



INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

REQUEST FOR EXPRESSIONS OF INTEREST

Assignment Name: Translators to Translate Training modules in English Language into to Sinhala and Tamil Languages - Contract No: ICTA/GOSL/CON/IC/2016/109 & 110

Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication and Digital Infrastructure has planned to drive a national level initiative towards empowering women and women entrepreneurs and take part in minimizing the gender gap.

ICTA has planned to translate some of the training modules introduced by United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (UNAPCICT) that are in English Language in to Sinhala and Tamil Languages. Intension is to circulate these translated versions among target beneficiaries.

ICTA wishes to obtain the services of two qualified and eligible translators with demonstrated experience in professional English to Sinhala and English to Tamil translation to translate, format and proof read these modules. These English modules have approximately 30 pages each per book.

Consultants are required to submit the softcopies of the translated documents which are proof read, as a single Unicode compliant publishing text version. The contents shall include tables, Indexing, Graphics in addition to texts.

The selected translators are required to provide services as per the detailed scope of the services outlined in the Terms of Reference uploaded on www.icta.lk.

Translations shall be completed within 10 days from the date of confirmation.

Interested translators are requested to respond to this request by submitting the following information in English Language;

- 1.) Curriculum Vitae - CV (Please use attached Form – Annex B)
- 2.) One page cover letter highlighting relevant experience, in translation.
- 3.) Description of approach to the task.
- 4.) Expected fee.

Interested translators shall forward their responses electronically to; procurement@icta.lk or by hand delivery or by post to Director – Procurement and Head –Administration, C/o Managing Director/Chief Executive Officer, 160/24, 2nd floor, Kirimandala Mawatha, Colombo 05 to be received at or before **1500 hrs on 08th September, 2016.**

Please mark clearly on the envelope and subject field of e-mail “**Translate Training Modules in English to Sinhala - ICTA/GOSL/CON/IC/2016/109**” OR “**Translate Training Modules in English to Tamil - ICTA/GOSL/CON/IC/2016/110**”

Managing Director/Chief Executives Officer
Information and Communication Technology Agency of Sri Lanka
160/24, Kirimandala Mawatha,
Colombo 05. Sri Lanka

30th August, 2016