**Request for Expressions of Interest**

**Name of Assignment:** Translation and interpretation services, Project “Reconstruction, capital repairs and technical re-equipping of the main gas pipeline Urengoy – Pomary - Uzhgorod” (UPU)

**RFP Reference No.:** UA-UTG-80702-CS-INDV

**Grant No.:**\_\_ TFOA 4498

**Country:** \_\_\_ Ukraine\_\_

**Date:** October 10, 2018

**I. BACKGROUND**

On December 2014, the European Investment Bank (EIB) and the European Bank for Reconstruction and Development (EBRD) and Ukraine signed Loan Agreements, EBRD, EIB and JSC “Ukrtransgaz” (the Client) signed Project Agreements regarding the financing and implementing the Emergency Project "Reconstruction, capital repairs and technical re-equipping of the main gas pipeline Urengoy – Pomary – Uzhgorod" (the Project).

The Project is being implemented according to the requirements of the Cabinet of Ministers of Ukraine Resolution #70 «On the Procedure of preparation, implementation, monitoring and finalization of projects of economic and social development of Ukraine, supported by the International Financial Organizations».

The objective of implementation of the Project is improvement of reliability, transparency, effectiveness, and commercial attractiveness of existing transport routes, reducing negative impact on environment and minimization of risks for supplying natural gas to European customers through Ukrainian territory.

Within the project for the funds of IFIs loans, it is envisaged to execute:

- capital repair of four sections of the linear part of the pipeline, of the whole length of 119 km;

- rehabilitation of Romny compressor station of Urengoy-Pomary-Uzhgorod main gas pipeline.

All procurement financed by the EBRD and EIB loans proceeds is undertaken in full compliance with EBRD’s Procurement Policies and Rules (PP&R) for public sector operations.

The World Bank, acting as administrator of grant funds provided by the European Commission on behalf of the European Union under the EC-WB Trust Fund II for Policy Advice towards the Implementation of Reforms in the Ukrainian Gas Sector and Infrastructural Support to Modernization of the Gas Transportation System has been allocated funds to Support Ukrtransgaz Project implementation Unit (the PIU) in the implementation of the Project financed with loans from EIB and EBRD.

A Translator (the Consultant) is now required to assist the Client with translation of related Project documentation, including the procurement procedure for goods and works for the Project (the Assignment).

**II. OBJECTIVES**

The objective of the Assignment is to provide high quality translation and consecutive interpretation services to the PIU of JSC “Ukrtransgaz” in procurement process from submission of tenders until Contracts awarding. The translation and consecutive interpretation services should be provided by individual Consultant in time be of high quality and meet particular needs in terms of specific terminology.

**III. SCOPE OF THE WORK**

The Assignment includes the implementation of the following tasks:

***Task 1: Translation services***

The Consultant shall provide high-quality translation of technical and design documents as well as documents related to environment and social sphere, procurement, financial and accounting management and disbursement according to the applicable EBRD and EIB rules for project implementation.

The Consultant shall demonstrate the ability to produce urgent translations with short notice by a reasonably limited deadline and ensure acceptable quality. The Consultant shall be fully engaged in translation of all relevant to procurement documentation, including tenders, providing assistance to both PIU and JSC “Ukrtransgaz” technical staff during the whole tendering and procurement processes.

All the documents shall be issued in English and Ukrainian.

***Task 2: Interpretation services***

The Consultant shall provide services of consecutive interpretation per request during the whole process of procurement, site visit meetings, pre-tender meetings, tender opening, contract negotiations providing relevant service to both PIU and JSC “Ukrtrangaz” technical specialists while analyzing quotations, proposals, etc. to be delivered by the bidders.

During Contract validity period Consultant shall be engaged in making and submitting Performance Reports to the Client” together with copies of translated documentation (in case of written translation) or time sheets (in case of consecutive translation).

**IV. INSTITUTIONAL ARRANGEMENTS**

JSC “Ukrtransgaz” expects to recruit an individual consultant to execute the above tasks. The Consultant shall sign the time-based contract with the Client and have overall duration of 9 months which will be renewable upon satisfactory performance in accordance with WB procurement rules. The actual commencement date, period of implementation and payment conditions (cost for translation of one page and cost for interpretation per one hour) will be set in the Contract.

The services will be provided on a part-time basis.

The Client shall request the Investment Projects Implementation Department, TSO Branch to cooperate with the Consultant.

The Investment Projects Implementation Department will be the main contact point at JSC “Ukrtransgaz”, on all contract implementation related issues providing requests for translation and feedback on the quality of the provided services and ensuring communication with PIU of “Ukrtransgaz”.

The Consultant will report to Head of PIU.

The Consultant will be responsible for arranging accommodation, local and international transportation. The Consultant will be responsible for his/her allowances, insurance, leave pay and taxes involved in the assignment.

The Client does not provide any facilities to the Consultant.

All documentation after completion of the Assignment shall remain the property of the Client. The Consultant shall not publish, use or dispose of this documentation without the written consent of the Client.

The project will be based in Kyiv, Ukraine.

**V. REQUIRED EDUCATION AND QUALIFICATIONS**

The Consultant shall meet the following qualification requirements:

 (i) to have University master degree in English language;

 (ii) to have professional experience in technical translation (min. 7 years);

 (iii) to have professional experience in consecutive interpretation (min. 5 years);

 (iv) proofed knowledge of technical terms (specific to the assignment);

 (v) knowledge of Ukrainian language.

In the offer the Consultant shall submit his/her CV with a copy of diploma proving qualification and be ready to provide additional proofs in respect to qualification criteria.

CV must be delivered to the following e-mail: mykhalevych-ot@utg.ua, mashchenko-on@utg.ua with the subject: «Individual consultant — Interpreter/Translator » until October 24, 2018, 10:00 am local time.

A consultant will be selected under IC procedure as set out in the World Bank Procurement Regulations for Borrowers under Investment Project Financing dated July 1, 2016