

**TERMS OF REFERENCE**  
**Translation of Gender Equality Act**  
(MDV-ToR/2017/018 Dated: 19 October 2017)

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>The Maldivian Gender Equality Law was passed by the Majlis on 16<sup>th</sup> August and ratified by the President on 23<sup>rd</sup> August 2016. This law provides important compliant mechanisms vis-a-vis international human rights standards.</p> <p>Since all Maldivian laws are in Dhivehi language, the purpose of this assignment is to translate the Gender Equality Act to English language to make it accessible to an international audience.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Scope of work:</p> <ul style="list-style-type: none"> <li>• Translating A-4-sized 34 pages of Maldivian Gender Equality Act, 2016 from Dhivehi Language to English Language</li> <li>• Proof reading the document</li> </ul> <p>Output: softcopy of an unofficial translation of the Gender Equality Act in English Language in MS Office Word format</p>
Duration and working schedule:	Translator will be working independently for 7 days
Place where services are to be delivered:	UNFPA, Male', Maldives
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Softcopy in MS Office Word format of Final proof read translated Maldivian Gender Equality Law to be hand in by the 30 November 2017
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by UNFPA
Supervisory arrangements:	The consultancy will be managed by UNFPA.
Expected travel:	No travel
Required expertise, qualifications and competencies, including language requirements:	<p><b>Primary expertise required:</b></p> <ul style="list-style-type: none"> <li>• University degree in law, social science, English language or equivalent work experience.</li> <li>• At least 2 years' experience in translating legal documents</li> <li>• Basic level of understanding on gender equality and women's rights issues</li> <li>• Professional technical expertise in writing legal documents</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication and analytical skills in English language and demonstrated ability to transfer and impart knowledge.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p><b>Consultant:</b></p> <ul style="list-style-type: none"> <li>• Fulfil the stipulated in the contract and the ToR</li> <li>• Maintain close contact by email with UNFPA</li> <li>• Communicate any complications regarding the assignment as soon as possible</li> </ul> <p><b>UNFPA Maldives:</b></p> <ul style="list-style-type: none"> <li>• Provide contacts and any available resources</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p><b>Basis of payment:</b> Lump sum payment upon completion and submission of the output to UNFPA and acceptance and approval of deliverables by UNFPA.</p> <p><b>Format of outputs:</b> Editable electronic form i.e. MS Office Word format.</p> <p><b>Language of reports/publications and other documentation and working language in country of assignment:</b> English</p> <p><b>Ownership of output:</b> UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office: _____  Ritsu Nacken, Country Director, UNFPA  Maldives</p> <p>Date: _____</p>	