

**TERMS OF REFERENCE (TORs)
for hiring of
Consultant/Consulting Firm/Organization
for Translation, Designing & Printing of
IYCF Strategy 2016-2020 from English to
Urdu and Sindhi
(Extension in date of submission)**

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Background

NRSP as being a largest Rural Support Program in terms of outreach, staff and development activities established in 1991 is a not for profit organization registered under Section 42 of Companies Ordinance 1984. NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan.

NRSP providing technical and logistical support to Nutrition International (NI) formerly known as Micronutrient Initiative (MI) in implementation of Right Start Project funded by Government of Canada to address malnutrition in women and children of Pakistan, and intends to accelerate demonstration and scale-up of packages of interventions for pregnant women; new-born; infants and young children to reduce mortality, anemia, birth defects, low birth weight and stunting in the three pilot district of Swabi (KP), Jamshoro (Sindh) and Lodhran (Punjab). Under supporting project NI renders its support to three provincial governments LHWs covered area and in un-covered area NRSP implementing these interventions with the technical support of NI and District Health Departments. UNICEF in collaboration with Nutrition Wing of Ministry of National Health Services, Regulations and Coordination, Government of Pakistan developed IYCF Strategy 2016-2020 in English. The Right Start Project intends to hire the services of technical consultant/ organization for translation of this document into Urdu and Sindhi.

Purpose of the Assignment

The purpose of this assignment is to acquire services of experienced, qualified and competent consultant/ consulting firm/organization for conceptual translation and printing of already developed IYCF Strategy 2016-2020 from English to Urdu and Sindhi languages.

Scope of work

The scope of work includes;

- 1) Review of project documents and IYCF strategy
- 2) Consultation with project management for conceptual clarity on the task
- 3) Translation of already developed IYCF Strategy 2016-2020 from English to Urdu and Sindhi
- 4) Composing, designing and printing of translated IYCF Strategy 2016-2020 (printing in Sindhi and Urdu)
 - **Specifications of IYCF Strategy English version**
Pages: total 47 pages (45 inner pages and 2 cover pages)
Mostly it is text while few graphs and tables are also in it.
 - **Specifications for Printing of translated IYCF Strategy in Urdu and Sindhi**
Designing and printing of book of 47 pages
4 Color both side printing,
Cover page: Art Card 320g, Fine quality, Laminated and inner are 90gram paper
Size: A4, Quantity: 400Urdu version and 200 Sindhi version

Location of the assignment

Consultant/consulting firm /organization will work at home or his own office for completion of this assignment in close consultation and collaboration with project management team of NI and NRSP on regular

basis to ensure smooth accomplishment of the task. All meetings will be held at Islamabad and delivery place of printed material is also Islamabad.

Duration of the assignment

The tentative duration of this assignment is one month, this includes;

- translation of material in Urdu 10 days
- Translation of material in Sindhi 10 days
- Composing , designing and printing 10 days

Eligibility Criteria

Consultant/consulting firm /organization must fulfil the below mentioned eligibility criteria

- Must have previous experience in translation from English to Urdu and Sindhi
- Have qualified human resources /staff/team/individuals with relevant education and experience
- Minimum 5 year working experience
- Working experience with public sector/NGOs/INGOs/ or international development agencies

Proposal Requirements

Following documents are required from Consultant/consulting firm /organization

- Covering letter
- CV of consultant / Firm or Organizational profile with CV of lead consultant
- Relevant experience (in translation, printing, publications)
- Purpose and scope of assignment, and Implementation methodology
- Work Plan
- Financial Proposal /offer

Any/all questions/quires in connection with this assignment should be send in writing to Mr. M. Imran Alvi, imran.alvi@nrsp.org.pk with copy of Mr. Abid Qayyum, abid.qayyum@nrsp.org.pk

Deliverables

1. Translation of IYCN strategy from English to Urdu in soft copy (both source file and PDF files)
2. Translation of IYCN strategy from English to Sindhi in soft copy (both source file and PDF files)
3. Composing and Designing of IYCN strategy both Urdu and Sindhi
4. Printing of 400 copies in Urdu as per given specifications
5. Printing of 200 copies in Sindhi as per given specifications

Payment Procedure

NRSP will pay agreed budget to the consultant/consulting firm/organization after completion of 100% agreed deliverables, following is the proposed payment procedure

- Consultant/consulting firm/organization will submit invoice after completion of assignment, invoice will be processed and payment will be ensured within 2-3 weeks.
- NRSP will made payment through cross cheque. (all applicable taxes will be deducted as per tax rules)

The Financial Proposal must be submitted in Pakistani Rupees with detailed breakdown of all activities being budgeted for cost of translations in Urdu, cost of translation in Sindhi and designing of both books and printing of books as per given criteria.

Evaluation Criteria

The evaluation criteria for the consultant/ consulting firm/organization is listed below;

Education of the lead consultant	20 Marks
Relevant Experience and Expertise	50 Marks
Work Plan	10 Marks
Financial Proposal	20 Marks

Based on received proposals, NRSP will shortlist consultants/ consulting firm / organizations and proceed with selecting and appointing consultant /consulting firm / organization/ and produce a working contract/agreement with the selected one. Only shortlisted consultant/ Organization will be contacted for contract/agreement.

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to NRSP at complaints@nrsp.org.pk.

The proposals should be sent by in sealed envelope mentioning on it

“Hiring of Consultant / Organization for Translation, Designing & Printing of IYCF Strategy 2016-2020 into Urdu and Sindhi under Right Start Project (NI)”

Addressed to:

Mr. Abid Qayyum,
Senior Programme Officer (Procurement),
National Rural Support Programme (NRSP),
#7, sunrise Avenue, Main Park Road, near COMSATS University,
Islamabad,
Tel: +92 (51) 8746190-93

The deadline for submission of proposals is further extended till 18th Sept, 2017 till 15.00 hrs. PST.
Hard copy of the proposal should be either send by hand or by courier but it should reach on the above date and time.