

# Translation Services (Resource for Adjudicators)

---

## Summary of Scope of Work (SoW)

### Background

Democracy International is implementing USAID's Promoting Peace and Justice activity (PPJ), which works with legal aid delivery organizations, justice sector actors, and vulnerable groups to improve access to and delivery of services in Bangladesh. As part of this effort, PPJ is developing a written Resource for Adjudicators of Cases of Crimes of Gender-Based Violence (GBV) in partnership with the United States Department of Justice's Office of Overseas Prosecutorial Development, Assistance, and Training (OPDAT) and USAID's Fighting Slavery and Trafficking in Persons (FSTIP) activity. PPJ is responsible for preparing a 40 to 50 page SuperSummary Guide on the Nari o Shishu Nirjatan Daman Ain Act that will include relevant case law and practice guidance on key procedures and sentencing. The Resource will be written and published in Bangla, but non-Bangla speakers will serve on an advisory committee to guide the drafting of the Resource.

DI seeks to engage a **Translation Firm** to translate the outline, first draft, and final draft of the Resource from Bangla to English. The specific objective of this SoW is for DI to provide an English translation of the Resource to aid non-Bangla speakers on the Resource's advisory committee with understanding the contents present for their review.

PPJ needs to have the Resource prepared within a short timeframe and thus translations of the outline, first draft, and final draft must be received within one week of being received by the Translation Firm. PPJ will provide the Translation Firm one week notice before requesting the translation.

### Detailed SOW: Functions and Responsibilities of the Vendor & Deliverables

1. **Preparation:** During the preparation stage, the firm/organization will meet with the PPJ team to agree on the expectations for the Resource translation and review the timeline.

### Deliverables:

1. Bangla to English translation of the Outline for the Resource for Adjudicators of Cases of Crimes of GBV (approximately 20 pages) within one week of receiving
2. Bangla to English translation of the first draft of the Resource for Adjudicators of Cases of Crimes of GBV (approximately 40 to 50 pages) within one week of receiving
3. Bangla to English translation of the final draft of the Resource for Adjudicators of Cases of Crimes of GBV (approximately 40 to 50 pages) within one week of receiving

### Translation Firm Requirements:

- Experience in Bangla to English translations



- Experience translating legal guidance and documents
- Ability to meet tight deadlines
- Preference will be given to small businesses

**Deliverables Requirements:** All deliverables are expected to be submitted in the time allotted. Payment of all deliverables is contingent upon full reporting and delivery of high-quality of goods, services, and/or work products to be delivered under this agreement in a timely fashion.

**How to Apply:** Interested firms should submit a proposal to [PPJ@democracyinternational.com](mailto:PPJ@democracyinternational.com) by Friday, February 10.