

# UNITED NATIONS DEVELOPMENT PROGRAMME

## Project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration”

### Terms of References

#### Two translators and two interpreters for the MFAEI Project

#### Background:

The UNDP Project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration” has been formulated through a joint effort of the Ministry of Foreign Affairs and European Integration (MFAEI) and UNDP with the overall objective of strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfill its European Integration commitments. The project has three interlinked, yet distinct components:

1. Institutional Capacity Building
2. Regional Cooperation
3. Communications and Public Relations

Within first project activity, an important component is Capacity Development of Moldovan Public Institutions for European Integration.

On January 12, 2010 in Chisinau took place the first round of negotiations on the association agreement between the European Union and the Republic of Moldova.

The negotiating parties were divided in four thematic working groups as follows: 1. Political Dialogue and Reform, Co-operation in the field of Foreign and Security Policy; 2. Economic, Sectoral and Financial Co-operation; 3. Justice, Freedom and Security; 4. People to People Co-operation.

It is anticipated that the negotiations rounds will take every 8 – 10 weeks and each area will be covered by one working group. Due to the complexity of the procedural and content-related issues, an important number of workshops/training sessions will be organized in Chisinau and Brussels and will form the basis and start for the negotiation and implementation processes. The beneficiaries of the trainings are public servants from Moldovan Ministries dealing with the content of the working groups, thus necessary simultaneous translation will be required during the training sessions. Besides this events, numerous translation services will be required (such as translation for the negotiation team; written translation of the European Commission positions and positions of the Government before presentation during the negotiations of respective chapters of negotiation).

In this framework, the United Nations Development Programme (UNDP) Moldova, through its project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration” will employ **two translators (written translation) and two interpreters (simultaneous translation)** who will assist with written translation of relevant documents and will provide interpretation during the high level meetings of the Ministry of Foreign Affairs and European Integration/Department of European Integration.

### **Objectives:**

The expected output is to provide interpretation services (English/Romanian) during official/ high level meetings, press conferences, workshops and seminars and other Project activities. As well as, to provide written translation services (English/Romanian) of the adopted documents, project documents and other relevant written translation.

### **Key activities:**

- Simultaneous/ consecutive interpretation during official/ high level meeting;
- Consecutive interpretation during press conferences of officials (when necessary);
- Written translation of materials on EU-RM negotiation process; articles; project documents etc.;
- Proofread/ edit required documents.

Under the guidance and direct supervision of the UNDP Project Manager, the translators and interpreters will provide high quality translation, interpretation and editing services. The Translator/Interpreter will demonstrate a client-oriented approach, tact and ability to work with people of different national and cultural backgrounds. The Translator/Interpreter will ensure effective and efficient provision of services, full confidentiality in all aspects of assignment, management of information flow and follow-up on deadlines and commitments made.

### **Qualifications and Experience:**

The consultant will have the following qualifications:

- University degree in English language, international relations, or related areas;
- 3 to 5 years of progressively responsible in interpretation/ translation with an international organization;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc. and quick typing);
- Demonstrated interpersonal skills, as well as excellent communication skills;
- Ability to work under pressure and meet deadlines;
- Preferred experience in the field of Foreign Affairs sector of public administration;
- Fluency in both oral and written English and Romanian.