File No. BCMD/FIN/Helvetas/2018-2019/ Date: August 20, 2018

**Terms of Reference**

**Background:**

Contributing to strengthening democracy in the country, Bhutan Centre for Media and Democracy offers citizenship education to diverse groups of people ranging from teachers to women of armed force personnel, monks and nuns. The Media and Democracy literacy is one such program that aims to cultivate critical thinking skills to make citizens smart consumers of news and media information, discern real from fake news, and understand the role of media in a democracy.

Given that social media has become pervasive in the lives of all, BCMD works towards educating all on news and media and plans to reach out to people with disabilities and those with dzongkha education background. To this effect, this assignment entail translating the Media and Democracy Literacy guide published by BCMD into Dzongkha.

The guide is approximately 23 pages (excluding the table of content) with illustrations in A4. The Dzongkha version will be printed using the same design, illustrations and layout as the English version.

**Terms of Agreement**

1. Translate News and Media literacy guide into colloquial dzongkha, and submit a proofread, edited and ready for print transcript ot BCMD.
2. Submit draft transcript for review, incorporate comments and feedback, and submit revised draft for finalisation.
3. The service provider agrees to the following timeline:

 1st draft - Submission by 10th October

 2nd draft - Submission by 20th October

 Final draft - Submission by 30th October

1. Payment shall be made in following installments:
	1. 1st installment of 25% will be made upon signing of the contract agreement.
	2. Final payment of 75% will be made upon completion of the assignment and to the satisfaction of the BCMD management.
2. Any extension of the contract or disagreement ensuing from this assignment shall be resolved amicably through mutual discussion or arbitration.
3. BCMD holds the copyright of the content and no part of the document may be reproduced or transmitted in any form or by any means without the prior approval of BCMD.