



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX A

GENERIC TERMS OF REFERENCE FOR FRAMEWORK CONTRACTS

English-Burmese and Burmese-English Translation and Interpretation Services

1. Background

About International IDEA: The International Institute for Democracy and Electoral Assistance — International IDEA is an intergovernmental organization that supports sustainable democracy worldwide. International IDEA's mission is to support democratic change by providing comparative knowledge, and assisting in democratic reform, and influencing policies and politics.

International IDEA acts as a catalyst for democracy building; by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

International IDEA develops, shares and enables the use of comparative knowledge in its key areas of expertise: electoral processes, constitution building, political participation and representation, democracy and development and democracy assessments. It also addresses the important issues of gender, diversity, and conflict and security as they relate to democracy. International IDEA is based in Stockholm, Sweden, and works worldwide through offices in New York, Brussels, The Hague, Latin America, Africa and Asia.

About International IDEA Myanmar: International IDEA works with democratic stakeholders in Myanmar to consolidate the transition to democracy, contributing in particular to electoral processes, democratic oversight of the parliament, and strengthening of constitutional expertise in the country. International IDEA established its country presence in Myanmar in 2012 and now has offices in Yangon and Naypyitaw.

2. Objective of Assignment

To this end International IDEA is looking to engage services providers (Translators and/or Interpreters) from English and Burmese or Burmese to English of International IDEA documents, publications, and training materials, and interpretation services at International IDEA's trainings, workshops, and seminars especially in Myanmar.

3. Scope of Work

The Service Providers will undertake the following tasks:

- Provide translations of International IDEA documents, publications, and training materials in accordance with International IDEA's Editorial Standards (English & Burmese);
- Provide editing services of International IDEA documents, publications, and training materials that were internally translated to ensure they comply with International IDEA Editorial Standards.
- Give clear and efficient interpretation services at International IDEA's trainings, workshops, and seminars not only in Myanmar but specific location consent by both parties

For each specific assignment to be undertaken by the Translator under this Framework Contract, a Service Order specifying the documents to be translated and other details will be issued.

4. Timing, work plan and working methodology

- International IDEA will contact the service providers on a case-by-case basis to request a quotation for each assignment in order to prepare the Service Order;
- The timeframe for translations will be set by both Parties on case by case basis;
- Following the evaluation of the quotation, International IDEA will provide the Translator with a Service Order and a final copy of the document(s) to be translated;
- The service order shall outline a clear scope of work and delivery timelines and establish an International IDEA Programme Manager for each assignment;
- An email acknowledgement of receipt from the Translator to the Programme Manager/responsible person identified by International IDEA is required once the material to be translated has been received by the Translator;
- The Translator shall be responsible for ensuring that the translated text is complete and that all sections are translated including credit pages, copyright notices, headers, footers, disclaimers, footnotes, endnotes, back cover texts, etc.;
- The Translator shall ensure all translated material maintains the integrity of the original text. If any translation is found to be misleading or to change the meaning of the original text, the Translator will correct the text without any charge; and
- The Translator shall ensure that the translated material is clearly presented. Where applicable, the translated text should maintain a similar presentation, format and layout of the original text.
- Translator will provide consecutive or simultaneous interpretation on requested and agreed by both parties.
- The time-frame for the interpretation based on events which will be stated in detail in the service order
- The translator will be assigned the interpretation service after International IDEA agree on the quotation provided by the translator

5. Length of Contract

The initial contract will be valid for three years from Aug 2019.

6. Contract Price

The value of translation service to be organized by Myanmar office over the next three-year period (August 2019 to March 2022) is expected to be in the region of 150,000 Euros.

7. Deliverables and timelines:

Translated materials shall be submitted electronically to the relevant representative or Programme Manager from International IDEA in accordance with the timeframe established in separate Service Order.

8. Management

The overall framework contract shall be overseen by the Head of Mission of International IDEA Myanmar. Each Service Order shall be overseen by the relevant Programme Manager.

9. Monitoring and Evaluation

- The designated Programme Manager will continuously monitor progress of the assignment through regular interaction with the contractor/Translator.
- Payment of service fees will be paid based deliverables as agreed in the contract documents.
- After that, the payment will be made within 30 days upon the submission of the receipt or invoice to International IDEA Myanmar Office.