

## Terms of Reference

### Translators

#### ***Project: Local Public Administration, Citizen Engagement (PACE Local)***

#### **About SALAR International**

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As SALAR's international branch, the organization works globally to support local democracy and good governance in developing and transitioning countries. Its expertise includes capacity building in municipal management and public service delivery, local and regional development planning, support to local government associations, decentralisation policies, and European integration. Geographically, SALAR International's projects span Eastern Europe, the Caucasus, the Middle East, and Sub-Saharan Africa.

#### **Assignment context**

Local Public Administration, Citizen Engagement (PACE Local) is a four-year project (2025–2028) dedicated to improving local governance in the Republic of Moldova. The initiative builds on consultations with Sida and the Swedish Embassy in Chişinău, as well as an inception phase launched in June 2024, which included dialogue with a broad range of national and international stakeholders.

#### **Overall objective**

To strengthen the capacities of Local Public Authorities (LPAs) within an enhanced framework for local governance, to improve service provision to citizens in alignment with Moldova's strategic orientation toward EU accession, the project includes support to the central government, thematic assistance to LPAs, as well as facilitation of local engagement in the EU accession process.

In this context, SALAR International intends to establish a roster of part-time translators to provide interpretation and translation services for project activities.

#### **Objective of the assignment**

The purpose is to select 3-4 professional translators, available on a part-time basis, to provide:

- simultaneous and/or consecutive interpretation during technical meetings and discussions in Romanian-English-Romanian, English-Romanian-English, Russian- English-Russian, English-Russian-English;
- simultaneous interpretation for events, workshops, public consultations;
- on-site interpretation and language support during local and international field visits;
- written translation of technical, administrative, and communication documents.

#### **Scope of work**

The selected translators will provide:

##### *Simultaneous and consecutive interpretation:*

- interpretation during local visits to communities and public institutions;
- interpretation for international delegations visiting Moldova;
- interpretation during meetings with experts, LPAs, NGOs, and central institutions;
- interpretation during international missions, if required.

##### *Written translation:*

- translation of presentations, agendas, reports;
- translation of technical materials related to local governance, EU topics, and LPAs;
- translation of information notes and administrative documents.

#### *Linguistic and logistical support:*

- accompanying the project team during field missions;
- facilitating communication in multilingual settings;
- assisting with clarification of administrative and technical terminology.

#### **Language requirements**

Candidates must demonstrate advanced proficiency (C1–C2) in:

- Romanian (native or equivalent),
- English,
- Russian.

Knowledge of other regional languages is considered an asset.

#### **Professional Requirements**

Education: University degree in foreign languages, international relations, or related fields.

Experience: Minimum 5 years of professional experience in translation/interpretation; experience working with international projects, public institutions, or donor-funded programmes; proven experience in simultaneous interpretation at major events; familiarity with EU-related terminology, administrative and legal language, and governance topics.

Experience in translation on topics related to public administration will be an advantage.

#### **Competencies**

- flexibility and availability for frequent travel within Moldova;
- excellent communication skills and cultural sensitivity;
- ability to manage dynamic situations and high information flow;
- punctuality, professionalism, and accuracy.

#### **Deliverables**

Selected translators will provide:

- high-quality interpretation during project activities;
- written translations delivered within agreed deadlines;
- compliance with SALAR International confidentiality and ethical standards.

#### **Duration and workload**

- Part-time contract, on an on-call basis;
- Duration: 12 months, with the possibility of extension;
- Workload will vary based on the project calendar;
- Includes local travel across Moldova and potentially international travel.

#### **Collaboration arrangements**

Translators will work under the coordination of the PACE Local team.

#### **Ethical and confidentiality requirements**

Translators must adhere to:

- strict confidentiality of documents and discussions;
- political neutrality;
- the SALAR International Code of Conduct;
- responsible handling of sensitive information.

### Selection Criteria

The selection of candidates will be based on the following criteria: technical skills and experiences and financial offer.

### Application

Send your CV and a Financial Offer to <mailto:moldova@salarinternational.se>.

Please note “Translator for PACE Project” in the subject line.

### Required application documents

Candidates must submit:

- Updated CV;
- Examples of projects and events where they provided interpretation;
- References or contact details for referees.

Financial offer:

Type of service	Units	Fee
Simultaneous interpretation	Up to 2 hours	
Simultaneous interpretation	2-4 hours	
Consecutive interpretation	Up to 2 hours	
Consecutive interpretation	2-4 hours	
Written translation	1 500 characters with space per page	

The interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email when the selection has been finalised.

For any questions or clarifications, please contact: [moldova@salarinternational.se](mailto:moldova@salarinternational.se)

Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

**Deadline: 24 February 2026.**

### Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people’s differences are accepted and valued. SALAR International supports working arrangements that enable personnel to combine work with family commitments.