

Terms of Reference

For

Recruitment of Consultant

A. Project Title

Development of Joyig Font

B. Background

Dzongkha Development Commission (DDC) is the premier institute in the country mandated to develop and promote Dzongkha, the National Language of Bhutan. The vision of the commission is to make Dzongkha the main medium of communication for every Bhutanese in order to promote harmony, cohesion and stability in the country.

Though the choices for Dzongkha fonts are very limited, the Dzongkha font users have increased over the past few years.

Of the two dzongkha font category; Tsuyig and Joyig, Joyig is considered as the font originally and specifically created for the Dzongkha. However over the period, Tsuyig script was adopted and widely used for Dzongkha text in Bhutan. The currently available Joyig font is not so compatible with many systems and applications compared to the existing Tsuyig fonts. The font also has size rendering issue.

In order to retain the identity of the language, it is crucial to promote the usage of the script. Therefore, through this project, the DDC aims to develop a Joyig font that would suffice the issues, thus providing a better choice for Dzongkha text style.

C. Scope of Work

The scope of the work for the consultant includes the following but not limited to:

- i. The consultant should research and study on various type of calligraphy and choose the finest design and adapt it to develop a new font;
- ii. The new font should render (size and stacking) properly in any applications and software;
- iii. The new font should be compatible with any applications and software;
- iv. The font should consist of all the necessary combination of characters;
- v. The consultant should train the relevant staff.

D. Expected Deliverables

- i. The Consultant shall complete designing all the Dzongkha fonts, numbers and characters like ཀ་མཚན, འཇམ་ལྷ་, རྩ་ཐུག་ལྷོ། etc. and other font and character combinations;
- ii. Development of proper rendering and application compatible Dzongkha font;
- iii. Inception report detailing proposed approaches and specific work plan on achieving specific deliverables for the entire period should be submitted to the Commission within 5 working days after project kick-off;
- iv. The Consultant shall also submit monthly work progress report to the Project Coordinator/ICT Head.

E. Facilitations

- i. The Commission shall provide the Conference Hall for meetings and presentations;
- ii. The Commission shall provide all the contents/materials both in English and Dzongkha required for the project;
- iii. The consultant shall directly be under the close supervision of the Project Coordinator;
- iv. Reports and recommendations shall be shared with the Project coordinator in a timely manner, with a copy to the head of the Agency.

F. Qualifications and experience required

- i. Well versed in designing and development of Dzongkha fonts;
- ii. Adequate knowledge and expertise on Dzongkha Unicode;
- iii. Past training experience;
- iv. Excellent command and writing skills in Dzongkha;
- v. Good knowledge on FontLab Studio, CorelDraw, Microsoft Volt and other applicable software.

G. Duration of the work

The assignment is for a period of 8 (eight) months from the date of signing of the contract agreement.

H. Duty Station

- i. The consultant shall be provided with a workstation, a desktop computer and stationery for carrying out the assignment;
- ii. The consultant is expected to be in station during the entire period of the project.
- iii. The Consultant shall report to Project Coordinator or ICT Head for management/technical issues.

I. Competencies

- i. Demonstrates commitment to the commission;
- ii. Should have positive human values, constructive attitude and willingness to execute assignment;

- iii. Remain calm and in control even under pressure;
- iv. Demonstrates openness to change and ability to manage complexities;
- v. Good inter-personal relationship team spirit, networking aptitude etc..

J. Font Name

The name of the font shall be “DDC Joyig”.

k. Pay and Allowances

The Bidder/Consultant shall specify the payment/remuneration on monthly basis or lump sum amount for the entire project period. The DDC shall decide or negotiate the amount, terms and conditions of pay and allowances etc. with the winning bidder.