



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	Call for applications for roster of translators, interpreters, proof-readers for English, Montenegrin, Albanian and Macedonian Languages
Duty Station	Podgorica
Classification	Consultant
Estimated start date	As soon as possible
Closing Date	15 February 2017
Reference Code	VN 2017/MN/01

1. Context

In the Western Balkan region, IOM has recently initiated an EC-funded Multi-country programme “Regional Support to Protection-Sensitive Migration Management in the Western Balkans and Turkey”. This regional programme is being implemented through two intertwined projects under the lead by FRONTEX and IOM, with substantive assistance by EASO and UNHCR. The overall objective of the action is to develop and operationalize comprehensive migration management in seven IPA beneficiary countries, namely Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, UNSCR 1244 Kosovo, Montenegro, Serbia and Turkey, in line with EU policies and standards. The specific objectives will aim to facilitate and strengthen some of the key areas of a migration management, focusing on enhancing the identification of migrants, exchange of non-personal information in the region and to contribute to establishment of assisted voluntary return mechanism in the beneficiary countries.

2. Scope of work and responsibilities

The purpose of this roster is to provide translation/interpretation and proof-reading services for IOM Missions in Serbia, Macedonia and Montenegro in the framework of implementation of the regional project “Protection-Sensitive Migration Management in the Western Balkans and Turkey”. More specifically, the roster will include the following services

1. Written translation from English into Montenegrin or Albanian or Macedonian and vice versa;
2. Consecutive and simultaneous translation from English into Montenegrin or Albanian or Macedonian and vice versa;
3. Proof-reading of written materials in local language.

Services will be requested by Project Assistant and payment for services delivered will be authorized by the Regional Project Manager. Oral translation services will be contracted with an advanced notice of a minimum two weeks before the event. Written translation will be agreed on an ad-hoc basis with respect to project needs. The service providers will be requested to use IOM House Style.

3. Competences

3.1. Technical

- Excellent writing skills in English, and Montenegrin, or Macedonian, or Albanian;
- Ability to work both independently and in teams;

Mission in Montenegro:

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- Strong command of attention to details;
- Strong ability to demonstrate high quality performance/products under short deadlines; superior communication and interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modeling ethical standards.

3.2. Education and Experience:

- At least five years of experience in translating, interpreting or proof reading texts in a development context (experience in migration area is an asset);
- Knowledge of key migration concepts and standards in the area of migration is an asset;
- Experience in the usage of computers and office software packages;
- Certification of sworn-to-court translator is an asset, but not a requirement;
- Certificate or specialized training in interpretation/translation skills is an asset;
- University degree, preferably in languages.

4. Application procedure:

Interested consultants should submit the following to demonstrate their qualifications:

1. Cover letter in English stating their expertise and qualification for the relevant services identifying strengths and how they match the required competences;
2. Personal CV including past experience in similar projects and e-mail addresses of at least 3 referees;
3. Financial proposal - price quotation indicating the fee (in EUR) as follows:

4.1. For written translation the price quotation should indicate:

- Translation from English/Albanian/Macedonian into Montenegrin and vice versa up to 50 pages per one page of translated text (equals 1800 characters with spaces);
- Translation from English/Albanian/Macedonian into Montenegrin and vice versa for 51 to 150 pages;
- Translation from English/Albanian/Macedonian into Montenegrin and vice versa for 151 and more pages.

4.2. For oral (consecutive and simultaneous) interpretation the price quotation should indicate:

- Lump sum amount for standard work day of up to six for interpretation from English/Albanian/Macedonian into Montenegrin and vice versa; and price for each extra hour of work;
- Rate for each work hour for interpretation from English/Albanian/Macedonian into Montenegrin and vice versa.

4.3. For proof-reading, the price quotation should indicate:

- Rate per one page of proofreading in Montenegrin language for up to 50 pages (equaling 1,800 characters with spaces);
- Rate per one page of proofreading in Montenegrin language from 51 to 150 pages;
- Rate per one page of proofreading in Montenegrin language for 151 pages and more.

The Vacancy is open for internal and external candidates that have the legal right to reside and work in Montenegro. We invite all interested candidates to submit their applications in English language to iompodgorica@iom.int quoting this respective Vacancy notice number in the subject.

Closing date:

The deadline for submission: 15 February 2017. Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted and requested to undergo a written test.

The assignment expected to begin at the end of February 2017.