

Terms of Reference

For Consultancy services: translation, proof reading, designing and printing

1. Background

The National Biodiversity Centre (NBC) as an implementing agency of the Convention on Biological Diversity program of work and national focal agency for Access and Benefit Sharing (ABS) of Biological Resources has drafted the Access and Benefit Sharing Policy of Bhutan through nation-wide consultations with stakeholders. The Centre seeks to translate the draft policy into Dzongkha. The policy document consists of 12 pages excluding the cover.

2. Objective

- a. Translation and proof reading of draft ABS policy documents from English to Dzongkha (first phase)
- b. Designing and printing of 500 copies of the policy once it is formalized. (Second phase)

3. Assignment

The individual consultant/ consultancy firm will conduct the following activities in close cooperation with NBC:

- Translate the draft ABS policy document into Dzongkha. (All texts, including text contained in figures, boxes, captions, sources and covers require translation and proof reading).
- Proof-read the translated documents and design for printing with both the Dzongkha and English texts, appearing together.
- Share and present the draft translation to NBC for review and suggestion and as and when requested by NBC.
- The translator is required to refer the translated document on Nagoya Protocol on ABS (available from NBC) to maintain consistency between the terms and definitions used in both the documents.
- The translator is expected to perform terminology research to ensure accuracy and appropriateness of translation. The translator is also responsible for ensuring quality and accuracy of the entire document before submitting it to the Centre.
- Final printing work along with minor translation changes (if any) is to be carried out only after the endorsement of the policy by the cabinet.

4. Period of Engagement

The translation assignment should be completed within 1 month from the date of award of the work. However, printing along with minor changes to be completed after the endorsement of the policy by the Cabinet.

5. Qualification Requirement of consultant

- BA. Dzongkha and English.
- Experience in translation and similar assignments.
- Well-versed in English and Dzongkha.

6. Documents to be submitted

Shortlisted firm should submit the technical and financial proposals on or before 17th June, 2015.

7. Proposal Evaluation Criteria

The evaluation committee will evaluate the proposals and select a consulting firm based on a combination of the following factors:

- I. Qualification and experience.
- II. Track record of successful completion of past assignments.
- III. Financial bid
- IV. Willingness and flexibility to work within the required deadline.

8. Price and Payment

- I. Unless otherwise stated, prices are in Ngultrum and are exclusive of all payable taxes.
- II. Discounts should be included on quoted prices, if any.
- III. Quoted price would be open to negotiations.
- IV. Full payment shall be made after submission of the approved final translated document to the Centre as specified in the contract document.

9. Deliverables

- I. The final translated document along with the printing design should be submitted to the Centre through the Bioprospecting division.

- II. 500 copies of the printed document to be submitted to NBC.
- III. All documents, whether draft or final, should be submitted in soft and hard copies to the Centre after the completion of the work.
- IV. Any material submitted under this ToR is the property of the NBC and cannot be submitted or distributed to or used by any other agencies, unless arranged otherwise.

10. Legal responsibility

- I. Quotations are not binding on the NBC and a Contract will only come into being when a written confirmation of the work order is issued.
- II. In case of any error or omission in the contracted work, it shall be the responsibility of the service provider to carry out the service to the satisfaction of the client.