

TERMS OF REFERENCE

Contract			
Project	Kyrgyz Republic: CAREC Corridors 1 and 3 Connector Road Project		
Expertise	Office-manager/Translator		
Source	National	Category	Independent IC
Objective/Purpose of the Assignment:			
The key objective of the assignment is to assist PIU in implementation of CAREC Corridors 1 and 3 Connector Road Project and other projects implemented by the PIU.			
Scope of Work:			
<ol style="list-style-type: none">1. Adequate and qualitative translation of scientific, technical, public-political, economic and other special documents, correspondence materials in PIU, materials of Project 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. Editing and revision of translated documents;3. Accurate registration of incoming and outgoing correspondence of PIU, receipt and distribution of correspondence, keeping correspondence within his/her authority;4. Arrange the proper usage of office equipment, ensure timely technical maintenance.5. Assistance to other PIU staff in developing important urgent PIU documents;6. Provision and organization of preventive and routine maintenance of office equipment, interaction with service organizations, periodic planning of purchases of necessary spare parts of equipment;7. Organization of meetings, reception and registration of visitors, guests, delegations, etc.;8. Preparation of minutes, coordination of information safekeeping;9. Execution of other official commissions of the ADB PIU Head and ADB PIU Coordinator.			
Output/Reporting Requirements:			
The Office-manager/Translator will be reporting primarily to the ADB PIU Head and ADB PIU Coordinator.			
Qualifications and Experience:			
<ul style="list-style-type: none">• University education in studying foreign languages (English language);• English level minimum IELTS band 7 (total score) or equivalent in TOEFL (94-101 scores) (certificate must be provided);• Excellent knowledge of Russian and Kyrgyz languages• At least 5 years' general experience as a professional translator and/or office manager,• Work experience as a translator in international organizations and/or organizations financed by international donors not less than 3 years;• Proficiency in translating terminology in the field of road construction• Good computer skills			
Performance evaluation:			
Performance evaluation is conducted on annual basis by ADB PIU Head and ADB PIU Coordinator. Evaluation is based on achieving/failure of key indicators:			
<ul style="list-style-type: none">• Translations are of acceptable quality• All translations performed in time• All documents a retained in order• Timely execution of assigned tasks			

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

Places of Assignment:	Days/Months	Estimated Dates
Principal place of services is the PIU 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 _____ 2024 subject to approval of the ADB. The contract is effective till _____, 2024.
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.