

ILO Country Office for Nepal

Terms of Reference (ToR) for Translation of Social Security Fund related legal documents in English

Requirement:	National-Individual Consultant
Assignment:	<p>The assignment includes:</p> <ul style="list-style-type: none"> • Translation of the following Social Security Fund related documents in English language <ul style="list-style-type: none"> • Contribution based Social Security Fund Act, 2074 • Contribution based Social Security Fund Regulation, 2075 • First Strategic Plan (F/Y 2077/78-2081/82), Social Security Fund • Social Security Scheme Operating Procedure (with second amendment) • Investment Procedure, 2077 • Social Security Fund Employee Administration Regulations, 2075
Place of Assignment	Kathmandu
Period of work	1 March, 2021 to 15 June 2021

Background

The International Labour Organization, Nepal Country Office (ILO-Nepal CO) is currently implementing a project on *‘Enhancing Social Protection System and Synergy with Public Finance Management in Nepal’* (the ‘Project’) as part of the European Union’s global Action on improving synergies between social protection and public finance management. The objective of the project is to support the Government of Nepal (GoN) in improving social protection policies; financing strategies; coordination mechanism; and implementation and monitoring systems in order to increase coverage to the excluded, including persons with disabilities (PWD), informal sector workers and people living in disaster prone areas.

The Social Security Fund (SSF or, the ‘Fund’)) is mandated with the provision of contribution-based social security as per the Contribution-Based Social Security Act, 2075. One of the core activities of the Project include technical support to the Fund to enhance and improve management and business processes around registration, eligibility verification, collection of contributions, case management and distribution of benefits, complaints and appeals mechanisms, and monitoring, evaluation and reporting with the aim to extend coverage of social protection measures to the population.

Objective and Scope of work

Translations are central in the effective preparation of project activities and in the delivery of project outputs. Through the translation action, the Project seeks to enhance the contribution of experts from across the globe in deliberations, and at various levels within the Project's engagement platforms.

The SSF identified the following documents as key in the effective delivery of the Project that the consultant will be required to translate from Nepali to English.

- 1) Contribution based Social Security Fund Act, 2074 (33 pages)
- 2) Contribution based Social Security Fund Regulation, 2075 (24 pages)
- 3) First Strategic Plan (F/Y 2077/78-2081/82), Social Security Fund (31 pages)
- 4) Social Security Scheme Operating Procedure (with second amendment) (approximately 60 pages)
- 5) Investment Procedure, 2077 (17 pages)
- 6) Social Security Fund Employee Administration Regulations, 2075 (98 pages)

Additionally, the consultant must ensure the following during their work with the ILO:

- Pay close attention to the nuances of the terminologies.
- Responsible to submit professional edited documents.
- Reports and work activities are delivered in a timely fashion; and,
- Responsive to feed-back from staff members at the ILO.

The specifications of translated documents will be as follows;

- Font Name: Times New Roman
- Font Size: 14
- Line Spacing: 1.5
- Top & bottom margin: 1 inch
- Left and right margin: 1 inch

Deliverables and Requirements of Consultant

<u>Deliverables</u>	<u>Requirements of Consultant</u>
Review of existence Nepali version of legal documents related to Social Security Fund and translation in English Language.	<ul style="list-style-type: none"> • The Consultant should have master's degree and very good translation skill both English-Nepali and vis-vis. • Legal background and more than three years of experience in translation of similar types of legal documents is important. • The consultant will have added advantage with proven record of accomplishment of working for similar assignments in the ILO earlier.

Timeline & Payment

The timeline for the delivery of the translations is divided into three phases that will also correspond with the payments.

Phase	Delivery of translations	Timeline
Phase 1	i. Contribution based Social Security Fund Act, 2074 (33 pages) ii. Social Security Fund Employee Administration Regulations, 2075 (98 pages)	March 20
Phase 2	iii. Contribution based Social Security Fund Regulation, 2075 (24 pages) iv. First Strategic Plan (F/Y 2077/78-2081/82) (31 pages) v. Investment Procedures (17 pages)	April 10
Phase 3	vi. Social Security Scheme Operating Procedure (with second amendment) (approximately 60 pages)	April 20

- 60 percent payment will be paid upon submission of translated documents in English as mentioned above in Phase 1 and 2 to the satisfaction of ILO.
- 40 percent payment will be paid upon submission of translated documents in English as mentioned above in Phase 3 to the satisfaction of ILO.

Submission of Proposal

Interested **national individual consultants** are invited to submit their application (expression of interest-EOI) that include the following documents:

1. Cover Letter
2. Updated CV
3. English Translation of pages no. 6 and 7 of the Contribution-based Social Security Act, 2074 available at: <https://ssf.gov.np/source/acts/contribution-based-ssf-law-2074.pdf> (or, attached hereby)
4. Expected rate per page

Please submit your application to kathmandu@ilo.org no later than 17:30hrs, **10 February 2021**. Please indicate “**Translations, SP&PFM**” in your email subject line.

Assessment of the EoI

The submitted EoI will be assessed against the following criteria:

- 20% - Experience of organization of similar work and its legal documents
- 40% - Based on the quality of given translation for the assessment (The consultant should submit the English translation of page no. 6 and 7 of Contribution based Social Security Fund Act, 2074). This Act is available at following link. <https://ssf.gov.np/source/acts/contribution-based-ssf-law-2074.pdf> (or, attached hereby)
- 10% - Female and disadvantaged group who have similar experience and competency
- 30% - Financial proposal

The work develop under this ToR will remain the property of the ILO.