

Terms of Reference

Sign Language Interpretation for in-person events: English

Duration: 25th September to 28th 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 the participation of individuals with hearing impairments, there is a need for a qualified sign language interpreter who can facilitate effective communication during the event.

Objectives

The primary objective of this Terms of Reference (ToR) is to hire a professional sign language interpreter to provide interpretation services during the Urban Shift event. The interpreter will enable individuals with hearing impairments to fully engage in the event by facilitating seamless communication between participants and speakers.

Scope of Work

The interpreter will be expected to perform the following tasks:

- Provide sign language interpretation during presentations, panel discussions, workshops, and other event activities as required for the hearing-impaired members of UrbanShift partners, audience during any workshops/trainings and meetings.
- Interpret between sign language and spoken language (and vice versa) accurately and effectively, conveying the intended message and maintaining the confidentiality of information.
- Interpret facilitators and participants' comments, questions, tasks, etc. to hearing impaired participants voice to sign.
- Ensure the clarity and accuracy of interpretation by understanding and familiarizing themselves with relevant subject matters and terminologies.
- Collaborate with event organizers, speakers, and participants to address any specific needs or requests related to interpretation.
- Be available during the event duration, including pre-event briefings and rehearsals if necessary.
- At the conclusion of each event/meeting, provide a brief report (two pages maximum) giving a broad overview of the service provider's participation in the event, any challenges/issues encountered during the service provision, and recommendations for future events.

Qualifications and Experience

The interpreter should possess the following qualifications and experience:

- Fluency in sign language (American Sign Language) and proficiency in spoken language(s) – English & Hindi.
- Extensive experience as a sign language interpreter, preferably in a conference or event setting.
- In-depth knowledge of urban planning and development terminology is desirable but not mandatory.
- Excellent communication skills, including the ability to convey complex ideas and concepts accurately.
- Professionalism, punctuality, and the ability to work effectively under pressure.
- Sensitivity towards cultural and linguistic diversity, as well as a deep understanding of the needs of individuals with hearing impairments.
- Any relevant certification or accreditation in sign language interpretation will be an added advantage.
- Demonstrated ability to work in a fast-paced, multicultural environment while maintaining professionalism, tact, and cultural sensitivity.

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 14th 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 and Ms. Kaushani Banerjee, Communications Manager, ICLEI South Asia at kaushani.banerjee@iclei.org