



MARKET SURVEY FOR LAWYER-LINGUIST SERVICES: GERMAN

I. Scope and aim of the market survey The Legislation Division of the European Central Bank (ECB) is launching a market survey to identify suppliers that can provide lawyer-linguist services (hereinafter 'suppliers') with **German** as their main language.

The aim of this survey is to identify sufficiently skilled and experienced suppliers who would be willing and able to provide legal translation services to the ECB. The survey is being carried out for information purposes only and does not form part of a formal procurement procedure.

II. Background information

Business area Directorate General Legal Services

Division Legislation Division

Function The Legislation 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 main task of suppliers will be to translate legal documents, related reports and technical annexes from English into German, mainly in the field of central banking and banking supervision.

The suppliers may be requested to handle high volume and urgent translation assignments.

Suppliers work on the basis of framework contracts, which are awarded for a period of up to four years. Although framework contracts do not establish an obligation on the part of the ECB to purchase services from the contractors, they enable the ECB to issue orders for lawyer-linguist services on a short-term basis (e.g. to cover holiday periods and periods of heavy workload).

Required skills Suppliers **should have the human, technological and technical resources to handle high volume (15 standard translation pages per day) and urgent translation assignments.** Suppliers should have a **quality assurance management system in place to ensure terminological consistency, semantic accuracy of the target language content and compliance with the client style guide.** Furthermore, the suppliers should have in place **control and safeguards to ensure confidential treatment of information.**

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Resources available to suppliers (including the supplier's staff and subcontractors) performing German legal translation services **should have the following professional experience and qualifications:**

- perfect command of German (with C2 CEFR standard in listening, reading, spoken interaction, spoken production and writing);
- excellent command of English (with C2 CEFR standard in reading, and C1 CEFR standard in listening, spoken interaction, spoken production and writing);
- either (a) a bachelor's degree (or equivalent level qualification) in the law of Germany and Austria or (b) a bachelor's degree (or equivalent level qualification) in linguistics and/or translation studies;
- full-time professional experience of at least two years in translating legal, economic, financial and/or banking-related texts from **English into German**, either self-employed or as an employee;
- advanced PC skills and a very good knowledge of standard MS Office applications.

In addition, the ECB is particularly interested in suppliers, who can provide lawyer-linguists or legal translators who have, **in addition to the above qualifications and experience:**

- advanced studies (master's level qualification, postgraduate diploma or above) in national or European law for a period equal to or longer than one academic year
- advanced studies (master's level qualification, postgraduate diploma or above) in a relevant linguistic field for a period equal or longer than one academic year;
- specialised studies/course(s) in the area of central banking, banking supervision, economics, statistics or accounting for a period equal or longer than one month;
- full-time professional experience of at least four years in translating legal, economic, financial and/or banking-related texts from **English into German**, either self-employed or as an employee;
- professional experience in translating texts in the area of central banking, banking supervision, statistics and/or accounting or working in any of these areas;
- professional experience in translating texts **from English into German** for EU or international organisations and/or national financial authorities;
- professional experience in the use of translation tools such as SDL TRADOS Studio.

III. How to participate in the market survey

Suppliers interested in participating in this market survey are invited to submit a curriculum vitae in English in the [Europass format](#).

The CVs should be sent to LegalActs.Team@ecb.europa.eu.

Please note the following:

- suppliers should also expressly state their interest and availability to provide lawyer-linguist services to the ECB.

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- Suppliers who are companies (e.g. agencies) should submit the CVs of named individual lawyer-linguists who have the required skills, can provide lawyer-linguist services to the ECB and are either their employees or consultants.
- The information and/or CVs submitted should be as complete and substantiated as possible (e.g. including the relevant contact persons and/or names of the institutions to support work experience and/or qualifications).
- On sending the documentation to the e-mail address above, suppliers will receive a reply from the ECB. If you do not receive a reply, please check your “Spam mailbox”. If you did not receive a reply, please contact Ms Kristina Bilic at the e-mail address LegalActs.Team@ecb.europa.eu.
- The ECB processes personal data for the purposes of this market survey in line with Regulation (EC) No 45/2001¹. Information on the protection of personal data is available from the ECB’s Head of the Legal Revision Central Banking Section, Legislation Division, Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany, e-mail address: LegalActs.Team@ecb.europa.eu for a duration of six months after the closing date of this market survey or the ECB’s DPO under dpo@ecb.europa.eu. This is also the retention period for the (personal) data collected pursuant to this market survey².

Follow-up to the market survey Participation in this survey does not constitute any obligation on the part of the ECB to invite the participants in the market survey to participate in any future ECB procurement procedure, to award them a contract, or to reimburse them for any expenses incurred in completing this market survey.

However, the ECB may subsequently decide to invite suitable and available suppliers³ to submit proposals for the provision of lawyer-linguist services with a view to potentially awarding framework contracts.

Closing date: 15 September 2017

¹ Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data.

² Privacy notice: the data resulting from the market survey (including possible personal data submitted by the interested suppliers) are maintained by the ECB for the maximum duration of six months after the closing date of this market survey. For further information please refer to the Decision of the European Central Bank of 17 April 2007 adopting implementing rules concerning data protection at the ECB (ECB/2007/1). This decision contains all the relevant references for the rights of data subjects (e.g. right to access, rectify, delete personal data and the right to have recourse to the European Data Protection Supervisor etc.).

³ Please note that the ECB collects market information on suitable and interested suppliers from many different sources. Therefore, certain suppliers could be invited even if they did not participate in this market survey.