

**GOVERNMENT OF VIETNAM**  
**PROJECT PREPARATION AND START-UP SUPPORT FACILITY (PPSSF)**

**Terms of Reference**

**Job Title:** Translator/Interpreter (National, 60 person-months),  
**Reporting to:** Ms. Nguyen Yen Hai, Director, Project Coordination Unit,  
Ministry of Planning and Investment

**A. Background**

1. The Government of Viet Nam is seeking consulting services to the Ministry of Planning and Investment (MPI) to provide assistance and support to the Project Coordination Unit (PCU), which was established in the Foreign Economic Relations Department (FERD) of MPI, for the management of the PPSSF. The consulting services will be provided by a team of individual national and international consultants working cohesively and together under the overall leadership of an International Team Leader, who reports directly to the Director of the PCU.

2. A team of individual consultants will provide support to the PCU in (i) formulation, preparation, review, approval of subprojects which are mostly consulting services to prepare Investment Projects to be financed by the Asian Development Bank (ADB); (ii) collaboration with executing agencies/implementing agencies (EA/IA) of sub-projects for monitoring implementation of those sub-projects; and (iii) capacity building for PCU, EAs/IAs and project implementation units (PIU) to carry out their responsibilities under the PPSSF.

**B. Scope of Services**

3. The Translator/Interpreter will work under the guidance of the PCU Coordinator, Team Leader/Deputy Team Leader in close cooperation with other individual consultants to support PCU in all translation activities to achieve PPSSF outcomes and outputs.

**C. Detailed Tasks and Responsibilities**

4. The Translator/Interpreter is responsible for, but not limited to:
- i. Translating documents from English language into Vietnamese language and vice versa to meet PPSSF requirements;
  - ii. Translating training materials;
  - iii. Providing translation of discussions during project meetings, working sessions, seminars, training courses on an as-required basis;
  - iv. Supporting the PCU Coordinator, International and National consultants at work and in the field trips on an as-required basis;
  - v. Editing translated versions of outsourced documents;
  - vi. Filing and delivering final versions of translated documents to relevant consultants;
  - vii. Supporting PCU Coordinator in organizing and monitoring language training courses as required; and
  - viii. Carrying out other tasks as might be assigned by the Project Director, PCU Coordinator or Team Leader/deputy Team Leader.

**D. Deliverables**

5. The Translator/Interpreter will report directly to the PCU Coordinator and Team Leader/ Deputy Team Leader. For administrative and contractual matters, the Translator/Interpreter will report to the PCU Director. The Translator/Interpreter will deliver the

Vietnamese version of the following reports and documents prepared by the PCU consultant team in English language:

- i. Minutes of meetings and workshops;
- ii. Manuals, training materials and any other documents produced to support the capacity building programs on procurement, financial management, project management and ADB's safeguard policy;
- iii. Subproject evaluation reports for submission to MPI and any other documents required for PPSSF financing, such as subproject financing agreements;
- iv. Updated Project Administration Manual;
- v. PCU-prepared quarterly progress reports and any other English reports on subproject monitoring and financial management; and
- vi. Any other English reports and documents on an as-needed basis;

**E. Qualifications and Experience**

6. The following qualifications and experience will be required:

- i. Bachelor degree in English language;
- ii. At least 5 years of relevant experience in ADB- or WB-funded projects;
- iii. Proven ability to work in a team as a Translator/Interpreter; and
- iv. Excellent interpersonal, translating, and communication skills

**F. Timelines**

7. The assignment will be for a total period of 60 months on a permanent basis starting around 15 July 2014 until 30 December 2019.

**G. Location of Assignment**

8. The assignment will be in Hanoi, Viet Nam. Local travel within Viet Nam will be required on an as-needed basis.