

## **Terms of Reference**

### **Interpretation for in-person events: Mandarin, Bahasa Indonesia, English**

**Duration:** 25<sup>th</sup> September to 28<sup>th</sup> September 2023

**Background:** ICLEI is organizing a regional project event (UrbanShift) with support from the Ministry of Housing & Urban Affairs (MoHUA) and National Institute of Urban Affairs (NIUA). The event is scheduled to take place from September 25 to September 28 in New Delhi, India. It aims to bring together urban development professionals, policymakers, and practitioners from various regions to discuss and promote sustainable urbanization. To ensure effective communication with diverse participants, we are seeking the services of a qualified interpreter proficient in Mandarin and Bahasa Indonesia.

#### **Objectives**

The primary objective of hiring an interpreter for the UrbanShift event is to facilitate smooth and accurate communication between Mandarin and Bahasa-speaking participants and English-speaking individuals during plenary sessions, workshops, panel discussions and other related activities. The interpreter will be responsible for providing consecutive interpretation services from Mandarin and Bahasa Indonesia to English and vice-versa, ensuring clear and effective communication throughout the event.

#### **Scope of Work**

The interpreter will be expected to perform the following tasks:

- Provide consecutive interpretation services during plenary sessions, workshops, panel discussions, field visits, and other event activities.
- Accurately interpret Mandarin and Bahasa speeches, presentations, discussions, questions and answers into English and vice-versa.
- Maintain the meaning, tone, and context of the original message while interpreting, taking cultural nuances into account.
- Assist with the translation of event-related documents, such as agendas, session summaries, handouts, and participant materials, if required.
- Collaborate with event organizers and session facilitators to ensure seamless communication and understanding among participants.
- Be available for pre-event meetings and briefing sessions to familiarize oneself with the event program, content, and key terminologies.

#### **Qualifications and Experience**

The interpreter should possess the following qualifications and experience:

- Native or near-native proficiency in Mandarin, Bahasa Indonesia, and English languages, with excellent oral and written communication skills.
- Proven experience in providing interpretation services, preferably in international conferences, events, or workshops, focusing on sustainable urban development or related fields.
- Strong knowledge of urban development terminology, concepts, and trends, with the ability to comprehend and interpret technical discussions accurately.
- Familiarity with the Bahasa Indonesia principles, religious connotations, and terminology would be highly advantageous.
- Demonstrated ability to work in a fast-paced, multicultural environment while maintaining professionalism, tact, and cultural sensitivity.
- Strong organizational skills, attention to detail, and ability to meet deadlines.

#### **Duration & schedule**

The UrbanShift event is scheduled to take place from September 25 to September 28. The interpreter will be required to be available throughout the event duration, including pre-event preparation if necessary. The specific working hours, venue, and breaks will be determined in consultation with the event organizers.

**Remuneration and expenses**

The remuneration and expenses for the interpreter will be as per the standard rates set by ICLEI South Asia. Details regarding payment terms, including reimbursement of travel and accommodation expenses, if applicable, will be discussed and agreed upon with the selected candidate.

**Selection Process**

Interested candidates are requested to submit their applications, including a detailed CV, relevant experience, and references, to ICLEI South Asia latest by 14<sup>th</sup> July 2023. Shortlisted candidates will be invited for an interview or further assessment to evaluate their language proficiency, interpreting skills, and suitability for the role. The final selection will be based on qualifications, experience, interview performance, and alignment with the event objectives.

**Confidentiality**

The selected interpreter shall adhere to strict confidentiality guidelines and refrain from disclosing any sensitive information acquired during their involvement at the UrbanShift event. This will be stated in the contract.

**Intellectual Property**

Any materials produced or translated by the interpreter as part of their services shall remain the exclusive property of ICLEI.

For any questions, please contact Ms. Avantika Arjuna, Senior Manager, ICLEI South Asia at [avantika.arjuna@iclei.org](mailto:avantika.arjuna@iclei.org) and Ms. Kaushani Banerjee, Communications Manager, ICLEI South Asia at [kaushani.banerjee@iclei.org](mailto:kaushani.banerjee@iclei.org)