



TERMS OF REFERENCE (ToR)

For hiring an individual consecutive interpreter (German ↔ Russian) for a Study Visit to Germany on framework conditions for state–civil society cooperation and contribution of CSOs to the delivery of public services for vulnerable population.

Project: “Promoting Adult Education in Asia” (Funding code: 2023 2604 9/DVV0004) and “INCLUSION: Dialogues for Inclusive Education and Employment Practices” (NDICI CSO 2025 / 487-680)

Location of study visit: Germany, Bavaria

Dates: October 19–23, 2026 (5 full working days)

Project donor: European Union (EU) and German Federal Ministry for Economic Cooperation and Development (BMZ)

MAIN INFORMATION

DVV International, with the support of the European Union and the Federal Ministry for Economic Cooperation and Development of Germany, in cooperation with the Association of Education Development in Kyrgyzstan (AED), and with the active participation of the Kyrgyz Association for Adult Education (KAAE) and the National Network "Janaryk", is implementing the project “INCLUSION: Dialogues for Inclusive Education and Employment Practices”.

Project Goal:

Strengthening the role of civil society organizations (CSOs) in providing high-quality, accessible, and inclusive education and employment services for vulnerable adults and youth.

Project Tasks:

- ✓ Building the capacity of CSOs to analyze the needs of vulnerable groups, including people with disabilities, to improve opportunities in education and employment.
- ✓ Enhancing the role and capacity of CSOs in facilitating multilateral dialogue and promoting better conditions in education and employment.
- ✓ Expanding the contribution of CSOs to providing accessible and inclusive educational services and employment opportunities for vulnerable groups.

Project Duration: 24 months, February 1, 2025 – January 31, 2028.

The project will be implemented in selected cities and districts across all seven regions of Kyrgyzstan.

Client:

DVV International Kyrgyzstan in cooperation with the Association for the Development of Education in Kyrgyzstan (AED)

DVV International – Institute for International Cooperation of the German Adult Education Association (DVV), which comprises more than 850 adult education centers and their regional associations. As a leading professional organization in adult learning and education (ALE) worldwide, DVV International has been promoting lifelong learning and supporting the establishment and development of sustainable structures for youth and adult education across the globe for over 50 years. DVV International has been operating in Kyrgyzstan since 2002.

The Association for the Development of Education in Kyrgyzstan (ADE) is a network of non-profit organizations working to promote accessible, high-quality, and inclusive education. AROK serves as a platform for cooperation and partnership, where organizations join efforts, exchange experience, promote best practices, and implement joint initiatives. By uniting efforts and supporting one another, AROK contributes to expanding opportunities for learning, development, and self-realization for every person throughout their lifetime.

OBJECTIVE:

To provide high-quality professional consecutive interpretation during the entire five-day study visit in Germany, ensuring effective communication between German host organizations and the delegation.

Interpretation will be provided from:

- German → Russian;
- Russian → German

Participants of the study visit:

The study visit will involve approximately 21 participants, including:

- Representatives of civil society organizations (KAAE, Zhaniryk, AROK);
- Representatives of public authorities, including:
 - Ministry of Labour, Social Security and Migration;
 - Ministry of Education (and/or Higher Education);
- Members of the Jogorku Kenesh of the Kyrgyz Republic and/or representatives of its administration.

Scope of work:

The interpreter shall:

- provide consecutive interpretation during all activities planned within the five-day Study Visit, in accordance with the approved programme (to be conducted in Munich, Dachau, Cham, and other locations in Germany);
- this shall include:
 - providing consecutive interpretation of presentations, speeches, lectures, and other activities conducted by the host organizations from German into Russian;
 - providing consecutive interpretation of participants' questions, comments, discussions, and exchanges from Russian into German and vice versa.

Qualification Requirements

The interpreter should possess:

- excellent command of German and Russian;
- at least 2 years of proven experience in consecutive interpretation at events, conferences, study visits, or similar activities;
- strong communication and interpersonal skills.

Selection criteria:

- Relevant professional experience in consecutive interpretation (German ↔ Russian);
- Financial proposal.

Interested individual service providers should submit their proposals, including:

- CV (including relevant experience in consecutive interpretation);
- Letter of Interest;

- Financial Proposal (total cost of interpretation services for the assignment).

Submission of Applications

Interested candidates should submit their applications no later than 14 August 2026, 17:00 (CEST) by e-mail to:

- olga.m.preiss@gmail.com
- rakhmankulov@dvv-international.kg