**TERMS OF REFERENCE ( TOR )**

**Translation Services**

**Background**

Citizen-State Engagement for Transparency and Accountability in Health and Education is a three years good governance project funded by EU delegation in Afghanistan which started in January 2017, the overall objective of the action is to strengthen the mobilization and engagement of both CSOs and local authorities for more responsiveness, efficiency transparency and accountability in the provision of essential services such as health and education in Herat, Takhar and Nangarhar provinces. The project focuses on supporting civil society organizations through sub – granting scheme in monitoring the national budgeting process and using evidence-based advocacy to influence it, particularly by capitalizing on opportunities provided in the Provincial Budgeting Policy

1. **Scope of work**

The translation consultancy for this assignment needs to accurately translate the text from Dari/Pashto to English. The texts are particularly advocacy trajectory reports and success stories developed by grassroot CSOs , maximum 300 pages.

1. **Responsibility and requirements:**

The contracted Translation Company 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 local language to English 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 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 the stipulated deadline , starting from March 7th, 2020 and submission of the final translated reports by March 31st, 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 translator.
* Translators should be qualified ones and should have good working experience in the field of translation.
* Professional translation from local language to English.
* 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 cc beheshta.rahimy@oxfam.org

no later than 7th March,2020

* Applications that do not contain the information outlined above will not be considered.