

Ministry of Transport and Communications of the Kyrgyz Republic

Third Phase of the Central Asia Regional Links Program (CARs-3), financed by World Bank

Office-manager/Translator (Russian-Kyrgyz)

TERMS of REFERENCE

Background

1. The Central Asia Regional Links (CARs) program is the result of a collaborative effort initiated by client governments in the Central Asia region and is financed by the International Development Association (IDA). The overall objective of the program is to increase cross-border connectivity and enhance regional integrated development to revitalize historically active economic exchanges in Central Asia and beyond along the Silk Route. In an effort to bring transformational impact in the region, the program's projects builds synergies with other regional initiatives by multilateral or bilateral development partners such as the Central Asia Regional Economic Cooperation (CAREC) program, the EEU, the Belt and Road initiative, as well as others.

The objectives of the First Phase of the program (CARs-1), which was implemented in Kyrgyz Republic and completed in 2019, was to increase transport connectivity between Kyrgyz Republic and Tajikistan along priority cross-border road links in Batken Oblast whilst supporting improvements in road operations and maintenance practices. The road sections to be financed under CARs-1 prioritize connectivity between the Osh and Batken Oblast in the Kyrgyz Republic and Sugd Oblast in Tajikistan as they build lateral spurs from the Osh-Isfana axis to the Tajik border.

2. Third Phase (CARs-3) strives to address regional integration in a more comprehensive approach encompassing both physical and economic connectivity among neighboring countries, also unlocking economic opportunities through promoting local integrated development in a spatially identified area. It was declared effective by IDA on January 30, 2020 and the objective is to increase regional connectivity and support sustainable tourism development in Issyk-Kul Oblast. It will finance activities related to removing physical bottlenecks with neighboring countries, in particular the Republic of Kazakhstan, and addressing sector specific constraints to create market opportunities for the development of regional trade (agriculture) and tourism in Issyk-Kul Oblast. It shall be implemented by the IPIG under following parts, (a) Regional Connections, Associated Facilities and Equipment in Issyk-Kul Oblast; (b) Aviation Safety and Service Provision, and (c) Sustainable Tourism development in Issyk-Kul Oblast.

The Ministry of Transport and Roads (MOTR) of the Kyrgyz Republic as the Implementing Agency has established an Investment Projects Implementation Group (IPIG) which is responsible for the day-to-day administration of project activities for the Central Asia Regional Links Program (CARs Program) financed by the World Bank (WB IPIG), as well as projects funded by JICA. WB IPIG's responsibility include, *inter alia*: (i) the management of designated accounts; (ii) financial management and reporting on the overall project; (iii) ensuring the execution of the audit of the project; (iv) preparation of quarterly financial and bi-annual progress reports; (v) the management of the environmental and social safeguards aspects; and (vi) undertaking all procurement and contract management activities for all components.

The Implementing Agency requires an **Office-manager/Translator (Russian-Kyrgyz)** to take necessary actions in implementation of the Third Phase of the Central Asia Road Links Program, as well as subsequent phases of the program CARs-3, funded by the World Bank.

Objective of the assignment

The key objective of the assignment is to assist IPIG in implementation of the Central Asia Road Links Project.

Scope of services and responsibilities

Specific responsibilities of the **Office-manager/Translator** include, but are not limited to the following:

1. Provide adequate and qualitative translation of scientific, technical, political, and economic documents and materials for the preparation and delivery of project activities with the participation of the President of KR, chairman of the Parliament, Parliament members;
2. Provide simultaneous and consecutive interpretation at project related conferences, workshops and seminars and facilitate communication among project participants;
3. Translate project related correspondence, such as reports, Terms of References, legal agreements etc. received from the international contractors, consultants and other donor institutions;
4. Provide quality control of the translated documents and ensure that the translation is carried out on a timely basis within the specified deadlines; edit and revise the translated documents as needed to meet the quality check;
5. Record keeping: Registration, approval, recording and storage of incoming/outgoing documentation, as well as transfer of documents to the specialist to control their execution, preparation of orders and other documents;
6. Control and analysis of proper maintaining, recording and storage of documents (soft and hard versions), copying and duplication of documents;
7. Provide assistance to other IPIG staff in developing reports and information on the Project activities, as well as preparation of important urgent documents of the IPIG;
8. Prepare Minutes of Meeting related to the Project activities, including the meeting with the World Bank team and performance of other instructions of the Director;
9. Monitor appropriate use of equipment and its timely maintenance.

Reporting Relationship:

Office-Manager/Translator will be reporting to the IPIG Director.

Qualifications and Experience:

- Degree in English language/Translation;
- General work experience as a translator from English-Russian, Russian-English at least 5 years. Experience as a translator from Kyrgyz-Russian is an asset;
- Work experience as a translator/interpreter/office manager in international organizations and/or organizations financed by international donors not less than 3 years;
- Possess strong knowledge of infrastructure, engineering and/or road construction terminology;

- Good computer skills, all Microsoft Windows office applications.

Duration of the assignment

The probation period is 3 (three) months. The duration of assignment is 12 (twelve) months. The term of engagement may be extended by mutual agreement of the parties involved.