Terms of Reference (ToR): Translation Service Provider (English to Myanmar)

Assignment Title: Training Handbook Translation

Deadline Application: 12 March 2024

Background

Voluntary Service Overseas (VSO) is a leading international development organization which promote a world without poverty and working through volunteering approach to share skills and knowledge for development. VSO Myanmar will be providing technical support on gender and disability inclusion to a consortium unit of Multi-Year Resilience Program (MYRP) for Myanmar to achieve its four outcomes specifically on access, quality, system strengthening and resource mobilisation. The main objective of MYRP in Myanmar is to provide quality education services to the most vulnerable learners, including children with disabilities, and those out-of-school or at risk of dropping out in a safe disability inclusive and gender responsive, and protective learning environment.

In this regard, VSO is seeking a qualified service provider for translating the training handbook from English to Burmese. Professional experience in the translation of gender and disability inclusion will be an advantage for this assignment. The service provider will be required to translate and proofread by working closely with the project team on this assignment. The service provider shall be responsible for ensuring the quality, accuracy, and appropriateness of the translation by maintaining the integrity of the original text. Due to the nature of the project, we are looking for a service provider that can complete the translation within the stipulated timeline set by VSO.

Assignment

- Translation of the training Handbook from English to Burmese (approximately 80 pages with a word count of 21,347 words)
- All texts, including texts contained in figures, boxes, captions, sources, and covers are to be translated by service provider.
- The service provider must translate all the words accurately in accordance with the project technical team requirement and comply with the standard translation rules.
- Incorporate suggested changes to the translation if it is required.
- The service provider must complete the first draft of assignment and share before 5th April 2024.

Rating Scale:

<table>
<thead>
<tr>
<th>1</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have a degree in translation and interpretation, in languages, and other related fields.</td>
<td></td>
</tr>
<tr>
<td>Must be fluent in English and Burmese.</td>
<td></td>
</tr>
<tr>
<td>Proven timely delivery of translated materials.</td>
<td></td>
</tr>
</tbody>
</table>
Interested service providers should submit their Cover letter, CV, Quotation Proposal and sample translated files to nainglwin.htoo@vso.int.org by 12 March 2024. The only short-listed service providers will be contacted and the quality of the translation for the assignment will be assessed. After that, VSO will decide to make an offer for translation of the whole document.

| Experience in translation and required technical skills | ▪ Possess a deep understanding and have experience in translating issues related to gender and social inclusion, disability inclusion, development, or related fields.  
▪ Demonstrated experience in translating organizational project guideline, manuals, and professional documents from English to Burmese for NGOs, UN agencies and other international organisations.  
▪ Use the appropriate terminology considering the style and nuances of the original text.  
▪ Have an above-average level of expertise in technical computer skills |

**Payment**

▪ Payment will be processed based on deliverables as agreed in the contract document. It will be made upon receipt of agreed final translation of the standard format and guidelines.