

## Terms of Reference (ToR)

### Bangla translation of “Learn to Earn” Module

#### IRC OVERVIEW

Founded in 1933, the International Rescue Committee (IRC) is one of the world's leading agencies working in post-conflict and development contexts, supporting communities in over 40 fragile, failed, and developing states. In this capacity, we work to restore safety, dignity, and hope to millions who are uprooted, struggling to endure, and wishing to advance on a path of development. The IRC has been present in Bangladesh since 2017 and obtained registration with the NGOAB in March 2018. Since the IRC obtained registration in March 2018, it has moved quickly to expand its integrated emergency health and protection response through both direct and partner-based programming focused on primary healthcare, women's protection and empowerment, sexual and reproductive health, gender-based violence, and child protection. Through 2018, the IRC's response strategy primarily targets Rohingya refugees in Cox's Bazar, while meeting the significant needs in both refugee and host populations, as already existing vulnerabilities are compounded with cyclical monsoon and cyclone seasons that impose additional threats to the lives and protection of those refugees as well as vulnerable host populations.

#### BACKGROUND

IRC child protection programs prevent and respond to violence against children and youth. Children are extraordinarily resilient, and our programs help them to recover from trauma and develop to their fullest potential. Through IRC support, children can thrive despite adversity, and participate in building a healthy and productive society.

Youth Development program comprehensively works for Refugee and Host Community's youth. The goal is to provide the educational and developmental opportunities that build the essential academic, personal, and social skills that Youth need to succeed.

#### OBJECTIVES

The main objective of the assignment is to translate the “Learn to Earn” module from English to Bangla. This will help to improve the capacity of facilitators for session delivery to the adolescent boys and girls of Rohingya camps and host communities.

#### METHODOLOGY

- Understand the “Learn to Earn” Modules.
- Translate the English module into Bangla as per the module ( 46,350 WORDS).
- After the draft is reviewed by IRC, address the comments, and finalize the document.

#### RESPONSIBILITIES OF THE CONSULTANCY FIRM/INDIVIDUAL

The firm/consultant will work closely with the Youth Development Technical Team to complete the assignment. The firm/consultation will:

- Hold a preparatory meeting with the IRC Youth Development technical team to have an initial discussion on how the translation should be done.
- Translate the “Learn to Earn” Module in easy-to-understand Bangla.
- Prepare the draft and submit them for final review to the IRC Youth Development technical team.
- Submit the final module as per the feedback.

#### RESPONSIBILITIES OF IRC

IRC will monitor the quality (content, appropriate language, sensitivity, etc.) of the translation. IRC has the following specific responsibilities:

- Provide necessary resources including the English version of the “Learn to Earn Module”.
- Arrange a meeting between the firm/consultant and the CP team where the expectations for the firm/consultant will be laid out.
- Give inputs to draft and finalize the guidelines.

#### DELIVERABLES:

The deliverables include:

- A well-translated Bangla version of the “Learn to Earn” Module which captures the essence of the main guidelines (no literal translation).
- Submit a detailed work plan for the assignment.
- Soft copy of the translation should be submitted to IRC.

#### ELIGIBILITY CRITERIA

- Excellent theoretical expertise on Child Protection, adolescents and understanding of Youth Development both in Rohingya Camp and Host community.
- Demonstrated experience in translating globally standardized documents.
- Strong track record of producing similar assignments.
- Excellent analytical skills and high-level written and oral communications skills in Bangla and English.
- Availability and willingness to work as per deadline.

#### TENTATIVE WORK SCHEDULE

The overall time frame of the assignment is 60 days (two months) from agreement signing. The firm/consultant will propose a detailed work plan schedule which will be finalized by the IRC.

#### PAYMENT METHOD:

Payment will be made upon receipt and approval of deliverables by IRC. IRC will be made payable in three installments: First installment will be made after 15000 words of work or 30% of work. Second Installment will be paid after 60% of work and final payment will be made after receiving the completed work.

