

## TERMS OF REFERENCE

<b>Contract:</b>	<b>CS-Ind-4</b>		
<b>Project:</b>	Kyrgyz Republic: School Education Reform Sector Development Project (Loan No.4217 – KGZ (COL)/Grant No.0851 – KGZ) (SERSDP).		
<b>Expertise:</b>	<b>PIU Translator</b>		
<b>Source:</b>	Local	<b>Category:</b>	Independent Individual Consultant
<p><b>Brief information</b></p> <p>The Ministry of Education and Science (MOES) of the Kyrgyz Republic is implementing the School Education Reform Sector Development Project, financed by the Asian Development Bank (ADB). The project aims to improve the ability of the school education system to prepare graduates with subject knowledge and competencies. The project supports implementing the National Education Development Program in the Kyrgyz Republic for 2021–2040.</p> <p><b>Tasks</b></p> <p>The main responsibility of the Translator in the Project Implementation Unit (PIU) is to ensure accurate and timely translation of documentation, communication, and other project-related materials. The role involves participation in ADB missions, discussions and providing simultaneous interpretation at meetings with international colleagues and partners.</p> <p><b>Scope of Work</b></p> <ol style="list-style-type: none"> <li>1. Provide precise and quality oral and written translations of incoming and outgoing documentation, including technical, legal, and procurement-related materials, as well as articles and materials for conferences, missions, meetings, and round tables for the project and the Executive Agency.</li> <li>2. Assist the procurement sector in preparing minutes during meetings and sessions.</li> <li>3. Provide technical support in organizing and coordinating meetings for ADB Mission members.</li> <li>4. Offer technical support in organizing the work of international consultants and accompany them during meetings.</li> <li>5. Provide organizational support in preparing analytical reports and quarterly progress reports on the project, translating them into Russian, English, or Kyrgyz as needed.</li> <li>6. Translate and edit official project documents (in Russian, English, and Kyrgyz).</li> <li>7. Translate all procurement-related documents.</li> <li>8. Perform other tasks as assigned by the Project Manager.</li> </ol> <p><b>Reports to</b></p> <p>The Project Manager and PIU Office Manager.</p> <p><b>Reporting Requirements</b></p> <ol style="list-style-type: none"> <li>1. Reports on completed translations.</li> <li>2. Quality of translations.</li> <li>3. Adherence to deadlines.</li> <li>4. Weekly or monthly reports, depending on management requirements.</li> </ol>			

### Qualification Requirements and Evaluation Criteria

- A higher education degree in linguistics or related fields.
- At least 5 years of experience as a translator, with 3 years in projects financed by the Asian Development Bank, the World Bank, or other donors being an advantage.
- Excellent communication skills and the ability to work under tight deadlines.
- Proficiency in written and spoken Russian, English, and Kyrgyz is mandatory.
- Computer skills, including proficiency in Internet use, Microsoft Word, Excel, Outlook, and other tools.

Scoring System for Evaluation:

Education – 15%;

Experience – 70%;

Language proficiency – 15%.

<b>Place of Execution:</b>	<b>Duration:</b>	<b>Dates:</b>
Duty station is in PIU, located at the address: Bishkek, Manas ave. 22A.	12 months, with the possibility of extension.  Probation period: 3 months.	Contract Commences _____, subject to ADB approval. Contract Validity _____.
Contract Period:	-----	-----