

Detailed Terms of Reference

Title of Activity:	Provision of Translation Services for WHO Sri Lanka Country Office
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1. Background

World Health Organization (WHO) is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years later, WCO-SRL remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Core functions of WCO-SRL:

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed.
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

WHO goal is "to support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

2. Objectives

The objective of this assignment is to provide accurate, high-quality translations of WHO documents from English into Sinhala and Tamil, ensuring clarity, technical accuracy and alignment with WHO terminology and style.

3. Deliverables:

The expected deliverables of this assignment are as follows:

- High-quality Sinhala and Tamil translations of all technical documents in word format.
- Delivered within 24 hours of receiving the documents.

4. Required qualification/s

Mandatory Qualifications

1. Translators with minimum 5 years of professional translation experience, including technical, health-related content translation (needs to be demonstrated in their curriculum vitae).
2. Native-level proficiency in Sinhala and Tamil, with strong command of English.

Desirable Qualifications

1. Experience translating documents for UN or any other development partners.
2. Past work in risk communication, public health, or medical content translation.

5. Management and Reporting

- All assignments and submissions will be coordinated through designated WHO contact points.
- WHO retains the right to request revisions until materials meet required quality standards.

6. Payment Terms

- Payment will be made based on approved deliverables and upon submission of invoices.
- Rates will be agreed in advance (per word)

Interested individuals/ organizations are requested to submit technical and financial proposals for evaluation with CV's of professional translators available to the organization.

Details		English to Sinhala	English to Tamil
1	Cost per word		

**Payment will be made on actuals only.*

Activity Manager

Name: R Noyalganth

Designation: Project Coordination Officer

Date: 3 December 2025