



# SKS

## **Terms of Reference (ToR) for Hiring Interpreters for SKS Foundation's webinars**

### **1. Background**

SKS Foundation is committed to promoting inclusive development and humanitarian programs through various initiatives, including knowledge-sharing webinars. To ensure effective communication and accessibility for diverse audiences, SKS Foundation seeks to develop a pool of professional interpreters to provide real-time translation services during different learning webinars.

### **2. Objective**

The primary objective of this procurement is to hire qualified interpreters to facilitate language translation for SKS Foundation's webinars, ensuring clarity, inclusivity, and effective communication among participants.

### **3. Scope of Work**

The selected interpreter(s) will be responsible for:

- Providing simultaneous or consecutive interpretation during webinars.
- Translating spoken content accurately while maintaining the original meaning and tone.
- Ensuring clarity and cultural appropriateness of translations.
- Collaborating with webinar organizers to understand key terminologies and themes in advance.
- Using relevant online platforms (Zoom, Microsoft Teams, Google Meet, etc.) for interpretation services.

### **4. Duration and Timeline**

- The interpreter(s) will be engaged on a per-webinar basis.
- Each webinar may range between 60–120 minutes, depending on the topic and discussion.
- The timeline for each engagement will be shared at least one week before the scheduled webinar.

### **5. Required Qualifications and Experience**

The ideal candidate(s) should possess the following qualifications:

- Proven experience in interpretation services, preferably in development and humanitarian sectors.
- Proficiency in the required languages (e.g., Bangla-English, English-Bangla, or any other specified languages).
- Become familiar with technical terms related to resilience, humanitarian aid, and inclusion topics.
- Previous experience interpreting for international organizations, NGOs, or government agencies is preferred.
- Strong communication skills and the ability to work under pressure.

### **6. Invitation and Submission of Proposals**

This ToR will be floated on the "Tender/EOI section of BDJOBS" inviting proposals from competent consulting firms/individual experts for this assignment with the provision of 15-16 days for proposal submission. The Proposals may also be invited through email to any potential firm/individual consultant. The proposals should be pdf/soft copy only including (1) technical and (2) financial proposals.



# SKS

Interested consulting firms/individual consultants/experts are invited to submit the proposals for this assessment to the following address mail ID: [procurement@sk-s-bd.org](mailto:procurement@sk-s-bd.org) on or before 10/04/2025.

## 7. Application and Selection Process

Interested candidates are requested to submit:

- A brief profile highlighting relevant educational background (desired) and experience.
- A financial proposal indicating the interpretation fee per webinar including VAT & TAX.
- References from past clients or organizations (if available).

The selection will be based on experience, qualifications, and cost-effectiveness.

## 8. Payment Terms

- The interpreter will be compensated based on a mutually agreed-upon hourly rate.
- SKS Foundation will offer an hourly fee, including VAT and tax.
- Payment will be processed based on the number of hours worked, as recorded and verified by the SKS Foundation.

Payment will be processed within [5] days upon successful completion of the interpretation service and submission of an invoice

## 9. Confidentiality and Ethics

The interpreter must maintain strict confidentiality regarding the webinar content and discussions. Ethical standards and impartiality must be upheld at all times.]

## 10. Contact Information

For further details or to submit applications, please contact:

### **Khandoker Zahid Shorwar**

Deputy Director-Development Programs

SKS Foundation

Email: [Zahid@sk-s-bd.org](mailto:Zahid@sk-s-bd.org)

Cell-01713-484410