



Ministry of Finance
Republic of Maldives

Maldives: Public Financial Management Systems Strengthening Project

**Terms of Reference for
Consultancy for the translation of manuals and guidelines of the public service
remuneration framework (National firm)**

[Ref No: MV-MOFT-229231-CS-CQS]

I. Background

The Government of Maldives (GoM) has been undertaking several initiatives to reforming the public financial management in order to enhance budget credibility, transparency, financial reporting and controls of central government finances. As such, the Ministry of Finance (MoF) has been implementing the Maldives – Public Financial Management Systems Strengthening Project (PSSP) funded by The World Bank.

The Government of Maldives (GoM) has received credit from the International Development Association (IDA) of the World Bank towards the cost of the Maldives PFM Systems Strengthening Project (PSSP) and wish to apply part of the proceeds towards the cost for the translation of manuals and guidelines of the public service remuneration framework to support the National Pay Commission (NPC) in the Maldives.

The Government of Maldives has established the National Pay Commission (NPC) under the National Pay Policy Act (Act no. 11/2016). The commission's secretariat operates under the Ministry of Finance and the commission is chaired by Minister of Finance. The commission has been mandated with public service pay structure reform, including but not limited to; the executive, judiciary, parliamentary service, civil service, independent commissions and other statutory bodies. The Act was ratified in April 2016 and NPC established in October 2016. The work of the NPC is intended to be a major component of the governance reform agenda.

Under the Strategic Action Plan (SAP) 2019-2023 of the government, two major activities to be undertaken by NPC during 2020 is to publish the public service pay framework and the public service allowance handbook. NPC is currently pursuing the development of an online web portal that is intended to disseminate all the information about the new public service pay framework. The web portal is intended to be accessible both in English and Dhivehi language. Thus all the manuals and guidelines related to the pay framework needs to be accordingly translated and incorporated into the online web portal.



II. Objective

The objective of this local consultancy is to translate the manuals and guidelines currently in English language to Dhivehi language; and translate the manuals and guidelines currently in Dhivehi language to English language.

III. Scope of Work and Deliverables

The consultancy shall comprise of the following tasks:

1. Translate the following documents from English to Dhivehi:
 - a. The Maldives Public Service Standard Classification of Occupations.
 - b. Public Service Job Family Model.

2. Translate the following documents from Dhivehi to English:
 - a. All the job matrices.
 - b. Public Service Allowance Standards.
 - c. Public Service Job Classification, Job Ranking, and Job Evaluation Guidelines.
 - d. Public Service Pay Standards.
 - e. Public Service Remuneration Policy.

3. The firm is expected to provide all translated documents in Microsoft Word.

IV. Timeframe

The expected timeframe is not exceeding 70 days from the starting date of the agreement.

V. Deliverables

The firm is expected to propose an agreeable timeline where appropriate time is allocated for NPC to review the initial draft translation of each document, and finalize the each document by the consulting firm.

VI. Qualification and experience of the firm

- The firm should be a registered company or institution in the Maldives.

The firm is expected to propose a team of experts qualified and experienced to translate all the highlighted documents (English to Dhivehi and Dhivehi to English). References and documentation on completed projects related to translating work in the Maldives shall also be submitted.



VII. Required expertise of the team

The firm is required to propose a team with a minimum of three (3) members (including a team leader). Each team member is expected to meet the following expertise.

- Minimum Diploma or higher qualification in a relevant field.
- Demonstrable experience in translating from English to Dhivehi and vice versa.
- Background of Human Resource Management or related field will be an advantage.

VIII. Payment

Payment shall be made to a rate per page, where the rate shall be negotiated and agreed with the firm upon awarding the contract. Compensation shall be subject to the successful completion of the deliverables and as stipulated in the agreement.

IX. Working arrangements

During the contract period, the firm shall regularly and, when required, communicate with relevant officials of MoF and NPC.