

FEBRUARY 2025

Terms of Reference Translator (English to Bahasa Indonesia)

IRMA Overview

Mined materials form the backbone of modern industrialized societies, embedded in everything from our electronics to our vehicles, jewelry and infrastructure. Mining companies provide the materials necessary for these industries. Mining also has a legacy of long-term negative impacts, from contaminated water and landscapes, to risks to human rights, worker safety and Indigenous Peoples rights. The world is now expecting even more from mining operations, especially given their role in the global energy transition and in addressing the industry's historical legacy.

The Initiative for Responsible Mining Assurance (IRMA) offers a constructive and solution-oriented path forward. IRMA was founded on the belief that everyone impacted by mining should have a say in how responsible mining is defined and measured. Uniquely, IRMA was co-created by six diverse sectors, ensuring communities, workers, and NGOs are given an equal voice alongside mining companies, purchasers of mined materials, and finance professionals.

By convening experts, advocates, and industry leaders across these sectors, IRMA has developed an independent, best-practice standard for responsible mining, as well as a transparent process for assessing mine performance against that standard. As more audit reports are released, stakeholders are seeing that this system, built by all sectors, has concrete benefits for each one.

Objective

The IRMA Secretariat is seeking a qualified translator or translation company to translate documents related to responsible mining from English to Bahasa Indonesia. These documents may include:

- Specific chapters of the IRMA Standard and related guidance documents
- Audit reports and other materials related to IRMA's assurance system
- Public awareness materials

The objective of this assignment is to provide timely, high-quality translations of IRMA documents into Bahasa Indonesia that are accurate, clear, and consistent with the meaning, intent, and tone of the original English text. The translated documents should be understandable by a target audience with a general understanding of mining issues but may not have specialized technical knowledge.

Scope of Work

The translator or translation organization will be responsible for the following:

- Translating documents from English to Bahasa Indonesia, ensuring accuracy, clarity, and fluency, within an agreed-upon turnaround time.
- Maintaining consistency in terminology throughout the translated documents.
- Ensuring the translated documents comply with IRMA's language style guide (to be provided).
- Proofreading and editing the translated documents to ensure quality and accuracy.
- Delivering the translated documents in the file type and format/style they were provided .
- Addressing any queries or revisions requested by the IRMA Secretariat in a timely manner.

Deliverables

- High-quality translations of IRMA documents into Bahasa Indonesia
- Translated documents that are consistent with IRMA's language style guide
- Translated documents that are consistent with IRMA's file type and format of the original document
- Proofread and edited translated documents

Qualifications

- Proven experience in translating technical documents, preferably related to mining or extractive industries.
- Excellent understanding of English and Bahasa Indonesia grammar, terminology, and cultural nuances.
- Ability to translate complex concepts into clear and concise language for a non-specialist audience.
- Experience with translation tools and technologies.
- Familiarity with the principles of responsible mining would be highly advantageous.
- A strong understanding of IRMA and its standards is preferred.

Selection Criteria

The IRMA Secretariat will select the translator or translation company based on the following criteria:

- Qualifications and experience of the translator(s)
- Quality of a sample of previous translation work (no more than 5 pages total)
- Quality of a short sample translation document provided by IRMA
- Competitiveness of the fee proposal
- Timeliness

IRMA is an Equal Opportunity employer. All employment decisions at IRMA are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion, national origin, gender identity, sexual orientation, age, disability. We will not tolerate discrimination or harassment based on any of these characteristics.

Fee and Payment Terms

As part of the proposal, the translator should submit a rate/fee schedule (e.g. cost per word). The IRMA Secretariat will pay the translator per translation project. For each project, IRMA will submit the item for translation for the translator's review for an estimate. Payment will be made upon completion of the translation work and approval by the IRMA Secretariat.

Confidentiality

The translator or translation institution will be required to sign a non-disclosure agreement before commencing work. All information provided by the IRMA Secretariat, including documents to be translated, will be considered confidential.

Application Process

Interested translators or translation companies should submit the following documents to the IRMA Secretariat by **March 13, 2025**:

- (Individuals) Curriculum vitae(s) of the translator(s)
- (Companies) Background about the company and qualifications of translator(s)
- Samples of previous translation work relevant to this assignment (maximum 5 pages)
- A fee proposal outlining the costs associated with the translation services

- A timeline that provides the average number of business days you would need to translate a 1,000 word, 15,000 word and 50,000 word document from English into Bahasa (and vice versa, if different)

Applications should be submitted electronically to careers@responsiblemining.net with an email header starting with “Indonesian Translator Application”. Your application will be acknowledged via email with a reply that includes a one page English document of no more than 500 words for you to translate and return.

Contact Information

For any questions about this Terms of Reference or the application process, please contact:

Alan Septoff, Information Systems Director
aseptoff@responsiblemining.net

Andre Barahamin, Community Outreach Coordinator, Indonesia
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