



Expression of Interest (VSA/196/2022) for the Appointment of Interpreters with the Victim Support Agency – 13th February 2024

TERMS & CONDITIONS

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

Interpreter 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. Duration

- a) An agreement shall enter into force for a period of twelve (12) months, subject to renewal of another twelve (12) months.

3. General terms and conditions

To be considered for inclusion in the List 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 €55/hour excluding VAT.
- b) This agreement shall enter into force upon the signing of agreement with the Victim Support Agency.

- c) Any request for service shall be carried out in writing for the service provider to reply within 48 hours. In the absence of a confirmation reply, the service will be transferred to the next on list. Such request shall include the date of meeting with Service User and venue.
- d) Only the interpreter having an agreement with VSA can provide such services. No task, or part of, may be subcontracted or reassigned to subordinates or other service providers.
- e) In case, there is more than one interpreter for a particular language, services shall be distributed in turns by the Agency.
- f) Copy of the list of interpreters shall be made public on the VSA Website.
- g) The interpreter must be in possession of a professional qualification in the language concerned.
- h) 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).
- i) 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.

4. Confidentiality and Security

- a) This Agreement shall be governed by the General Data Protection Regulation (EU) 2016/79 hereinafter referred to as the "GDPR" and any other Data Protection legislation. The terms "Recipient" and "Discloser" shall apply accordingly.
- b) The appointee acknowledges that, in the course of performing and fulfilling his/her duties, he/she may have access to and be entrusted with confidential information. The Appointee covenants and agrees with the Employer that he/she will not, during the continuance of this Agreement and after five (5) years from the termination of this Agreement, disclose any of such confidential information to any person, firm or corporation, except as required to fulfill his/her duties as detailed in this Agreement and with prior consent of the Employer or unless permitted by law, including but not limited to the GDPR.
- c) The appointee shall not, without prior authorization of the VSA, remove or retain any information, data, document, or file, whether digital or otherwise, belonging to the VSA and shall adhere to any policies issued by the VSA to regulate the handling of information, unless required otherwise to do so by the law.

5. Conflict of Interest

- a) The Appointee must notify the VSA in case of any conflicting interests with the service user. Failure to do so shall constitute the termination of agreement.

6. Termination

- a) This Agreement shall be terminated in the event that the Appointee commits any act of gross misconduct or any other material breach of the obligations under the Agreement or any relevant obligations applicable at law;
- b) In the event that the Appointee is guilty of any conduct which in the reasonable opinion of the VSA, brings the Agency into disrepute.
- c) Is convicted of a criminal offense other than a contravention.
- d) In the event that the Appointee no longer satisfies, for any reason whatsoever, the criteria for access to and handling information as provided in this Agreement.

7. Submission

- a) Interested service providers are to submit an expression of interest, indicating **Interpreter Code & Language** together with a CV and a copy of professional qualification in the language concerned to the attention of Human Resources, VSA. Submission must be submitted by email on vsa-hr@gov.mt by not later than Sunday, the 31st March 2024.

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.