

## **Annex (A)**

### **Terms of Reference**

#### **Hiring an Individual Consultant to translate Training materials on UNAPCICT modules to Tamil**

##### **1.0 Introduction**

Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex body which implements government Information and Communication Technology (ICT) policies and procedures and also makes recommendations for policies required with reference to ICT based development in Sri Lanka aligning with the national development agenda.

As part of the above agenda, ICTA is in the process of formulating and driving national level initiatives towards empowering women and women entrepreneurs and take part in minimizing the gender gap. Furthermore in order to carry out this venture ICTA is affiliating with United Nations Asian and Pacific Training Centre for Information and Communication Technology (UNAPCICT) and there are modules introduced by UNAPCICT which are planned to be circulated among the target beneficiaries.

##### **2.0 Background**

With advancements of Information and Communication Technologies (ICT) at a worldwide level, the role of ICT in almost every sector has become more significant and aids in connecting every fabric of our lives through its solutions. Empowering women has become a vital task in all sectors of development. As an imperative approach for this, Modules specially designed to empower women and support in their entrepreneurship activities will be used in here. These modules will be localized by ICTA to suit the Sri Lankan context. Localized content shall be translated to Tamil language by a consultant

##### **3.0 Objective of the assignment**

Translate the UNAPCICT modules which are in English language to Tamil Language.

#### 4.0 Scope of Services

4.1 Consultant shall translate 2 books with English content to Tamil (A4 Size, approximately 30 pages (The number could be slightly changed), approximately 4500 words)

4.2 Consultant should submit the softcopy of the translated document which is proof read, as a single Unicode compliant publishing text version. The content shall include but will not be limited to text. Table, Indexing, Graphics etc. will be included.

4.3 Formatting of the translated document shall be similar to the English version

4.4 If there any variations, changes, comments, formatting, the consultant shall get the approval of ICTA prior to changes.

4.5 The Consultant will be required to work closely with the relevant officials of ICTA

4.6 The ownership of the translated document shall remain with ICTA

#### 5.0 Minimum Qualifications & Experience of the Consultant

<b>Key Professional Staff</b>	<b>Academic Qualifications &amp; other Qualifications</b>	<b>Experience in professional Translating</b>
<b>Consultant</b>	<ul style="list-style-type: none"><li>• Higher education in English and Tamil language or equivalent</li><li>• Fluency in Tamil and English languages</li><li>• Excellent writing skills and command of grammar</li><li>• Ability to work with deadlines</li></ul>	2 years

#### 6.0 Deliverables and Timelines

<b>No</b>	<b>Deliverables</b>	<b>Deliverable Submission</b>	<b>Payment</b>
1	Translated, Proof read full document in Tamil with formatting	Commencement + 08 days	NA
2	Finalized, translated document with the amendments (if any) suggested by ICTA	Commencement + 10 days	Total contract value

## **7.0 Services and Facilities Provided by ICTA**

- Provide the English version of content that needs to be translated
- Review the translated and proof read document

## **8.0 Review Committees and Review Procedures**

Consultant should proof read the document prior to the first deliverable

ICTA or ICTA nominated expert will review the document and will inform the consultant if any change is required

