**Terms of Reference and Scope of Services**

**Reducing Health Risk Factors Project**

**Interpreter/translator**

# A. Background

The Swiss Agency for Development and Cooperation (SDC) together with the World Bank, through Trust Fund, has provided financial support (grant fund) to the Federal Ministry of Health in designing and implementing effective promotion and prevention programs for reducing risk factors for number of mass non-communicable chronic diseases (hereinafter: “NCD”) for population of the Federation of BiH.

Reducing Health Risk Factors in Bosnia and Herzegovina grant project (hereinafter “the Project”) consists of two parts. The first part relates to adoption and implementation of strategies and laws on the use of tobacco in both BiH entities, and it is designed to target the entire population. The second part relates to activities concerning social mobilization, advocacy and media campaigns, interventions, and monitoring and evaluation of implemented interventions which target the population in two selected communities (Zenica and Mostar in the Federation of BiH).

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:

1. 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 any other documents if needed.
2. 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.