

**Terms of Reference**  
**Translation to Dhivehi Language – Companies Act of Maldives**

**1. Introduction**

Ministry of Economic Development has been developing an amendment to the existing Companies Act of Maldives. To move forward, the Companies Act has to be translated to Dhivehi Language.

**2. Objective**

The aim is to translate the draft Companies Act of Maldives to Dhivehi Language in a comprehensive manner. The document consists up to 80 pages of text.

**3. Tasks and Responsibilities**

- Translate and draft all the contents of the bill to Dhivehi Language
- Finalise the draft bill in Dhivehi Language

**4. Outputs**

- Draft Companies Act of Maldives to Dhivehi Language
- Finalize Companies Act in Dhivehi Language after incorporating feedback received on the draft from Ministry of Economic Development.

**5. Duration and Timeline**

- The final draft is expected to be completed within 20 working days period from the date of signing of the contract.
- All interested parties are requested to include in their proposal, a methodology on how the work will be carried out and a work plan that will reflect various milestones to be achieved.

**6. Qualification and Relevant work experience**

- At least one member of the team should have a Master's Degree or Graduate Degree in Law, plus at least 5 years of professional experience. (20 points)
- At least one member should have 5 years relevant work experience in legal translation and familiarity with local standards on legislations. Only letters or documents provided by clients stating successful completion of work will be considered as relevant work experience. (50 points)

## **7. Documents to be Submitted**

All bids should be submitted with the following forms & documents and any bids submitted without the Bid Submission form will be automatically disqualified.

- **Application for BID submission**
- **Bidder proposal**
- **CVs & educational qualification certificates of the team members**
- **Letters or documents provided by clients stating successful completion of work**

Interested firms should submit the documents in a closed envelope. The envelope should be clearly labeled as “**Proposal for Translation to Dhivehi Language - Companies Act of Maldives**” and addressed to:

Ministry of Economic Development  
Boduthakurufaanu Magu  
Male’ Maldives

All inquiries relating to the TOR shall be communicated in written form to [mariyam.hashma@trade.gov.mv](mailto:mariyam.hashma@trade.gov.mv). Bid Application Form will be available from Ministry’s website or can be requested by sending an email to [info@trade.gov.mv](mailto:info@trade.gov.mv)

## **8. Deadlines**

Bid Submission will be held on 17<sup>th</sup> February 2016 (Wednesday) 11:00am at the First Floor Conference Room at the Ministry of Economic Development Building located at Boduthakurufaanu Magu. Bids received before and after the bid submission deadline will not be accepted by the Ministry.

-----