# TERMS OF REFERENCE

## Translation of Gender Equality Act

*(MDV-ToR/2017/018 Dated: 19 October 2017)*

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE  <em>(to be completed by Hiring Office)</em></th>
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<td><strong>Hiring Office:</strong></td>
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<td><strong>Purpose of consultancy:</strong></td>
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| **Scope of work:** | Scope of work:  
- Translating A-4-sized 34 pages of Maldivian Gender Equality Act, 2016 from Dhivehi Language to English Language  
- Proof reading the document  
Output: softcopy of an unofficial translation of the Gender Equality Act in English Language in MS Office Word format |
| **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:** | **Primary expertise required:**  
- University degree in law, social science, English language or equivalent work experience.  
- At least 2 years’ experience in translating legal documents  
- Basic level of understanding on gender equality and women’s rights issues  
- Professional technical expertise in writing legal documents |
- Excellent communication and analytical skills in English language and demonstrated ability to transfer and impart knowledge.

**Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:**

**Consultant:**
- Fulfil the stipulated in the contract and the ToR
- Maintain close contact by email with UNFPA
- Communicate any complications regarding the assignment as soon as possible

**UNFPA Maldives:**
- Provide contacts and any available resources

**Other relevant information or special conditions, if any:**

The other conditions that may apply in the undertaking of the assignment include:

**Basis of payment:**
Lump sum payment upon completion and submission of the output to UNFPA and acceptance and approval of deliverables by UNFPA.

**Format of outputs:**
Editable electronic form i.e. MS Office Word format.

**Language of reports/publications and other documentation and working language in country of assignment:**
English

**Ownership of output:**
UNFPA

**Signature of Requesting Officer in Hiring Office:**
Ritsu Nacken, Country Director, UNFPA Maldives

**Date:**

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