



## Terms of Reference (ToR) for hiring a consultant firm/individual to translate and design technical tools and resources from English into Bangla and Burmese language

PD Ref : PD-UKHI-01540

### Background and context

Humanity & Inclusion (HI), previously known as Handicap International, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside persons with disabilities and vulnerable populations, acting and bearing witness to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI has been working with the Rohingya community since 2007, and the interventions expanded after the 2017 influx.

In Cox's Bazar, Bangladesh, more than 969,719 refugees have found shelter after fleeing from Myanmar. Most of these refugees are settled in makeshift camps in the Cox's Bazar district, making it the largest refugee settlement in the world<sup>1</sup>. According to the REACH Age and Disability Inclusion Assessment, by 2021 around 12% of refugees above 2 years are persons with disabilities and 20% of the adults have different types of disabilities. HI is supporting persons with disabilities by providing disability specific services. Persons with disabilities may face additional challenges in accessing and understanding information, especially if it is presented in a language, they are not familiar with. Translating IEC materials into Bangla and Burmese language ensures that these individuals can fully comprehend the information provided, which is essential for making informed decisions about their health, safety, and well-being.

### Rational of the assignment

The participation of persons with disabilities as beneficiaries of humanitarian services has been limited in the Rohingya humanitarian response. Persons with disabilities must, however, be consulted to ensure that their concerns are heard and that they are involved in developing practical solutions. Therefore, different types of group/committees are formed like DIPG, DSC, DISC, SHG and it is proposed to improve active participation of persons with disabilities in community engagement and strengthen the voices of persons with disabilities, so they have equal opportunity to be active agents in their own development and that of their communities.

As outlined in the project document funded by DFAT, those with disabilities and their existing groups will receive 5 days of extensive training on disability identification, referral, service mapping and specific needs of persons with disabilities. The participants will receive thorough

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<sup>1</sup> UNHCR Bangladesh Operational Dashboard 31st March 2021: available at: [https://data2.unhcr.org/en/situations/myanmar\\_refugees](https://data2.unhcr.org/en/situations/myanmar_refugees)



training, coaching, and mentoring to effectively identify individuals with disabilities, support referrals, ensure the collection of disability-specific data, and identify barriers to inclusion. Person with disabilities will be equipped with latest technical tools and resources (IEC, Guideline etc.). Additionally, HI is doing the mapping of disability inclusion learning and teaching resources that will be conducted with the support of ADTWG and Disability focus organizations. The mapping exercise includes the training materials, good practices, guidance notes, data collection tools, and IEC. Existing and newly developed training packs for enumerators using in humanitarian action and relevant resources as necessary will be translated and shared with relevant stakeholders from sectors and humanitarian coordination partners. The translation of materials follows English to Local languages (Rohingya and Bangla). Translating this tool including IEC materials for persons with disabilities from English to Bangla and Burmese in the Rohingya response is essential to ensure that critical information is accessible and understandable for all, including those with language and communication challenges.

#### Objectives of the assignment:

- To make information and technical tools and resources related to disability inclusion available in a translated into local Burmese and Bangla language that persons with disabilities in the Rohingya community can understand effectively.
- To increase humanitarian actors and community capacities to disseminate appropriate tools and resources and provide mutual support to improve access to services for persons with disabilities.
- Empowering people with disabilities and their community to be aware of their needs, and address barriers to the community and access to services.
- To ensure that persons with disabilities receive the same level of information and services as others in the community.

#### Main deliverables regarding documents after translation

- Ai file, PDF and Word version of the final product of technical tools and resources.
- The translated documents should match the original file. This may require adjusting the page design or extracting images from the original file to ensure the final translated version maintains the same format with necessary illustration work .

**Note:** The tools and resources pages are approximately 150 to 180 pages in the English version. Payment will be provided per word for translation from English to Bangla and Burmese (Rohingya). There are some PDF and PNG files, and we would like to know the rate for translation based on the word count ranges mentioned below:



Price for translation				
Translation	From	To	Word Range	Price Including Vat & Tax
	English	Burmese (Rohingya) & Bangla	1 to 5000	
	English	Burmese (Rohingya) & Bangla	5000 - 10000	
	English	Burmese (Rohingya) & Bangla	10000 - 15000	
	English	Burmese (Rohingya) & Bangla	15000 - 20000	

HI will establish a Framework Agreement with the service provider for recurring services, subject to the satisfactory completion and acceptance of translation work under this TOR by the respective focal person. Service providers are requested to submit their best pricing, keeping in mind the long-term nature of the agreement. The quoted prices should remain valid for at least one year.

## CONSULTANTS PROFILE

### Required Qualifications for consultant/firm

The firm /consultant/individual should have a team with the following requirements:

- Professional experience: At least five years of experience in translating the English language into the local Burmese language (Rohingya) and Bangla language.
- Prior experience in translating the English language into Bangla and Burmese language on disability issues for international NGOs is desirable and an added advantage.
- Prior understanding of disability is an added advantage.

Applications that do not include the above will be considered technically non-compliant and may not be evaluated further.

### Responsibilities of Consultant/Firm

The Consultant/individual/team should work closely with the Project team for the accomplishment of the following tasks:

- To hold preparatory discussions with the HI relevant department- such as the logistics, Technical Unit, Coms and project team about the preparation of translating the technical tools and resources (English) into Bangla and Burmese language.
- The rewarded consultant team/individual will have to physically visit the HI Ukhiya office to sit with the relevant parties to get a clear message about our requirement.



