# Ministry of Transport and Infrastructure (MoTI) Directorate-General of Infrastructure Investments (DGII)

**Project Implementation Unit (PIU) for the**

# RAIL LOGISTICS IMPROVEMENT PROJECT (RLIP)

**TERMS OF REFERENCE FOR A**

# TRANSLATOR/ INTERPRETER

1. **Background**

The Ministry of Transport and Infrastructure (MoTI) of the Republic of Turkey, through the Ministry of Treasury and Finance (MoTF), has obtained financing from the World Bank (“the Bank”) towards implementation of the Rail Logistics Improvement Project (RLIP, “the Project”). RLIP will be financed by the Bank through an IBRD loan for which MoTI has been designated as the Line Ministry responsible for project implementation.

The overall objective of the Project is to increase rail freight traffic efficiency in main transport corridors in Turkey by improving last-mile rail infrastructure connectivity, enhancing the operational efficiency of logistics centers and strengthening institutional capacity.

The specific objectives are as follows:

1. Provide last-mile rail connectivity to and from key cargo generation-attraction nodes at select freight corridors nationally;
2. Support capacity building and institutional strengthening at the main MoTI sub-agencies involved in the rail sector;
3. Help strengthen MoTI’s response to the medium- and long-term impacts of COVID-19 on Turkey’s logistics system;
4. Improve rail freight service delivery;
5. Strengthen railway network planning; and
6. Promote multimodality through a more robust operation of TCDD-owned logistics centers.

The Project will be implemented through three components:

1. **Construction of Railway Branch Lines and Multimodal Connections at Priority Network Nodes (Component 1)**, including the provision of last-mile rail (and in select cases, road/multimodal) connectivity at well-prioritized portions of the Turkish railway network. The initial focus of Component 1 is the provision of last-mile rail and road connectivity to/from the greenfield maritime port of Filyos on the Black Sea Coast, and the provision of last-mile rail connectivity to/from key industrial zones adjacent to Iskenderun Bay in the Çukurova region. Additional network nodes to be connected to the main railway network at the last mile will be identified during project implementation.
2. **Feasibility Studies, Detailed Engineering Designs, Environmental and Social Documentation, and Construction Supervision for Rail Last-mile Connectivity Infrastructure at Additional Freight Nodes (Component 2)**, including consulting services to produce Feasibility Studies—including the environmental and social dimensions of project feasibility—for 12 potential last-mile rail (and, where necessary, complementary

road/multimodal) connectivity infrastructure subprojects at pre-identified freight generation-attraction nodes currently disconnected from the national railway network. Engineering designs and environmental and social safeguards instruments will also be produced for a subset of these subprojects. Approximately 2-3 subprojects will be selected for construction under Component 1, based on findings from FS, detailed engineering designs, and environmental and social safeguards documentation.

1. **Phase 2 COVID-19 Response Support, Institutional Strengthening, Capacity Building, and Project Implementation Support (Component 3)**, including consulting services to provide technical assistance and capacity building in the following areas: (i) support to MoTI to diagnose the medium- and long-term impacts of COVID-19 on multimodal logistics on the demand and supply sides, and design public, public-private, and/or purely private interventions, including interventions aimed to tackle behavioural and occupational aspects of risk prevention, to mitigate these impacts; (ii) support to DGII on the uniformization of rail technical standards across the national rail network; (iii) support to MoTI [DGII, DGTSR (Directorate-General of Transportation Services Regulation), TCDD (Directorate General of Turkish State Railways)] on the preparation of a strategy document for rail freight sector performance improvement; and (iv) support to TCDD through the development of an operational and management model for rail-enabled logistics centers consistent with international best practice, properly contextualized to the Turkish environment.

MoTI’s Directorate-General of Infrastructure Investments (DGII) will assume overall implementation responsibility of RLIP and will serve as its implementing agency at the working level. A Project Implementation Unit (PIU) has been established within DGII to oversee all aspects of project implementation across all 3 components.

