** RWANDA UNION OF THE BLIND**

 **UNION RWANDAISE DES AVEUGLES**

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**TERMS OF REFERENCE FOR TRANSLATION, PRODUCTION AND TRANSCRIPTION SERVICES**

1. **INTRODUCTION**

Rwanda Union of the Blind (RUB) is a local non-governmental organization legally operating in Rwanda since 1995 with the mission to work towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration. RUB envisages having a situation where all necessary services for people with visual impairment are provided as a right of the individual and see education and employment opportunities as well as all other welfare services being as available to those who are visually impaired as they are to all other citizens.

As years went by, RUB established various programs and interventions in line with the continuous efforts to advocate for the inclusion of persons with visual impairment into the mainstream society. The organization has been strengthening and extending the scope of its activities and work by establishing branches in almost all districts of the country. Currently, RUB has 64 well-established branches in all 30 districts of the country

RUB promotes the rights of people with vision impairment through advocacy assistance, education and outreach work to build the Rwandan society awareness and support for inclusion. Its members are supported in a wide range of situations, including cases where they have been denied their right to education, to work, to live independently, to access a good standard of healthcare and to enjoy participating in family and community life.

**II. BACKGROUND AND RATIONALE**

The right to all people including those with disabilities was first defined in the United Nations’ Universal Declaration of Human Rights of 1948 and further elaborated in a range of international conventions. In particular, the rights of persons with disabilities were elaborated in the United Convention on the Rights for Persons with Disabilities-(UNCRPD) which the government of Rwanda is party to since 2008.

In consonance with the UNCRPD on its articles related to accessible information (Article 9), inclusive education (Article 24) and access to cultural works (Article 30) among other Articles, to facilitate access to Marrakesh Treaty was adopted in 2013, and entered into force in 2016 with the objective to enhance the human rights of persons who are blind, visually impaired or print-disabled by facilitating their ability to create, read, and share books and other cultural materials in accessible formats. Marrakesh treaty was ratified by a number of countries including Rwanda (**see** **Official Gazette N° 27 of 07-09-2020)**.

Despite the efforts made to advance the rights of persons with disabilities at global level, persons with visual impairment and other people with print disabilities globally are facing the problem of the book famine as they lack access to copyrighted works and cultural materials in accessible formats to enjoy the world as all other people without disabilities. Historically, people with vision and print disabilities, including children in schools and adults have been facing the major barrier of lacking access to information, books, published works and cultural materials in accessible formats.

 According to the World Blind Union, less than 10% of published works are made in accessible formats in developed countries and in developing countries, the situation is even worse as less than 1% of books are ever made into accessible formats. Many students are unable to receive a full education in large part due to the lack of accessible materials and the educational content in accessible format. Over 90% of all published materials cannot be read by people with visual impairment or print-disabilities, and this situation leads to a "book famine" among people with print disabilities.

There is a need for having the treaty in local language -Kinyarwanda and in accessible formats in order to facilitate the treaty beneficiaries and others who are/will be involved in the treaty implementation processes mainly copyright holders to clearly understand the treaty and its obligations.

**III.DESCRIPTION AND SCOPE OF THE SERVICE REQUIRED**

Rwanda Union of the Blind (RUB) have secured funds from Disability Rights Fund (DRF) to implement the project entitled **“Accessible Reading Materials: Dignity of Persons with Visual Impairment’’** and therefore under this project, RUB would like to have a translated document of  ***Marrakesh Treaty to Facilitate Access to Publish d Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled***from English version to the local language(Kinyarwanda) and produce accessible formats (braille & audio) of this treaty in order to facilitate persons with visual impairment ,copyrights holders and the general public to understand the treaty and all its obligations.

With the above context, RUB would like to hire a competent individual consultant or a firm which fulfills the requirements to provide the above mentioned services to RUB. This includes translation of the Marrakesh Treaty into Kinyarwanda, production of fifty (50) well designed booklets of the translated treaty, produce twenty (20) copies of the treaty in braille format, transcription of two audio versions (English and Kinyarwanda) of the treaty.

**IV.DETAILS OF THE SERVICE REQUIRED AND KEY DELIVERABLES**

Under the supervision of the RUB secretariat, the selected consultant/firm will be requested to deliver the below s:

**a. Translation Services of the Marrakesh Treaty from English to Kinyarwanda language**

• Produce 100% professional and accurate translation of the Marrakesh treaty from English to Kinyarwanda

• Use the appropriate terminology considering the style and nuances of the original text.

• Quality check and proofreading of translation ensuring no typographical errors in the final text;

• Ensure timely delivery of translated materials;

 • Make necessary corrections or changes required by RUB or its partners and re-submit corrected text within the agreed timeframe;

• Deliver the translated documents as per the agreed deadline

 • Assure texts are technically, linguistically and grammatically correct and consistent in terms of completion and terminology usage;

 • Assure that texts meet high quality standards, are error free and will not need further editing after completion of translation;

• Submit electronic copy of the final high quality translated treaty in Kinyarwanda

**b. Production and transcription service**

* Produce 50 high quality and well- designed booklets with Kinyarwanda content of the translated Marrakesh Treaty
* Transcribe 20 braille copies of the Kinyarwanda version of the treaty
* Transcribe the treaty; both English and Kinyarwanda versions in audio format and submit them on virus free flash disks.

**V. REQUIRED QUALIFICATIONS**

All the competing individual consultants /firms proposers should meet the following criteria:

* The service provider should have a minimum 5 years’ professional experience in translation;
* Have prior experience in working with NGOs preferably with disability organizations;
* Submit a detailed methodology and work plan showing how the required services will be provided;
* Submit well detailed technical and financial proposals
* Company/firm Background (which should not exceed 3 pages) for firms or resumes for individuals;
* Track record of experience in translating treaties, laws or conventions
* Have experience in providing translation service (2 references/proofs to be attached to the bid)
* Have the commitment to submit the most economically advantageous which includes the reasonable price and delivery time
* Qualifications and experience of proposed team members where applicable

**VI. COPYRIGTHS AND INTELECTUAL PROPERTY RIGHTS**

The consultant/service provider may not use, share, reproduce, disseminate or authorize the use of the documents used in this assignment without a consent from Rwanda Union of the Blind.

**VII.CONTENT AND HOW TO SUBMIT QUOTATIONS**

All interested companies/firms or individual consultants should send their in sealed envelopes and marked**’’ Application for consultancy to provide Translation, production and transcription services’’.** Applicants are encouraged to submit their hard copies application documents to RUB office not later than **Monday 22nd May, 2023 at 4pm**.

No unsolicited communications from applicants will be accepted before or during the evaluation period and any queries relating to this tender should be directed to rubura1994@gmail.com with a copy to donakanimba@gmail.com.

Only hard copies will be accepted and all applicants will receive feedback on their applications not later than 10 days after the submission deadline.

Thank you and we look forward to receiving your quotations.

Kigali 16th May,2023.

Sincerely yours,

**Dr. Donatilla KANIMBA**

**Executive Director, RUB**