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Date: 26th November 2026

Ref: SHE/ADM/26/104-AD

TERMS OF REFERENCE

Hiring a Consultant/Consultant Team for Adaptation, Contextualization and Translation of IEC Materials on HIV Prevention, PrEP and PEP

Introduction

The Society for Health Education (SHE) is a national non-governmental organization in the Maldives dedicated to promoting health and well-being through an integrated and holistic approach. The thematic areas of SHE are Sexual Reproductive Health, Thalassemia Laboratory and Diagnostic Services, Counselling and Psychosocial Services, and Health promotion.

SHE strives to improve the quality of life of the Maldivian people by promoting equitable access to quality health services, strengthening national capacity, and raising awareness on health and social issues through evidence-based programmes and partnerships.

Under the Fight Back Fund (FBF) Project, implemented in collaboration with the International Planned Parenthood Federation (IPPF) and FPA India, SHE aims to strengthen access to equitable, sustainable and rights-based HIV prevention services, including HIV testing, PrEP and PEP, through integrated sexual and reproductive health services, community-led approaches, advocacy and demand generation.

As part of the project, SHE seeks to adapt, contextualize and translate existing Information, Education and Communication (IEC) materials, to support HIV prevention awareness, community outreach and service delivery in the Maldives

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1. Background

A range of IEC materials and knowledge resources on HIV prevention, have been developed through previous regional and national initiatives.

These materials provide an existing resource base that can be utilized to support the communication and awareness-raising activities of the Fight Back Fund Project. However, adaptation, contextualization and translation are required to ensure that the information is relevant to the Maldivian context, aligned with national guidelines and accessible to the intended audiences.

The adapted materials will be reviewed in consultation with relevant stakeholders, including the Health Protection Agency (HPA), to ensure technical accuracy, cultural appropriateness and alignment with available HIV prevention services in the Maldives.

2. Objective of the Assignment

The objective of this consultancy is to review, adapt, contextualize and translate existing IEC materials on HIV prevention, into accessible, culturally appropriate and technically accurate resources for digital and printed dissemination in the Maldives.

The consultancy aims to maximize the use of existing resources while ensuring that the materials respond to local information needs, language requirements and service delivery arrangements.

3. Scope of Work

The consultant will be responsible for the following:

- Review existing IEC materials on HIV prevention, HIV testing, materials available through SHE, HPA, IPPF and relevant partners.
- Adapt and contextualize selected IEC materials (10 leaflets) to reflect the Maldivian social, cultural and service delivery context, ensuring alignment with national guidelines and relevant technical guidance.

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- Update information on available HIV prevention services, service access arrangements and referral pathways in the Maldives.
- Translate selected IEC materials from English into Dhivehi, ensuring accuracy, clarity, consistency of terminology and cultural appropriateness.
- Ensure that translated content is adapted to the language and communication needs of the intended audiences rather than relying solely on literal translation.
- Ensure that all materials use inclusive, rights-based, non-discriminatory and stigma-free language and messaging.
- Undertake proofreading and quality assurance of both English and Dhivehi content to ensure accuracy and consistency across all materials.
- Adapt existing designs and layouts to accommodate contextualized and translated content, ensuring readability, visual accessibility and appropriate formatting in both languages.
- Ensure compliance with applicable copyright, intellectual property and SHE, donor and partner branding requirements.
- Prepare and submit draft materials for technical review and validation by SHE and relevant stakeholders, including the Health Protection Agency (HPA).
- Participate in review and consultation meetings, as required, and incorporate feedback received from SHE and relevant stakeholders.
- Finalize all IEC materials following technical review and approval by SHE.
- Prepare final materials in appropriate formats for digital dissemination and printing.
- Submit all final approved materials, including high-resolution print-ready files, digital dissemination formats and editable source files, to SHE.
- Submit a brief completion report documenting the materials reviewed, adapted and translated, stakeholder feedback incorporated and final deliverables.

