**REQUEST FOR EXPRESSION OF INTEREST**

**Ministry for Communities, Territories and Infrastructure Development of Ukraine**

**Housing Repair for People’s Empowerment Project (HOPE)**

**Project Management Team (PMT)**

**Consultancy Services**

**Country:** Ukraine

**Project:** Housing Repair for People’s Empowerment Project (HOPE)

**Assignment Title:** Translator

**Project ID No.:** P181200

**Reference No**. (as per Procurement Plan): HOPE-C3-12.1

Ukraine has received financing from the International Bank for Reconstruction and Development (the "Bank" or IBRD) for the implementation of the project “Housing Repair for People’s Empowerment Project (HOPE)" (the "Project") and intends to use part of these funds to make eligible payments for the consulting services for which this Invitation to Express Interest has been issued.

The consultancy services (hereinafter referred to as the "Services") shall comprise the services of Translator of the Project Management Team (PMT) for the purposes of the Project. Detailed information on the scope and duration of Services is provided in the attached Terms of Reference.

Ministry for Communities, Territories and Infrastructure Development of Ukraine invites eligible consultants (the "Consultants") to express their interest in providing the Services. Eligible Consultants shall provide information confirming that they have the qualifications and experience required to perform the Services. The selection of most qualified and experienced Consultant for the assignment will be based on the following criteria:

Required:

* Bachelor’s degree (or equivalent) in philology, international relations, language-competency education or other relevant field;
* At least 5 years of proven experience in interpretation and translation;
* Fluency in English and Ukrainian, including knowledge of economic, legal, financial and technical terminology related to the Project.

Desired:

* Experience in working/translating in donor-financed projects;
* Experience in the housing/infrastructure sector.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated November 2020, setting forth the World Bank’s policy on conflict of interest.

CVs must be delivered to the following e-mail: HOPE@mtu.gov.ua with the subject: **“HOPE-C3-12.1 Translator”** in English and Ukrainian languages by **16:00 (Kyiv Time) June 28, 2024.**

A consultant will be selected under IC selection procedure as set out in the Procurement Regulations.

ATTACHMENT

**TERMS OF REFERENCE AND SCOPE OF CONSULTING SERVICES**

**Ministry for Communities, Territories and Infrastructure Development of Ukraine**

**Housing Repair for People’s Empowerment (HOPE) Project**

**Translator (PMT) (HOPE-C3-12.1)**

1. **BACKGROUND**
	* + 1. Russia’s invasion of Ukraine continues to impose a severe humanitarian and economic toll. Since February 24, 2022 tens of thousands of civilians have been killed and injured. The invasion also triggered one of the largest human displacement crises in the world where more than 5 million people (or one-eighth of the population) were displaced within Ukraine, and more than 8 million people fled to neighboring countries.
			2. Damage to infrastructure, housing, and public services continues to grow, with funding needs for recovery and reconstruction estimated at hundreds of billions of US dollars, more than a third of which is direct damage to buildings and infrastructure. According to estimates, housing is one of the most affected sectors that suffered from the military aggression of the russian federation Donetska, Kharkivska, Luhanska, Zaporizka, Odeska, Mykolaivska, Sumska, Chernihivska, Kyivska, and Khersonska oblasts were those sustained the greatest direct damage.
			3. The Housing repair for People's Empowerment (HOPE) Project forms part of the World Bank (WB)’s package of emergency financing that has been mobilized to help the Government of Ukraine (GoU) sustain essential government service delivery to the Ukrainian people and repair critical infrastructure. This package includes the IDA-IBRD blended financing for the Public Expenditures for Administrative Capacity Endurance (PEACE) Project (P178946), allowing the GoU to optimize its state budget and maintain health, education and social protection services during the wartime, and the Ukraine Relief, Recovery, Reconstruction and Reform Trust Fund (URTF) launched by the World Bank Group (WBG) to activate rapid transfer mechanisms to channel international donor contributions. The first three framework projects have already been approved for emergency repairs and support in the health, transport, and energy sectors with financing through the URTF. The HOPE Project will be the fourth framework operation and will help affected households to urgently regain adequate housing through emergency repair of damaged housing stock. The components of the HOPE are:

Component 1: Repair of residential units with partial damage;

Component 2: Design and capital repair of partially damaged Multi-Family Buildings (MFBs);

Component 3. Project management and capacity strengthening.

