

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE LAWYER-LINGUIST FOR CROATIAN
Ref. ECB/15352/2010**

Title: Freelance lawyer-linguist for Croatian

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Directorate General Legal Services, Lawyer-Linguists Division, attention: Nicola Ziegast, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 8574 Fax +49 69 1344 6851.

2. Business area: Directorate General Legal Services

3. Division: Lawyer-Linguists Division

4. Section: Legal Revision and National Law Sections

5. Description of the functions: *Tasks of the Lawyer-Linguists Division*

The Lawyer-Linguists Division is primarily responsible for preparing the legal instruments of the European Central Bank (ECB) in the official EU 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 EU 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 EU 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 EU Member States.

In view of the likely accession of Croatia to the EU, the ECB will cooperate with the Council of the European Union and the Croatian authorities to finalise the Croatian language versions of the body of Union law relevant to the ECB and monetary union.

II. Description of the applicants' designated Tasks:

The Lawyer-Linguists Division is currently seeking potential candidates who have a perfect command of Croatian and have the necessary qualifications and experience to provide freelance Lawyer-linguist consultancy services for Croatian. The services should be performed on a full-time basis (i.e. 40 hours per week) at the ECB's premises in Frankfurt am Main for a duration of 6 months.

The services will, in particular, concern:

- editing and reviewing legal documents drafted in Croatian including revising the Croatian language version of the body of Union law relating to the ECB and monetary union
- translating legal documentation from English into Croatian
- in exceptional cases, translating legal documentation from Croatian into English
- carrying out terminology work
- providing national legal expertise on Croatian law

It is the ECB's intention to identify and select potential candidates 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.

III. Procedure

1. General information

This document constitutes a voluntary contract notice in the run-up to an upcoming procurement procedure for a freelance lawyer-linguist for Croatian 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 applicants: 5 to 10, where available.

Objective criteria for choosing the limited number of applicants:

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 create a list of applicants 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 applicants 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 applicants will be asked to submit an offer to the ECB for the specified services.

3. Division into lots:

No.

4. Type of contract:

The successful candidate will be awarded a service contract (in case of an individual contractor) or a contract for the supply of temporary labour (in case of an agency that will deploy its employee in accordance with the German Law on the Supply of Temporary Labour (Arbeitnehmerüberlassungsgesetz, AÜG).

The contract will be awarded for a duration of 6 months, extendable for a further 6 months.

5. Closing date:

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

¹ OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 amending Decision ECB/2007/5 laying down the rules on procurement, OJ L 51, 24.2.2009, p. 10, both published on <http://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>.

IV. Qualifications and experience (selection criteria)

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

- Perfect command of Croatian and excellent English
- University degree in law awarded in Croatia
- At least two years' proven relevant professional translation experience
- A sound background knowledge of EU law and financial and economic affairs
- Advanced PC skills and a practical knowledge of standard MS Office applications
- **Companies or agencies applying** must possess a permit for the supply of temporary labour ("*Arbeitnehmerüberlassungsgenehmigung*") in accordance with the AÜG.

2. Further general qualifications:

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

- National legal expertise and professional experience in the legal field in Croatia
- Familiarity with the ECB, other EU institutions, international organisations, Hrvatska narodna banka and the financial sector
- Familiarity with the TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench

V. How to apply:

Applications must include a covering letter 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). 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.

In addition to a postal application, applicants may also wish to send an electronic version (pdf) to the following e-mail address: lawyer-linguists_external@ecb.europa.eu.

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.

The ECB shall exclude candidates that are in one of the situations described in Article 24(4) of Decision ECB/2007/5 (e.g. conviction for fraud or corruption) or put on a blacklist in accordance with Article 24(7) of Decision ECB/2007/5. In addition, the ECB may exclude candidates that are in one of the situations described in Article 24(5) of Decision ECB/2007/5 (e.g. insolvency, grave professional misconduct, misrepresentation).

VI. Additional information:

1. The contract shall be governed by and interpreted under German civil law.
2. The ECB reserves the right not to make any award to any of the applicants.
3. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that applicants may incur in connection with the submission of their application.
4. 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:

7 July 2010

VIII. Closing date:

31 August 2010