



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT  
PROCEDURE – FREELANCE LEGAL TRANSLATORS AND  
LAWYER-LINGUISTS FOR FINNISH  
Ref. ECB/20229 /2011**

**Title:** Freelance legal translators and lawyer-linguists for Finnish

**I. Contracting authority**

**1. Name, addresses and contact point of the contracting authority:** European Central Bank, Directorate General Legal Services, Legislation Division, attention: Monica Sierra, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 7914 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 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 upcoming procurement opportunities who have a perfect command of Finnish and have the necessary qualifications and experience to provide

(A) remote legal translation services (Finnish), consisting of

- editing, revising and proof-reading legal texts drafted in Finnish;
- translation into Finnish of legal texts drafted in English;
- in exceptional cases, translation into English of legal texts drafted in Finnish;

- performing terminology work, viz. the extraction, compilation and linguistic checking of terminology, and the alignment of documents.

*("Lot 1 – Remote legal translation services (Finnish)")*

and/or

(B) In-house lawyer-linguist services (Finnish). This consists of the same services described under Lot 1 plus providing legal expertise on Finnish law. All services are provided on the ECB's premises, but legal expertise on Finnish law may also be provided remotely.

*("Lot 2 – General lawyer-linguist services (Finnish)")*

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 non-exclusive framework agreement with regard to Lot 1 and/or Lot 2. 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, either remotely (receiving assignments by e-mail) for Lot 1 and in-house at the ECB's offices in Frankfurt am Main for Lot 2.

### **III. Procedure**

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

This document constitutes a voluntary contract notice in the run-up to an upcoming 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

*Lot 1 – Remote legal translation services (Finnish):* 10 to 20, where available

*Lot 2 – General lawyer-linguist services (Finnish):* 10 to 20, where available

Objective criteria for choosing the limited 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.

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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/proc/tenders/html/index.en.html>.

**3. Division into lots:** Yes, 2 lots, see II and III.2 above.

**4. Type of contracts:** *Lot 1:* Framework agreements for the duration of 4 years (envisaged number: 4)

*Lot 2:* Framework agreements 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: Lots 1 and 2**

Candidates must have the following qualifications and experience:

- Perfect command of Finnish and excellent English;
- Proven relevant professional experience translating [and/or revising] legal texts from English into Finnish for national authorities, Union institutions or international institutions. Candidates should either clearly demonstrate a minimum of two years' employment in translation [and/or legal revision] from English into Finnish for national authorities, Union institutions or international institutions or provide clear proof of freelance legal translation and/or legal revision work from English into Finnish of a minimum of 2 000 pages (where one page is equal to 1 500 characters including spaces);
- Advanced PC skills and a practical knowledge of standard MS Office applications.

**Lot 2**

Candidates must have a University degree in Finnish law awarded in Finland

**2. Further general qualifications:**

**Lots 1 and 2**

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 Finland;
- A sound background knowledge of Union law and financial and economic affairs;
- Familiarity with the ECB, other institutions of the Union, international organisations, Suomen Pankki, and the financial sector;
- Very good command of a third official language of the Union;
- Familiarity with the TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench.

**Lot 1**

It would be an advantage for candidates to have a University degree in Finnish law awarded in Finland

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

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

Applications must include a covering letter in Finnish as well as a standardised curriculum vitae (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>) in 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).

### **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 five 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.

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

**28 September 2011**

## **VIII. Closing date:**

**28 October 2011**