Terms of Reference

Translator

Transparency Maldives (TM) is seeking individuals/parties for the following service contract.

Position Title: Translator
Minimum period of commitment: 07 days
Application deadline: 22 March 2016
Location: Male’, Maldives

I. Organizational Background

Transparency Maldives is a non-partisan organization that endeavors to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and to eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International (TI) in the Maldives.

II. Position Summary

Transparency Maldives is seeking a consultant to translate a qualitative survey report produced by TM from English to Dhivehi.

III. Key Responsibilities

1. Translate (approximately 20 - 30 pages) survey report from English to Dhivehi.

IV. Deliverables

1. Microsoft Word file of complete translated Dhivehi survey report.

V. Duration of the Assignment

The consultant is expected to start the assignment on 23rd of March 2016 and complete deliverables by 29th April.

VI. Reporting Procedure
The consultant will report to the Project Coordinator of MCWP project on administrative and substantive matters.

VII. Qualifications and competencies

1. Excellent knowledge of Dhivehi translation.
2. Proven experience in translating from English to Dhivehi.

Closing date for applications: Before 5:00 pm on 22 March 2016.

Application and selection procedures: Submit 1) a letter of interest 2) curriculum vitae, and 3) samples of previous work 4) and quotation via email to afnan.latheef@transparencymaldives.org addressed to Ms. Mariyam Shiuna, Executive Director. For queries contact Afnan Latheef (9559080).