**TERMS OF REFERENCE AND SCOPE OF ACTIVITIES**

**INTERPRETER FOR**

**SERBIA SCALING UP RESIDENTIAL CLEAN ENERGY (SURCE) PROJECT**

## Background

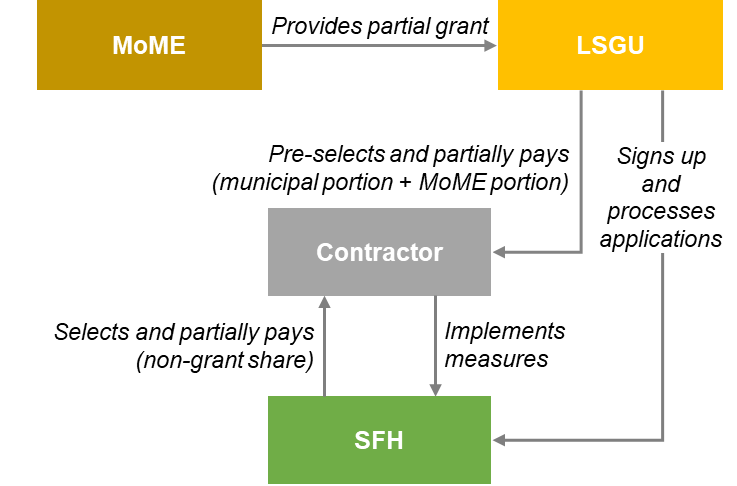
The Government of the Republic of Serbia (GoS) has secured financing from the International Bank for Reconstruction and Development (IBRD), which is part of the World Bank Group, to implement the Serbia ‘Scaling Up Residential Clean Energy’ (SURCE) Project, hereinafter “The Project”. The development objective of the Project is to increase the uptake of energy efficiency (EE), sustainable heating, and rooftop solar photovoltaics (RSPV) by households in participating local self-government units (LSGUs) in Serbia. An important associated objective is to reduce greenhouse gas (GHG) emissions and improve air quality thanks to achieved energy savings and reduced use of solid fuels for heating. These objectives will be achieved by two project components:

* Component 1: Financing Energy Efficiency, Sustainable Heating, and Rooftop Solar Investments in Residential Buildings, with a key focus on single-family houses (SFHs).
* Component 2: Technical Assistance and Implementation Support, with the overall aim of supporting the development of scalable financing mechanisms and removing market barriers, with three subcomponents: (a) enhancing local market capacity, improving enabling environment, and strengthening public awareness; (b) technical studies informing program design and implementation; and (c) project implementation support.

Components 1 and 2 will be implemented simultaneously; together they represent USD 50 million with Component 1 being allocated the major share of loan proceeds. Investments will be financed under Component 1 and scaled up relying on the analytical insights, institutional structures, and financing mechanisms developed under Component 2. The Ministry of Mining and Energy (MoME) might provide additional funds from the government budget to expand the scope of the investments.

The Project will scale up a revised version of an existing government program, piloted in 2021, financing residential EE investments through a combination of public grants and leveraged private-sector financing. The investments under Component 1 will be financed through: (a) partial grants financed through the Project, offered by the MoME and channeled through participating local self-governing units (LSGUs); (b) partial grants offered by the LSGUs directly, in parallel with the IBRD financing channeled through the Project; and (c) household contributions, financed either from savings or borrowings (Figure 1).

**Figure 1. Structure of the Project, with the LSGU playing a pivotal role and the citizen required to pay a share of the investment**



*Notes:* MoME: Ministry of Mining and Energy; SFH: single-family house; LSGU: Local self-government unit.

*Source:* World Bank staff.

The Project became effective in December 2022 and will be implemented over a 5-year period until November 2027. The overall responsibility for the implementation of the Project rests with the Government of Serbia, with the MoME acting as implementing entity. The MoME will establish a Project Implementation Unit (PIU) to carry out the day-to-day activities of Project implementation. The PIU will coordinate closely with the MoME as well as the World Bank energy and E&S teams responsible for the Project implementation and E&S performance. SURCE implementation will be also facilitated by the Administration for Energy Efficiency Financing and Promotion (hereinafter Energy Efficiency Administration, EEA) which has a coordinating role for clean energy and energy efficiency programs across government.

***E&S aspects of the Project***

The Project will comply with the World Bank’s **Environmental and Social Framework (ESF)** requirements. The **Environmental and Social Management Framework (ESMF)** has been prepared by the MoME as the main guiding document to ensure the Project implementation alignement with the E&S requirements This document specifies the legislative and regulatory framework, procedures, and institutional responsibilities and will guide identification and proper management of adverse impacts and risks during project implementatation. The ESMF also sets forth a screening mechanism to ensure that substantial or high-risk activities are not financed under the project. The ESMF ensures that **site-specific** **Environmental and Social Management Plans (ESMPs) or an ESMP checklist** will be prepared for subproject activities and will include site-specific impacts and mitigation measures, with clearly defined procedures for screening, mitigation, implementation, monitoring, and responsibility roles. The ESMF also includes provisions for the avoidance of any sensitive environments or protected areas, guidance for pollution prevention and environmentally sound resource use under ESS 3, and any guidance on cultural heritage or chance finds as stipulated under ESS 8. The ESMF, along with a template of a screening procedure, has been reviewed by the Bank team. All relevant ESF documentation was disclosed on January 19, 2022 on the Ministry of Mines and Energy website[[1]](#footnote-2) and a public consultation process was concluded on February 3, 2022; a report summarizing the results of the consultations was included in the final ESMF document. In addition to the ESMF, the MoME and other relevant stakeholders will implement the activities listed in the Environmental and Social Commitment Plan (ESCP). The ESCP is a living document and can be revised during implementation, if needed. To prevent possible social risks, the design of the project envisages the integration of citizens and stakeholder engagement. In the Stakeholder Engagement Plan (SEP), a comprehensive engagement strategy inclusive of a dedicated civic platform has been adopted with a specific target to reach the underserved part of the population.