#### APPLICATION PROCEDURE:

Applicants are required to submit the following:



**Technical Proposal:**

- Letter of Interest, stating why you consider yourself suitable for the assignment.
- Maximum 2-page profile highlighting related assignment completed with client name, contact person, and mobile number
- Lead consultants and team members maximum 2-page, CV highlighting related assignment completed, role in of the completed assignment
- Relevant Documents- Firm's Certificate/Trade License, BIN Certificate, TIN Certificate, Owner NID Card, Bank account details etc.
- Filled and signed IRC's VIF form

To download visit: <https://rescue.box.com/v/IRC-VIF-COC-COI>

**Financial proposal:**

- Providers need to provide a financial offer that should be inclusive of all necessary VAT/Tax as per Bangladesh Government regulation.
- All payments will be through bank transfer.

**Evaluation process:**

EVALUATION CRITERIA	Description	Weightage (%)
<b>Mandatory Documents/ Certifications</b>	Refers to Bidder's ability to demonstrate that they have valid local business registration or, Trade License, updated VAT/ BIN Certificate/document, e-TIN number/Certificate or, last Tax return certificate as mandatory required by local law. Any bidder missed to submit mandatory document, will be automatically disqualify from the evaluation process. N.B. Bidder who will submit all mandatory documents, those are only qualify for next level of evaluation.	Pass/ Fail
<b>Criteria-1: Previous Experience</b>	Refers to Bidder's ability to demonstrate last <b>three years relevant experience</b> and technical knowledge of the service required, experience working with UN, NGO, GO or in private sectors. <b>Bidders who will submit more than 05 nos. different organizations purchase orders/ Contract/Certificate of completion copy will get highest score.</b>	10%
<b>Criteria-2 Time-bound work plan</b>	Refers to availability and capacity of immediate start to Bangla translation of "Learn to Earn" Module. Provider need to provide a detail work plan with timeline on what activity will start when and by when work will be completed. Good details with realistic timeframe will get highest score.	10%
<b>Criteria 3: Detailed Methodology and proposal</b>	Detail methodological/technical aspects of carrying out the Bangla translation work. Provider need to provide details of their understanding of the work and how they will conduct the study. Committee will review their methodology and will score out of 20 marks.	30%
<b>Criteria-4: Team composition</b>	Gender balanced team (who will be working in this project) with fluency both in Bangla and English. Highest educational background and maximum years of working experience (preferably Technical team has experience in Child Protection and Youth Development). More qualified gender balanced team with relevant experience/skills will be scored highest.	10%
<b>Criteria-5: Financial proposal</b>	<b>Offer price/rates submit per word.</b> All prices should be inclusive of VAT & Tax, and others charge as per the government policy and rules.	40%
<b>Total =</b>		<b>100%</b>

**Outline of the technical proposal:**

It is mandatory that the proposal should have the following:

• Title of the assignment
• Understanding of the assignment (without copying from the ToR content)
• Proposed methodology
• Work plan/ Schedule
• Proposed team with team members names and curriculum vitae

**HOW TO SUBMIT THE PROPOSAL:**

The interested consultant or consultancy firm to submit their proposal with necessary supporting documents mentioned above through email with necessary attachments on or before **03.00 PM of March 3, 2022**, through [bd.procurement@rescue.org](mailto:bd.procurement@rescue.org)

For any technical clarification, please write to us at [bd.clarifications@rescue.org](mailto:bd.clarifications@rescue.org)

**ETHICAL CONSIDERATIONS:**

The consultant/organization must sign IRC's Child Safeguarding Policy and Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on IRC.

**INTELLECTUAL PROPERTY:**

All information pertaining to this assignment belongs to IRC, which the consultant/organization may come into contact

within the performance of his/her/its, duties under this assignment shall remain the property of IRC shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of IRC in line with the national and International Copyright Laws applicable.

Deadline: 03.00 PM of MArch 3 , 2022

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