

TERMS OF REFERENCE

TRANSLATOR/INTERPRETER

SERBIAN LANGUAGE

Introduction

Within the World Bank (WB) project, the Kosovo Cadastral Agency (KCA) has also planned the project for the completion of the Address System.

One of the activities for completing the Address System is the address signage (installation of street name signs and entrance number signs) throughout the territory of Kosovo, which began several years ago and is now in its final phase.

The Kosovo Cadastral Agency, in cooperation with the Municipal Cadastral Offices and the Municipal Assemblies of the respective municipalities, has carried out the naming of streets and the digitalization of address data in the ARIS system (the address database).

It is now planned that these street name signs and entrance number signs will also be produced and installed in the field in the remaining municipalities of this phase: Leposavic, North Mitrovica, Novo Brdo, Zubin Potok, and Zvečan.

Since the process of installing street name signs and entrance number signs requires meetings and cooperation with municipal officials of the respective municipalities, the engagement of a Serbian Language Translator/Interpreter, who will be part of these activities, is necessary.

The engagement will be for a period of up to twelve months on a full-time basis.

1. Activities and responsibilities of the engaged Translator/Interpreter

The work activities of the Translator/Interpreter will be carried out at the KCA offices and in the municipalities of Leposavic, North Mitrovica, Novo Brdo, Zubin Potok and Zvečan, according to the description below:

I. Interpretation during official meetings with Mayors and Directors of Urbanism.

KCA officers will conduct preliminary briefing sessions to coordinate work activities, designate teams and arrange necessary logistical measures.

II. Interpretation during meetings with Municipal Address Officers

Following the establishment of the Working Groups, preparatory meetings will be held to develop materials, maps and the Dynamic Work Plan.

III. Interpretation during meetings with municipal officials in the course of field operations

Once the Working Groups are established, their members will be obliged to accompany and oversee the fieldwork. During this period, KCA officers will carry out monitoring and quality control activities.

IV. Consecutive or simultaneous interpretation during trainings or workshops organized by the KCA

The KCA will organize trainings and workshops for Address Officers and other municipal officers to support their preparation and professional development.

V. Translation of letters, memorandums of understandings and various agreements related to KCA projects and as requested by the KCA

Throughout the implementation phases, there will be verbal and written official communication and exchange of materials requiring translation into Serbian and vice versa, which form part of ongoing projects or arise from specific requests of KCA officers.

2. Working conditions

The engaged Translator/Interpreter will be employed on a full-time basis at the KCA offices for a period of up to twelve months. Duties will be performed both in the office and on site in the field. The Translator/Interpreter will report directly to the Project Manager and will work in close cooperation with the KCA Address Officers.

The KCA will ensure appropriate working space, access to computers and other equipment, as well as the necessary transportation required for field operations.

3. Required education and professional experience

- **Mandatory qualifications:**
 - A completed university degree (at minimum a Bachelor's degree);
 - A minimum of three years of professional experience in translation/interpretation;
 - Professional knowledge of both Serbian and Albanian.
- **Preferred qualifications:**
 - A degree in language and literature, law or a related discipline;
 - Proficiency in MS Office and translation software tools;
 - Strong command of professional terminology, both spoken and written;
 - Knowledge of the English language will be considered an advantage;
 - Possession of a valid driving license and willingness to drive will be considered an advantage.

4. Evaluation criteria:

- General qualification: 30 points
- Specific experience related to the task: 70 points

5. Selection process

Experienced and qualified individuals will be selected according to the provisions of the World Bank Procurement Regulations for Borrowers for Investment Project Financing (IPF), issued in July 2016 and revised in November 2017 and August 2018, based on the selection of individual Consultants through an open call.

The Kosovo Cadastral Agency is committed to the principles of equal employment opportunities and making employment decisions based on merits. We are committed to implementing state laws that provide equal employment opportunities, as well as all laws related to employment conditions. The Agency aims to maintain a workplace free of sexual harassment and discrimination based on race, religion, colour, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition protected by state laws.