

Ref no: MRC-AD/MIS/2022/114

Terms of Reference Translation of Materials for MRC

Type of Contract:	Local Consultancy
Duration:	1 month

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established based on the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over the Maldives. It recruits members and volunteers, implements programmes, and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

To address discriminatory gender and social norms, MRC in collaboration with UNFPA is launching a project establishing self-help groups by building their skills and empowering community-based allies to support access to services and link them with income generating opportunities in the long run. Key objective of this intervention is to set up self-help groups to provide safe spaces and referral to services as well as facilitate discussions designed to change attitudes towards gender-based violence and encourage help seeking.

Maldivian Red Crescent plans to translate project documents which will be utilized in trainings and establishing the self-help groups. To this end, we are looking for an individual consultant or a consultancy firm to be tasked with the following:

Objective

Translation of the following documents from English to Dhivehi.

No.	Document	No. of Pages/ Slides
1	GBV Prevention Training: Participants Workbook	77 pages
2	GBV Prevention Training: Curriculum	102 pages
3	Women's Self Help Group: Mentors Manual	45 pages
4	Women's Self Help Group: Mentor Training Slides	62 slides
5	Sisterhood Women's Self help Group Training Slides	130 slides
6	Diagrams	27 slides
7	Workshop Materials	19 pages

***There are multiple diagrams and content repeated in the documents*

Key tasks and deliverables

To translate the materials, the consultant is expected to take up the following tasks:

- a) In consultation with MRC team, translate the document and editing after comments and making the necessary changes after comments are considered.
- b) Create and develop editable files in MS Word to be made accessible to MRC.

Copyright of concept of translated publication shall become the property of MRC upon delivery of the product to be used as seen fit by MRC.

Skills & Competencies

- Relevant experience in the field
- Quality of past work

Duration

- Within a period of 1 month from date of signing the contract.

Reporting Line

The consultant will report deliverables to the Programme Coordinator - Health and Inclusion

Fees and payments

A total of MVR 30,000 for the work will be a lump sum to be paid upon completion of consultancy.

Code of Conduct

During the term of consultancy, MRC Code of Conduct must be signed and thoroughly followed by the consultant.

Application

1. Cover Letter
2. Application must include a CV (if an individual)/ profile (if a company)
3. Financial quotation: must be inclusive of all taxes and costs that are required for the production.
4. Samples of past work / portfolios
5. Recommendation letters

Application submission, with all required documents, to be made by 17th May 2022, Tuesday, 14:00hrs to info@redcrescent.org.mv