



EUROPEAN CENTRAL BANK
EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE LEGAL TRANSLATORS AND
LAWYER-LINGUISTS WITH LATVIAN AS THEIR MAIN LANGUAGE
Ref. ECB/22954/2012**

Title: Freelance legal translators and lawyer-linguists with Latvian as their main language

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Directorate General Legal Services, Legislation Division, attention: Nicola Ziegast, 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 acts of the European Central Bank (ECB) in the official Union languages. It is also responsible for editing and reviewing ECB 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 whose main language is Latvian and who have the necessary qualifications and experience to provide lawyer-linguist services, consisting of

- translation into Latvian of legal texts drafted in English;
- editing, revising and proof-reading legal texts drafted in Latvian;
- performing terminology work, viz. the extraction, compilation and linguistic checking of terminology, and the alignment of documents;

- in exceptional cases, translation into English of legal texts drafted in Latvian.

It is an advantage if candidates can also provide national legal expertise on Latvian law.

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. 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) or in-house 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 lawyer-linguists which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement¹ 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: 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.

3. Division into lots: No

4. Type of contracts: Framework agreements for the duration of 4 years (envisaged number: up to 4)

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

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

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

1. Minimum criteria:

Candidates must have the following qualifications and experience:

- Professional experience translating legal texts from English into Latvian. Candidates should have a minimum of two years' professional experience translating legal texts from English into Latvian, either self-employed or as an employee, [full-time or part-time]²;
- Perfect command of Latvian³ and excellent English (Europass C2 standard)⁴;
- Advanced PC skills and a practical knowledge of standard MS Office applications⁵.

2. Further general qualifications:

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

- A degree in Latvian law from a Latvian university (i.e. at least a second-level professional higher education in law and a qualification of a lawyer *otrā līmeņa augstākā profesionālā izglītība tiesību zinātnē un jurista kvalifikācija*)⁶.
- National legal expertise and professional experience in the legal field in Latvia⁷.
- Membership of the bar⁸;
- Legal experience in the banking and financial sectors⁹;
- Professional experience translating legal texts from English into Latvian for national authorities, Union institutions or international institutions¹⁰;
- Experience with any of the ECB, other institutions of the Union, international organisations, Latvijas Banka and the financial sector¹¹;
- Very good command (Europass B2 standard) of a third official language of the Union¹²;
- Experience using translation memory software and a terminology management package such as TRADOS Translators' Workbench and TRADOS MultiTerm¹³.

² State experience in your Europass CV.

³ State that Latvian is your mother tongue in your Europass CV. Your cover letter in Latvian will also be taken into account.

⁴ State level of English in your Europass CV.

⁵ State PC skills in your Europass CV.

⁶ Submit a copy of your degree certificate.

⁷ State experience in your Europass CV.

⁸ Submit proof of membership of the Latvian bar.

⁹ State experience in your Europass CV.

¹⁰ State experience in your Europass CV.

¹¹ State experience in your Europass CV.

¹² State level of third language in your Europass CV.

¹³ State experience in your Europass CV.

V. How to apply:

1. Form and Content of the application: Applications must include a covering letter in Latvian 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 required supporting documentation (i.e. copies of qualification certificates, proof of bar membership). Incomplete applications, i.e. those with no supporting documentation, will not be considered. You may also submit any additional proofs of professional translation experience as an in-house or freelance translator, letters of reference, etc.

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: 27 June 2012

VIII. Closing date: 25 July 2012