- To translate the IEC wouldn't be only 'word to word' translation, but also must be contextualized.
- To prepare a draft version and submit it to HI for final Feedback before the deadline of the contract.
- Finalize the documents according to the feedback provided by the project team/Technical team.
- Cooperate to check the quality (after proofreading) by HI representatives before submitting as final product.

## DURATION

**Duration:** 30 days

**Start Date:** ASAP (Tentative of 13<sup>th</sup> April 2025)

## Payment Method

HI will make payment via bank transfer after submitting the final deliverables. Vat and tax will be deducted from the source at the time of payment as per the government rules. 50% of the total amount will be paid based on the 50% (quantity of documents) completion of the total work. The remaining 50% will be paid for completion of the remaining work.

**Caution:** please note that the payment is conditional on the validation of the final deliverable and not on the sending of the final report. By validation, we mean validation of the quality by HI and under no circumstances of the appreciation of the job done.

## Work Plan

No	Activities	Duration
1.	Orientation about objectives of translating the IEC materials, guideline, WGQ from English to the Bangla and Local Language (Burmese) by HI representatives with a brief orientation on key points of guidelines	1 day
2.	Translation from English to Bangla and Burmese languages and submit a draft version to HI	20 days
3.	Accommodated feedback of the draft version	3 days
4.	Sharing the final version with HI for proofreading	2 days
5.	Accommodate/adjust after Check/Proofreading by HI before final production of guidelines and get back to HI to re-check	2 days
6.	Final production	2 days
	<b>Total</b>	<b>30 days</b>



## Contact Person

During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, notably with the DFAT project team, Technical Unit team, Coms department, Ukhiya Operation team/department who will be his/her contact person for technical part and administrative issues will go with Supply Chain, logistics.

## The technical proposal should specify

- Analysis of the ToR showing the consultants understanding of the subject to be assessed.
- CVs mentioning qualifications and experience of the consultant in translating English to Bangla and Local language (Burmese language)
- The strength of the consultant on disability-inclusive service provisions considering the humanitarian context is highly preferred.
- Purchase order/ Contract/Completion certificate from Agency / UN/ Diplomatic Mission.
- other INGO/NGO / Corporate for this kind of assignment

## Selection criteria with weights

Previous relevant experience	Weight	Understanding the role and planning for translating the guidelines	Weight	Financial proposal for consultancy	Weight
Previous Experience  Bidders who will submit  - 3 documents on translating disability issues/ relevant documents will get the full score -30%  - 2 documents on translating disability issues/relevant documents will get 20%  - 1 Document on translating disability issues/ relevant documents will get 10%	<b>30%</b>	Experience in translating documents (Subject to evidence submission)-work experience with INGO/NGO/ reputed organization	<b>20%</b>	Financial offer	<b>50%</b>



### Application process:

Interested bidders who meet the requirements should submit an expression of interest, which must include the following

- Organization profile (if organization)
- Documentation of legal status Trade license BIN, TIN , including registration as a company( Mandatory)
- Last TAX Submission Copy (Mandatory for Both Individual and Firm)
- Bank Solvency Certificate (optional for both individuals and companies)
- Insurance certificate (optional for both individuals and companies)
- Applicants must include a technical proposal outlining their approach to delivering the required services.
- Applicants must financial proposal with detailed budget and cost breakdown.
- Applicants must provide documents demonstrating their experience in the required field
- Applicants must provide documents their experiences to work with different NGO/ INGO.
- Quoted price should include VAT and TAX following government rules.
- Payment conditions should be clearly mentioned in the financial offer.
- Bank details, including the name of the account, bank name, branch, swift code, etc., must be provided.
- Proposals must be submitted in BDT

Applications that do not include the above may be considered administratively non-compliant and will not be evaluated further

### Physical Bid Submission addresses:

- Proposals to be submitted in a sealed envelop to Handicap International Ukhiya office , House of Jane Alam / Sayed Alam , Beside Veterinary Hospital ,malvitapara, Ukhiya , Cox'sBazar
- The envelope should indicate the Invitation to tender reference as per below:

**“Translating English into Bangla and Local Burmese Language to technical tools and resources PD-UKHI-01540”**

- All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.

OR

### Online Bid Submission addresses:

Send a digital file in the form of an email\* sent to the dedicated email address:

[log.cox@bangladesh.hi.org](mailto:log.cox@bangladesh.hi.org) with the tender reference of in the subject).



**“Translating English into Bangla and Local Burmese Language to technical tools and resources PD-UKHI-01540”**

\*If the file is too big to fit into 1 email (limit 15MB per email), the bidder should split the submission into multiple emails. Please include numbering also in the subject.

**Bid Submission Deadline – 24<sup>th</sup> March 2025**

HI is committed to protecting children and vulnerable adults from harm. All consultants will be expected to comply with the child Protection and other Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

**Disclaimer: Supplier/Vendor have to declare conflict of interest if any one/more of the member involved with this procurement have personal or business relation them.**

Humanity & Inclusion encourages qualified Consultants with disabilities or chronic illness and women to apply. HI commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.