



Terms of Reference

Forus Virtual Forum: International Development and Civil Society Interpretation Program

September 2020

1. Context

Forus is an innovative global network empowering civil society for effective social change. It gathers **69 National NGO Platforms and 7 Regional Coalitions from Africa, America, Asia, Europe and Pacific, representing more than 22,000 organisations.**

As a legitimate catalyst and representative of the voice of NGOs worldwide, Forus works to strengthen the capacities of civil society to ensure the effective and efficient participation of civil society actors in official negotiations. Furthermore, Forus advocates for better resourcing of civil society and the defense of an enabling environment for civil society organisations to influence public policy at the national, regional and international level.

Forus is currently recruiting a group of **10 volunteer interpreters (5 English-Spanish and 5 English-French)** who are highly motivated in acquiring **professional experience as interpreters in the international development and civil society sectors.**

Selected volunteers will participate as English-Spanish or English-French interpreters during the different sessions of the 2-week Forus Virtual Forum from Monday 19 to Friday 30 October 2020.

2. Background: Forus Virtual Forum (FVF)

This Forum, held by Forus from **Monday 19 to Friday 30 of October 2020**, will take place in a special context marked by health and travel restrictions due to the Covid-19 pandemic, leading us to review our ways of working together. For the first time, Forus is launching a Virtual Forum that will take place as a **two-week event of entirely virtual sessions and webinars** that will give Forus and its members an exciting **opportunity to connect with each other**, exchange approaches and practices about a range of thematic issues, and discuss in more detail the implementation of the Forus' 2021-2025 strategy in light of the current challenges that our societies are facing.

The program of the event will be organized around the three pillars of Forus' identity: **Connect, Support, Influence**. The sessions will echo many priorities that Forus and its members have jointly been working on over the past year, and also seeks to **create an inclusive space for debate about future tactics and activities that are important to civil society organisations.**

Forus estimates that a great number of their members and strategic allies will attend the different sessions during the Forum, making this event an **enriching opportunity to share experiences and good practices in regards to the world of civil society networks.**

3. Description of the FVF Interpretation Program

The purpose of the program is to help interpretation undergraduate/graduate students and/or professional interpreters to acquire relevant professional experience in the international development and civil society sectors.

Selected candidates will participate as **English-Spanish** or **English-French interpreters** during the different thematic sessions that will take place during the **Forus Virtual Forum** from **Monday 19 to Friday 30 of October 2020**. Their participation will take place via Zoom.

Interpreters will be provided with:

1. A **letter of recommendation** from Forus Director;
2. A **written LinkedIn referral** from Forus Director;
3. A **Forus' certificate** acknowledging their participation as interpreters during the Forus Virtual Forum 2020;
4. A **Development and Civil Society Interpretation Toolkit** consisting of a set of glossaries and terminology used in the sustainable development and civil society sectors.

*It may also be possible to provide a small compensation under certain circumstances.

Additionally, the name and contact details of the interpreters will be included in the Forus Virtual Forum (FVF) website. This represents a great opportunity for interpreters to start creating their own professional network in the international development and civil society sectors, since Forus members represent more than 22,000 civil society organisations and NGOs distributed in 5 continents.

4. Profile & requirements

- **Excellent interpretation skills in English-Spanish and/or French-English;**
- Undergraduate/graduate studies in interpretation, translation or languages;
- **Previous professional experience as interpreter is an asset;**
- Strong interest in international issues, NGOs and sustainable development;
- Good interpersonal skills, responsiveness, thoroughness and attention to detail, ability to work under pressure.

Other requirements:

- Have access to a **reliable high speed internet connection;**

- Have access to a computer with at least **Windows** 4.5.3261.0825 or later version / **macOS**: 4.5.3261.0825 or later version;
- **Use Zoom latest version 5.0.5 or later version;**
- **Be available to work during the duration of the Forus Virtual Forum (FVM) from 14:00 to 18:00 (Paris time). The work schedule will be made according to the availability of the interpreters and will be defined before the events. Therefore, it is not necessary to be available every day.**
- Be available for a **2-hour Preparatory workshop on civil society and sustainable development**: Date to be defined - during the week of 12 to 17 October.

5. Application procedure

All applications must be submitted **in English no later than Wednesday, September 30 2020 (before 11:59 pm Paris time)** in electronic format to Arturo Cortés and Louise Dhombres to the following address: recruitment@forus-international.org specifying i) language combination and ii) first and last name, followed by the text "FVF Interpretation Program" in the subject line, e.g. "**EN-FR JOHN DOE FVF Interpretation Program**" or "**EN-SP JOHN DOE 2020 Interpretation Program**". (Applicants trained to interpret in both language combinations must specify the language combination they are most experienced in).

All applications must include (in PDF format):

- A detailed **Curriculum Vitae** including ALL relevant experiences;
- A **Cover letter** (one page maximum) in English.

Interviews will be held in pairs during the week of 05 to 09 October via *Zoom* with pre-selected applicants.

6. Provisional Calendar

Deadline for applications	Wednesday, September 30th
Interviews	05 - 09 October
Preparatory workshop on civil society organisations and sustainable development for interpreters	One day. Date to be defined - during the week of 12 to 17 October. (Max. 2h)
Forus Virtual Forum	From Monday 19 to Friday 30 of October 2020