

Annex 01

Terms of Reference

Translating into Sinhala & Tamil languages and type setting of the translated guidelines and checklists for health promoting workplaces

The original source document in English has 32 pages in A4 size with roughly 4,600 words. It has two pages with graphics

1. Ensure high quality of translation, accurately reflecting the meaning found in the original source language (English) and rendering that meaning in the translated work.
2. Be in direct contact with an assigned officer by the Health Promotion Bureau, Ministry of Health (MoH) to discuss the precise scope of work and any specific expectations for the document to be translated.
3. Design adjustments to accommodate differences between languages, including increased word count, script and stylistic differences, and other changes.
4. Thorough proof-reading of laid-out translation.
5. Corrections as needed based on MoH verification of the translation and layout.
6. Rates for editing, formatting and proofreading must be provided and listed separately and submitted in a separate sheet.
7. Review of translations prior to delivery should include checking of spelling and grammar, confirming technical accuracy, and verifying overall clarity and fluency in both applicable languages.
8. Type setting of the final product should be in following format

Item	Sinhala Translation	Tamil Translation
Page size	A4	A4
Font type	Abhaya	Kalaignar
Font size (main topics)	20	20
Font size (subtopics)	14	14
Font size (body of the text)	12	12
Main title –		
I. Level	center	center
II. Font	Abhaya	Kalaignar
III. Font size	28-36	28-36

Font sizes are in line with the regular document. Overall font sizes should align with the English document.