The MoME intends to engage a consultant (individual local expert) to provide services as Social Specialist and serve as the main PIU focal person responsible for ensuring that social aspect of the project implementation is in line World Bank’s Environmental and Social Framework standards, principles and policies (hereunder the Consultant or the Social Specialist).

A part of the proceeds of the IBRD loan will be used for financing the proposed consultancy assignment. These Terms of Reference define the scope of activities and responsibilities of the Consultant. Additional PIU staff will be recruited under separate TORs for key positions and will include among others the Head of the PIU, an engineer, a financial/economic expert, and an IT expert.

## Objective of the assignment

The overall objective of the assignment is to provide high quality, professional translation of documents related to SURCE Project.

The Consultant is expected to translate documents from Serbian to English and vice versa and/or perform interpretation from Serbian into English and vice versa at meetings and conferences (simultaneous and consecutive interpretation) organized by the PIU on SURCE project.

## Scope of Work

Specific responsibilities include:

a) Prepare translations of written materials from Serbian to English and vice versa. Documents to be translated shall be related, but not limited to: project documents, reports, communication materials, in the field of, but not be limited to: tax administration policy, law, economics, ICT and procurement under World Bank guidelines;

b) Proofread and edit documents;

c) Ensure that the translated text is technically, linguistically and grammatically correct, and would not need further editing after completion of translation;

d) Provide accurate and timely translation within the deadlines;

e) Only in exceptional situations, consecutive translation or interpretation at the meetings and other events might be required.

## Reporting

The Consultant shall work under the direct jurisdiction of the Head of the PIU who will be responsible for the coordination of activities and for acceptance of the reports submitted by the Consultant.

Assignment duration

The Consultant shall provide service from the date of signing the contract until the end of the SURCE Project, i.e. until November 30, 2027, with a probationary period of six (6) months. The Consultant shall deliver all the needed support at the monthly rate that will be dependent on the qualifications, as well as approved project budget.

Terms of engagement

The consultant shall be engaged on an on-call basis during the Project implementation and shall be paid upon the report delivered for the pages that are translated or hours interpreted.

## Each translated page will be calculated by 1.800 character with spaces (1.800 character with spaces per 1 page). Oral translation will be calculated based on number of started hours per meeting/event.

It is envisaged that there will be approximately not more than 5000 pages to translate and 250 hours of oral translation.

Qualification Requirements

The Consultant shall possess the following qualifications**:**

**Education:**

* University degree in English language and literature, Master or Doctoral degree will be considered as an advantage;

**Experiences** :

* + - Relevant professional experience of at least ten (10) years in translation;
    - Demonstrated experience of translating the texts in field of tax administration policy, law, economics and ICT will be considered as an advantage
    - Previous experience with the World Bank financed projects and familiarity with World Bank terminology will be considered as an advantage;

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**Knowledge and skills:**

* Knowledge of and relevant experience with projects of international financial institutions will be considered an advantage.
* Preferable experience in working with NGO sector on housing programa
* Strong analytical skills and ability to identify key strategic issues, opportunities and risks.
* Demonstrated clear and concise writing/ reporting and presentation skills.
* Excellent interpersonal, networking and team-building skills.
* Excellent knowledge of written and spoken Serbian language.
* Knowledge of computer, office software and web-based applications use.

**Competencies of successful candidate**

* Advanced communication skills and adaptability.
* Time management and attention to detail.
* No obstacles for traveling within Serbia for various field trips.

Expected Outputs

Translation of documentation, draft/semi-final documents, Public Calls, leaflets, letters, ToRs, rulebooks and other documentation relevant for the SURCE project. Translation will be from Serbian to English language and vice versa and/or perform interpretation from Serbian into English and vice versa at meetings and conferences (simultaneous and consecutive interpretation) organized by the PIU on SURCE project

Input by the MoME

The MoME will provide the Consultant with complete office infrastructure, the required equipment, access to any documentation and information necessary for the performance of his / her tasks.

Also, where the Consultant is required to travel, to the site or elsewhere in accordance with the MoME instruction, all transportation costs will be covered from the project budget.

Confidentiality

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Selection of consultant

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as set out in the Bank’s Procurement Regulations.

The candidates will be evaluated applying the following evaluation criteria:

* General experience (40 Points)
* Specific Experience and skills relevant to the Assignment (60 Points)

1. https://www.mre.gov.rs/aktuelnosti/oglasna-tabla/javne-konsultacije-za-surce-projekat-public-consultations-surce-project [↑](#footnote-ref-2)