

## TERMS OF REFERENCE

<b>Contract</b>	<b>CAREC 1&amp;3/CS-IC-_____ -2021</b>		
<b>Project</b>	Kyrgyz Republic: CAREC Corridors 1 and 3 Connector Road Project		
<b>Expertise</b>	Office-manager/Translator		
<b>Source</b>	National	<b>Category</b>	Independent IC
<b>Objective/Purpose of the Assignment:</b>			
The key objective of the assignment is to assist IPIG in implementation of CAREC Corridors 1 and 3 Connector Road Project and other projects implemented by the IPIG.			
<b>Scope of Work:</b>			
<ol style="list-style-type: none"><li>1. Adequate and qualitative translation of scientific, technical, public-political, economic and other special documents, correspondence materials in IPIG, materials of Project related conferences, workshops and seminars;</li><li>2. Carrying out within the specified time the verbal and written, complete and shortened translations, providing the accurate compliance of translations with lexical, stylistic and logical content of originals, compliance with the requirements regarding scientific and technical terms and definitions. Editing and revision of translated documents;</li><li>3. Accurate registration of incoming and outgoing documents of IPIG with all organizations, receipt and distribution of correspondence, keeping correspondence within his/her authority;</li><li>4. Organization of appropriate usage of office equipment and its timely maintenance;</li><li>5. Assistance to other IPIG staff in developing important urgent IPIG documents;</li><li>6. Ensuring and arrangement of prophylactic and current repairs of officer (IT) equipment, liaison with technical maintenance service organizations, periodical scheduling procurement of needed spare parts;</li><li>7. Organization of meetings, reception and registration of visitors, guests, delegations, etc.;</li><li>8. Preparation of minutes, coordination of information safekeeping;</li><li>9. Execution of other official commissions of the IPIG Director and ADB Coordinator.</li></ol>			
<b>Output/Reporting Requirements:</b>			
The Office-manager/Translator will be reporting primarily to the Director and ADB Coordinator.			
<b>Qualifications and Experience:</b>			
<ul style="list-style-type: none"><li>• University education in studying foreign languages (English language);</li><li>• English level minimum IELTS band 7 (total score) or equivalent in TOEFL (94-101 scores) (certificate must be provided);</li><li>• Excellent knowledge of Russian and Kyrgyz languages</li><li>• At least 5 years' general experience as a professional translator/office manager,</li><li>• Work experience as a translator/office manager in international organizations and/or organizations financed by international donors not less than 3 years;</li><li>• Familiarity with terminology for translations concerning road construction</li><li>• Good computer skills</li></ul>			
<b>Performance evaluation:</b>			
Performance evaluation is conducted on annual basis by Coordinator and IPIG Director. Evaluation is based on achieving/failure of key indicators:			
<ul style="list-style-type: none"><li>• Translations are of acceptable quality</li><li>• All translations performed in time</li><li>• All documents a retained in order</li></ul>			

- Timely execution of assigned tasks

Failure to meet these indicators might be a reason for contract termination or work terms revision.

<b>Places of Assignment:</b>	<b>Days/Months</b>	<b>Estimated Dates</b>
Principal place of services is the IPIG office at the Ministry of Transport and Communications of the Kyrgyz Republic with intermittent visits to the construction sites when required.	___ months	Commencement of Services is scheduled to September 2021 subject to approval of the ADB. The contract is effective till December 31, 2021.
TOTAL CONTRACT PERIOD (state if Intermittent)	___ months	-

Note: The trial period is 3 months. The duration of the assignment is around 6 months. The term of attraction can be extended by mutual agreement of the parties.