



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE LEGAL TRANSLATORS FOR
DOCUMENTATION RELATING TO COURT CASES
(GERMAN INTO FRENCH)
Ref. ECB/20211/2011**

Title: Freelance legal translators **from German into French** for documentation relating to court cases

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Directorate General Legal Services, Legislation Division, For the attention of Meike Eckardt, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 6827 Fax +49 69 1344 6887

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 responsible for preparing the legal instruments of the European Central Bank (ECB) in the official Union languages (e.g. legislation, contracts, reports on legal topics), for editing and reviewing such 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 upcoming procurement opportunities who have a perfect command of French and have the necessary qualifications and experience to translate documentation relating to court cases **from German into French**.

It is the ECB's intention to identify and select potential bidders in accordance with the rules specified in this voluntary contract notice and in particular under Section III. ("Procedure") below who will then be invited to participate in an upcoming procurement procedure as further described below.

Successful candidates will be awarded a framework agreement with regard to freelance legal French translation services **from German into French** for documentation relating to court cases.

They will join a pool of freelance lawyer-linguists and from time to time receive

(individual) requests to work for the Legislation Division's existing team, both remotely (receiving assignments by e-mail) and, if need be, in-house (replacement) at the ECB's offices in Frankfurt am Main.

III. Procedure

1. General information

This document constitutes a voluntary contract notice in the run-up to an upcoming procurement procedure for freelance legal translators which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement¹. 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 for freelance legal French translation services from German to French for documentation relating to court cases: at least 5, where available.

Objective criteria for choosing the limited number of candidates:

In order to identify the envisaged number of suitable candidates for the described upcoming procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV. below. The ECB will draw up a list of suitable 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 suitable 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 suitable 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 agreements for the duration of 4 years (envisaged number: at least 3, provided that a sufficient number of suppliers meet the criteria set out below).

5. Closing date: All applications must be received by the ECB by the closing date set out in Section VIII. below. Interested suitable candidates may not apply to participate in the procurement procedure and/or to be added to the list of suitable candidates at a later date by sending the information requested in this voluntary contract notice after the closing date.

IV. Qualifications and experience (selection criteria)

1. Minimum criteria: **Legal translators from German into French for documentation relating to court cases**

Suitable candidates must have the following qualifications and experience:

- Perfect command of French, excellent German and good English.
- At least two years' proven professional experience of translating documentation relating to court cases from German into French for law firms, national authorities, Union institutions or international institutions (e.g. as a freelance translator for the Court of Justice of the European Union or another Union institution).
- A sound background knowledge of EU law and financial and economic affairs.

¹

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 at <http://www.ecb.europa.eu/ecb/proc/tenders/html/index.en.html>

- Advanced PC skills and a practical knowledge of standard MS Office applications.

2. Further general qualifications:

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

- A university degree in law awarded in a Member State where French is an official language (weighting of 40%).
- National legal expertise and professional experience in the legal field in the relevant EU Member State where French is an official language (weighting of 20%).
- Familiarity with the ECB, other EU institutions, international organisations, the Banque de France, the Banque Nationale de Belgique or the Banque centrale du Luxembourg, and the financial sector (weighting of 20%).
- Familiarity with the TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench (weighting of 20%).

V. How to apply:

Applications must include a covering letter in French and English as well as a standardised curriculum vitae (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>) in French and English and be submitted together with 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.) 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.

All applications must be received by the ECB by the closing date (see Section III. 5. above).

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 not to make any award to any of the suitable candidates.
4. 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.
5. The ECB reserves the right to reuse the applicant's data for the identification of potential bidders for future procurement procedures.

VII. Date of dispatch of this call for the identification of potential bidders:

21 October 2011

VIII. Closing date:

25 November 2011