



Republic of Maldives  
Pension and Social Protection Administration Project  
IDA Credit No.: 4611-MV

## Translation of documents on disability

### Terms of Reference

#### 1. Background:

The Government of the Republic of Maldives has received credit from the International Development Association (IDA) to strengthen administration of social assistance programmes under the Maldives Pension and Social Protection Administration Project (PSPAP). It has applied part of the proceeds to hire a Disability Expert to develop tools and guidelines to strengthen the disability determination and certification process. The consultant has successfully delivered the necessary documents and the Agency is keen on utilizing them in the near future

National Social Protection Agency (NSPA) has been assigned the task of compilation and management of the registry of persons with disabilities in Maldives and is also entrusted with the task of administering all social assistance and social security measures in the country.

#### 2. Objective of the assignment

The objective of the assignment is to translate documents on disability prepared by the consultant from English to Dhivehi in order to facilitate the process of training locals on the issue and also to utilize the documents for policy reform.

#### 3. Scope of Work:

Translate the following documents from English to Dhivehi.

1. Definitions of disability guideline (20 pages)
2. Disability determination and certification guideline (43 pages)
3. Assessment of activity limitation (9 pages)
4. Disability certification format (1 page)
5. Guidelines for identification screening (13 pages)
6. Disability identification screening format (2 pages)

#### 4. Schedule for completion of tasks

The duration of this assignment would be for two months starting July 15, 2014. The selected consultant would be responsible for following key deliverables and timelines:

	<b>Deliverable</b>	<b>Schedule</b>
1.	Definitions of disability guideline (20 pages)	Week 1
2.	Disability determination and certification guideline (43 pages)	Week 3
3.	Assessment of activity limitation (9 pages)	Week 2
4.	Disability certification format (1 page)	Week 2
5.	Guidelines for identification screening (13 pages)	Week 2
6.	Disability identification screening format (2 pages)	Week 2



## **5. Services and Facilities to be provided by the Client**

The translator is expected to work independently using his/her own resources. The Chief Executive Officer of NSPA will assign a focal point from NSPA who will communicate the progress to the involved parties and ensure all necessary support to the translator for the timely completion of the assignment.

The Client shall ensure that all the relevant information for the completion of the task is made available to the selected translator in a timely manner.

## **6. Final Outputs and quality of work**

The selected translator will be responsible to deliver the following deliverable/outputs on a timely manner.

- Definitions of disability guideline (20 pages)
- Disability determination and certification guideline (43 pages)
- Assessment of activity limitation (9 pages)
- Disability certification format (1 page)
- Guidelines for identification screening (13 pages)
- Disability identification screening format (2 pages)

The final outputs must be written in Dhivehi. The translator must proofread and edit the final translation and ensure that there are no typographical errors. The translation submitted to NSPA under this TOR is a property of NSPA and cannot be distributed to or used in anyway by the translator or any other party without the approval of NSPA.

## **7. Procedures for review of outputs**

The translator shall report to the focal point assigned for the task by the Chief Executive Officer of NSPA. The review processes consist of analysis of the deliverables together with the assigned timelines. The Client will ensure that the deliverables of the consultant are reviewed in a timely manner.

## **8. Qualifications and Skills**

The consultant is required to have the following qualifications and skills:

- A Bachelor's degree in related field (law, languages, social sciences).
- Excellent oral and written command of Divehi and English and technical writing skills through experience.
- Experience in the area of disability or social care, and experience in translation of relevant documents will be an added advantage.

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