



## Annex 2 – TERMS OF REFERENCE

1. **Duty station:** Astana, Kazakhstan
2. **Duration of services:** May 2024
3. **Nature of the services:** Written translation
4. **Organizational Department / Unit in which the services are to be engaged:** Immigration and Border Governance Unit of the International Organization for Migration Mission in Kazakhstan.
5. **Project context and scope:**

Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is committed to promoting humane and orderly migration for the benefit of all. This is achieved through the provision of services and advice to governments and migrants.

IOM Kazakhstan is implementing a 24-month project titled: “Strengthening of Border Security in Kazakhstan”, funded by the U.S. Department of State’s Bureau of International Narcotics and Law Enforcement Affairs (INL). The project is a logical continuation of the INL/US Embassy’s previous support of the Government of Kazakhstan’s efforts on countering border-related transnational crime. The project continues to focus on increasing the capacities of the national authorities to enhance the effectiveness of border control management in combatting trans-border crime and increasing border integrity at Kazakhstan’s land, air, and sea borders.

6. **Tasks to be performed under this contract:**

The vendor is expected to translate the following documents from English into Kazakh and Russian languages as well as perform the indicated services:

No	Name	Pages	Format	Translation Languages
1	ANDEX Factsheet 2024	2	PDF	English-Kazakh English-Russian
2	Data curriculum factsheet	2	PDF	English-Kazakh English-Russian
3	DESC Initiative 2024	2	PDF	English-Kazakh English-Russian
4	Rights and Gender Based Approaches Curriculum Factsheet	2	PDF	English-Kazakh English-Russian
5	Verifier TD&B curricula factsheet 2024	2	PDF	English-Kazakh English-Russian

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### Headquarters:

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6	Verifier TD&B Factsheet 2024	2	PDF	English-Kazakh English-Russian
7	AFDRS SOP_final[42]	2	PDF	English-Kazakh English-Russian
8	SOP Functionalities of Verifier TD&B eDashboards 2024	30	PDF with pictures	English-Kazakh English-Russian
9	SOP Travel Document Examination and Verification	20	PDF with pictures and figures	English-Kazakh English-Russian
10	V.01 Verifier TD&B Manual (EN) Jan 2024	58	PDF with pictures and tables	English-Kazakh English-Russian
11	Faciltator's Guide_Verifier TD&B Training	41	PDF with figures and tables	English-Kazakh English-Russian
12	Participant's Handbook_Verifier TD&B Training	92	PDF with figures and tables	English-Kazakh English-Russian
13	Facilitator's Guide_ToT Verifier TD&B	53	PDF with figures and tables	English-Kazakh English-Russian
14	Participant's Handbook_ToT Verifier TD&B	31	PDF figures and tables	English-Kazakh English-Russian
15	042_April 2023_Verifier TD&B Newsletter	11	PDF with pictures	English-Kazakh English-Russian
16	043_July 2023_Verifier TD&B Newsletter	14	PDF with pictures	English-Kazakh English-Russian
17	044_October 2023_Verifier TD&B Newsletter	16	PDF with pictures	English-Kazakh English-Russian
18	ANDEX Report	25	PDF with pictures	English-Kazakh English-Russian
19	6th BMIC Report	41	PDF with pictures	English-Kazakh English-Russian
20	PEPM Translation	259	Word with pictures and tables	English-Kazakh English-Russian
21	Full layout according to the original format	All documents		English-Kazakh English-Russian
22	Thorough proofreading and editing accurately reflecting language	All documents		English-Kazakh English-Russian

**7. Performance indicators for the evaluation of results:**

- Ensure high quality of translation, accurately reflecting the meaning found in the original source language (English) and rendering that meaning in the translated work in Kazakh and Russian languages;
- Ensure high quality written translation keeping the layout, effectively translating the terminologies as well pictures, tables, figures and infographics.
- Ensure professional translation, proofreading and editing of all text, including figures, boxes, captions, sources and covers.
- Perform terminology research and use the correct terms and names consistently throughout the translated text.
- Ensure translated text is complete.
- Check and correctly quote references to documents.
- Pay attention to detail at all levels and check for errors (e.g. grammar, syntax, spelling, punctuation, formatting) to ensure the translated text is an accurate, faithful and consistent rendering of the original text.
- Ensure the confidentiality of the translated materials.

**8. Deadline:**

17 May 2024. Translations should be done as soon as possible.

**9. Qualifications:**

- The service provider should have minimum of 5 years' professional experience in translation and in interpretation.
- Demonstrated translation/interpretation experience in migration, border security, border governance, human rights and related fields will be considered an asset.
- Experience in translating UN documents in general and IOM in particular will be considered an advantage.
- Demonstrated effective organizational and project management skills, as well as the ability to deliver services in an efficient and timely manner.

**10. Test for translation:**

**SAMPLE FOR TRANSLATION\_DESC Initiative  
2024**

**SAMPLE FOR TRANSLATION\_Verifier TD&B  
Factsheet 2024**

Please submit translated documents with Quotation Submission form. One document to be translated to Kazakh, one to Russian (at your choice)