A. BACKGROUND / INTRODUCTION

UCLG ASPAC is the biggest Regional Section in UCLG with linkages to more than 7,000 local governments. It represents well over 3.76 billion people– making up more than half of the world’s population– and incorporates economically fast developing countries such as China, India, and Indonesia. UCLG ASPAC is the key knowledge management hub on local government issues in the region and is the united voice and advocate of democratic local self-government which promotes cooperation between governments and within the wider international communities in the Asia Pacific region. It carries out a range of broad activities such as capacity development, information and communication, advocacy, organisational development, and external-funded projects and programmes to serve more than 200 members in 23 countries in Asia and the Pacific.

The UCLG ASPAC Manifesto/Strategic Plan 2021-2025 aims to achieve six objectives: promoting democratic and effective local government, providing equal and adequate basic services for improved quality of life and resilient cities, incorporating national/regional agendas into local development, supporting regional and global interests at the national level, empowering local governments in response to the COVID-19 pandemic, and strengthening the performance of the UCLG ASPAC Secretariat to fulfill the 2021-2025 Manifesto expectations. Upon the approval of the UCLG ASPAC Council in February 2021, the Organisation has been implementing the 2021-2025 Strategic Plan.

To ensure the smooth and productive execution of activities and events organized by UCLG ASPAC for the implementation of the 2021-2025 Strategic Plan, as outlined in the annual work plan set by the UCLG ASPAC Secretariat, the Secretariat requires interpreter, translator, and simultaneous interpretation services (SIS) devices and equipment for Chinese, Indonesian, South Korean languages, and other languages if deemed necessary.

B. OBJECTIVES

The objective is to procure interpreters and translators for any UCLG ASPAC events, including its programs and projects, whether conducted online or offline.

C. Scope of Work
UNITED CITIES AND LOCAL GOVERNMENTS
ASIA PACIFIC

Key duties:
• Provide high-quality simultaneous or consecutive interpretation services between selected foreign languages (e.g., English, Chinese/Mandarin) and Indonesian, as well as vice versa, for events organised and hosted by the UCLG ASPAC Secretariat, Programs, and Projects.
• Deliver accurate and well-crafted translations for any documents, reports, etc., as requested by UCLG ASPAC and its Programs/Projects, in accordance with the chosen languages.
• The Consultant will be engaged on an as-needed basis. The Consultant can work remotely, with briefings conducted online or offline with the UCLG ASPAC team.

D. Qualifications
• Language Proficiency: Interpreters and translators should possess native or near-native fluency in both the source language (the language being translated from) and the target language (the language being translated into).
• Education and Training: Interpreters and translators should have obtained a degree or certification in translation, interpretation, or a related field, demonstrating their formal training and expertise.
• Experience: Interpreters and translators should have prior experience working on similar projects for international organizations, showcasing their familiarity with the requirements and demands of such assignments.
• Specialisation: Interpreters and translators should have specialized knowledge in specific subject areas, aligning with our specific needs. This expertise ensures accurate and contextually appropriate translations.
• Professional Memberships and Affiliations: Interpreters and translators should have memberships in professional organizations such as the American Translators Association (ATA) or the International Association of Conference Interpreters (AIIC), highlighting their commitment to professionalism and adherence to industry standards.
• Computer Skills: Proficiency in utilizing translation software, computer-assisted translation (CAT) tools, and online collaboration platforms is essential for carrying out efficient and accurate translations.
• Confidentiality and Ethical Standards: Interpreters and translators should strictly adhere to confidentiality guidelines, maintaining the highest ethical standards in handling sensitive information and respecting client privacy.

E. Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>30 April – 06 May 24</td>
<td>Publication</td>
</tr>
<tr>
<td>08 May – 17 May 24</td>
<td>Process interview</td>
</tr>
<tr>
<td>20 May – 27 May 24</td>
<td>Decision</td>
</tr>
<tr>
<td>27 May – 31 May 24</td>
<td>Process contract</td>
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<tr>
<td>01 June 2024</td>
<td>Commencement of the contract</td>
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</tbody>
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F. Services required

<table>
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<th>TASK</th>
<th>RATE</th>
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### Simultaneous interpreting services

Simultaneous interpreting services from English to Indonesian (and vice versa) are provided through an online interpreting platform. Duration of over two hours will require two persons.

Simultaneous interpreting services from Mandarin to Indonesian (and vice versa) are provided through an online interpreting platform. Duration of over two hours will require two persons.

Consecutive Interpreter Service (English x Indonesia)

Consecutive Interpreter Service (Mandarin x Indonesia)

Sign Language Interpretation Service (Indonesia >< Indonesia) – One pair (2 people) interpreters

Sign Language Interpretation Service (English to Indonesia) – One pair (2 people) of interpreters

Translator Services (Indonesia to English or vice versa)

Translator Services (Indonesia to other languages or vice versa)

**Notes:** 1 Person interpreter (INA >< English / INA><Mandarin) can interpret for max 2 hours, an event more than 2 hours 2 interpreters will be needed.

### G. HOW TO APPLY

Interested candidates can email their proposals and rates to procurement@uclg-aspac.org, with a copy sent to noviandri.yotighana@uclg-aspac.org, no later than **May 7, 2024, at 17:00 PM (Jakarta time).**

Please include in your proposal a description of previous work undertaken in this field, as well as a portfolio showcasing websites with similar functionalities that you have developed.

Subject: **UCLG ASPAC Interpreter and Translator Proposal**