

**Terms of Reference**

**Simultaneous Interpretation Services for Responsible Supply Chains in Asia**

**1. BACKGROUND & RATIONALE**

"Responsible Supply Chains in Asia" is a project developed by the European Union together with the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD). The project will promote corporate social responsibility (CSR) / responsible business conduct (RBC) with regard to the environment, decent work and the respect of human rights.

This initiative is a part of the EU's long-standing commitment to promote human rights, decent work and sustainable development, a pledge underpinned by the EU Treaties and reinforced in the European Commission's trade policy strategy of 2015 "*Trade for All*". It falls in particular under the Commission's commitment to *identify opportunities for responsible supply chain partnerships* and the *EU's strategic approach to responsible business conduct*, which is based on internationally agreed principles and guidelines. It will also contribute to the EU strategic approach to CSR/RBC as put forward in the Commission 2011 Communication "A renewed EU strategy 2011-14 for Corporate Social Responsibility.

The overarching objective is to promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible behaviour. It is also to create policy environments conducive to promoting responsible conduct and increased opportunities for dialogue. To achieve these objectives, the proposed activities will raise awareness and build capacity on international standards and approaches in relation to CSR/RBC. It will conduct research and disseminate best practices among public authorities, European and Asian business, trade unions and other relevant stakeholders, including NGOs. The project will also foster multi-stakeholder partnerships and ensure coordination with existing policy initiatives and activities in the countries and the region for maximum effectiveness.

The project will be implemented in partnership with six Asian countries, namely China, Japan, Myanmar, the Philippines, Thailand and Vietnam. These countries are key trading partners of the EU. Many imported goods and services in the EU originate from these countries and businesses in the EU and Asia have increasing strong linkages.

Activities and outputs in Thailand under this project include, but not limited to, organizing workshops that require simultaneous interpretation between Thai- Eng. The project therefore requires a series of simultaneous interpretation service.

## 2. THE ASSIGNMENT

The contractor will be assigned to do various simultaneous interpretation assignments (Thai-Eng/ Eng-Thai) required by Responsible Supply Chains in Asia during the period of 8 July 2019 – 28 February 2020.

## 3. TIME-FRAME

Start date:	8 July 2019;
Completion date:	28 February 2020;

## 4. BUDGET AND TERMS OF PAYMENT

The contractor will carry out various **simultaneous** interpretation assignments as required by Responsible Supply Chains in Asia project, between 8 July 2019 – 28 February 2020 at the agreed rate. The maximum amount payable under this contract is THB 100,000. The actual amount paid will be determined by the number of assignments completed in accordance with the agreed rate schedule.

Before each assignment, the contractor will be informed in writing by Responsible Supply Chains in Asia project the type and duration of his/her service requested. Upon completion of each assignment, the contractor will submit an Invoice for payment to Responsible Supply Chains in Asia project describing the work completed and amount due. The invoice(s) must make reference to the services delivered, and quote the Purchase Order/ Contract Number. Invoices are to be addressed to:

International Labour Organization  
11<sup>th</sup> floor, United Nations Building  
Rajdamnern – Nok Avenue  
Bangkok 10200  
Thailand

Payment will be made to the contractor upon the satisfaction of the ILO. For all payments made to the contractor, bank charges are shared between the parties (i.e. the ILO bears charges levied by its bank and the beneficiary bears the charges levied by its own bank).

### **Qualifications required**

A contractor shall be able to provide simultaneous interpretation by professionals with the following qualifications.

**Education:** First level university degree in translation/interpretation, public policies, development studies or relevant field. Certificate/knowledge related to corporate social responsibility, responsible business conduct, decent work would be strong advantages.

**Experience:** 6 years of experience in to providing simultaneous interpretation related to labour issues and decent work. Practical experience on standard office software packages and email required by the work unit (e.g. WORD, EXCEL, PowerPoint).

*If you are interested, please send detail of your profile, past experiences and your proposed rate with the following detail;*

Interpretation and wireless system:	THB / per day
	THB /per half day

*Please submit your proposal to [sodsangchan@ilo.org](mailto:sodsangchan@ilo.org), by Monday, July 1, 2019.*