



INTERNATIONAL LABOUR ORGANIZATION
THE OFFICE OF THE ILO LIAISON OFFICER

Call for Expression of Interest ILO/YGN/23/07

29th MAY 2023

Title	Translation of Common Occupational Safety and Health Module for Technical Vocation and Education Training (TVET) Students (English to Myanmar)
Organization	International Labour Organization (ILO)
Technical Cooperation Programme	Safety + Health for All in Myanmar Project
Location	Yangon, Myanmar
Type of contract	External Collaboration Contract
Duration	19 th June 2023 to 20 th July 2023
Closing date	6 th June 2023
Submission of applications	Expressions of interest must be submitted by email to: link@ilo.org International Labour Organization No. 1(A), Kanbae Thitsar Road, Yankin Township Yangon – Myanmar. Only shortlisted candidates will be contacted for further consultation process.

1. Background

Safety + Health for All Workers in Myanmar Project

Safety + Health for All (SFHA) in Myanmar's ultimate objective is for workers in Myanmar to be safer and healthier. To reach this ultimate goal in the current context, the project is implementing holistic approach towards 1) social partners and educational institutions to implement programmes to address OSH issues, and 2) workers increasingly demanding safety and healthy workplaces. The project is also being implemented in the framework of the ILO OSH Project Portfolio at the ILO Liaison Office in Yangon.

As part of the broader programme, the project will be supporting the mainstreaming of OSH into TVET education in order to promote a culture of prevention. This particular activity will focus on supporting the development and strengthening of OSH modules into a private Technical and Vocational Education and Training (TVET) institution in Myanmar with a particular focus on OSH.

Myanmar's Context

The Government of Myanmar established the Comprehensive Education Sector Review (CESR) in 2012 and aimed to identify sector priorities, challenges and strategic options in strengthening the education system. One of the areas integrated in CESR is the TVET education, which cover a wide range of technical occupations, including electrical, electronic, metal, vocational skills among others. Each program is coordinated and financed by the relevant Ministry. The overall responsibility of TVET in Myanmar is divided among 19 ministries.

The wide coverage of vocational education opens the door to reach significant numbers of future workers with OSH knowledge and information. By mainstreaming OSH content into TVET curriculum, student would be equipped with OSH knowledge and safe work practices. Additionally, the 2016 Myanmar Data Collection Survey on Technical and Vocational Education and Training by JICA (see here) and the 2014 Assessment Study of Technical and Vocational Education and Training in Myanmar (see here) identified inadequate safety education and knowledge among the employees and the need to incorporate safety education in TVET curriculum.

Given the recent developments in Myanmar, the integration of OSH content into TVET curriculum will be channelled through the private TVET institution in Myanmar.

2. Activity's Objectives

The SHFA Myanmar project has drafted a package of Common OSH Module to be used by the TVET students in any profession in Myanmar, whom are the end users. This module has been drafted in English consisting of Participant Handbook, Trainers' Guide, and PowerPoint Presentation. The objective of this consultancy is to translate the forthcoming Participant Handbook and Trainers' Guide from English to Myanmar.

3. Duties of the Consultant

A consultant with expertise in translating curriculum and/or Occupational Safety and Health publications, reports will be contracted.

The consultant will be responsible for the following tasks:

1. To provide and submit through, user-friendly and technically sound translation on the forthcoming Participant Handbook and Trainers Guide from English to Myanmar.
2. To provide through Proof-Reading of Laid-Out Translation.
3. To consult with the ILO-SHFA team for thorough reviews, and to edit as necessary based on the feedback and advice given.

The assignment will be conducted with the technical advice and guidance from the Senior OSH Specialist and relevant technical units in DWT and HQ, the SHFA Programme Officer and relevant colleagues under the ILO Liaison Office Yangon.

4. Deliverables

In consideration of the abovementioned activities, the consultant will be expected to deliver the following products. The clearance of any deliverable will be subject to clearance by the SHFA Myanmar project team and relevant colleagues.

Deliverable 1 – Translation of Participants Handbook from English to Myanmar. (Number of Pages in English Version: Approximately 50 pages)

- The consultant must submit the translated document in word document.
- The Myanmar font format must be in Myanmar 3 Unicode.
- First draft under this deliverable must be submitted by 28th June 2023.
- While the SHFA team reviews, the consultant must proceed on deliverable 2.
- Any edit/correction required will need to be completed based on the deadline given at the time of instruction.

Deliverable 2 – Translation of Trainers’ Guide from English to Myanmar. (Number of Pages in English Version: Approximately 35 pages)

- The consultant must submit the translated document in word document.
- The Myanmar font format must be in Myanmar 3 Unicode.
- First draft under this deliverable must be submitted by 6th JULY 2023.
- Any edit/correction required will need to be completed based on the deadline given at the time of instruction.

Deliverable 3 – Translation of PowerPoint Presentation from English to Myanmar. (Number of Slides in English Version: Approximately 120 slides)

- The consultant must submit the translated document in PowerPoint Presentation.
- The Myanmar font format must be in Myanmar 3 Unicode.
- First draft under this deliverable must be submitted by 14th JUL 2023.
- Any edit/correction required will need to be completed based on the deadline given at the time of instruction.

4. Requirements of the Consultant

The consultant should have a university degree in a relevant field such as Occupational Safety and Health/ Medicine/ Medical Science, etc. Strong command of English and Myanmar is a must. Experience in translation, especially in OSH related documents is an advantage. In depth understanding of contemporary Myanmar culture, especially in written language, is a strong asset.

Technical competencies:

- Excellent written command of English and Myanmar languages.
- Capacity to produce high-quality and thorough translation,
- Attention to detail and thorough proof-reading skills,
- Strong knowledge of occupational safety and health and understanding of workplace environment/conditions.
- Creativity and the basic IT skills, including the skill to use in-design file is a strong asset.

5. Duration and payment schedule

This assignment is expected to start on **19th JUNE 2023** and be completed by **20th JULY 2023**.

The contract will be an all-inclusive fee; the consultant is expected to fund logistical, travel, administrative and all other expenses associated to the delivery of the products included in this TOR.

The payment schedule is as follows:

Deliverable (in year 2023)	Payment (%)
Deliverable 1 (by 28 th JUNE 2023)	30
Deliverable 2&3 (by 14 th JULY 2023)	70
Total	100

Deliverables and invoices will be submitted, where relevant, to the DWT-BKK Senior OSH Specialist and SHFA Programme Officer who will provide clearance. Payments are subjected to the successful delivery of all products and are approved by the Liaison Officer of the ILO in Yangon.

6. Application Process

Candidates are invited to submit their **completed application** that must include the following 2 items:

- 1) CV(s) stating a summary of qualifications and experience to deliver this assignment.
- 2) A short proposal including how this assignment would be delivered, the estimated timeframe and number of days for each deliverable, a breakdown of the budget proposal in MMK, any key risks that would need to be managed. At the time of application, ***applicants are advised to state both of the translation fees as per page and lumpsum for this consultancy.***

Interested individuals and firms should submit their proposals no later than **6th June 2023**. Applications should reach the ILO office by electronic means to link@ilo.org.