



CALL FOR EXPRESSION OF INTEREST

**Off-site translators for Albanian – English language combination
for the Kosovo Specialist Chambers
located in The Hague, The Netherlands**

Reference: KSCR/PROC/2021-2023/0771

Background

Translation 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 conference-level translators who are able to assist in translating the documentary material for the KSC judicial proceedings. KSC seeks to roster applicants who have the required expertise in the English-Albanian language combination, with Albanian as their A language. Selected applicants will be given translation assignments to be performed within the KSC IT infrastructure and must ensure confidentiality in all aspects of the work assigned to them. All technical and logistical arrangements required for the performance of assignments will be provided or coordinated by the Language Services Unit of the KSC.

Location

The rostered translators will be working outside of the KSC premises, but in a secure electronic environment provided by the KSC. However, at the start of their contract and as part of onboarding procedures, rostered translators without prior KSC experience will be invited for a mandatory four-week assignment in the KSC premises.

Eligibility

Participation in this Call for Expression of Interest is open on equal terms and without restrictions to all freelance translators who possess the required qualifications and experience in the language profile sought. It is important to note that any future individual contracts will only be concluded between the KSC and successful freelance translators directly and 'in name', whether as a natural person, or as owner/director of her/his own company. No contracts shall be concluded with translation services companies for provision of multiple translators or translation services.

Competences and qualifications

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





Professional experience

The applicants must have:

- At least 5 years of professional experience serving international clients (experience gained solely in the national context, i.e. as a sworn translator in national courts or company translator will not be taken into consideration).

plus

- At least 200 days or 300,000 words of conference-level interpretation, translation or revision work after being engaged by the language services of one or various international courts, attested by certificates or contracts.

In case of an insufficient number of identified professionals who meet the professional experience criteria, the KSC may exceptionally consider to include on the roster applicants who do not satisfy such criteria on condition that they can document 5 years of translation experience and pass a test administered by the KSC Language Services Unit.

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 translators working off-site. 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:

- 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/2020-2021/0771, 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/2020-2021/0771, 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/2021-2023/0771 – Eol Off-site translators**

Requests for clarification or additional information may also be sent to 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 translators. This Call for Expression of Interest will remain open throughout the KSC mandate, unless the KSC in its sole discretion decides otherwise.
