



## Terms of Reference

### Translation Service

### 1. Background

The Ministry of Economic Development (MoED) is one of the key ministries in the Government's administrative setup. The mandate of the Ministry includes, amongst other things, policy development and implementation on trade, investment, labor, SME's and employment. The Ministry is also the regulator of trade and foreign employment and provides both business registration services and expatriate employment services to the public. Program sections develop reports, technical documents, tools, and communication material that require adaptation into English since the audiences include the International Labor Organization (ILO), International Organization for Migration, US State Department of Labor, World Bank, World Trade Organization as well as the international community.

### 2. Objectives

MoED is seeking for an individual/firm to provide quality, timely and professional translation services from Dhivehi into English.

### 3. Scope of Work

- A professional, accurate and fast translation service from Dhivehi to English such that the meaning and understanding of all Legal texts listed below (legislation, government ordinances, modifications to existing legal instruments) reflect their true sense.

Name of Act/Regulation	No. of Pages
Employment Act 2/2008 6 <sup>th</sup> Amendment	20
Anti- Human Trafficking Act 13/2016 1 <sup>st</sup> Amendment	4
Anti- Human Trafficking Act 13/2016 2 <sup>nd</sup> Amendment	10
Anti- Sexual Harassment Act 16/2014	15
Maldives Maritime Navigation Act 69/78	2
1 <sup>st</sup> Amendment to the Maldives Maritime Navigation Act 69/78– 3/2015	7
Freedom of peaceful assembly Act 1/2013	27
Political Parties Act 14/2013	25
Whistle Blower Protection Act 16/2019	31
Public Service Media Act 9/2015	29
Prisons and Parole Act 14/2013	59
Broadcasting Act 16/2010	28
Human Trafficking Victim Identification Guideline Regulation R-15/2021	37
Foreign Employment Regulation R-16/2021	92
Service Charge regulation R-41/2021	10
General Employment Regulation R-63/2021	14
Employment Agency Regulation R-21/2016	46
Employee Accommodation Guideline Regulation R-15/2021	13
Child Rights Act 19/2019	80

- Make written translation and submit translation in word processed documents using true to type font
- Proofread and edit the document
- Ensure high quality and accuracy of the entire document before submitting it to MoED
- Ensure accuracy of the terms and terminology used in the documents
- Ensure that the translation is written with style, avoid direct/web-based translation services, and use correct grammar and spelling,
- Complete the work within the agreed timeline and submit the final translation in electronic version only together with associated fonts

#### **4. Deliverables and Output**

- Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation.
- Professional translation from Dhivehi to English
- Provide accurate and timely translation to the satisfaction of Attorney General's office (AGO) standards
- Maximum percentage margin of errors per page should not be more than 3 errors per document.
- The translated materials should be provided to AGO after completion of the required services in electronic form
- Translation shall be done within the stipulated deadlines.

#### **5. Qualification**

Interested individual/firm should indicate the intended human resources with relevant professional qualification with local language fluency to undertake scope of work and deliverables. Should have a team composed indicative number of professional translators which demonstrates the ability to undertake the scope of work and deliverables, including subject expertise. The team members should have minimum of:

- At least a bachelor's degree in law
- Minimum five years of professional experience in translation Service
- Demonstrated experience in translating professional documents;
- Experience working with legal firm is desirable;

#### **6. Ownership and Disclosure of Data/Information**

All documents, data and information obtained in relation to this assignment shall be treated confidential and shall not without the written approval of the Ministry be made available to any third party. All the documents provided by the Ministry, both soft and hard copies are to be returned to Ministry upon completion of the assignment. All documentation and reports written as, and as a result of this assignment or otherwise related to it shall remain the property of the Ministry. No part of the report shall be reproduced except with the prior, expressed and specific written permission of the Ministry.

## 7. Evaluation Criteria

Related field experience (10 Reference Letters from 2010 to 2021 will be given full marks allocated to this section)	15%
Educational Qualification (Highest qualification of the team member/individual directly working on the project will be considered the benchmark)	20%
Price (Lowest price will be considered the benchmark)	45%
Time Duration (Shortest duration will be considered the benchmark)	20%

## 8. Proposal requirements:

Your offer, comprising of a Technical Bid and financial proposal, should be submitted to the following address on or before 5<sup>th</sup> December 2021 by 12:00pm (Male Local time) :

## 9. Documents Required

- NIC / Reg Certificate Copy
- Estimate / Quotation
- Profile
- Cv's
- Reference Letters

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