

## Terms of Reference

### **Research interview support: language interpreter**

Two researchers based at the German Institute of Development and Sustainability (IDOS), formerly the German Development Institute, are currently inviting applications for a language interpreter in support of a two-week data collection phase in the Republic of Korea. Their visit is part of an ongoing research project on “Effectiveness, Knowledge Management and Learning” supported by the German Federal Ministry for Economic Cooperation and Development (BMZ).

On up to ten working days (max. eight hours per day), the interpreter will assist the visiting researchers in conducting in-person (or, if necessary, online) interviews lasting approximately one hour each. The total number of interviews will be 35-40 depending on interviewee availability and other circumstantial factors. In addition, the interpreter should be able and available to complete translations of short (up to two pages) text from English to Korean or the reverse.

Most interview materials such as consent forms and questions have already been prepared in Korean. It is expected that most interviewees will speak at least some English, in which case the interpreter’s primary role will be to assist in ensuring full comprehension of interview questions and facilitate the communication and clarification of follow-up questions and answers. The interpreter will also be asked to verify interview transcripts prepared by the researchers.

The location of service is an office in Seongnam, Republic of Korea. On each of the agreed-upon working days, the interpreter travels to and from this location using either public transport or their private means of transportation. No reimbursements for travel expenses or food can be offered; applicants are asked to factor related expenses into their proposed daily fee. Payment is made for full working days and no fractions thereof.

### **Scope of service:**

- two half days (due to time difference between Korea and Germany) of preparatory online meetings (billed as one full working day)
- up to ten days interpreting and translating on site in Seongnam, ROK
- potential additional working days for digital interviews (on Zoom) in November 2022

**Execution:** digital (one day) / in person (up to ten days)

### **Schedule:**

preparatory online meetings:	early/mid-October 2022
on-site interpretation / translation	24-28 October; 31 October-4 November 2022
potential additional online interviews	November 2022

### **Selection criteria:**

The following criteria are used to assess applicants for this position:

- Fluency in both Korean and English
- Tertiary education at least at Bachelor's level, preferably MA
- Experience as an interpreter/translator of technical material
- Familiarity with political science, psychology or sociology (desirable)
- Experience working with ROK government agencies (desirable)
- Knowledge of German is an asset but not required

### **Application:**

Please submit a short cover letter – including an offer for a daily rate (in Korean Republic Won and Euros), a resume listing relevant qualifications and at least two professional references with contact information, and a work sample (ideally 1,000 to 4,000 words in length) in English to Prof. Dr. Daniel Esser and Dr. Heiner Janus by **29 September** at the latest: [IDOSInterpreter@gmail.com](mailto:IDOSInterpreter@gmail.com)