

**Municipal Development Fund of Georgia
Asian Development Bank (ADB)**

**Loan N 3063 - GEO: SUSTAINABLE URBAN TRANSPORT
INVESTMENT PROGRAM**

**Request for Expression of Interest for the Position of Translator /Interpreter for ADB Projects (Georgia to
English and vice-versa)
Ref. No: SUTIP3-IC-03-2016**

The Project is funded by the Government of Georgia (GoG) and the Asian Development Bank (ADB). The Municipal Development Fund of Georgia (MDF) is the project executing agency.

Georgia has received a loan from the Asian Development Bank (ADB) towards the cost of MFF - Sustainable Urban and Transport Investment Program, which is financed through separate tranches. Part of this loan, under Tranche 3, will be used to hire Translator/Interpreter, on a full-time basis.

Under this project the Municipal Development Fund of Georgia announces Expression of Interest for selection of *Individual National Consultant* for the abovementioned position.

The Consultant will provide full-time English to Georgian and vice versa translation to Municipal Development Fund of Georgia on a regular basis. He/She will ensure accurate translation of reports and outputs provided from different vendors under the ADB funded projects.

Documentation subject to translation includes but not limited to the following:

- Cost estimation; BoQ; Design documentation
- Contracts; aide-memoirs; safeguard reports; supervision companies' reports
- Construction rules and regulations; Expert opinion
- Legal documentation (agreements, various contracts, court verdicts, power of attorneys etc.); feasibility study and terms of reference for different assignments
- Economical evaluation and environmental documentation (environmental impact assessment and environmental management plan
- Bid documentation
- Financial documentation (audit reports, original documentations and letters)

Duties and responsibilities for this position also include meetings interpretation from English into Georgian and vice versa.

The consultant will be recruited by MDF as an individual consultant on a continuous basis. Tentative duration of the Contract is 33 months.

Knowledge and qualifications:

- University degree in English language, international relations or related areas;
- 10 years of working experience, out of which not less than 7 years of professional experience as translator/interpreter, in the above mentioned fields. Working experience in infrastructural projects implementing by international organization will be an advantage.

Interested Individual Consultants may obtain additional information at the Procurement Unit at the address provided below from 09:00 a.m. to 17:00 p.m. Phone number: (+99532) 243 70 01, extension 409, Ms. Mariam Jangulashvili, Procurement Specialist.

Interest expression with CV shall be submitted at the link below no later than **17:00 p.m. of March 11, 2016:**

https://uxdmz06.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE

in accordance with the instruction given on the ADB web-page:

https://uxdmz06.adb.org/OA_HTML/adb/adbpos/jsp/ADBCMSLogin.jsp