

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE
LAWYER-LINGUISTS WITH HUNGARIAN AS THEIR MAIN LANGUAGE
Ref. 25638/L/LEG/2013**

Title: Freelance lawyer-linguists with Hungarian 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: Nuran Kantekin, Kaiserstraße 29, 60311 Frankfurt am Main, Germany. For queries please send an e-mail to LegalActs.Team@ecb.europa.eu.

2. Business area: Directorate General Legal Services

3. Division: Legislation Division

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

The Division is responsible for preparing the legal acts of the European Central Bank (ECB) in the official EU languages, for editing and reviewing 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 provides expertise in the national legal systems of all EU Member States and coordinates the preparation of the ECB's opinions on draft national legislative provisions. It also contributes to the legal chapter of the ECB's Convergence Reports and prepares the country chapters. Furthermore, the Division is responsible for publishing and disseminating the ECB's legal framework and other legal publications, and performs the secretariat function for the Legal Committee of the European System of Central Banks (LEGCO).

II. Description of the successful tenderers' designated tasks:

Tenderers who are successful in an upcoming procurement procedure will be asked to provide freelance lawyer-linguist services to the Division, consisting of

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

Successful tenderers will be awarded a non-exclusive framework agreement. They will form a pool of freelance lawyer-linguists and from time to time will receive (individual) requests to provide freelance lawyer-linguist services either remotely (receiving assignments by e-mail) or in-house at the ECB's premises 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-linguist services 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. Selection procedure:

In order to identify tenderers for the upcoming procurement, the ECB will evaluate the applications received against the criteria set under Section IV. below. The ECB will send a request for proposal to a selected number of candidates fulfilling the minimum capacity levels (Section IV.1) who – in addition – best meet the selection criteria (Section IV. 2). In such request for proposal, the candidates will be asked to submit an offer to the ECB for freelance lawyer-linguist services.

Number of selected candidates: 15 to approximately 25, where available.

3. Type of contracts:

Framework agreements for the duration of 4 years (number: up to 5, where available)

All Framework agreements shall be governed by and interpreted under German civil law.

Due to the nature of the services, subcontracting is not permissible.

IV. Minimum capacity levels and selection criteria

1. Minimum capacity levels:

Candidates must have the following qualifications and experience²:

- a) a university degree in Hungarian law and a completed Bar exam (“*jogi szakvizsga*”);
- b) professional experience of a minimum of three years translating legal texts from English into Hungarian, either self-employed or as an employee, full-time or part-time;
- c) mastery-level command of Hungarian as main language and mastery-level command of English (Europass C2 standard);
- d) PC skills and a practical knowledge of standard MS Office applications.

¹ OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 (OJ L 51, 24.2.2009, p. 10), Decision ECB/2010/8 (OJ L 238, 9.9.2010, p. 14) and Decision ECB/2012/10 (OJ L 178, 10.7.2012, p. 14), all published on <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

² Please indicate in Annex 2 your compliance with the minimum capacity levels. Please make sure to include in your application evidencing proof of compliance.

2. Selection criteria: From the candidates that meet the minimum capacity levels (Section IV.1), the ECB will select those who best meet the following selection criteria³, meaning those who have:

1. Translation and linguistic qualifications and experience:

- a) professional experience translating legal texts from English into Hungarian for EU institutions, central banks, the Bank for International Settlements, supranational banking organisations or the United Nations [*Weighting 20%*];
- b) professional experience of translating legislation into Hungarian [*Weighting 10%*];
- c) professional experience of drafting legislation in Hungarian [*Weighting 5%*];
- d) a qualification in translation studies (e.g. diploma, masters) [*Weighting 10%*];
- e) current certification as a Court translator from English into Hungarian [*Weighting 5%*];
- f) intermediate-level command (Europass B2 standard or higher) of a third official EU language, in addition to Hungarian and English [*Weighting 5%*];
- g) professional experience using translation memory software and a terminology management package such as TRADOS Translators' Workbench and TRADOS MultiTerm [*Weighting 5%*];

2. Legal qualifications and experience:

- a) professional experience as a lawyer advising on the law of Hungary [*Weighting 20%*];
- b) a postgraduate qualification in banking and/or financial law [*Weighting 10%*];

3. Banking, finance and institutional experience:

professional experience other than translation experience with any of the following: (i) the ECB; (ii) any of the other EU institutions or bodies; (iii) another central bank; (iv) a credit or financial institution [*Weighting 10%*].

V. How to apply:

1. Form and content of the application:

- Completed and signed Self-assessment form (see **Annex 2**)
- Documentation evidencing self-assessment made in Annex 2.
 - Standardised Europass CV⁴ in English specifying the information requested in order to verify your self-assessment made in Annex 2
 - Copies of qualifications/certificates and/or other supporting documentation in order to verify your self-assessment made in Annex 2.
- Completed and signed Tenderer's Statement (**Annex 3**)

³ Please indicate in Annex 2 your level of fulfilment of the selection criteria. Please make sure to include in your application proof of your self-assessment. The scoring methodology for the selection criteria is laid down in Annex 2.

⁴ See <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Incomplete applications, i.e. those with no supporting documentation, will not be considered. You may also submit any additional proofs of professional experience, letters of reference etc.

All documents should be single-sided and not stapled or bound.

2. Submission of the applications

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 (Section VIII below). If candidates submit their applications 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 closing date for submission. However, the ECB will not consider applications which reach the ECB ten calendar days after expiry of the closing date.

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

3. Exclusion of applications

The ECB may exclude applications that: (i) do not meet the minimum capacity levels (Section IV.1); (ii) do not contain the information or supporting documents requested; (iii) are otherwise incomplete; or (iv) contain linguistic or typographical errors.

VI. Additional information:

The ECB reserves the right to reuse candidates' data for the identification of potential tenderers for future procurement procedures.

VII. Date of dispatch of this voluntary contract notice:

24 May 2013

VIII. Closing date for the submission of applications:

21 June 2013