

## **Ministry of Transport and Roads of the Kyrgyz Republic**

First Phase of the Central Asia Road Links Project (CARs-1), financed by World Bank

**Translator/Interpreter/Office-manager/ (English-Russian-Kyrgyz)**

### **TERMS of REFERENCE**

#### **Background**

Within the framework of Central Asia Regional Economic Cooperation (CAREC) Program, the countries of Central Asia are working together to increase regional transport connectivity by coordinating investments in transport infrastructure and aligning respective policy and regulatory reforms to make the impacts of those investments sustainable. This is to improve the region's competitiveness, reduce poverty and expand trade, both among Central Asian economies, regionally, and globally. CAREC program focuses on investment and other activities along six transport corridors that link north, south, east and west through Central Asia. Specifically, the Governments of Tajikistan and the Kyrgyz Republic approached the World Bank to consider financing for the Osh-Khujand road corridor as part of a regional program, using national IDA funds to leverage regional IDA funds which are additional to the national IDA country envelopes.

The proposed Osh-Khujand Road Corridor Improvement Project is proposed to form part of a regional program on priority road corridor improvements in Central Asia which is expected to have substantial positive impacts on poverty reduction and economic growth, not only because of the high population density along the catchment area of the corridor, but also high poverty rates and related impacts on cohesion and migration.

The Ministry of Transport and Roads of the Kyrgyz Republic runs an Investment Projects Implementation Group to carry out consulting assistance to the Executing Agency for the successful implementation of the program financed by the World Bank.

The Executing Agency requires a **Translator/Interpreter/Office-manager (English-Russian-Kyrgyz)** to take necessary actions in implementation of the Central Asia Road Links Program.

#### **Objective of the assignment**

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

#### **Scope of services and responsibilities**

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

1. Adequate and qualitative translation of CARs program-related scientific, technical, public-political, economic and other special documents, correspondence with contractors, consultants, donors, materials for preparation and delivery of activities with participation of the President of KR, chairman of the Parliament, Parliament members, Program-related conferences, workshops and seminars;
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, related to CARs program. Editing and revision of translated documents;

3. Assistance to other IPIG staff in developing important urgent Program related documents;
4. Preparation of minutes with the World Bank team and other duties as instructed by the Coordinator;
5. Monitoring of appropriate use of office equipment and its timely maintenance.

### **Reporting Relationship:**

Translator/Interpreter/Office-Manager will be reporting primarily to the Coordinator in charge of the CARs program and/or IPIG Director.

### **Qualifications and Experience:**

- Higher education in English language/philology;
- General work experience as a translator from English-Russian, English-Kyrgyz, Kyrgyz-Russian not less than 5 years;
- Work experience as a translator/interpreter/office manager in international organizations and/or organizations financed by international donors not less than 3 years;
- Professional skills in making specific translations in the area of infrastructure, engineering and road construction is preferred;
- Good computer skills, all Microsoft Windows office applications.

### **Duration of the assignment**

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