

Date: 23/01/ 2018

### **Request for Proposal**

Praja is a non partisan organization working towards enabling accountable governance in Mumbai. To know more about our work and goals, please visit [www.praja.org](http://www.praja.org).

We are committed to creating a responsible and efficient society through people's participation. Praja Collects lots of Information through Government agencies using RTIs. The RTI we apply to different Government agencies in Delhi and Mumbai. We apply RTI on many issues like crime, education, health, civic, housing and elected representative. The elected representative information is mostly the question asked by the MP, MLA and the Councilor of Delhi and Mumbai in their respective forums. This information we receive is in the respective regional languages. Like in Delhi we get in Hindi and in Mumbai we get in Marathi.

#### **Background and Objectives:**

- Praja foundation tracks the performance of MLAs & Corporators in the city by evaluating them on set parameters and grading them on the basis of their performance.
- Evaluation process involves the inclusion of actual data from RTI along with a perceptual survey of the citizens in their jurisdiction.
- In this phase of the actual Data from RTI needs to be translated in English from Hindi and Marathi.

#### **Scope of service:**

- Translating the Data ( question asked) from Hindi to English ( attach is the sample)
- Translating from Marathi / Hindi to English ( attach is the sample)
- One can choose both the translation work or choose any one in Hindi and Marathi, as per the skills
- The translation is a summary or the gist of the Question asked by the ER ( MP , MLA and councilor) the facts needs to be mentioned in the translation like the date, place name or the amount mentioned in the questions.
- The Translation will be done in the soft excel format given by Praja through a hard copy received by the government agency.
- The hard copy will be collected from Praja's office and has to be handed over to Praja in the said condition. ( as the data is received through RTI and is important to keep it in a right condition)
- This work will also include Coding of the questions too( will be trained by Praja on this)

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via email or in a sealed envelope by 15 March, 2018. For any queries kindly contact Ms. Priyanka Sharma (+91-022 -6525 2729) or email us at [priyanka@praja.org](mailto:priyanka@praja.org) or Ms. Steffi Joy (91-022-22618042) or email at [steffi@praja.org](mailto:steffi@praja.org)