**REQUEST FOR EXPRESSION OF INTEREST**

**(SELECTION OF INDIVIDUAL CONSULTANTS)**

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| Country: | Republic of Tajikistan |
| Project Name: | Joint IsDB/ISFD-GPE-OFID Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase-II) |
| Sector: | Education |
| INDIVIDUAL CONSULTANT SERVICES: | Translator  |
| Mode of Financing: | IsDB Loan and Instalment Sale |
| Financing No: | TJK1043 |

The Republic of Tajikistan has received financing from the Islamic Development Bank toward the cost of the Joint IsDB/ISFD-GPE-OFID Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase-II), and intends to apply part of the proceeds of this financing to eligible payments under the contract of consultant services of an Individual Consultant for which this Expression of Interest is issued.

The Project objectives is to improve the learning environment and facilitate system strengthening for sustainable implementation of an inclusive, competency-based education system to improve student learning outcomes in Tajikistan. The Ministry of Education and Science of the Republic of Tajikistan is the Executing Agency of the project. The project implementation period is 5 (five) years.

The services include written translation of all necessary documents/reports from English into Tajik and/or Russian and from Tajik and/or Russian into English, verbal translation/interpretation of bilateral/multilateral meetings of the PIG/EA with IsDB and other stakeholders during project implementation, accompany IsDB missions during the visits to the project sites/districts for translation/interpretation purposes etc. The estimated level of efforts is 60 (sixty) months. The expected start date of assignment is September 2024.

The detailed Terms of Reference (ToR) for the assignment can be found at the attachment*.*

The Ministry of Education and Science of the Republic of Tajikistan now invites eligible consultant (“Individual Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services.

The shortlist will be drawn up following the evaluation of CVs and useful information in response to this notice of expression of interest including references. Potential candidates will be required to provide information on their general qualifications as an individual consultant,their mission-relevant experience, their experience in the sector as well as their language ability.

A consultant will be selected in accordance with the selection method applicable to Individual Consultants as defined in the IsDB *Guidelines for the Procurement of Consultant Services under IsDB Project Financing* (April 2019 edition, revised February 2023)

**Minimum Qualification Requirements**

* Master degree in English language / other field or first-level university degree with 2 additional years of experience;
* Minimum 5-year of work experience in translation of official documentation for Master degree and 7-year experience for bachelor degree;
* Experience of work with the international organizations and development institutions is an advantage;
* Ability to handle multiple tasks and react quickly;
* Knowledge of terminology of IsDB and/or other similar development partners;
* Knowledge of terminology and local documentation in the field of education;
* Excellent written and oral communication skills in English and Russian and Tajik;
* Computer literate: windows XP, Microsoft excel, word, and ability to learn new systems quickly.

The attention of interested Individual Consultants are invited to read Clauses 1. 23 and 1.24 of the IsDB *Guidelines for the Procurement of Consultant Services under IsDB Project Financing, April 2019 edition, revised February 2023* (the "Procurement Guidelines") setting forth the IsDB's policy on conflicts of interest.

Interested individual consultants may obtain further information at the address below during office hours*, i.e. 08:00 to 17:00* (local time).

Expressions of interest must be delivered in written form accompanied by the CV and any other document (in person or by e-mail) to the address below no later than October 16, 2024.

Ministry of Education and Science of the Republic of Tajikistan

Attention: Project Implementation Group for Joint IsDB/ISFD-GPE-OFID Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase-II)

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**Terms of Reference and Scope of Services**

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| **Title of position:**  | Translator  |
| **Project Title:**  | The Joint IsDB/ISFD-GPE-OFID Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase -2) |
| **Project No:**  | TJK1043 |

1. **Background**

The Republic of Tajikistan has received financing from the Islamic Development Bank toward the cost of the Joint IsDB/ISFD-GPE-OFID Project for Support to Implementation of the National Education Development Strategy of the Republic of Tajikistan (Phase-II). The total cost of the project is US$86 million. IsDB financing amounts to US$ 45 million. The project is co-financed by Global Partnership for Education, OPEC Fund for International Development and Government of the Republic of Tajikistan. The Project objectives is to improve the learning environment and facilitate system strengthening for sustainable implementation of an inclusive, competency-based education system to improve student learning outcomes in Tajikistan.

A dedicated full-time Project Implementation Group is established within the Ministry of Education and Science of the Republic of Tajikistan (MoES / Executing Agency) to ensure efficient management and implementation of the Project. The Executing Agency is recruiting a Translator who will function under the supervision of PIG Manager.

**II. Key Tasks and Responsibilities**

The details of specific assignments/tasks of the Translator will be as follows:

* Written translation of all necessary documents/reports from English into Tajik and/or Russian and from Tajik and/or Russian into English;
* Verbal translation/interpretation of bilateral/multilateral meetings of the PIG/EA with IsDB and other stakeholders during project implementation;
* Preparation and maintaining of the minutes of the meetings in English and Tajik and/or Russian;
* Accompany IsDB missions during the visits to the project sites/districts for translation/interpretation purposes;
* Maintain records/archive of correspondence with IsDB and other relevant stakeholders;
* Correct, complete and accurate translation of the project documents;
* Any other assignments by the PIG Director;

**III. Essential Skills, Experience and Qualifications**

* Master degree in English language / other field or first-level university degree with 2 additional years of experience;
* Minimum 5-year of work experience in translation of official documentation for Master degree and 7-year experience for bachelor degree;
* Experience of work with the international organizations and development institutions is an advantage;
* Ability to handle multiple tasks and react quickly;
* Knowledge of terminology of IsDB and/or other similar development partners;
* Knowledge of terminology and local documentation in the field of education;
* Excellent written and oral communication skills in English and Russian and Tajik;
* Computer literate: windows XP, Microsoft excel, word, and ability to learn new systems quickly.

**IV. Competencies and Personal Attributes**

* Communication skills: the ability to communicate appropriate, concise and accurate information in written and verbal formats.
* Ability to ensure and maintain a high degree of accuracy and quality of work, including work under pressure of multiple tasks.
* Planning and organizing ability to operate independently with minimum supervision, prioritize and schedule workload and effectively manage multiple tasks.
* Teamwork: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others.
* Results orientated: to ensure the goals and operational targets are achieved.
* Constantly improve quality of work.

**V. Contractual conditions:**

* The duration of the contract will be 12 (twelve) months with 3 (three) months’ probation period starting from the contract signing date and renewable annually based on annual performance evaluation and project needs.
* Remuneration will be paid monthly in accordance with the salary scale agreed between the IsDB, Executing Agency, and Ministry of Finance (in line with Decree of GOT #582 dated November 29, 2022).
* The position may require travel to project sites within Tajikistan. Travel expenses such as daily allowance, accommodation, etc. will be reimbursed in accordance with the relevant procedures.
* The Translator will be accountable to PIG Manager on day-to-day project activities.
* The place of work - Dushanbe city.

**VI. Required documents:**

* CV and cover letter in Tajik and English.
* University diplomas along with translation into English.
* Other relevant certifications.