



RIVER BASIN  
MANAGEMENT  
& TRANSPARENCY

# TERMS OF REFERENCE

## FOR A TRANSLATOR – River Basin Management & Transparency

EuropeAid/155863/DH/ACT/AL

**Type of service:** For part-time interpretation/translation services rendered to the project RBMT activities from Albanian into English & vice versa

**Timeframe:** September 2018 —October 2020 (in total 10 working days within the period)

**Type of contract:** Individual contract

**Engagement starting date:** 21<sup>st</sup> September, 2018

**Application deadline:** 17<sup>th</sup> September, 2018

## 1. OBJECTIVE

Provide consecutive and simultaneous interpretation services (English/Albanian) during various meetings, conferences, workshops, roundtables and other RBMT activities.

## 2. BACKGROUND AND CONTEXT

- The **overall objective** of the RBMT (River Basin Management & Transparency) project is to strengthen CSOs capacities for involvement in the process of development of River Basin Management plans in Albania and to contribute towards wider public support of RBM Plans. The overall objective will be accomplished through achieving the following **specific objectives**:



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- strengthening CSO's capacities to increase their influence in the working process and outcomes of RBM plans in all stages of RBMP development and implementation;
- strengthening CSOs capacities for involvement in characterization of the River Basin Districts in Albania in particular for data collection, information and experiences sharing, identification of conflicts and establishing common understanding as well as for active involvement in development of the Program of Measures;
- supporting CSO's advocacy work for improving public participation, information exchange, consultation, decision-making, creation of awareness and promotion of environmental issues related to development, update and implementation of RBM plans; and
- raising public awareness related to the key environmental issues and problems that affect the aquatic environment and to promote new ways to address them.

### **3. KEY DUTIES AND RESPONSIBILITIES**

Provide simultaneous/consecutive interpretation services during:

- Technical Working Group meetings;
- Conferences and other project events;
- Workshops;
- Other events, and/or meetings on Contractor's request.

### **4. SUBMISSION PACKAGE**

- CV
- Copy of Translators License
- Letter of interest



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## 5. REQUIRED SKILLS AND EXPERIENCE

*Education:* University degree in English language, international relations, or related areas.

*Experience:* at least 3 years of progressively responsible in interpretation with an international organization is required;

*Language Requirements:* Fluency in English, (written and verbal)

## 6. TIMEFRAME

The consultant shall be scheduled to work from September 2018 until September 2020, for up to 10 working days.

## 7. FINANCIAL ARRANGEMENTS

The daily fee is 100 EUR including personal income tax.

Payments will be disbursed in separate installments upon delivery of services and certification by RBMT project representatives that the services have been satisfactorily performed.

## 8. HOW TO APPLY

Please send an e-mail with your CV, Letter of interest and Translator license, along with the financial offer for the engagement to the e-mail address: [info@icialbania.org](mailto:info@icialbania.org) using the subject line: Translator.

Deadline for submissions of documents is September 17, 2018 (Monday), 17.00 a.m. We encourage applicants to submit the application well before the deadline date.