

REPUBLIC OF CROATIA
Ministry of Justice

JUSTICE SECTOR SUPPORT PROJECT (JSSP)
Loan No: 7888 -HR

TERMS OF REFERENCE

Consulting services of Translators/Interpreters
Assignment no. CS-31

Background

1. The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the cost of Justice Sector Support Project (JSSP). The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors' offices in the Republic of Croatia. The over-arching goal of the JSSP is to support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The project will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

Assignment Objectives

The overall objective of the assignment is to support activities of the PIU/MOJ and to provide high quality, professional translation of documents drafted for implementation of the JSSP Project.

Scope of Services

A firm (hereinafter referred to as "Consultant") specialized in provision of translating/interpreting services will be engaged to support the Project Team. Specific responsibilities include:

- i. Prepare translations of written materials from English to Croatian and vice versa.
- ii. Documents to be translated will relate to, but not be limited to: architecture/civil engineering, ICT, law, and procurement under World Bank guidelines.
- iii. Simultaneous and consecutive translation or interpretation at the meetings and other Project events.

Contract Arrangements

Consultant will be contracted directly by the MOJ and will be responsible through a time-based contract. That contract will envision payments per page of document translated from Croatian to English (and vice versa), as well as time based payments in case of oral translation / interpretation at the meetings. For the purposes of payment for translated documents "1 page" shall be defined as per definition issued by the Croatian Association of Scientific and Technical Translators.

Consultant will serve the PIU/MOJ on "as needed" basis during the course of assignment. The assignment will envision translation of **about 1000 pages** from Croatian to English and *vice versa*; simultaneous interpretation during **about 80 hours (10 days)**; and consecutive interpretation during **about 20 hours** within the period of about 3 calendar years. It is expected that assignment shall commence in December 2010 and continue through December 2013. The assignment may be extended based on Project needs and subject to satisfactory performance of Consultant.

Reporting Requirements

The Consultant will report to the JSSP Loan Manager. On a daily basis the Consultant will report to and be supervised by JSSP Project Management Advisor.

Qualification Requirements

Consultant shall propose a team of interpreters/translators (individuals) from Croatian to English and vice versa, which must jointly satisfy the following qualification requirements:

- a. extensive (not less than 5 years) experience in the field of written translation and oral interpretation (consecutive and simultaneous);
- b. traceable experience of translating the technical (architecture/civil engineering, ICT) and legal texts or serving as interpreter at seminars/events related to architecture/civil works, legal and IT issues. The Consultants shall submit references on successfully completed translation services in required areas;
- c. previous experience with the World Bank financed projects and familiarity with World Bank terminology will be viewed as clear advantage;
- d. good interpersonal skills and ability to work in a team;
- e. excellent communication skills, including excellent writing capabilities in those languages;
- f. full computer (MS Office) and office automation literacy;
- g. university degree in languages, architecture, civil engineering, law, ICT, economics, or in a similar relevant discipline will be considered an advantage;
- h. Consultants should be in possession of the modern equipment for simultaneous interpretation for groups of up to 50 participants;
- i. Consultants should be able to provide official certified translations.