



TERMS OF REFERENCE

- A. Job Title:** Consultant for legal review and checking of the quality of translation of Lisbon Treaty
- B. Type of position:** Local, short-term
- C. Post reference:** MNE/10/017
- D. Duty Station:** Podgorica, Montenegro
- E. Bureau/Office:** UNDP Montenegro/Government of Montenegro
- F. Duration of Appointment:** 15 days until May 2010
- G. Contract Type:** Special Service Agreement
- H. Deadline for application:** Wednesday, 6th April 2010, CoB

i. Background

The Capacity Development Programme has been successfully operating since September 2003 as a partnership between the Government of Montenegro, the Foundation Open Society Institute (FOSI-ROM) and the UNDP. During the first phase CDP successfully provided selected pilot ministries with relevant expertise to help them (including the Ministry responsible for European Integration) to make necessary structural adaptations, undertake on-the-job training, develop consultative procedures, employ new technology, and make international connections that render access to additional expertise in future more self-sustaining and needs-driven.

The second phase of CDP started in February 2007, following a formal request from the Deputy Prime Minister for European Integration (DPM EI) to assist the Government of Montenegro in meeting its strategic priorities for the European Integration and associated public administration reforms. During the second phase, priority is given to strengthening of administrative capacities for implementation of the Stabilization and Association Agreement and introduction of new coordination machinery and personnel at the centre of government.

In the next phase, from March 2010 onwards, CDP will be focused on assisting the Montenegrin administration to fully meet requirements for preparation to EU membership. One of the most important obligations on the roadmap to EU membership is related to development of national version of *acquis communautaire* and translation of the overall *acquis* in to Montenegrin Language.

European Union (EU) developed new coherent tool for properly functioning in new Century and respond to the rapid changes in the world. EU respond to ongoing political, economic and social changes resulted with new basic agreement - the Treaty of Lisbon, which defines the structure of the EU's institutions and how they work.

The Treaty of Lisbon has been adopted on December 13, 2007 and it enforced on December 1st, 2009. This EU key document is translated by each member state in national languages. Although Montenegro is not a member of EU, translation of the Lisbon Treaty is extremely important for many reasons. Fundamental EU founding document should be available in Montenegrin language in order to Montenegro's accession strategy be understandable and acceptable for ordinary citizens. Additionally, knowledge on EU of state administration, but also professional and general

public will be enhanced with possibilities to read EU founding document in Montenegrin language.

Due to the volume of EU regulations, which are published in the Official Journal of the EU (about 115.000 pages of the Official Journal, with average annual growth of 3000 to 5000 pages), the production of the national versions of the acquis has proven to be one of the most challenging tasks. This challenge does not relate solely to enormous number of pages to be translated and proof edited, but also to the complexity of the entire process, involvement of different experts, level of required skills and knowledge, as well as necessary inter-disciplinary cooperation.

With previous support of CDP, Montenegrin institutions developed specific Manual for translation of acquis from English into Montenegrin language, as well as for translation of Montenegrin legislation into English language. Ministry for European integration also developed a specific Data base of EU terminology that will be constantly used in translation of EU documents.

Montenegro does not have yet any of the EU founding documents translated and/or published. The Treaty of Lisbon will be the first EU funding document translated to Montenegrin language with rules defined in this Manual. In order to provide support for further comprehensive and systematic translation of acquis, which is necessity for the process of European Integration CDP will provide support for the checking of the translation of the Treaty of Lisbon as a pilot for further coordinated, systematic and comprehensive translation of all other EU documents.

MEI already translated the Treaty of Lisbon and next steps in fulfillment the methodology defined in the Manual are checking and improvement of this text from translation, linguistic and legal aspects. In order to provide support to complete the comprehensive and qualitative translations process of translation of the Treaty of Lisbon CDP will engage one local consultant with tasks to make additional proofreading and checking of the quality of translation from legal aspects.

ii. Duties and Responsibilities

Organisational setting: The local consultant will be engaged up to 15 days, immediately following the selection process of the best candidate for this post. He/She will work from home and in the premises of Ministry for European Integration, but in close cooperation with CDP.

Job content: Under the direct supervision of the CDP Programme Manager, the engaged local consultant will perform the following duties:

- a. Proofreading the translated document from legal point of view;
- b. Improvement of specific paragraphs or sentences in the translated text of the Lisbon Treaty with focus on Montenegrin legal terminology and practise;
- c. Present the main issues and specific terms or phrases at the meeting of Task force for Manual for translation;
- d. To cooperate with translator and linguistic expert and focal point form MEI in finalization of the translated text;
- e. Provide recommendations for further harmonization of Montenegrin legislation with acquis.

Special consideration: The consultant is expected to submit the final text (electronic version) in two formats: one with tracked changes, the second a clear copy.

iii. Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Ability to collect and analyze data from a quantitative and qualitative perspective;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Focuses on result for the client and responds positively to feedback
- Demonstrates openness to change and ability to manage complexities

iv. Qualifications and Experience

- University degree in Law;
- Minimum 5 years of relevant extensive experience, in working with public administration and international documents, longer professional experience is advantage;
- Experience in teaching the acquis and harmonization of national legislation with acquis;
- Proven expertise in the area of legal checking of documents related to EU integration;
- Very strong communication, analytical and writing skills;
- Excellent knowledge of English and local language;
- Excellent information technology skills, including word's processing, presentations and Internet.

v. Application Process

Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to consultancy.me@undp.org by Wednesday, 6th April 2010, CoB.

The application should contain:

1. Duly completed Personal History Form (P11) can be downloaded from <http://www.undp.org.me/files/jobs/index.html>
2. Cover/Motivation Letter

The short-listed candidates only would be requested to submit a letter of interest including a price quotation indicating the lump sum (in USD) requested for the work envisaged in the section "Duties and Responsibilities".

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