



TERMS OF REFERENCE(TOR)

About Hope Revival Organization (HRO)	<p>Hope Revival Organization (HRO) is a humanitarian, advocacy, non-profit organization dedicated to working with communities in order to overcome experiencing difficulty coping. HRO main priorities are aimed at improving access and availability of evidence-based, high quality and culturally sensitive mental health services and psychosocial support for populations affected by conflict and crisis in order to build sustainable local capacities and provide comprehensive, integrated and community based mental health services and psychosocial support activities that promote the resilience and overall wellbeing of vulnerable refugees, internally displaced people and host populations. We work on involving women, youth, and people with disabilities in economic, social, and civil activities in order to limit marginalization, violence and empower them by raising awareness for their rights. HRO focuses on community care by creating safe environments through increasing the quality of life, mitigating violence, opposing marginalization, and striving to eliminate poverty.</p>		
Scope of Service (including mission and goal):	The translator will provide consecutive interpretation for oral and/or written communications from English into Arabic or vice versa during online / face-to-face meetings, trainings, and workshops.		
Ref: NO:	TO-0013	Duration	3 Days
Title	Instant Interpreter	Location (Remotely or physically)	physically / Turkey - Gaziantep
Service Details	Task/Outputs	Estimated duration to complete	Target due date
	Output 1: Facilitate effective communication between all the participants who do not speak a similar language by converting one spoken or written language to Arabic or English.	3 Days	18-19-20/Oct/2021
	Provide face-to-face interpretation for trainings. Such translations may be considered final and not subject to further review, and therefore high-quality products are required.	3 Days	18-19-20/Oct/2021
	Adapt language to a wide range of different audiences, especially with familiarity with basic MHPSS topics.	3 Days	18-19-20/Oct/2021
	Keep notes to be able to summarize content afterwards.	3 Days	18-19-20/Oct/2021
Maintain confidentiality of the translated data and any other related info.	3 Days	18-19-20/Oct/2021	
Minimum Qualifications of the Individual Contractor			
Qualification	<p>Graduated from Department of English Translation or English Literature. Has a minimum of 1 year of translation experience.</p>		
Professional Experience	<p>Possesses great desire and ability to learn new things, or new ways of applying translation skills. Is technically minded and keen to explore technical concepts relevant to the MHPSS issues Able to translate highly complex technical information into English.</p>		
Other Competencies	<ul style="list-style-type: none"> • Strong communication skills and good listening skills. • Excellent interpersonal, planning, administrative and analytical skills. • Sensitivity to the Syrian context. • Commitment to confidentiality and neutrality. • Experience working in the deadline-driven environment. • Ability to work under slight supervision and work within a team. • Is self-directed, highly motivated, can work under pressure and deliver to deadline. • Sound knowledge of working in humanitarian context. • Some prior knowledge of MHPSS terminology. • Basic MHPSS training is Preferred. • Participation in interpreting similar MHPSS training. 		
Language Requirement	<p>Fluency of English language Has experience of translating topics related to MHPSS concepts.</p>		
Supported Document (identified by service requester)			
.Criteria for Evaluation of Level of Technical Compliance of Individual Contractor			
Evaluation Criteria		Obtainable Score	
1	Total Price/السعر الإجمالي	20%	
2	The ability to supply an invoice/القدرة على تزويد فاتورة	10%	
3	Certificates of experience related to the requested service/شهادات الخبرة المرتبطة بالخدمة المطلوبة	25%	
4	Certificates of academic qualifications related to the requested service/شهادات المؤهلات العلمية المرتبطة بالخدمة المطلوبة	25%	
5	Previous contracts with HRO or with other parties to provide similar services/العقود السابقة مع منظمة احياء الامل او مع جهات اخرى لتقديم خدمات مماثلة	10%	
6	Payment method (cash or bank)/طريقة الدفع (نقدى او عن طريق بنكا)	10%	
Total (out of 100%)		100%	
Payment Milestone			
The consultant will be paid on a lump sum basis (all-inclusive of expense relate to the above assignment including travels outside and inside the duty station) under the following installments.			
No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Payment upon Signing of Contract & Submission of Workplan		20%
2	Upon satisfactory completion of deliverable 1 and 2		30%
3	Upon satisfactory completion of deliverable 3		50%
Total (out of 100%)		100%	
<p>Applicants must fill the questionnaire based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual provider's duty station) and any other applicable cost to be incurred by the service provider in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.</p> <p>Note: Only in the event of unforeseeable travel that is not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be paid from the service provider.</p>			
How to Apply:			
<p>•Hope Revival has a zero-tolerance regarding sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. HRO also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles</p>			
<p>•Hope Revival is an Equal Opportunity Employer. Hope Revival considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.</p>			
<p>•If you are interested to contract with HRO you should fill the following link: https://forms.gle/gyR7NcDAkPgXhWom8 no later than 21th Sep 2021 (Turkey Time) clearly stating the title of service applied for and the reference number (TO-0013) . Any offers received after this date/time will not be accepted.</p>			
<p>Service providers wishing to contract with the Hope Revival organization must submit the following documents at the minimum:</p>			
<p>1-A copy of the company's license - for service providers in Turkey</p>			
<p>2- A copy of the tax number of the company or the service provider - for service providers in Turkey</p>			
<p>3- A copy of some of the previous contracts executed by the company or by the service provider - for service providers in Syria and Turkey</p>			
<p>4- A copy of the recommendation letters for the institutions / organizations / companies or previously contracted parties - for service providers in Syria and Turkey</p>			
<p>5- A copy of the ID card (except if the contractor is a company) - for service providers in Syria and Turkey</p>			
<p>6-A copy of the bank account - for service providers in Syria (PTT account) and Turkey.</p>			
<p>7- Any other documents that can support the information presented above is considered an added value for evaluating the provider's service</p>			
<p>8-Signed CV including names of at least 3 referees including contact information and cover letter in ENGLISH describing your reasons for applying and relevant qualifications</p>			
<p>•Hope Revival thank all applicants; however, kindly be informed that only winner provider will be contacted.</p>			
Human Resource Management		Form No	Sr-01