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Request of the expression of interest for Individual Consultancy services

The TB Europe Coalition (“TBEC”), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest *for translators (inclusion to a pool of translators)* in the framework of the implementation of the current TBEC projects.

Objective of the assignment:

The objective of the assignment is to provide TBEC team with translation services (including written translation, consecutive, simultaneous interpretation). Working languages: English, Russian, Ukrainian.

Background and context:

In the framework of the implementation of current TBEC projects, it is planned to hold a large number of meetings, currently mainly online, as part of monitoring visits, consultations, national dialogues, as well as webinars. Both interpretation and written translation of documents are highly required. To ensure the high quality of provided services, as well as the sustainability of the provision of translation, TBEC forms a pool of translators. The pool of translators will allow TBEC to work with experienced and highly qualified consultants, and if one of the translators will perform other assignment, contact the next one from the pool, which will ensure the continuity of program activities. The presence of a translator in the pool does not oblige him to prioritize TBEC tasks in comparison with other tasks not related to TBEC activity, until the moment of taking on an obligation to complete them within the agreed timeframe. Also, the translator has the right to refuse to perform the TBEC task, provided that no obligations were taken to complete it. From the other hand, TBEC bear no liability to award an assignment a) every time to the same interpreter/translator; b) if there will be no need in it.

The scope of work:

Under the guidance and direct supervision of the TBEC team, the Translator will undertake the following duties and responsibilities:

- Written translation of documents from English to Russian (Ukrainian) and vice versa and submit translation in word processed documents;
- Provide high quality translation of documents;
- Ensure accuracy of terms and terminology used in the documents;
- Provide consecutive/simultaneous interpretation during the online (Zoom, Microsoft teams, etc) and face-to-face meetings
- Ensure translation is written with style, correct grammar and spelling
- Consult with TBEC team when required

Conditions:

1. Individual consultants are invited to submit expression of interest for the consultancy services mentioned above.
2. TBEC offers the following type of cooperation:
 - The inclusion to pool of translators will come into force after signature of the framework agreement for individual consultancy services. Consultant is solely responsible for determining his/her tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws. Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.
3. The inclusion to pool will be based on the qualifications and meeting all requirements described in Terms of References (ToR).

4. Your expression of interest should contain the following documents:
 - ✓ CV with proven experience and qualifications (in Eng/Rus, not more than 3 pages).
 - ✓ Short motivation letter (in Eng/Rus, not more than 1 page), clearly describing existing experience in the area of Public Health and main clients.
 - ✓ Indicate your rates for services
5. All documents for expression of your interest should be submitted electronically to Olesia Murha, TBEC Administrative Officer, at the email murha@tbcoalition.eu with the subject line: "Translator *your name*".
6. The deadline for receipt of your expression of interest: **January 26, 2024, 6 PM, Kyiv time**. Late proposals will be rejected.
7. The evaluation and selection will be conducted through procurement procedures set out in the TBEC internal policies. Questions regarding procurement procedures as well as other related to the topic of the current request can be addressed to Olesia Murha at the following email murha@tbcoalition.eu.