

## **Terms of Reference (Consultancy)**

### **Editing and Translation of Parliamentary Speeches in National Assembly**

|                      |  |
|----------------------|--|
| <b>Title:</b>        | <b>National consultancy to provide expertise in order to edit, translate and re-structuring Parliamentary Speeches in National Assembly (NA) from 1947 to 2023.</b>  |
| <b>Project goal:</b> | Strengthening of Constitutional Structures in Pakistan   |
| <b>Time frame:</b>   | <b>27 working days</b> (March – April, 2024)   |
| <b>Requirement:</b>  | Editing and Translation expert of high caliber with national knowledge and experience (at least 10 years) of preferably in a parliamentary setting, who can edit, translate speeches from Urdu to English and re-structure the speeches of key leaders in the National Assembly of Pakistan and bring it in book form. |
| <b>Location:</b>     | Islamabad, Pakistan  |

#### **1. BACKGROUND & CONTEXT**

Compiling of the key speeches is part of the Special Initiatives Wing of the National Assembly Secretariat. There are 150 speeches of the members of the NA of Pakistan. Draft manuscript to be shared only with shortlisted consultant. These speeches are about the Constitution of Pakistan, Parliamentary affairs, federalism, provincial autonomy, amendments, religion and languages. These speeches are in raw forms with the library department of NA. It needs proper editing, translation from local languages to English and re-structuring of the speeches to publish it in a book form.

#### **2. A. PURPOSE OF ASSIGNMENT**

The National Assembly of Pakistan (lower house of the Parliament), in partnership with the HSF Pakistan office, aims to engage the services and expertise on editing and translation, of the highest caliber, who can edit and translate all the 150 speeches to create a book of all speeches.

#### **B. SCOPE OF WORK**

In carrying out the tasks, to address the following areas:

- 1. Analysis of the all the speeches:**
  - I. To re-structure all the speeches topic wise.
  - II. Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained
  - III. Research legal, technical and scientific phraseology to find the correct translation
  - IV. Make cultural or linguistic changes to the text as necessary
  - V. Translate all speeches from local languages to English.

VI. Proper indexing of speeches and proof reading.

**2. Reporting (deliverable):**

Compilation all the speeches in a book form and submission to HSF and NA of Pakistan.

**3. Additional Key Tasks**

I. Inception meeting at Project Management Unit (PMU) with the Library or relevant people at NA.

III. Follow up with internal team members of NA and relevant speakers to ensure translation meets their needs

**3. LOCATION & TIMELINE**

The assignment will take place in Islamabad, Pakistan from March until April 2024 (27 working days in total).

**4. QUALIFICATION & EXPERIENCE REQUIREMENTS**

- Proven work experience as a Translator, Interpreter or similar role
- Demonstrable experience with editing, proof reading and translation, preferably in a parliamentary setting, and relevant themes.
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Good knowledge of content editing tools
- Cultural awareness and sensitivity
- Proficiency in the use of a range of computer packages - knowledge of translation-oriented applications and software
- Working experience with political stakeholders, government institutions, office bearers, and law makers specifically in a parliamentary setting
- Identification with the regional dialogue goals of HSF and political neutrality

**5. APPLICATION FORMAT & PROCEDURE**

Interested individuals or organizations are requested to submit the following documents as a **single pdf** file to the following email address: [islamabad@hss.de](mailto:islamabad@hss.de)

- (i) Financial Proposal and expression of interest
- (ii) Detailed CV of the individual or organization profile
- (iii) Examples of work samples

**6. APPLICATION DEADLINE**

March 17, 2024 09:00 HRS PKT