

# Terms of Reference

## Introduction

The National Centre for Information Technology (NCIT) wishes to hire competent firm(s) or individual(s) to develop contents in English and translate these contents to Dhivehi Language for the portal currently being developed under the e-government project.

## Background

Government is currently implementing an e-government project to provide government services and information to the public. Government information and services will be disseminated electronically via the e-government portal established under this project.

## Objectives

The objectives of this work are to develop around 200 procedures explaining briefly and concisely using a standard form how to receive government information and services. These will then be put online on the e-government portal.

## Scope

In order to achieve the objectives of this task, the Content Developer(s) and Translator(s) will:

1. Prepare and develop contents for the e-government portal which includes procedures and information of government services targeted to the citizens and businesses.
2. An approximate of 200 procedures is required to be developed and translated under this project.
3. Where necessary contact government organizations on behalf of National Centre for Information Technology to obtain information about the services.

## Project Deliverables

The Content Developer(s) and Translator(s) should deliver following:

1. Develop and submit a minimum of 40 written procedures in English per week to level acceptable by the National Centre for Information Technology (NCIT).

2. Translate and submit a minimum of 40 written procedures to Dhivehi per week, to a level acceptable by the National Centre for Information Technology.

### **Selection and Termination of parties**

1. Multiple contracts maybe awarded to different parties.
2. National Centre for Information Technology (NCIT) reserves the right to terminate the contract(s) in the event that the Content Developer(s) or Translator(s) fail to perform and deliver the project deliverables to a standard acceptable by the National Centre for Information Technology.

### **Cost Schedule**

<b>Lot</b>	<b>Description</b>	<b>Cost</b>
Lot 1	Cost for 1 page procedure in English	
Lot 2	Translation cost for 1 page procedure	