

## **Terms of Reference and Scope of Services**

### **Health Sector Enhancement Project (HSEP) Interpreter/Translator**

#### **A. Background**

Health Sector Enhancement Project - Additional Financing (HSEP-AF) (hereinafter referred to as the Project) has been implemented since 2011 in accordance with the Credit Agreement number 4912-BA signed between Bosnia and Herzegovina and the International Development Agency (IDA) and co-financed by the Council of Europe Development Bank credit in accordance with the Framework Credit Agreement between Bosnia and Herzegovina and the Council of Europe Development Bank (LD 1747 (2011)), including local co-financing by the Federation of Bosnia and Herzegovina Government. Due to delayed effectiveness of the Council of Europe Development Bank's credit, the Agreement with this organization has been extended through 30 June 2016 when the Project is expected to finally end.

The Project effectively supports implementation of goals defined under the strategic documents of health sector reforms, particularly strategic goals of the Primary Health Care reform.

Goals of the project include:

- Improve efficiency of the health care system by restructuring and strengthening of Primary Health Care through continued development of Family Medicine model,
- Improve health sector management capacities,
- Strengthen policy making process by development and implementation of the health sector performance monitoring and evaluation system.

The Project is implemented in three major components including:

- Primary Health Care restructuring
- Improvement of health sector management capacities
- Health policy formulation and project support

The Project is looking to hire an interpreter/translator who will provide interpretation and translation services for the Project.

#### **B. Job description**

The interpreter/translator is expected to:

- a) Translate documents regarding the project correspondence and also documents relevant for the Project. This includes translation of different types of reports (monthly, quarterly, annual reports), work programs, manuals relevant to the Project, terms of references, contracts, and all and any other documents if needed.
- b) Provide consecutive and conference interpreting in support of activities implemented under the Project, during meetings and different workshops.

### **C. Experience and qualifications**

- BA in English Language and Literature.
- Minimum 5 years of experience in working in same and/or similar jobs.
- Registered court certified interpreter for English language.
- Proficiency in relevant computer applications.
- Additional advantage is knowledge of the health care system and prior experience in interpreting and translating in the area of health care (professional terminology).

### **D. Duration of assignment**

The consultant will be engaged when his/her services are required during the period of maximum 12 months. Remuneration for services rendered will be paid once a month on the basis of report detailing translation/interpretation services rendered.