



# Bangladesh Red Crescent Society

National Headquarters

684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

## Terms of Reference (ToR) for hiring a CEA consultant for

### Contextual and Meaningful Translation of the Red Cross Red Crescent Guide to Community Engagement and Accountability from English to Bangla

#### Purpose and Background

Community engagement and accountability (CEA) is an approach to Red Cross and Red Crescent programming and operations. CEA is a way of working that recognizes and values community members as equal partners. It makes sure their opinions are heard and used to design and guide our work. It is supported by a set of activities that help to put communities at the centre of what we do. Bangladesh Red Crescent Society (BDRCS) is committed to CEA throughout all its activities. The "Guide to Community Engagement and Accountability" provides staff and volunteers across the International Red Cross and Red Crescent Movement with a common approach to build CEA systematically into our ways of working. It provides an overview of CEA approaches and activities that can be applied to any type of programme or operation at any point in the programme cycle. BDRCS wants to translate this CEA guide in Bangla for its all staff and volunteers in line with its commitment to CEA.

With the support of the European Commission through its Directorate-General for Civil Protection and Humanitarian Aid Operations (ECHO), BDRCS along with the International Federation of Red Cross and Red Crescent Societies (IFRC), German Red Cross (GRC) and Danish Red Cross (DRC) is implementing the Pilot Programmatic Partnership (PPP) initiative in Bangladesh.

Since May 2022, PPP intervention in Bangladesh has been carried out by BDRCS focusing on three pillars, namely, Disaster Risk Management (DRM), Epidemic and Pandemic Preparedness and Response (EPPR), and Risk Communication, Community Engagement & Accountability (CEA). Under this PPP initiative, the mentioned translation work<sup>1</sup> will be done for BDRCS. This will help the staff and volunteers (including community volunteers) of BDRCS as well as relevant partners' national staff to understand the CEA approaches and activities that can be applied by them in PPP as well as in different ongoing programmes, projects, and operations.

**Commissioners:** This service is being commissioned by the Director DCRM & CEA Focal.

**Reporting to:** The consultant (Team leader) will directly report to a Review Management Team (RMT) that will be responsible for overseeing the logistical and contractual arrangements of the review, securing approval of key deliverables according to the consultancy contract and timeframe, and ensuring adequate quality control throughout the review process. The RMT will be formed according to the BDRCS policy. The review team will present its preliminary findings to the BDRCS and its partners and to the IFRC country delegation.

**Audience:** Findings of the service will be used by the BDRCS and Red Cross Red Crescent (RCRC) Movement partners.

<sup>1</sup> [https://www.ifrc.org/sites/default/files/2022-05/RCRC\\_CEA\\_Guide\\_2022.pdf](https://www.ifrc.org/sites/default/files/2022-05/RCRC_CEA_Guide_2022.pdf)





## Outcomes, duties, and responsibilities

- Ensure high quality, human-reviewed translation, accurately reflecting the meaning found in the original source language (English) and rendering that meaning in the translated work.
- The word making structure of Bangla language need to maintain strictly to the entire translation work. need to Ensure using appropriate and understandable Bengali meaning of used English terms simultaneously with the English. All text, including text contained in figures, boxes, captions, sources, and covers require translation and proofreading.
- The word making structure of Bangla language need to maintain strictly to the entire translation work. Need to ensure using appropriate and understandable Bengali meaning of used English terms simultaneously with the English.
- The translator is expected to perform terminology research to ensure the accuracy and appropriateness of translation.
- Share draft translation with BDRCS, IFRC and SweRC.
- Incorporate suggested changes to the translation.
- The translator is also responsible for ensuring the quality and accuracy of the entire document before submitting it back to BDRCS, IFRC and SweRC.
- Draft version(s) must be submitted with Unicode (eg. Avro & bijoy).
- Final version should be proofread by an expert, which should be part of the consultancy service.
- Final version following final proofreading must be submitted with Bijay.
- Wherever there are photos/images those spaces must leave blank but texts in those need to be translated.
- Final product provided in appropriate electronic format, including PDF and print-ready files accompanied by complete InDesign package<sup>2</sup>.

