

TERMS OF REFERENCE

NDI Nepal Translation of Political Party Publications (English to Nepali)

Background:

NDI is a non-profit, non-partisan organization working to support and strengthen democratic institutions worldwide through citizen participation, openness, and accountability in government. NDI Nepal is currently implementing the USAID funded Niti Sambad (Policy Dialogue) project to support Nepal's political parties, electoral and legislative processes. The Political Party Strengthening Program provides technical assistance to political parties to increase transparency and accountability and is seeking for translators to translate nine publications (circa 400 pages) from English to Nepali from January to March 2022.

Tasks and Responsibilities:

Under the joint direct supervision of two Senior Program Officers and under the overall guidance of the Program Director, the Translators selected will be required to perform the following tasks:

- Translate, copyedit and proofread nine booklets (circa totaling 400 pages (at 300 words a page) from English to Nepali (Preeti font size 12);
- Revise each document as per the comments received from NDI Nepal at no extra cost;
- Be available at agreed time for any required meetings with NDI Nepal; and
- Perform other duties as required.

Necessary Qualifications:

- At least three years' professional experience in translation, copyediting and proofreading;
- Professional fluency in Nepali as well as an advanced working knowledge of English;
- Excellent understanding of all Microsoft Office programs and proficiency in Nepali typing;
- Flexibility and an ability to work under pressure and to meet tight deadlines; and
- Strong familiarity with and strong awareness of NDI Nepal programming preferred.

All the materials and articles shared with the Translators shall not be shared with other parties without prior consent from NDI Nepal. The Translators shall respect the fact that all matters discussed with NDI Nepal shall remain confidential. Under no any circumstances, will the Consultant share any materials, documents received from NDI Nepal or its partner organizations with anyone. The ownership of all documents produced during this consultancy will lie with NDI Nepal.

Payment:

NDI Nepal will make payment only after deducting tax at the source as per the Income Tax Act. The payment shall be made after the successful translation of each publication. NDI Nepal shall make payment for the actual number of pages translated after receiving the invoice from the Translators.

Application:

In addition to the CV, candidates are required to include two translation samples along with the original text (in PDF format as an attachment to the application); quote their remuneration in the application in the following format: (a) translation per page; (b) copy editing per page; and (c) proof read per page.

Applications are to be received by December 31, 2021 to sshakya@ndi.org.