



VICTIM SUPPORT AGENCY

Expression of interest (VSA/196/2022)
List of Interpreters
for the Victim Support Agency.
1st April 2022

The Victim Support Agency is drawing a list of interpreters to assist in carrying out a number of interpretation services to Victims of Crime. Interpreters interested in having their names included on this list are encouraged to respond to this EOI. Interpreters shall have their names listed for a period of (12) twelve months and a service request shall be made to interpreters within 24hrs in advance.

1. Interpretation to Maltese or English languages are required for the following languages:

Translator Code	Language
PE001	French
PE002	Chinese
PE003	Somali
PE004	Arab
PE005	Spanish
PE006	Italian
PE007	German
PE008	Russian
PE009	Greek
PE010	Ukrainian
PE011	Bulgarian
PE012	Hungarian
PE013	Romanian
PE014	Dutch

2. General terms and conditions

To be considered for inclusion in the Lists of Interpreters for the Victim Support Services, the applicant must confirm that he/she would adhere to the below conditions:

- a) Interpreters shall be remunerated at the rate of €23/hour excluding VAT.
- b) This agreement shall enter into force upon the receipt of a Request for Service in writing. Such request shall include the date of meeting with Service User and venue. Meetings with service users may be contacted online or at the VSA facilities set in Valletta, Santa Lucia and Gozo.

- c) Only the interpreter whose name is on list can provide such services. No task, or part of, may be subcontracted or reassigned to subordinates or other interpreters.
- d) In case, there is more than one interpreter for a particular language, services shall be distributed in turns by the Agency.
- e) Copy of the list of interpreters shall be made public on the VSA Website.
- f) Interpreters may be expected to attend meetings with VSA Officers related to particular cases. Time engaged in such meetings will not be eligible for remuneration.
- g) The VSA will not make available any remuneration or financial allowance to cover costs or disruption incurred by the interpreter in relation to transport, accommodation, subsistence, consumables and working facilities.
- h) The interpreter must be in possession of a professional qualification in the language concerned.
- i) The interpreter must have a valid VAT number and all invoices issued should be conformant with the VAT Act (Chapter 406 of the laws of Malta).
- j) Invoices are to be issued on monthly basis with a detailed timesheet listing all services provided (per hour) during the assignment period and the claimed amount.

3. **Submission of interest**

Interested service providers are to submit an expression of interest to the attention of the CEO, Victim Support Agency, **together with a CV and a copy of certificates being claimed**. Submission may be submitted by email on vsaadmin@gov.mt by not later than 8th April 2022.

Disclaimer: This invitation for Expression of Interest is in no way binding on the Victim Support Agency. A commitment will come about only when a request for services is issued by the VSA. The expression of interest is published without prejudice that the VSA may seek alternative services.