

**Republic of Croatia
Ministry of Justice**

**JUSTICE SECTOR SUPPORT PROJECT (JSSP)
IBRD Loan No. 7888-HR**

CONSULTING ASSIGNMENT No. CS – 31

Expressions of Interest:

Consulting Services of Translator/Interpreter

The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP) and intends to apply part of the proceeds of the Loan for consultant services.

The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors' offices in the Republic of Croatia. The over-arching goal of the JSSP is to strengthen the efficiency of the judicial sector and support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

The services of Translator/Interpreter (consultant firm) include, but are not limited to, the following:

- (i) Prepare translations of written materials from English to Croatian and vice versa.
- (ii) Documents to be translated will relate to, but not be limited to: architecture/civil engineering, ICT, law, and procurement under World Bank guidelines.
- (iii) Simultaneous and consecutive translation or interpretation at the meetings and other Project events.

The services shall be provided during a period of about 3 years; the assignment is expected to start in December 2010. The Consultant will work under a time-based contract.

The Project Implementation Unit (PIU) of the Ministry of Justice (MOJ) now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff (including recent CV of proposed personnel), references, etc.).

Consultants may associate to enhance their qualifications. The "association" may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Interested consultants should clearly indicate the structure of their "association" and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of "in association with" and/or "in affiliation with" and etc. may not be considered for short listing. Keeping one expression of interest per firm as principle, a consultant firm may decide whether it wishes to participate as a sub consultant or as an individual consultant or as a partner in a joint venture. Please note that a firm shall submit only one EOI in the same selection process either individually as a

consultant or as a partner in a joint venture. No firm can be a sub consultant while submitting an EOI individually or as a partner of a joint venture in the same selection process. A firm, if acting in the capacity of sub consultant in any consultant or JV, may participate in more than one consultant, but only in the capacity of a sub consultant.

In order to apply for the assignment, the Consultant (firm) shall propose a team of interpreters/translators (individuals) from Croatian to English and vice versa, which must jointly satisfy the following qualification requirements:

- a. extensive (not less than 5 years) experience in the field of written translation and oral interpretation (consecutive and simultaneous);
- b. traceable experience of translating the technical (architecture/civil engineering, ICT) and legal texts or serving as interpreter at seminars/events related to architecture/civil works, legal and IT issues. The Consultant shall submit references on successfully completed translation services in required areas;
- c. previous experience with the World Bank financed projects and familiarity with World Bank terminology will be viewed as clear advantage;
- d. good interpersonal skills and ability to work in a team;
- e. excellent communication skills, including excellent writing capabilities in those languages;
- f. full computer (MS Office) and office automation literacy;
- g. university degree in languages, architecture, civil engineering, law, ICT, economics, or in a similar relevant discipline will be considered an advantage;
- h. Consultant should be in possession of modern equipment for simultaneous interpretation for groups of up to 50 participants;
- j. Consultant should be able to provide official certified translations;

More details on the assignment can be found in the Terms of Reference posted on website of the Ministry of Justice at www.pravosudje.hr. (Natječaj)

The consultant will be selected in accordance with the procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (May 2004, revised October 2006).

Interested consultants may obtain further information at the address below from *09:00 to 16:00 hours on the regular business days*.

Expressions of interest must be delivered in English language to the address below by **16:00 hours Zagreb time on December 8, 2010**.

Ministry of Justice
PPA/JSSP Project Implementation Unit

10 Dežmanova St., III floor, Room No. 305
10000 ZAGREB, Croatia
Attn: **Mr. Nenad Vukadinović**, Project Manager Adviser
Tel: +385 1 3710 898;
Fax: +385 1 3710 772
e-mail: jssp@pravosudje.hr
c.c.: nvukadinovic@pravosudje.hr