ANNEX I

TERMS OF REFERENCE
CONTRACTING OF CONSULTANT SPANISH INTERPRETERS
THREE MONTHS CONTRACT

1. CONTEXT
The Association of Caribbean States (ACS) is a regional intergovernmental organisation that was established by virtue of the Convention establishing the Association of Caribbean States done in Cartagena de Indias in July 1994. Article III of the Convention defines the organisation as one of “consultation, cooperation and concerted action” whose purpose is “to identify and promote the implementation of policies and programmes”. The organization’s work is focused on: cooperation in the areas of: disaster risk reduction, sustainable tourism, trade and external economic relations, transport and the preservation of the Caribbean Sea. The ACS has 25 Member States, 10 Associate Members, 6 Founding Observers and 29 Observer States. The organisation has three official languages: English, Spanish and French.

2. PURPOSE
The Association of Caribbean States seeks to procure professional Spanish/English English/Spanish Interpreters. The Interpreters will provide interpretation based on the nature of the work of the ACS.

3. DUTIES AND RESPONSIBILITIES
The Interpreters will be engaged as part of a team of independent contractors in order to provide thorough and accurate interpretation at meetings of the ACS.

4. OUTPUTS
The Interpreter will;

1. have experience interpreting at multilingual fora, with focus on English, Spanish, and knowledge of the routine and the provisions at regional and international meetings of organizations of a political and/or diplomatic nature such as Ministries of Foreign Affairs; and intergovernmental organisations.

2. Provide simultaneous online interpretation services at ACS meetings and conferences using standard, clear and accurate language.

3. Demonstrate flexibility and provide solutions, should the meetings/conferences exceed the regular duration in order ensure continued interpretation without interruption.

4. Provide consecutive interpretation, when required, during audience discussions.

5. Upon request and receipt of duly authorized instruction from the ACS, confirm availability of simultaneous interpretation for the respective specific event.
5. DURATION
The Consultant/s will be contracted for an initial period of 3 months, with the option to renew for 9 months. The duty station will be the ACS Secretariat, 5-7 Sweet Briar Road, St. Clair, Port of Spain, Trinidad and Tobago.

6. QUALIFICATION AND EXPERIENCE
- At least a first degree in the humanities with studies related to English and Spanish interpretation.
- At least five (5) years’ experience working as an English to Spanish, Spanish to English interpreter.
- Excellent working experience in writing and speaking clearly in English and Spanish.
- Demonstrated experience in writing technical and/or diplomatic documents in English and Spanish.
- Prior experience providing English to Spanish, Spanish to English interpretation in an International Organisation or Government Foreign Affairs is desirable.

7. COMPETENCIES
- Oral and written communication skills in English and Spanish.
- Strong communication skills
- Ability to work independently
- Strong Interpersonal skills
- Organizational skills
- Ability to work under pressure
- Accuracy and attention to detail

8. ADDITIONAL INFORMATION
Location
The Interpreter will be required to carry out the tasks remotely, but may be required from time to time to carry out the interpretation at the ACS Secretariat.

9. SUBMISSION OF DOCUMENTS
Eligible Consultant(s) should submit in electronic format to hrcontact@acs-aec.org with copy to rsabonge@acs-aec.org the following:
I. Cover letter stating relevant experience;

II. Indication of availability to carry out the Consultancy from April 2022 for a period of three months.

III. Supporting documents such as curriculum vitae, indication of nationality and foreign language proficiency (i.e. basic/intermediate/fluent).

Documents must be addressed to:

Rodolfo Sabonge  
Secretary General  
Association of Caribbean States  
5-7 Sweet Briar Road, St. Clair  
PO Box 660, PORT OF SPAIN  
Tel: 868-622-9575  
Fax: 868-622-1653