

International Labour Organization

Terms of Reference

Call for proposal for translation and editing service 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. 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. Activities include translation of documents related to international guidelines, instruments and international labour standards. The project is therefore recruiting a translator.

2. THE ASSIGNMENT

The contractor will be assigned to do various translation and editing assignments (Thai-Eng/ Eng-Thai) related to international guidelines, instruments and international labour standards required by Responsible Supply Chains in Asia during the period of 19 October – 10 December 2020.

3. TIME-FRAME

Start date:	19 October 2020
Completion date:	10 December 2020.

4. BUDGET AND TERMS OF PAYMENT

The contractor will carry out various translation assignments as required by Responsible Supply Chains in Asia project, 19 October – 10 December 2020 at the agreed rate. The maximum amount payable under this contract is THB 60,000.

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

10th 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 translation by professionals with the following qualifications.

- **Education:** First level university degree in law, development studies or relevant field.
- **Knowledge:** Strong knowledge in international guidelines and international labour standards. Understanding of corporate social responsibility, responsible business conduct, decent work would be strong advantages.
- **Experience:** At least 6 years of experience in translation of documents related to labour laws, international labour standards and decent work. Practical experience on standard office software packages and email required by the work unit (e.g. WORD, PowerPoint).

How to apply

Interested applicants are invited to send CV of an individual or key personnel of the service provider, and proposed rate of translation per page and rate of editing per page to Thamparipattra@ilo.org and rsca@ilo.org by 11th October 2020. Applications submitted without a rate per page will not be considered. Only shortlisted candidates will be contacted.