

Terms of Reference

Translation of Materials for MRC

Background

The Maldivian Red Crescent (MRC) is an independent, voluntary, humanitarian organization, established on the basis of 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 Branches and 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 the document “A Guide to Psychological First Aid for Red Cross and Red Crescent Societies” by the International Federation of Red Cross and Red Crescent Societies (IFRC). To this end, we are looking for an individual consultant or a consultancy firm to be tasked with the following:

Objective

1. Translation of A Guide to Psychological First Aid for Red Cross and Red Crescent Societies from English to Dhivehi. (Go to <http://pscentre.org/?resource=a-guide-to-psychological-first-aid-for-red-cross-red-crescent-societies> to download publication)

Deliverables

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

- a) In consultation with MRC PSS Centre, translate the document and for 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.

Duration

- 30 days over a period of 1.5 months from date of signing the contract.

Reporting line

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

in close regular coordination with the PSS Center.

Minimum Qualification

- At least 2 years of experience working in similar projects

Evaluation of quotations

- Individual consultants will be evaluated based on value for money and most technically compliant offer.

Application

- Application must include a CV (if an individual)/ profile (if a company), timeline, and financial quotation. Financial quotation must take be inclusive of all taxes and costs that is required for the production.
- Samples of past work and recommendation letters are required (electronic/print acceptable).

Fees and payments

- Prices quoted for the work will be a lump sum to be paid upon completion of deliverables.

Code of Conduct

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

Application submission, with all required documents, to be made by 30th December 2019, Sunday, to: info@redcrescent.org.mv cc: pss@redcrescent.org.mv