



EUROPEAN CENTRAL BANK

EUROSYSTEM

## VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT PROCEDURE – FREELANCE LAWYER-LINGUISTS FOR CZECH Ref. ECB/21931/2012

**Title:** Freelance lawyer-linguists for Czech

### **I. Contracting authority**

**1. Name, addresses and contact point of the contracting authority:** European Central Bank, Directorate General Legal Services, attention: Sanna Rautiainen-Printezi, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 8591

**2. Business area:** Directorate General Legal Services

**3. Division:** Legislation Division

**4. Section:** Legal Revision and National Law Sections

**5. Description of the functions:** *Tasks of the Legislation Division*

The Legislation Division is primarily responsible for preparing the legal instruments of the European Central Bank (ECB) in the official Union languages. It is also responsible for editing and reviewing the ECB's legal texts for legal, linguistic and terminological consistency, for translating legal documentation, including documentation relating to court cases, into the official Union languages, and for maintaining a legal terminology database.

The Division also coordinates the preparation of the ECB's opinion when the institution is consulted on draft national legislative provisions. Furthermore, staff lawyer-linguists provide national legal expertise to the ECB on Member States' national laws, among other things for the ECB's convergence reports, verification reports and other official legal documents. They also monitor relevant legal developments in Member States.

### **II. Description of the applicants' designated tasks:**

The Legislation Division is currently seeking potential bidders for a procurement procedure who have a perfect command of Czech and have the necessary qualifications and experience to provide the lawyer-linguist services described under I.5 above with regard to Czech, in particular

- editing, revising and proof-reading legal texts drafted in Czech;
- translation into Czech of legal texts drafted in English;
- in exceptional cases, translation into English of legal texts drafted in Czech;
- performing terminology work, viz. the extraction, compilation and linguistic checking of terminology, and the alignment of documents;
- providing national legal expertise on Czech law.

### **III. Procedure**

#### **1. General information**

This document constitutes a voluntary contract notice in the run-up to a procurement procedure for freelance lawyer-linguists which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement<sup>1</sup> and the supplementary rules attached as Annex 1. The procurement procedure will be carried out without publication of a notice in accordance with Article 29 of Decision ECB/2007/5.

#### **2. Pre-selection procedure:**

Envisaged number of candidates: 20, where available.

Objective criteria for limiting the number of candidates:

In order to identify the envisaged number of suitable bidders for the described upcoming procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV. below. The ECB will create a list of candidates who fulfil the minimum criteria laid down in Section IV. 1. of this voluntary contract notice and will send a request for proposal to those candidates fulfilling the minimum criteria who – in addition – best meet the respective selection criteria set out under IV. 2. below (“Further general qualifications”). In such request for proposal, the selected candidates will be asked to submit an offer to the ECB for the specified services.

**3. Division into lots:** No.

**4. Type of contracts:** Framework contracts for the duration of 4 years (envisaged number: 4).

**5. Closing date:** All applications must be received by the ECB by the closing date set out in Section VIII. below.

### **IV. Qualifications and experience (selection criteria)**

**1. Minimum criteria:** Candidates must have the following qualifications and experience:

- University degree in Czech law ('magistr') awarded in the Czech Republic;
- Perfect command of Czech and excellent English;
- Relevant professional experience translating legal texts from English into Czech. Candidates should either clearly demonstrate a minimum of two years' work as a legal translator from English into Czech (either as an employee or as a freelance translator), or provide clear proof of freelance legal translation work from English into Czech of a minimum of 2 000 pages. Please note that the ECB may request candidates to submit such additional proof of experience as it considers necessary;
- Advanced PC skills and a practical knowledge of standard MS Office applications.

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<sup>1</sup> OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 (OJ L 51, 24.2.2009, p. 10) and Decision ECB/2010/8 (OJ L 238, 9.9.2010, p. 14), all published on <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

## **2. Further general qualifications:**

It would be an advantage for candidates to have the following qualifications and experience:

- National legal expertise and professional experience in the legal field in the Czech Republic (weighting of 20 %);
- A sound background knowledge of Union law (weighting of 20 %);
- A sound background knowledge of financial and economic affairs (weighting 20 %);
- Familiarity with central banking issues, the ECB and the ESCB, other Union or Czech institutions, international organisations, and the financial sector (weighting of 20 %);
- Very good command of a third official language of the Union (weighting of 10 %);
- Familiarity with the SDL TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench (weighting of 10 %).

## **V. How to apply:**

### **1. Form and Content of the application:**

Applications must include the following documents:

- A covering letter in Czech;
- A standardised curriculum vitae in English (see <https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>);
- All necessary supporting documentation (copies of qualification certificates, proof of professional translation experience as an in-house or freelance translator, letters of reference, etc.).

Incomplete applications, i.e. those with no supporting documentation, will not be considered.

### **2. Submission of the application**

Applications must be sent by post, quoting the above reference number, to the **address stipulated under Section I. 1. above**. Applications will not be returned and will remain the property of the ECB.

### **3. Closing date:**

All applications must be received by the ECB by the closing date (see Section VIII below). If candidates submit their proposals by registered post or private courier services, the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the above time-limit for submission. However, the ECB will not consider proposals which reach the ECB seven calendar days after expiry of the above time-limit.

Interested candidates may not apply to participate in the procurement procedure and/or to be added to the list of candidates at a later date by sending the information requested in this voluntary contract notice after the closing date.

### **4. Exclusion of applications**

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

## **VI. Additional information:**

1. Framework agreements are intended for a duration of 4 years.
2. All Framework agreements shall be governed by and interpreted under German civil law.
3. The ECB reserves the right to reuse the candidate's data for the identification of potential bidders for future procurement procedures.
4. The ECB reserves the right not to make any award to any of the suitable candidates.
5. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that suitable candidates may incur in connection with the submission of their application.

**VII. Date of dispatch**      **16 March 2012**  
**of this call for the**  
**identification of**  
**potential bidders:**

**VIII. Closing date:**      **13 April 2012**