

TERMS OF REFERENCE

Vietnamese Myanmar Interpreter

Position Information	
Job Title:	Interpreter
Position Reports to:	Program manager
Position Location:	Based in Hanoi, Vietnam
Duration of Position:	5 days, 2 nd week of July 2025
Position Purpose:	To provide interpretation between Vietnamese and Myanmar in training on Case management and Psychology/ Trauma and during field visits to social work services.
Hagar overview	
<p>Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.</p> <p>Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.</p> <p>50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors. Hagar's work is rooted in the belief that every individual deserves freedom, dignity and a life free of exploitation. At Hagar, we are committed to walking the whole journey of restoration alongside survivors of human trafficking, slavery and abuse. From the moment an individual enters our care, we use a trauma-informed care approach to assess their needs, provide intensive services, and rebuild trust and resilience.</p> <p>Survivor Care: Hagar supports thousands of people, including youth with holistic, trauma-informed care. This includes counselling, case management, medical care, family reunification services, legal aid, livelihood, vocational training and much more. Our Survivor Care programs use a trauma-informed approach, keeping the whole person front and central and addressing each individual's unique needs. The effects of trauma often run deep. That's why Hagar provides long-term, empowering care. This commitment transforms the lives of survivors, their families, and their communities.</p> <p>Prevention: We train and equip survivors, family members, community leaders and government representatives to know the signs of exploitation and stop abuse before it starts. Traffickers often target impoverished rural communities where they coerce and manipulate women and children into exploitation and abuse. By equipping local leaders, survivors, and their families with the knowledge and tools to fight exploitation, we help prevent trafficking and abuse from happening at all. We invest in economic empowerment and income generation opportunities for survivors and their families to reduce vulnerability to abuse and exploitation. Education is key to prevention. Through widespread prevention campaigns, Hagar educates vulnerable people to avoid abuse, human trafficking and exploitation.</p> <p>Strengthening Systems: Hagar works with survivor leaders, local communities, and global partners to keep communities free and safe from trafficking and exploitation. Our frontline programs are led by local leaders who know their culture and context. We work with survivors to evaluate and implement best practice programs and creates pathways for survivor leadership and to influence and change policies to protect women and children.</p> <p>With its trauma-informed care (TIC) approach, Hagar works intensively with individuals suffering from the trauma of human trafficking, slavery and abuse to heal trauma. At the program and project level, Hagar</p>	

ensures survivors have access to high quality, culturally appropriate trauma-informed services. At the systemic level, Hagar advocates bringing an end to the practices of slavery, trafficking and abuse.

Objectives of the assignment

- The objective of this consultancy is to provide high-quality, trauma-informed, and context-sensitive interpretation between Vietnamese and Myanmar during a training workshop and during field visits social work services.
- The training will focus on case management/ social work, psychological support, and trauma-informed care for social workers. The interpreter will play a key role in ensuring clear communication and mutual understanding between trainers, participants, and organizers from Vietnam and Myanmar, accurate delivery of both technical and emotional content.

Scope of Work

The interpreter will be responsible for the following tasks:

On-site Interpretation

- Provide consecutive and/or simultaneous interpretation between Vietnamese and Myanmar during training sessions, group discussions, and Q&A segments.
- Accurately interpret technical content related to case management, social work, trauma, psychological first aid, and related fields.

Pre-training Preparation

- Attend briefing sessions with the training team to understand objectives, content, and terminology.
- Review training materials (agenda, slides, handouts) provided in advance to ensure familiarity with key terms and concepts.

Cultural and Contextual Sensitivity

- Support culturally appropriate communication and provide clarification to bridge contextual gaps, especially for trauma- and culturally sensitive topics.
- Work collaboratively with facilitators to maintain a safe and respectful training environment.

Selection Criteria

Language Proficiency

- Fluency in both **Vietnamese and Myanmar (Burmese)**, with excellent speaking, listening, and comprehension skills.
- Proven ability to interpret accurately and sensitively between the two languages in professional or technical settings.

Experience

- Minimum of **2 years of experience** in interpretation for training or professional workshops, preferably in the fields of **social work, mental health, gender-based violence, or humanitarian services**.
- Prior experience in interpreting content related to **trauma, counseling, or psychosocial support** is highly desirable.

Cultural Competence

- Deep understanding of both Vietnamese and Myanmar cultural and social contexts, especially in relation to trauma, vulnerability, and social services.
- Ability to navigate emotionally sensitive conversations with respect and professionalism.

Professionalism

- Strong interpersonal skills, reliability, and ability to work collaboratively in a fast-paced training environment.
- Willingness to adhere to ethical standards of confidentiality and neutrality.

Costs & Payment

Costs: Negotiable based on the proposed timeline and Hagar's financial policies.

- 100% of the payment will be made via bank transfer within 10 working days after the successful completion of the assignment and submission of an invoice.
- Completion is defined as:
 - Full attendance and provision of interpretation services throughout the training sessions as agreed,
 - Professional conduct and quality of work meeting expected standards,
 - Participation in pre-training briefing and post-training debriefing

No advance or partial payments will be made prior to the completion of the assignment.

Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at vietnam@hagarinternational.org. The application should include:

1. **Cover letter** (clearly stating why you are the most suitable candidate for this position)
2. **Curriculum Vitae (CV)**
3. **Proposed consultancy fee** for this assignment

The deadline for submission is **July 2nd^h, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.