

Terms of Reference

Translating the Finalized Patients' Safety and Wellbeing Charter of Sri Lanka into Sinhala and Tamil Languages

1. Background

The Sub Committee of the Sectoral Oversight Committee on Health has finalized the following document:

1. Patients' Safety and Wellbeing Charter (approx. 15 pages)

The draft document is in PDF format in English language.

2. Purpose

The purpose of this Request for Proposal (RFP) is to identify a suitable professional to **translate the Finalized Patients' Safety and Wellbeing Charter of Sri Lanka into Sinhala and Tamil Languages.**

3. Methodology

The selected contractual partner is expected to engage in the activity in close collaboration with WHO Sri Lanka. He/ she is expected to **translate the Finalized Patients' Safety and Wellbeing Charter of Sri Lanka into Sinhala and Tamil Languages.** The soft copies of the **Finalized Patients' Safety and Wellbeing Charter** (in PDF format) will be shared with the selected contractual partner.

4. Expected outputs

1. Translation of the **Finalized Patients' Safety and Wellbeing Charter of Sri Lanka into Sinhala Language**
2. Translation of the **Finalized Patients' Safety and Wellbeing Charter of Sri Lanka into Tamil Language**

5. Specific requirements of the contractual partner

The contractual partner should have the relevant skills, expertise, and experience to fully conduct the proposed activity and deliver the specified deliverables within the expected timelines. He/she should have the following qualifications/ skills and experience.

a. Education

- Sworn Translator of Sinhala and Tamil Languages

b. Experience

- At least 5 years of experience in functioning as a translator of English documents to Sinhala and Tamil Languages
- Past experience in translating similar documents related to Government

The bidders are expected to submit a detailed profile highlighting the educational qualifications and experience in areas required for this work (please include previous relevant reports/ proof of the previous work undertaken). Evidence to support the below evaluation criteria should be provided as per availability.

The profile of the candidate will be evaluated as follows:

Sworn Translator of Sinhala and Tamil Languages]	[10]
At least 5 years of experience in functioning as a translator of English documents to Sinhala and Tamil Languages]	[10]
Past experience in translating similar documents related to Government]	[10]
TOTAL	30]

The financial proposal should be submitted as per details provided in the RFP. 70% of the total evaluation will be allocated to the financial proposal.

7. Timelines

Expected start date: 30th May 2024

Expected end date: 03rd June 2024

8. Place of assignment

Activity can be conducted remotely.