluation	Pass/Fail
Proposed price for the work (Quotation in company letter head)	100%

Quotation Requirements:
Description of Services: Preparation of Awareness Materials for Safeguards Activities

1) The delivery period required is **90 calendar days** from date of commencement.
2) Quotations must be valid for **90 days** from the date for receipt given below.
3) Quotations must be received, in sealed envelopes, no later than: **28th April 2024, 11:00 Hours**.
4) Quotations must be submitted to: **Velaanaage 9th floor, Ministry of education.**

1. Objectives of the Assignment

The objective of this assignment is to create awareness about the Safeguard activities among the stakeholders including the expatriates.

The specific objectives are:

- To translate the Project GRM and the CoC to Dhivehi, Bengali and Hindi.
- To prepare video clips of the GRM and CoC in an understandable language for the rehabilitation workers.
- To prepare signs for worker safety to be displayed at the rehabilitation work sites in Dhivehi, Bengali and Hindi.

2. Scope of the Assignment

Major Activities	Details of the tasks	Duration	Deliverables
1. To translate the Project GRM and the CoC to Dhivehi, Bengali and Hindi. **Maximum 11 pages**	(a) Translate the GRM and CoC from the source document with a strong understanding of the technical and contextual nuances to maintain accuracy and clarity. (b) Ensure that the translated documents accurately convey the meaning, intent, and context of the source documents. (c) Conduct thorough proofreading and editing of the translated documents to eliminate grammatical errors, typos, and inconsistencies.	01 Month	Translated Project GRM and CoC in Dhivehi, Bengali and Hindi
2. To prepare 4 video clips of the GRM and CoC in an understandable language for the rehabilitation workers in Dhivehi, English, Bengali and Hindi. **Video Clip size: 4 - 6 Minuets**	(a) Develop scripts for the video clips that effectively summarize and communicate the essential information from the GRM and CoC in a clear and understandable language in Dhivehi, English, Bengali and Hindi. (b) Create a visual storyboard that outlines the visual elements, scenes, and animations to be used in the video clips. (c) Ensure that visuals are clear, easy to understand, and align with the content. (d) Record clear and articulate voiceovers or narrations that match the pace and tone of the video. (e) Include subtitles in all four languages for each video clip.	01 Month	Video clips of GRM and CoC with audio narration and subtitles in Dhivehi, English, Bengali and Hindi.

3.	To prepare signs for worker safety to be displayed at the rehabilitation work sites in Dhivehi, English, Bengali and Hindi.	(a) Ensure that all safety signs are compliant with local, regional and national safety (b) Develop clear and concise safety messages that convey important instructions, warnings, and information relevant to each work site. (c) Translate these messages accurately into Dhivehi, Bengali, and Hindi languages. (d) Create visually appealing and easily recognizable safety sign designs that effectively communicate the intended safety messages. (e) Select suitable materials for the construction of safety signs, taking into consideration durability and weather resistance.	01 Month	Work Safety signs to be displayed at the work sites in Dhivehi, English, Bengali and Hindi