# Objectives

The objective of this assignment is to support DGII PIU with an experienced Translator/Interpreter, to assist in the project implementation activities as indicated below.

# Duties and Responsibilities

Within the framework of the Project, a translator/ interpreter will work under the guidance and supervision of PIU Director (PD) and with close coordination of other PIU team members. His/her concrete responsibilities will be as follows and will be reporting to the PIU Director with part time contract in support of project implementation throughout the life of the project.

The key detailed activities to be carried out by the translator/interpreter are:

1. Translate all correspondence related to the project activity including training materials, work plans, reports and minutes of meetings, presentations, and communications;
2. Review all incoming and outgoing documents related to the particular project activity, summarize as required, and follow up;
3. Comply to the maintained timetable of translation and interpreting work-in and work-out, and the progress of translations as required;
4. Ensure that all translations are issued within the timescale agreed with the Project meetings/documents and to an excellent standard;
5. Provide general support for DGII-PIU with foreign partners and/or authorities, with particular reference to the assistance and management of mission reports and other documents provided by them
6. Report as necessary with the Project Manager, on the progress of translation/interpreting work to the weekly Project staff meeting;
7. Undertake translation and interpretation work for DGII PIU meetings as required by the Project Manager;
8. Attend meetings to provide accurate and simultaneous translation;
9. Assure confidentiality of meetings and discussions and maintaining confidentiality in all matters relating to the work of the Project.
10. Assisting the DGII-PIU in communications, liaison and general working relations with the public offices and institutions, relevant to project activities
11. Provide any other necessary support related to project implementation.

# Duration and Location of Employment

The services will be required on a part-time basis. The Translator/Interpreter is expected to commence work in September 2021, with two months’ probation period and a renewable 1- year contract, if performance is satisfactory.

The position will be based in Ankara.

# Qualification Requirements

* Bachelor’s degree in English Translation & Interpretation or equivalent.
* At least 8 years of specific work experience in Translation/Interpretation with national or international organizations,
* Ability to accurately interpret and translate from/to English/Turkish languages,
* Good communication skills which will make significant contribution to management and execution of the Project; problem solving ability, teamwork and coordination skills, analytical thinking.
* Experience with CAT (Computer Assisted Translation) Tools for translators.

# Hiring Methodology

The Consultant will be hired in accordance with the World Bank’s “Procurement Regulations for IPF Borrowers (in effect since 1 July 2016 and revised November 2017 and August 2018) (Procurement Regulations)”. The contract will be signed between the Directorate-General of Infrastructure Investments (DGII) or his designee and the Consultant.

# Application Process

The application should include one-page application letter and a CV in the following format in English.

Attn: Mr. Ahmet Tuncsoy

Ministry of Transport and Infrastructure (MoTI) Directorate-General of Infrastructure Investments (DGII)

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**ANNEX I**

CURRICULUM VITAE

|  |  |  |
| --- | --- | --- |
| Name of Staff | | : |
| Profession | | : |
| Date and Place of Birth | | : |
| Civil Status | | : |
| Home Address | | : |
| Phone | home | : |
| mobile | : |
| E-Mail | | : |
| POSITION APPLIED | | : |

KEY QUALIFICATIONS

Specific experience in:

EDUCATIONAL BACKGROUND

PROFESSIONAL EXPERIENCES

(Employment Record)

Language Proficiency :

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Excellent | Good | Poor |
| Reading |  |  |  |
| Writing |  |  |  |
| Speaking |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Excellent | Good | Poor |
| Reading |  |  |  |
| Writing |  |  |  |
| Speaking |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. | Excellent | Good | Poor |
| Reading |  |  |  |
| Writing |  |  |  |
| Speaking |  |  |  |

Computing Knowledge :

Experience in:

Membership of Professional Societies :

References and transcripts : AVAILABLE UPON REQUEST

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature Date