

Terms of Reference

For

Appointment of Individual Consultant (Translation) for BERC

Background

Power Cell, Power Division is implementing Bangladesh Power Sector Reforms (Phase-2) project under RERED-II financed by World Bank. Under this project scope has been created to provide consultancy support for Bangladesh Energy Regulatory Commission (BERC).

Bangladesh Energy Regulatory Commission is established as an independent and impartial Commission for the energy sector under the Bangladesh Energy Regulatory Commission Act, 2003. BERC is expedient to make provisions for the establishment of an independent and impartial regulatory Commission to create an atmosphere conducive to private investment in the generation, transmission and distribution of electricity and transportation, storage, supply and marketing of gas resources and petroleum products, to ensure transparency in the management, operation and tariff determination in these sectors; to protect consumer's interest and to promote the creation of a competitive market.

Now an Individual Consultant (Translation) is required by BERC to provide translation services- English to Bengali and vice versa. The consultant will assist the Commission to translate regulations, codes, and important documents in respect of energy regulation aspects. Consultant (Translation) will be engaged under the Rural Electrification and Renewable Energy Development-II (RERED-II) project financed by the World Bank.

Scope of Work

The Consultant (Translation) will work as directed by the Commission to provide translation services- English to Bengali and vice versa to the Commission. The scope of work is as follows:

- Deliver the appropriate translations of regulations, codes, standards and other Documents when required by the Commission;
- Provide opinion when asked for on the regulations and others documents in respect to their format;
- Represent BERC in the scrutiny meetings on the translated documents in order to complete vetting requirements;
- Perform terminology research to ensure the accuracy and appropriateness of translation;
- Ensure quality and accuracy of the entire document before submitting it to BERC;
- Perform any other related work as and when necessary in fulfilling his/her responsibilities.

Qualification requirement of the Consultant (Translation)

- Minimum Master Degree in any subject. Candidates having LL.B (Hon's) or LL.M degree will be given preference.
- At least 15 years working experience in translating texts of Act, Ordinance, Rules, Regulation, Guidelines, Codes and Standard etc. from English to Bangla and viceversa.
- Excellent skill in English language both written and spoken.
- Candidate should be able to demonstrate a strong ability to translate specialized texts under deadline pressure.

Duration of Appointment

12 (twelve) months from the date of signing of contract. It may be further extended as per requirement of the Commission.

Facilitation and Reporting

The contract will be signed between the Consultant (Translation) and Power Cell and the Consultant (Translation) will work in BERC. Commission will assign and supervise work performance and recommend the payment of the Consultant (Translation) along with invoice, log sheets, etc. to the Power Cell.

Logistics Support for the Consultant (Translation)

BERC will provide office accommodation. Consultant (Translation) will use his/her own computer, transport etc.

Evaluation Criteria

The evaluation of the consultants will be done according to the categories mentioned below:

- Educational qualification
- Overall work experience
- Relevant work experience