

Call for Expressions of Interest (EOI)

Translator I English - Vietnamese

Final independent Evaluation of ILO SCORE (Sustaining Competitive and Responsible Enterprises) Programme Phase III

Location :	Home-based
Application Deadline :	We encourage you to apply <u>as soon as possible</u> (Job vacancy will close on 11-Oct-2021, Midnight, Paris)
Type of Contract :	Individual Contract
Languages Required :	Vietnamese - English
Approximate starting and end Dates: (date when the selected candidate is expected to start)	15-Nov-2021- 15-Dec-2021

Background

ForWaves Consulting® provides programme / project monitoring and evaluation (M&E) services and expert advice on organizational development and systemic change management.

Our evaluation services include strong results-based evaluation to facilitate organizations' accountability and learning process, assess their development effectiveness and improve their performance.

Our mission is to help our clients navigate in an increasingly complex world. We craft innovative solutions to help organizations thrive. Our clients demand both excellence and sustainable performance.

We have put together a tried-and-tested global network of enthusiastic, passionate and dedicated experts. What connects us is a focus on results and a desire to work in harmony with a modern and sustainable world. We're passionate about crafting powerful solutions that facilitate positive change, both in organizations and in the wider world. It's excellence that drives us; but excellence firmly rooted in socio-economic, environmental and human development.

Seeking for a translator to work remotely and conduct the assignment described below for the final independent evaluation of ILO SCORE (Sustaining Competitive and Responsible Enterprises) Programme Phase III. Please [click here](#) to access the TOR of the evaluation.

Translator's responsibilities:

The translator will translate 3 factsheets analysis of the ILO SCORE project component in Vietnam - providing quality English-Vietnamese translation services.

Under the direct supervision of the lead evaluator, the translator will translate 3 ILO-branded factsheets (per ILO constituent) prepared by the team of evaluators (3 English documents translated into Vietnamese).

Each factsheet will contain: (i) A summary of the project results concerning the work and priorities of the ILO constituent in question; and (ii) Detailed points on the challenges, better practices, lessons learnt and recommendations concerning the work and priorities of the ILO constituent in question.

- Approximate length of each factsheet: 3-4 pages (A4)
- Approximate total number of pages (A4) to be translated: 9-12 pages.

Qualifications of the team member:

- Excellent skills in translating documents from English to Vietnamese - accurately conveying the meaning of the source material;
- Prior experience in translating English documents into Vietnamese; and
- Experience in working with the ILO / UN agencies will be an advantage.

For more information on the assignment, contact careers@forwaves.com.

Application Instructions

Applicants are invited to send their expression of interest as soon as possible to careers@forwaves.com, with the title: "EOI - Translator, English-Vietnamese", and addressed to Ms. Maria Zarraga. The job vacancy will close on October 11, 2021 (midnight, Paris).

The proposal submission criteria are following:

- **Cover letter**, which must include a short summary of profile and capacity of the translator to conduct this assignment (including a record of relevant work executed);
- A copy of the candidate's **curriculum vitae** – including contact details for at least **3 references** (preferably organizations who have engaged the Responder for similar assignments);
- A statement confirming consultant's **availability** to conduct this assignment;
- **Fee per word translated and/or per A4 page translated** - expressed in US dollars.