**TERMS OF REFERENCE ( TOR )**

**Translation Services**

1. **Background**

The Water Budgeting project will set up water measurement and assist in developing budgeting systems that are community owned and managed. Water level data and budgeting can lead to better conflict resolution, a sense of control for the community and eventually to sustainable Natural Resource Management. The project objective is to provide community stakeholders with the power to measure their own resources, starting community discussions around water use and budgeting, and most importantly involving youth as agents of change rather than as beneficiaries.

The concept of Water Budgeting aims to use water judiciously for people, agriculture and livestock with a view to optimizing benefits in the context of climate variability, erratic rainfall and drought. water budgets are a foundational tool used to account for the various inflows, outflows, and change in storage over time. The data assimilated is exhibited publicly for everyone’s easy access to the information. As per the accumulated data, every farmer can adjust her/his crop and irrigation plan to the prevalent water availability. This ensures cultivation without losing the yield to water shortage.

The core of the project is the engagement with both young women and men, who will be trained in collecting, analyzing and disseminating water level data. The training will include ‘smart water management’ best practices and related information that can inform producer/farmer decisions and in 6 months the selected youth will be water ambassadors for their community. The local high school teachers and students will be main stakeholders in implementing this project.

1. **Scope of work**

The translation consultancy/individual for this assignment needs to accurately translate the text from English to Dari. The texts are particularly the training manuals containing (Water accounting, Water Budgeting, wise management of water and measurement of underground water level). The total numbers of pages for translation will be around 15 pages.

1. **Responsibility and requirements:**

The contracted Translation Company/individual is required to provide:

* Ensure that the translation text is technically, linguistically and grammatically correct, error free and it should meet high quality standards, and would not need further editing after completion of translation.
* Be professional translation from English to Dari language.
* Price will be calculated 250 words per page, also descriptions under drawings or photos need to be considered in the offers.
* Provide accurate and timely translation to the satisfaction of Oxfam standards.
* Observe confidentially and refrain from divulging any information about the content of the text.
* Return the original of the documents to Oxfam after completion of the services.
* Translation shall be done within the stipulated deadlines in the work order.
* Maximum percentage margin of errors per page should not be more than 3 errors.
* The translated materials should be provided to Oxfam after completion of the required services in a hard copy and a soft copy.
* The documents translated remains the copyright of Oxfam and should not be shared to any third party.

Fees will be paid upon actual services provided and after getting the certification of the concerned Project Manager and after submission of invoice for the payment. Payments will be through bank accounts..

Timeline: The translation must be conducted within one week, staring from February 05, 2020 and submission of the final translated training modules by February 12, 2020.

1. **Required Qualification:**
* The translators shall be available at the time requested by the concerned section.
* Oxfam is not responsible for accommodation and transportation of the interpreters.
* Translators should be qualified ones and should have good working experience in the field of translation.
* Translators shall be in venue as per time scheduled provided by
* Professional translation from English to Dari language.
* The company should have back up /Standby translators in case of illness or accidents
1. **Application procedure:**

Applications should include the following:

* Proposal package, proposed methodology and budget.
* At least three previous references.
* Submit application to Jobs.afghanistan@oxfam.org and beheshta.rahimy@oxfam.org no later than February 02, 2020.
* Applications that do not contain the information outlined above will not be considered.