4. Key Deliverables

The consultant is expected to submit the following deliverables:

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- An inception report and detailed work plan outlining the proposed methodology, approach and timeline for completing the assignment.
- Draft adapted and contextualized English-language IEC materials, including updated technical information, service-related information and supplementary content, where required.
- Dhivehi translations of the selected IEC materials, ensuring linguistic accuracy, cultural appropriateness, readability and consistency with the English versions.
- Draft designs and layouts of the adapted and translated IEC materials in English and Dhivehi for technical and stakeholder review.
- Documentation of stakeholder feedback and revisions incorporated into the materials.
- Finalized and technically validated IEC materials in English and Dhivehi, incorporating feedback from SHE and relevant stakeholders.
- High-resolution, print-ready versions of all approved IEC materials.
- Digital versions of all approved IEC materials in appropriate formats for online dissemination and sharing.
- All editable source files, including design files, text documents and other relevant resources used in completing the assignment.
- A brief consultancy completion report summarizing the work undertaken, materials reviewed, adapted and translated, stakeholder feedback incorporated and final deliverables submitted.

5. Qualifications and Experience

The consultant or consultancy team should demonstrate:

- Experience in developing, adapting or translating health-related IEC materials.
- Excellent proficiency in written English and Dhivehi.
- Experience in contextualizing technical health information for different audiences.
- Knowledge of HIV prevention, SRH or related public health issues will be an added value.
- Experience in graphic design and layout of bilingual communication materials, or access to relevant design expertise.
- Understanding of the Maldivian social and cultural context.

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6. Submission Requirements

Interested consultants are requested to submit the following documents:

- An updated Curriculum Vitae (CV) highlighting relevant qualifications and experience in developing, adapting or translating health-related IEC materials.
- Copies of relevant academic and professional qualifications.
- A technical proposal outlining the consultant's understanding of the assignment, proposed methodology and approach, and work plan with a timeline for completion.
- A financial proposal detailing the consultancy fee and any other associated costs required to complete the assignment.
- Samples or links to previous relevant work, particularly examples of health-related IEC materials, Dhivehi translations, or bilingual communication materials, where available.

7. Reporting

The consultant will report directly to the Director of Program and will work closely with the assigned program team throughout the assignment.

SHE will facilitate access to existing IEC materials, relevant technical documents, national guidelines and stakeholder feedback.

The consultant will work in coordination with relevant SHE staff and technical stakeholders throughout the assignment. All final materials will be subject to SHE's approval.

8. Evaluation Criteria

- 30% – Relevant qualifications and professional experience in developing, adapting or translating health-related IEC materials.
- 30% – Technical understanding of the assignment, including the proposed methodology and approach.
- 40% – Proficiency in written English and Dhivehi, including translation, contextualisation,

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graphic design and layout of bilingual materials.

9. Duration of the Assignment

The consultancy is expected to be completed within **45** working days, after the contract is signed, and according to the agreed work plan.

10. Payment Schedule

Payment will be made upon satisfactory completion and approval of the agreed deliverables by SHE, as follows:

- **20%** – Upon submission and approval of the inception report, detailed work plan and inventory of existing IEC materials, including recommendations on materials to be adapted, contextualized and translated.
- **40%** – Upon submission and approval of the draft adapted, contextualized and translated IEC materials, including draft designs and layouts in English and Dhivehi for stakeholder review.
- **40%** – Upon satisfactory completion of the assignment, incorporation of stakeholder feedback, approval of all final IEC materials, and submission of print-ready files, digital dissemination formats, editable source files and the consultancy completion report.

11. Intellectual Property Clause:

All materials, reports, presentations, research tools, datasets, analysis outputs, and other deliverables developed under this consultancy shall become the property of the Society for Health Education (SHE). The consultant shall not reproduce, distribute, or use the materials without prior written approval from SHE.

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12. Safeguarding and Ethical Consideration:

The consultant will be required to comply with SHE's safeguarding, child protection, prevention of sexual exploitation and abuse (PSEA), confidentiality, and ethical standards throughout the assignment.

13. Application Deadline

Interested candidates should submit their applications by **03rd December 2026** to:

Society for Health Education (SHE)

M. Kulunuvehi

Buruzu Magu

Malé, Maldives

Email: **hr@she.org.mv**

SHE is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our commitment to the safety and protection of children, young people and vulnerable adults in our programs. SHE is committed to equal opportunities, cultural diversity and encourages women, young people and people with disability to apply.

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