



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT
PROCEDURE – FREELANCE LAWYER-LINGUISTS FOR FRENCH
Ref. ECB/13519/2010**

Title: (A) Freelance lawyer-linguists for French and (B) Freelance legal translators from English to French for documentation relating to court cases and (C) Freelance legal translators from German to French for documentation relating to court cases

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Directorate General Legal Services, Lawyer-linguists Division, attention: Meike Eckardt, Postfach 16 03 19, 60066 Frankfurt am Main, Germany. Tel +49 69 1344 6827 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 responsible for preparing the legal instruments of the European Central Bank (ECB) in the official EU languages (e.g. legislation, contracts, reports on legal topics), for editing and reviewing such 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.

II. Description of the applicants' designated Tasks:

The Lawyer-Linguists Division is currently seeking potential bidders for upcoming procurement opportunities who have a perfect command of French and either

(A) have the necessary qualifications and experience to provide all of the general Lawyer-Linguist services described under I. 5. above with regard to French (except the translation of documentation relating to court cases), in particular

- editing and reviewing legal documents,
- translating legal documentation (except documentation relating to court cases) from English into French,
- In exceptional cases, translating legal documentation (except

documentation relating to court cases) from German to French,

- carrying out terminology work,
- providing national legal expertise on the law of an EU Member State where French is an official language;

(“*Lot 1 – General freelance lawyer-linguists services for French*”)

and/or

(B) have the necessary qualifications and experience to translate documentation relating to court cases from *English to French* (“*Lot 2 – Freelance legal French translation services (English to French)*”).

and/or

(C) have the necessary qualifications and experience to translate documentation relating to court cases from *German to French* (“*Lot 3 – Freelance legal French translation services (German to French)*”).

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 framework contract with regard to (A) General freelance lawyer-linguist services for French (*Lot 1*) and/or (B) freelance legal French translation services from *English to French (Lot 2)* and/or (C) freelance legal French translation services from *German to French (Lot 3)*.

They will join a pool of freelance lawyer-linguists and from time to time receive (individual) invitations to work with the Lawyer-Linguists Division’s existing team, both remotely (receiving jobs by e-mail) and, if need be, in-house at the ECB’s offices in Frankfurt am Main.

General freelance lawyer-linguist services for French (*Lot 1*) are carried out both from home and sometimes on the ECB’s premises.

Freelance legal French translation services (*Lots 2 and 3*) are normally carried out from home but may sometimes have to be performed on the ECB’s premises.

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 and freelance legal translators 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:

Lot 1 (General freelance lawyer-linguists services for French): 10 to 20, where available;

Lot 2 (Freelance legal French translation services (English to French)): 10 to 20, where available;

Lot 3 (Freelance legal French translation services (German to French)): 5 to 10,

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>.

where available.

Objective criteria for choosing the limited number of applicants:

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 applicants (both freelance lawyer-linguists for French and freelance legal French translators) 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: Yes, 3 lots (see II , III. 2 above).

4. Type of contracts: Lot 1: Framework agreements for the duration of 4 years (envisaged number: 5-8);

Lot 2: Framework agreements for the duration of 4 years (envisaged number: at least 2);

Lot 3: Framework agreements for the duration of 4 years (envisaged number: at least 2.

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.

IV. Qualifications and experience (selection criteria)

1. Minimum criteria: **(A) General freelance lawyer-linguists for French (Lot 1)**

Applicants must have the following qualifications and experience:

- Perfect command of French and excellent English
- University degree in law awarded in a Member State where French is an official language
- 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

(B) Legal translators from English to French for documentation relating to court cases (Lot 2)

Applicants must have the following qualifications and experience:

- Perfect command of French and excellent English
- At least two years' proven professional experience of translating documentation relating to court cases from English into French (e.g. as a freelance translator for the Court of Justice of the European Union or another EU institution, or for law firms)

- A sound background knowledge of EU law and financial and economic affairs
- Advanced PC skills and a practical knowledge of standard MS Office applications

(C) Legal translators from German to French for documentation relating to court cases (Lot 3)

Applicants must have the following qualifications and experience:

- Perfect command of French, excellent German and good English
- At least two years' proven professional experience of translating documentation relating to court cases from German into French (e.g. as a freelance translator for the Court of Justice of the European Union or another EU institution, or for law firms)
- A sound background knowledge of EU law and financial and economic affairs
- Advanced PC skills and a practical knowledge of standard MS Office applications

2. Further general qualifications:

For Lots 1-3 [see II. (A), (B) (C), IV. 1. (A), (B) (C) above] 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 the relevant EU Member State where French is an official language
- Familiarity with the ECB, other EU institutions, international organisations, the Banque de France, the Banque Nationale de Belgique or the Banque centrale du Luxembourg, and the financial sector
- Familiarity with the TRADOS terminology management package MultiTerm and translation memory software Translator's Workbench

For Lot 1 [see II. (A), IV. 1. (A) above] (Lot 1), it would be an additional advantage for applicants to have excellent German.

For Lot 2 and Lot 3 [see II. (B), (C) and IV. 1. (B), (C) above] it would be an additional advantage for applicants to have a university degree in law awarded in a Member State where French is an official language.

V. How to apply:

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

VI. Additional information:

1. Framework contracts are intended for a duration of 4 years.
2. All Framework contracts shall be governed by and interpreted under German civil law.
3. The ECB reserves the right not to make any award to any of the applicants.
4. 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.
5. 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: 26 February 2010

VIII. Closing date: 21 March 2010