## Deliverables

1. Translated Bangla version of the Red Cross Red Crescent Guide to Community Engagement and Accountability
2. Proofreading of the translated Bangla version
3. Incorporation of the translated Bangla version in existing design (e.g., contained in figures, boxes, captions, sources).
4. If the first draft version of Translation is not satisfactory, the Work Order/Agreement may be cancelled.

## Timeline for the translation work:

The first translation must be completed by 25 calendar days after receiving the work order/contract. And after the draft reviewed version, final version must be submitted within next 20 calendar days of receiving of feedback from BDRCS/IFRC/SweRC.

## Quality checks to include.

- Assessment and review of document.
- Translation of document.
- Overall quality review.



<sup>2</sup> BDRCS/SweRC/IFRC will provide the InDesign file of the English format.





- Technical accuracy review, including confirmation of technical terms and check against term uses in the humanitarian/development sector.
- Revision and correction in consultation with BDRCS and/or IFRC/GRC PPP and Communications team.
- Final check and sign off.

### Expected Profile

The applicant (firm/individual) must have the following qualifications and experience:

- A master's degree in , Social Sciences, Language English-Bengali or other fields<sup>3</sup>. Any professional certificate in English to Bangla translation would be added value.
- A strong professional background (5 years or more). The submitted proposal must demonstrate experience in translating professional documents.
- Experience in translating similar types of guidelines for UN/INGOs will be considered favourable.
- Relevant experience and clear understanding of the community engagement and accountability (CEA) approach.
- Submit at least one sample on CEA or relevant activities with other relevant sample works.
- Bangla, English proficiency.
- Outstanding translation and editing skills.
- Experience in translating issues related to disaster risk reduction, development, or related field.
- Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.
- Fully proficient in computer skills.
- The list of translators(s), proof reader(s) and other team members and their CVs must be provided with the offer.
- A sample translation work of page 13 of Guide to Community Engagement and Accountability needs to submit with the offer.

### Evaluation

The award of the contract will be made to the firm/individual whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight; 50 Marks (35 is Pass Mark)
- Interview & Presentation; 20 Marks
- Financial Criteria weight; 30 Marks

Evaluation Criteria	Max Point
<b>Technical</b>	<b>70</b>
Understanding of the assignment	10
Translation and proofreading profiles	20
Relevant experience	15

<sup>3</sup> For the people to be engaged by the firm





Translation evaluation test (sample 10 page translation of RCRC CEA guide)	15
Timeline	10
<b>Financial Offer</b>	<b>30</b>
<b>Total</b>	<b>100</b>

#### Payment methods:

- Payment will be processed based on the delivery of products/service and approved by the BDRCS, IFRC and SweRC.
- The partial payment receives upon receipt of the agreed versions of translation of the guidelines with the required files.
- If the first draft version of Translation is not satisfactory, the Work Order/Agreement may be cancelled.

This payment will be inclusive of all Taxes and VAT and any other legal deduction/obligations linked to this assignment. Payment will be done by BDRCS to the consultants' nominated bank account through bank cheque. BDRCS shall make necessary deductions (for tax) at source that are obligatory as per the rules and regulations.

#### Application Instruction:

Interested consulting firms/individual consultant(s) are requested to submit all required papers as below:

- i) Technical and financial proposals as well as company profile & personal CV
- ii) Sample of Previous similar work reference with completion certificate
- iii) Client reference & Contact details (Email & Cell number)
- iv) TIN, BIN (Consulting firm), Trade License (Consulting firm)

**\*\*\* Pls: Do not submit any Financial Proposal or Offer Now\*\*\***

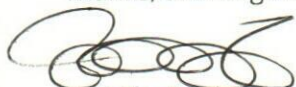
Please mentioned on your e-mail subject line: **Translation RCRC CEA Guid for PPP**

Please ensure to send your email in both below mentioned email address.

logistics@bdrcs.org and Procurement.dhaka@ifrc.org

**on or before 17 April 2024. at 3.00 pm**

Thanks, and Regards

  
Kazi Shofiqul Azam  
Secretary General

