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TO END THE TUBERCULOSIS EPIDEMIC
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Terms of References for translators (pool of translators)

About TB Europe Coalition (TBEC)

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB, and ensure political and financial commitments to end TB. Currently TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv and responsible for the coordination, communication, administration, programmatic and policy management of the network.

Objective of the assignment:

The objective of the assignment is to provide TBEC team with translation services (including written translation, consecutive, simultaneous interpretation). Working languages- English, Russian, Ukrainian

Background and context

In the framework of the implementation of current TBEC projects, it is planned to hold a large number of meetings, currently mainly online, as part of monitoring visits, consultations, national dialogues, as well as webinars. Both interpretation and written translation of documents are highly required. To ensure the high quality of provided services, as well as the sustainability of the provision of translation, TBEC forms a pool of translators. The pool of translators will allow TBEC to work with experienced and highly qualified consultants, and if one of the translators will perform other assignment, contact the next one from the pool, which will ensure the continuity of program activities. The presence of a translator in the pool does not oblige him to prioritize TBEC tasks in comparison with other tasks not related to TBEC activity, until the moment of taking on an obligation to complete them within the agreed timeframe. Also, the translator has the right to refuse to perform the TBEC task, provided that no obligations were taken to complete it. From the other hand, TBEC bear no liability to award an assignment a) every time to the same interpreter/translator; b) if there will be no need in it.

The scope of work:

Under the guidance and direct supervision of the TBEC team, the Translator will undertake the following duties and responsibilities:

- Translate written documents from English to Russian (Ukrainian) and vice versa and submit translation in word processed documents;
- Provide high quality translation of documents;
- Ensure accuracy of terms and terminology used in the documents;
- Provide consecutive/simultaneous interpretation in the framework of online (Zoom, WebEx, Skype) and face-to-face meetings
- Ensure translation is written with style, correct grammar and spelling
- Consult with TBEC team when required

Duration of the assignment:

- The inclusion to pool of translators will come into force after signature of the framework agreement for individual consultancy services.
- The duration of agreement is February 22, 2021 - December 31, 2021.

- Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.
- Consultant is solely responsible for determining his/her tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws

Qualification requirements:

The translator should meet the following qualifications:

- Master's degree in Linguistics,
- 3-5 years of professional translation experience in the area of Public Health is required, in TB area is desirable
- Demonstrated good understanding of technical terms used in areas of public health, knowledge of TB-related terminology is highly desirable
- Proven skills in translation and interpretation from and into English and vice versa
- Excellent communication skills in both English and Russian
- Strong commitment to public health and civil society is required
- Ability to work independently
- Proven ability to meet deadlines
- References from clients from Public Health sphere, ideally from TB/HIV sphere will be considered as an asset