Translation Services for the World Health Organization, Sri Lanka

This consultancy is requested by:

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<th>Unit</th>
<th>Communication</th>
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<td>Division</td>
<td>WCO SRL/Communication</td>
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1. Purpose of the technical assistance

This technical assistance is to support the World Health Organization, Sri Lanka to:

Design, Development and Commissioning of a Planning Management Information System for tracking, managing and accessing the planning activities from institutional to national level.

2. 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."

In working towards this goal, WCO-SRL seeks the services of Translators to produce communication and visibility materials to increase and support the visibility/awareness of WCO-SRL’s work program and publicity requirements.
3. Objectives

Objectives of this technical assistance is to produce high quality and creative knowledge products and publicity/visibility material to improve the visibility of programmes implemented directly by WCO-SRL and by national partners with WCO-SRL’s support.

Products related to general health promotion will also be required. All products should consistently adhere to WCO-SRL branding guidelines.

Products may include social media posts, infographics, words/phrases, technical documents, guidelines, manuals, protocols, standard operating procedures, etc.

4. Work to be performed

Translate text from English to Sinhala and Tamil

5. Deliverables:

The translators will deliver the outputs based on the pre-agreed task with the respective WCO-SRL staff member.

6. Specific requirements

The translation service company or individual should have the following minimum requirements:

1. More than 2 years of professional experience with a proven track record in translation of publications and visibility material.
2. Language skills: excellent knowledge of English, Sinhala and Tamil.
3. Ability to multi-task.
4. Prior experience in translation in health and related subject areas
5. Ability to respond to tight deadlines.
6. The company will have to assign an account manager who will liaise with WCO-SRL communications and programme staff; individuals are exempt from this requirement.
7. Previous experience working with WCO-SRL or other UN agencies is an added advantage.

7. Type of assignments

Under the Agreement for Performance of Work (APW), the following are the assigned responsibilities,

a. Responsibilities of WCO-SRL:

- To provide the technical content and substance for all material to be developed.
- To work in consultation with the selected translator throughout the assignment until the final deliverable is received

b. Responsibilities of Service Provider:

- Collect the necessary technical and relevant information from WCO-SRL
• Provide costings as per the requirement prior to the assignment.
• Provide/use the necessary professional equipment to fulfil the requirement of the assignment.
• Provide necessary edits and revisions, as requested by WCO-SRL, to meet the standards of the final deliverable.
• Deliver required tasks on time as per pre-agreed deadlines.
• Final work to be provided to WCO-SRL in the agreed file format

8. Planned Timeline (dates subject to confirmation)

One year
The piece of work should be completed within the specified timeline.

9. Budget

Interested partners/organizations are requested to submit separate technical and financial proposals for evaluation.

Mechanism of releasing of funds - At the end of each month per translation

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Activity Manager
Name:
Designation:
Date: