



TERMS OF REFERENCE

INTERPRETATION SERVICES FOR VIRTUAL AND PHYSICAL CONFERENCES/MEETINGS CONCERNING LABOUR LAW AND INDUSTRIAL RELATIONS; RELATED DOCUMENT TRANSLATION TASKS

I. Background

Viet Nam is facing significant changes in the industrial relation progress in line with the robust economic development in the past 20 years. The country is experiencing the multifaceted globalization, that includes rapid technological change, economic interdependence, a move towards free market economy, as well as increasing calls for public accountability.

The ILO Country Office for Vietnam (ILO) is implementing a technical co-operation project entitled Developing and Implementing a New Industrial Relations Framework in respect of the ILO Declaration on Fundamental Principles and Rights at Work (“NIRF Project”). In which, USDOL funded-NIRF Project has 3 components, including: **(1) Long-term objective 1 (LTO1):** *National labour laws and legal instruments are revised to be compatible with the ILO Declaration on Fundamental Principles and Rights at Work in full consideration of the socio-economic conditions of the country,* **(2) Long-term objective 2 (LTO2):** *Labour administration more effectively administers national industrial relations policy, and* **(3) Long-term objective 3 (LTO3):** *The labour inspectorate effectively enforces and promotes compliance with national labour laws.* The aim of the NIRF Project is to assist Vietnam to reform and improve its industrial relations framework consistent with the ILO Declaration on Fundamental Principles and Rights at Work (1998), with funding from four different donors including U.S. Department of Labor (USDOL).

In the context that Vietnam has ratified C.98 which will be entered into force on 5th July 2020 as well as the adoption of the revised Labour Code dated 20 November 2019 and the issuance of new Directive No. 37-CT/TW dated 3 September 2019, the ILO NIRF project has been working closely with the Ministry of Labour, Invalids and Social Affairs (MOLISA) for promoting the compliance and implementation of these legal documents.

However, due to the complicated nature of the COVID-19, which has been spreading widely and quickly in the world as well as in Viet Nam, ILO and its partners have had to postpone many activities including technical meetings, consultation workshops, events, etc. which leads to delay of project progress. In order to minimize the possibility of delays, the ILO NIRF project would like to plan for the videoconferences/meetings held between ILO and partners during COVID-19 period, in which, there is a need for the preparation of an available interpreter to provide his/her professional service to some videoconferences/meetings/workshops as international experts are not able to fly to Viet Nam during this period and only can attend the events virtually.

Luckily, although COVID-19 is spreading widely, it is still under Viet Nam's Government control and therefore, meetings/workshops/conferences are being initiated to take place in Hanoi and other targeted provinces so as not to delay too many project activities. In the coming time, there will be events taking place in order to promote NIRF's objectives between Vietnamese partners, ILO international experts/staff based in Viet Nam.

In addition, NIRF Project and its partners will produce many documents in English or Vietnamese that need accurate translation and editing so that the project documents can be read and understood clearly.

Accordingly, ILO NIRF project is seeking to hire one or more qualified interpreter(s) and translator(s) to provide 1) consecutive interpretation from English to Vietnamese and simultaneous interpretation from Vietnamese to English, 2) simultaneous interpretation for consultation/technical meetings/workshops, 3) translation of project documents and 4) editing of project documents. The project anticipates requiring such services periodically over the next several months, for events to be held in Hanoi and elsewhere in Viet Nam on dates that are not yet certain. Likewise, the NIRF Project will occasionally require translation of document during this same period.

Purpose of assignment

For the success, convenience and stability of project workshops and activities planned for the period of 20 August 2020 to 31 December 2020, there is a need to identify and retain one or more interpreters/ translators who can be available, sometimes on short notice, to undertake the translation/editing of documents and/or simultaneous and consecutive interpretation.

II. Qualification of interpreter and translator:

- Excellent simultaneous interpretation and translation/editing skill;
- Proven experience in providing high quality interpretation and translation services for at least 03 assignments/events at technical and political levels over the last 2 years in the areas of labour law, industrial relations, or related fields;
- Availability for ad-hoc and irregular events/documents and during the contract duration;
- Prior experience providing interpretation and translation/editing services to ILO is an advantage.

III. List of tentatively planned events for interpretation service

A. INTERPRETATION					
No.	Events	No. of days	Interpretation style	Tentative time	Location
<i>LTO1: National labour laws and legal instruments are revised to be compatible with the ILO Declaration on Fundamental Principles and Rights at Work in full consideration of the socio-economic conditions of the country</i>					
1	02 Information sections on Labour Code (LC) 2019	3	Simultaneous	TBD	Outside Hanoi & Hanoi
2	02 consultation workshops on Worker's Representative Organizations (WROs) and Collective Bargaining (CB)	4	Simultaneous	TBD	Outside Hanoi
3	Labour Code translation workshop	1	Simultaneous	TBD	Hanoi
Total days for simultaneous type only		8			
<i>LTO2: Labour administration more effectively administers national industrial relations policy</i>					
1	Technical meetings on draft decree on CB, Dialogue at workplace, and resolution of labour disputes.	5.5	Simultaneous and consecutive	TBD	Hanoi
2	Technical meetings on draft Worker's Representative Organizations (WROs) decree.	3	Simultaneous and consecutive	TBD	Hanoi
Total (simultaneous and consecutive types)		8.5			
3	03 workshops on Directive 37	3	Simultaneous	Q4	Outside Hanoi
4	National Project Steering Committee (NPSC) meeting	1	Simultaneous	August	Hanoi
5	Workshop for Drafting and Editing team to review the	1	Simultaneous	TBD	Outside Hanoi

	decrees before submission to Government for approval				
Total days for simultaneous type only		5			
<i>LTO3: The labour inspectorate effectively enforces and promotes compliance with national labour laws</i>					
1	Workshop on updating and supplementing the labour code compliance self-assessment form for enterprises	1	Simultaneous	Nov 2020	Hanoi
2	Workshops in Labour Inspection and Electronic Case Management System (ECMS) (Ministry of Labour, Invalids and Social Affairs (MOLISA) and Departments of Labour, Invalids and Social Affairs (DOLISAs))	3	Simultaneous	Aug-Nov 2020	Hanoi and outside Hanoi
Total days for simultaneous type only		4			
Total simultaneous translation days		17			
Total simultaneous and consecutive translation days		8.5			
B. TRANSLATION OF PROJECT DOCUMENTS					
Components		Pages			Note
LTO1		200			
LTO2		400			
LTO3		200			
Total translation pages		800			
C. EDITING OF PROJECT DOCUMENTS					
LTO1		100			
LTO2		250			

LTO3	150	
Total editing pages	500	

IV. Payment method

The payment shall be made into two instalments in Vietnam dong based on actual number of events and documents upon delivery of the service to the satisfaction of the ILO.

In case of events organized outside Hanoi, daily subsistence allowances (DSAs) and travel cost (s) including air ticket, ground transportation, etc. will be paid according to UN-EU cost norms.

V. Application

Interested candidates are invited to submit an application package in English including the following documents by email to quynhn@ilo.org by 17:30 GMT+7 on 12 August 2020. The application package must include the following:

1. Curriculum and Vitae (CV) and cover letter.

- a. Your cover letter should explain what experience, if any, you have interpreted for events focused on Viet Nam's labour law or industrial relations. Please quantify the number of events and provide their general subject matter.
- b. If you do not have such specialized experience but believe that you have other relevant experience or have otherwise obtained familiarity with the terminology necessary to enable you to interpret for events focused on labour law and industrial relations, please explain that experience and expertise.

2. Financial proposal specifying each of the following in VND currency:

Interpretation Services: English/Vietnamese			
	Full Day	Half Day	Proposed short-notice or cancellation surcharge
Simultaneous translation			
Consecutive translation			
Translation Services: English/ Vietnamese			
Per page			

3. Confirmation of availability during the contract period.

- a. Kindly advise whether you have existing commitments during the period;
- b. If so, state the dates of those commitments. If the dates are not yet set, the number of days during the period when you are committed to other endeavours.
- c. If you have an existing contract with a UN organization, kindly advise of the entity and contract period.

Only submissions with applications including all three requisites set out above that are submitted before the deadline will be considered.

Short-listed candidates may be asked to undertake a brief interpretation and/or translation exercise.

We regret that detailed screening results will not be released and only shortlisted candidates will be contacted.