

Ref no: MRC-AD/MIS/2022/153

Terms of Reference Translation of documents for MRC

Type of Contract:	Local Consultancy
Duration:	3 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.

Maldivian Red Crescent plans to translate important statutory documents and policies of the organization and such is seeking translation services for the below mentioned documents.

Objective

Translation of the following documents from English to Dhivehi. The translation of the Statutes and the Rules of Procedure of MRC would only require the translation of the amendments and editing the texts of the already existing documents in Dhivehi as necessary. However, the Youth and DRM Policy are new documents that will require a full translation of both documents.

No.	Document	No. of Pages
1	MRC Statutes	31 pages/12689 words
2	MRC Rules of Procedure	28 pages/10286 words
3	MRC Youth Policy	7 pages/2356 words
4	MRC Disaster Risk Management Policy	8 pages/2663 words

Key tasks and deliverables

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

- In consultation with MRC team, translate the document and editing of the documents after incorporating comments and finalizing translations of all documents.
- Ensure the translated document correctly reflects the legal terms and the Red Cross and Red Crescent Movement terminology

Skills & Competencies

- Relevant experience in translation of documents from English to Dhivehi
- Quality of past work

Duration

- Within a period of 3 months from date of signing the contract.

Reporting Line

The consultant will report deliverables to the Organizational Development Officer

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 translation of all four documents.
4. Samples of past work / portfolios

Application submission, with all required documents, to be made by 19 July 2022, Tuesday, 14:00hrs to info@redcrescent.org.mv