* + - 1. The Project is implemented by the Ministry for Communities, Territories and Infrastructure Development of Ukraine (MCTID) through a Project Management Team (PMT) at the central level to oversee the execution of all Project activities.
			2. Implementation of the Project is regulated by the decree of the Cabinet of Ministers of Ukraine No. 70 dated January 27, 2016 “On the Procedure for Preparation, Implementation, Monitoring and Completion of Economic and Social Development Projects of Ukraine Supported by International Financial Organizations”, other legal acts of the Cabinet of Ministers of Ukraine, orders of MCTID, and relevant Project documents including the Project Operations Manual.
			3. The activities of the PMT are directly regulated by the provisions of the Procedure for the Activities of the Management Groups for Economic and Social Development Projects of Ukraine Supported by International Financial Institutions, approved by the Order of the Ministry of Finance of Ukraine, the Ministry of Economy and European Integration of Ukraine, the Ministry of Labor and Social Policy of Ukraine, the Ministry of Justice of Ukraine dated October 29, 2002 No. 905/308/550/93/5, registered with the Ministry of Justice of Ukraine on October 29, 2002 № 853/7141, Project Agreement, and the Project Operations Manual.
1. **OBJECTIVES**
	* + 1. The objective of this assignment for the Translator is to provide support to PMT with translation services, preparation of correspondence, office memorandums, reports, and other project documents. Also, to provide assistance in communication with international consultants, World Bank and other international agencies
2. **SCOPE OF SERVICES**
	* + 1. To reach the set objective, the Translator shall perform the following tasks:
	1. Provide support with authentic written translation of documents related to the Project implementation from Ukrainian into English and from English into Ukrainian;
	2. Assist with the translation of working documents prepared in the course of the project implementation;
	3. Offer oral translation during meetings and discussions with the project staff, national and international consultants;
	4. Assist in the communications between PMT, the World Bank, other international donors, and other stakeholders, as required;
	5. Translate brochures, leaflets, and booklets about the project;
	6. Perform other duties related to the project that may result in the success of the project and as requested by the Team Leader.
3. **REPORTING**
	* + 1. The Translator shall report to the Team Leader of PMT.
			2. The Translator shall provide monthly reports to the Team Leader on the results of the implementation of these Terms of Reference during the period of Services. The monthly reports shall include, inter alia, sufficiently detailed information on the Services provided by the Translator during the reporting period. The Team Leader may request submission of supporting draft documents, documents etc., which the Translator prepares and works on during the assignment.
4. **PROVIDED RESOURCES**
	* + 1. The Client shall provide access for the Consultant to the following:
	1. A workplace equipped with a PC and a telephone;
	2. Access to Internet, photocopier, printer and scanner;
	3. Project-related documentation, including the relevant IBRD documentation.
5. **MINIMUM QUALIFICATION CRITERIA**
	* + 1. Required:
	1. Bachelor’s degree (or equivalent) in philology, international relations, language-competency education or other relevant field;
	2. At least 5 years of proven experience in interpretation and translation;
	3. Fluency in English and Ukrainian, including knowledge of economic, legal, financial and technical terminology related to the Project.
		* 1. Desired:
	4. Experience in working/translating in donor-financed projects;
	5. Experience in the housing/infrastructure sector
6. **PLACE AND DURATION**
	* + 1. The estimated term of this assignment is from July 2024 to December 2025 and includes a probation period of 3 months. In case of unsatisfactory performance of the functional duties defined by this ToR during the probation period, the contract may get terminated.
			2. Services will be provided in Kyiv on a part-time basis.