

CALL FOR EXPRESSION OF INTEREST (EOI)

TRANSLATION OF HUMAN RIGHTS LESSON PLAN AND TEACHERS MANUAL

LOCATION: REMOTE-BASED

Purpose: The purpose of this call for EOI is to identify an appropriate service provider who can translate the lesson plan, Teachers Manual including teaching material and references for the Academic training material of Human Rights Subject which payment is based on page by page. The translation must be in English into Myanmar language or vice versa according to the terms of reference stated as below.

Terms of reference

Summary:

Title:	Service Provider (company, organization or individual(s)) to translate the lesson plan, Teachers Manual including teaching material and references for the Academic training material of Human Rights Subject from English to Myanmar language or vice versa.
Location:	Remote-based
Length:	June, July and August 2020
Supervisor:	Deputy Team Leader of the Denmark-Myanmar Programme on Rule of Law & Human Rights

Introduction

The **Denmark-Myanmar Programme on Rule of Law and Human Rights (2016-2020) (hereafter the Programme)** supports the Union Attorney General's Office, the Office of the Supreme Court of the Union, lawyers, CSOs as well as the law departments of Dagon, East Yangon and Mandalay Universities in strengthening capacities on core aspects of rule of law and human rights and supporting reform in relevant areas. The Programme, which has a total grant of DKK 70 million (approximately USD 10 million), is based on participatory approaches supporting partners to identify their own needs and priorities and to take the lead in implementation of activities.

The governance of the programme is based on joint decision-making with partners through co-chaired Steering Committees. The programme is part of the Denmark-Myanmar Country Programme (2016-2020), endorsed by a bilateral government-to-government agreement between Myanmar and Denmark as well as MoUs with all key stakeholders. A Joint Venture comprised of the International

Commission of Jurists (ICJ) and the Danish Institute for Human Rights (DIHR) has been contracted to provide technical assistance to the programme through a team of experts supporting implementation.

The Programme is seeking an appropriate service provider to undertake a Translation of the lesson plans, Teachers Manual including teaching material and references for the Academic training material of Human Rights Subject from English to Myanmar language or vice versa. The necessary documents and references copy will be provided. The service provider needs to ensure that the translation of terms is consistent throughout all the lesson plans, Teachers Manual including teaching material and references and those all documents follow the same editorial line with consistent formatting layout in a professional way, ready to be printed.

According to procurement guidelines, the service provider will be contracted by the ICJ-DIHR Joint Venture.

Scope of Work

Translate the lesson plans, Teachers Manual including teaching material and references for the Academic training material of Human Rights Subject from English to Myanmar language or vice versa. The Service Provider is expected to review all related legal and human rights terms, terminologies in the existing translations and ensure they are correctly and reasonably used in the work.

The Service Provider will be responsible for determining and justifying the choice of words – this is particularly relevant for concepts and principles which do not have direct translations in the Myanmar language. The final document should contain another version where footnotes and/or comments explaining the meaning of contentious terms and the rationale for choosing them.

Main Tasks and Responsibilities of the Service Provider

- Do research/desk research, including of existing translations into Myanmar language of human rights concepts, principles and terminologies to ensure a solid translation of the lesson plans, manual, references, hangouts and document;
- Communicate with the Supervisor, or their designated delegate, and other relevant partners/associates, as and when necessary, to inform about the status or any difficulties that have come up, as appropriate;
- Solve issues/problems related to translation works – typing, formatting, proofreading, sending the work, taking into considerations of available resources and materials and support provided by the Programme Human Rights Education team, where necessary;
- Send a progress report weekly to the designated focal point from the Programme Human Rights Education team. The progress report shall include status update, documentation of the progress on the translated book, the number of hours worked, and the availability of key personnel. Translated text must be made available for inspection by the Programme Human

Rights Education team to verify reports. Face to face meetings may be held in lieu of status reports, if agreed by both the service provider and the Programme.

- Verify the selection of words and ensure that the most suitable terms have been used;
- Ensure accuracy of the terms, terminology and spelling and grammar used in all parts/chapters and in the final translation;
- Proof-read and edit the document containing all chapters/session/index, table of contents, footnotes before final submission;
- Submit the translation in Word format, in Pyidaungsu font.
- Incorporate suggested changes to the translation after review by the designated focal point and re-submit the documents within deadline provided;
- Complete all translation and revisions within the agreed timeline.

Proposed Methodology

The Service Provider should commence with the research on the Programme translated books, as well as relevant Human Rights and Law literature. Based on these documents, the Service Provider should translate the lesson plans, Teachers Manual including teaching material and references for the Academic training material of Human Rights Subject and ensure coherence in the translation. For all contentious or difficult terms and concepts, the Service Provider should explain in footnotes/comments for the choice of words and a glossary.

For several English words that do not have a precise translation into Myanmar language, the Service Provider may be expected to develop explanatory footnotes/comments and a glossary explaining the choice of words and how they relate to the explanations given by other relevant Human Rights and Law related textbooks.

The Service Provider should communicate any issues and delays, if any, to the Supervisor, or their designated delegate, in order to ensure the work is within the scheduled timeline. Where necessary and appropriate, hold different meetings/discussions to consult with lawyers, human rights activists, and other professionals working with human rights and the rule of law, in order to arrive at a consensus on the accurate translation of complex legal terminologies.

The Service Provider is expected to submit translations on a rolling basis to the Programme, as and when ready, to speed up the review process.

Deliverables

1. Soft copy of the translation of the lesson plans, Teachers Manual including teaching material and references for the purpose of Academic training materials of Human Rights Subject in one Word document with Pyidaungsu font.
2. Professional formatting is required, including spelling and grammatical proof-reading.

Payments will be made in stages and upon verification of the achievement of specific milestones in the finalization of the translations. These terms will be specified in the contract.

Expected Timeframe and Resource Inputs

The Service Provider should start during the first week of June, 2020.

The combined length of the translation of the lesson plans, Teachers Manual including teaching material and references for the purpose of Academic training materials of Human Rights Subject in one Word document or separate documents following the lesson plans. The consultancy will be available to do the assignments within three months' time-frame based on the outputs of Human Rights Law Curriculum Development Technical Working Group. The HRE technical team will liaise with the consultancy for time-frame and quality assurance within three months.

Key Requirements for the Service Provider

The Service Provider must be able to field at least two or more personnel with the following skills and experience:

- Past experience in translating human rights, rule of law and/or legal books, journals, texts from English to Myanmar language.
- Demonstrated understanding of technical terms and terminology used in politics, human rights and rule of law in both English and Myanmar language.

Service Providers may be individuals, organisations, and companies.

The Programme preference is for the Service Provider to consist of a team of at least two people; native language Myanmar speakers nationals are preferred with proof of Myanmar and English language qualifications.

Submission Process

Service Providers that meet the criteria should submit an expression of interest, which includes the following:

- Cover letter including the Service Provider's suitability for the assignment, and current contact information;
- CV(s) of proposed personnel;
- Examples of previous translation work;
- Copy of professional qualifications;
- Expected rates and detailed work plan, including total days to be worked by personnel on translation, review of existing translations, and discussions/meetings/skypes to clarify issues in terminologies;

- Estimated timeline to submit some parts/chapters before final submission and final completion date.
- Deadline to submit the expression of interest is 27 May 2020.

Applications conforming to these requirements should be sent to the e-mail address myanmar.recruitment@icj.org no later than 27 May, 2020.

For any further information, please contact liau@humanrights.dk and eilw@humanrights.dk.

Note:

The Programme reserves the right to change or cancel this EOI at any time during the selection process.