



## **CALL FOR EXPRESSION OF INTEREST**

**Court Interpreters for the Kosovo Specialist Chambers located in The Hague, The Netherlands**

**for language combinations:**

**English-Albanian**

**Albanian-English**

**English-Serbian**

**Serbian-English**

**and any other European language combinations that may become necessary in the course of judicial proceedings**

**Reference: KSCR/PROC/2019/0383**

### **Background**

Interpretation services play a vital role in the multilingual setting of the Kosovo Specialist Chambers (KSC). As a criminal court whose core business is conducted in three official languages (English, Albanian, Serbian), the KSC requires language services of the highest quality. The obligation to guarantee the fundamental rights and freedoms of the accused, as enshrined in international human rights instruments and national legislation, and the need to protect the rights of victims and witnesses, mean that the KSC must provide language services in line with the highest standards of the profession which are endorsed by all international courts and organisations. In order to be able to deal with fundamental matters before the court, including ultimate ruling on guilt and innocence, all parties must be secure in the knowledge that the highly technical legal and evidentiary material used in the proceedings is accurately and completely conveyed in all languages.

### **Overall objective of this Call for Expression of Interest**

The overall objective of this Call for Expression of Interest is to identify professional interpreters who are able to provide conference interpretation for the KSC judicial proceedings. KSC primarily seeks to roster applicants who have the required expertise in the official languages of the institution, i.e. in the English-Albanian and English-Serbian combinations, with these languages at the A or B level. However, given that any other European language may become necessary in the course of judicial proceedings, this Call for Expression of interest is also open to applicants with other language profiles, which must include English as their A or B language (having also Albanian or Serbian in the language combination would be an asset). Selected applicants will provide simultaneous (and occasionally consecutive) interpretation and must ensure confidentiality in all aspects of the work assigned to them. All technical and logistical arrangements required for interpretation will be provided and coordinated by the Language Services Unit of the KSC.

### **Location**

The Hague, The Netherlands, or other locations that become necessary in the course of judicial activities.

### **Eligibility**

Participation in this Call for Expression of Interest is open on equal terms and without restrictions to all freelance interpreters who possess the required qualifications and experience in any of the language profiles sought.





### Competences and qualifications

The applicant must be in possession of a university degree in any subject, at minimum at the Bachelor level

#### plus

- (1a) Be admitted into the joint database (“Common List”) of accredited interpreters of the three interpretation services of the EU (European Parliament, European Commission and European Court of Justice);

#### or

- (2a) Have worked for one of the international courts or international organisations following a vetting procedure by their interpretation services/Chief Interpreters;

#### or

- (3a) Be a member of AIIC (International Association of Conference Interpreters).

### Professional experience

The applicant must have at least 200 days of professional experience as a conference interpreter servicing large international meetings (experience as a court interpreter in national courts, liaison interpreter, public service interpreter or company interpreter will not be taken into consideration)

#### plus

- (1b) At least 50 days of conference interpreting work after being engaged by one of the three interpretation services of the EU for such work, attested by certificates or contracts;

#### or

- (2b) At least 50 days of conference interpreting work after being engaged by interpretation services/Chief Interpreter of one of the international courts or international organisations for such work, attested by certificates or contracts;

#### or

- (3b) At least 100 days of conference interpreting work after having become an AIIC member, attested by certificates or contracts.

In case of an insufficient number of identified professionals who meet the criteria under (1a), (1b), (2a), (2b), (3a) or (3b), the KSC would exceptionally consider including on the roster applicants who do not satisfy such criteria, on condition that they submit proof of at least 100 days of professional experience as a conference interpreter servicing large international meetings. Please note that this exception applies only to applicants who work with languages of lesser diffusion (e.g. Albanian and Serbian).

### Evaluation and selection of applications

Applicants will be initially preselected in accordance with their qualifications and demonstrated experience. All preselected applicants will then be required to undergo the KSC’s security vetting process, the standards of which are commensurate with the confidential and sensitive nature of the KSC mandate. Failure to meet such security standards will result in the application being rejected without further consideration of its merits and suitability.

### Entry into a negotiated procedure with the KSC

Successful applicants will be invited to submit a bid proposal in response to a tender procedure, which is the method chosen by the KSC to create its roster of Court Interpreters. Applicants included in this roster will be awarded a multiple-year framework contract. Admission into the roster and award of a framework contract does not imply a right to receive assignments and does not carry any expectancy of conversion to any other type of contract with the KSC.



### Application procedure

Interested applicants need to submit the following documents via email to [joan.puig-vall@scp-ks.org](mailto:joan.puig-vall@scp-ks.org) :

- A copy of the applicant's passport/ID card;
- An updated CV;
- Documentary evidence proving that the applicant possesses the competencies and qualifications mentioned in the CV, as well as the required professional experience to be considered for contract award;
- The Personal History Form provided in a separate Word file named Appendix 1 to the Call for Expression of Interest # KSCR/PROC/2019/0383, duly filled out, dated and signed;
- The Security Questionnaire provided in a separate Word file named Appendix 2 to the Call for Expression of Interest # KSCR/PROC/2019/0383, duly filled out, dated and signed;
- A Criminal Record Check / Certificate of Conduct / Police Clearance Certificate issued by the relevant competent authority no later than 6 months prior to the date on which the application is submitted.

Applications must be submitted with the following text written in the subject line of the email:

**Applicant's name – KSCR/PROC/2019/0383 – EoI Court Interpreters**

Requests for clarification or additional information may also be sent to [joan.puig-vall@scp-ks.org](mailto:joan.puig-vall@scp-ks.org) . Any such requests shall not receive individual replies. Instead, answers to relevant requests for clarifications or additional information shall be regularly posted on the KSC website, which can be accessed via the link below and which potential applicants are advised to check frequently for the latest updates:

<https://www.scp-ks.org/en/procurement/procurement-regime>

This is a permanent Call for Expression of Interest under which the KSC shall continue to collect applications from freelance court interpreters. This Call for Expression of Interest will remain open throughout the KSC mandate, unless the KSC in its sole discretion decides otherwise.

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