

**MARKET SURVEY FOR
FREELANCE TRANSLATORS: MALTESE
(Reference: MT-2017-MS)**

ECB-PUBLIC

I. Scope and aim of the market survey The Language Services Division of the European Central Bank (ECB) is launching a market survey to identify freelance translators or agencies (hereinafter 'suppliers') for Maltese.

The aim of this survey is to identify sufficiently skilled and experienced suppliers who would be willing and able to provide translation services for 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 Communications and Language Services

Division Language Services Division

Function The Language Services Division is a central service unit which provides linguistic expertise and support to the ECB in the official EU languages. In addition to the team of in-house translators, the Division has occasional recourse to suppliers with relevant experience in the ECB's fields of competence. The main tasks of suppliers will be:

- (a) to translate financial and economic texts from English into Maltese.
- (b) to revise, edit and proof read financial and economic texts in Maltese,
- (c) to perform terminology work, including the extraction, compilation and linguistic checking of terminology and the alignment of documents.

Suppliers will be expected to carry out the main tasks remotely or in-house (e.g. to cover holiday periods and periods of heavy workload).

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 occasionally issue orders for translation services as described above.

Required skills The core skills that the ECB considers necessary for suppliers to provide translation services to the ECB are:

- Mastery-level command of Maltese (Europass C2 standard) as their main language and mastery-level command of English (Europass C2 standard);

- an advanced university degree (or equivalent qualification) in a relevant subject (e.g. modern languages or economics), or the proven ability to perform the tasks commensurate with such a formal academic qualification;
- relevant professional experience translating texts from English into Maltese: a minimum of one year's full-time work as a translator from English into Maltese (either as an employee or as a freelance translator, demonstrating full-time equivalence);
- advanced PC skills and a very good knowledge of standard MS Office applications.

In addition, the ECB considers the following qualifications and experience to be an advantage:

- a Master's degree-level diploma in translation;
- an independent user of at least one other official EU language;
- experience of translating texts in the fields of finance or economics;
- familiarity with terminology and translation memory tools such as SDL TRADOS MultiTerm and Translator's Workbench.

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 quote the above reference number and be sent to freelance.translators@ecb.europa.eu.

Please note the following:

- Suppliers should also expressly state their interest and availability to provide translation services to the ECB as described above: (a) remotely, (b) for in-house work assignments at the ECB's offices in Frankfurt am Main, or (c) both remotely and in-house.
- Suppliers who are companies (e.g. agencies) should submit the CVs of named individual freelance translators who have the required skills, can provide translation 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).
- The ECB processes personal data in line with Regulation (EC) No 45/2001. Information on the protection of personal data is available from the ECB's Director General of Communications and Language Services, Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany, e-mail address: freelance.translators@ecb.europa.eu for a duration of six months after the closing date of this market survey. This is also the retention period for the (personal) data collected pursuant to this market survey².

Follow-up to Participation in this survey does not constitute any obligation on the part of the

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 etc.).

the market survey 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 translation services with a view to potentially awarding framework contracts.

Closing date: 22 May 2017

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.