**Curriculum Vitae**

**Personal Information**

First name(s) / Surname(s): Ilir EJUPI

Sex: Male

Date of birth: 27 March 1974

Nationality: Kosovo Albanian

**Education**

**Institution 1**: *Staffordshire University, UK – International Policy & Diplomacy*

*- Degree(s) or Diploma(s) obtained, date:* ***Master of Arts***

**Institution 2**: *University of Prishtina, Kosovo Faculty of Philology. English and American Language and Literature*

*- Degree(s) or Diploma(s) obtained, date:* ***BA Diploma*** *in English Language and Literature*

**Language Skills**

Mother tongue: Albanian

Foreign languages: indicate competence on a scale of 1 to 5 (1-basic; 2-fair; 3-good; 4-very good; 5-excellent)\*

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| **Language** | **Reading** | **Speaking** | **Writing** |
| EnglishSerbianGerman  | 553 | 553 | 543 |

**Interpretation Services offered**

|  |  |  |
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| ***Language combination*** | ***Consecutive Interpretation******(Yes/ No)****(If Yes, indicate number of days of experience)* | ***Simultaneous******Interpretation(Yes/ No)****(If Yes, indicate number of days of experience)* |
| *English – Albanian- English*  | *YES**1000Days* | *YES**1200Days* |

**Professional Experience**

Please either provide details of your professional experience in the table below or attach your own CV format containing all the requested information.

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| **Dates** | **Name and Address of Employer** | **Position held or****Occupation** | **Main Activities and Responsibilities** |
| September 2010 – November 2016 (6 years) | EULEXEuropean Union Rule of Law Mission in KosovoFarmed Building Pristina Kosovo  | Interpreter/translator | * I have provided simultaneous and consecutive interpretation from Albanian into English and vice versa during court proceedings at Basic and Court of Appeals, serving as official verbatim interpreter.
* I have provided proof-reading, editing and quality control for translations, meeting and maintaining always the highest standards and requirements in accordance with the SOPs.
* Provide translation of legal various documents (judicial-prosecutorial-EULEX correspondence emails, court rulings, judgments, criminal reports, investigative hearing interviews, etc.
* Compilation of judicial glossary (Albanian to English and English to Albanian) with most common terms used in enacting clauses of judgments, rulings and appeals.
* Provide interpretation services in 2 regional workshops in Albania and 1 national conference
 |
| November 2009 to September 2010(1 year) | “IJPCThe Independent Judicial and Prosecutorial Commission  | Interpreter/Translator | * Support to daily management/administrative issues of the project
* The objective of the project mandate was to provide consistently accurate and high-quality translation, both oral and written, in English/Albanian and vice versa; this includes oral, simultaneous and consecutive interpretation and translations of texts, including legal documents and reports.
* Ensured the adherence of established translation standards in order to provide delivery of consistent and coherent translation services throughout the project.
* Collectively with the supervisor ensure the work of the unit are completed and delivered timely;
* Ensure clearance and approval of all translated documentation by the management;
* Keep track of all documents and maintain copies of the translated materials;
* Interpret in meetings, roundtables and workshops (consecutive/simultaneous mode)
 |
| December 2008 to November 2009(1 year) | The Ministry of Foreign Affairs of the Republic of Kosovo | Head of Language Unit /Interpreter/ Translator | * Translate or facilitate understanding
* I have provided interpretations during the meetings between MoFA of Kosovo and foreign delegation, foreign ambassadors, foreign ministers, Prime-ministers, and other high representative of EU, UN agencies (UNDP, UNICEF, UNESCO, etc.)
* Prepare materials such as handouts, lecture notes, and slides in the appropriate language
* Prepare materials for presentations and training
* Allocate material to other translators for translation and interpretation as required
* Proofread and/or edit materials translated by self and others
* Supervise work of other translators/interpreters for whom he is responsible
* Keep translated documents logged and filed in an organized manner
 |
| June 1999 to November 2008(9 years) | NATO/KFOR United States Army Forces  | Linguist  | * Interpreting from English into Albanian and vice versa using simultaneous and consecutive modes.
* Interpreting during high level meetings
* I provided interpretation for various KFOR military officers and non-commissioned officers in meeting with Municipality Mayors
* Location of assignments: Providing interpretation during the visits of municipal mayors and other officials visiting Camp Bondsteel (Ferizaj, Kosovo), Camp Montieth (Gjilan), I have also interpreted in various TV and radio live shows, meetings at municipal assembly, courts, hospitals, local government officials, firefighters, police,
* Provided translation for various documents related to military terminology, translations of newspapers and other docs as required, etc.
 |
| 31.10.2016-4.11.2016 | Council of EuropeOffice in Pristina Kosovo Topic:“Corruption Risk Assessment in Courts and Prosecution” | Interpreter | * Ensuring the efficient flow of work in the translation team
* Providing daily interpretation between Albanian and International members of the staff
* Providing interpretation for incoming visitors
* Providing simultaneous interpretation at official meetings, conferences at Kosovo Courts and Prosecution Offices
 |
| 07.11.2016 to 11.11.2016 | Council of EuropeOffice in Pristina Kosovo Topic:Corruption Risk Assessment in the Public Procurement field | Interpreter | * Ensuring the efficient flow of work in the translation team
* Providing daily interpretation between Albanian and International members of the staff
* Providing interpretation for incoming visitors
* Providing simultaneous interpretation at official meetings, conferences at Kosovo Courts and Prosecution Offices
 |
| 18.11.2016 –to 18.112016 | Council of EuropeOffice in Pristina Kosovo “Meeting with rectors from the Public Universities in Kosovo” | Interpreter | * Providing daily interpretation between Albanian and International members of academic staff ;
* Providing interpretation for European Irish Experts in Academic Field of Expertise to Kosovo Rectors of Public Universities in Pristina, Mitrovica, Gjilan, Gjakova and Peja.
 |
| Census 2014  | Kosovo Statistical Agency – UNOPS Pristina  |  Translation  | * Translation of census data
* Registration of households
* Registration of livestock
* Registration of agricultural machinery, equipment, vegetables and fruits
* Various statistical charts, etc.
 |
| 26 January 2015 | Pushing for ‘Normalization of Relations’ Between Kosovo and Serbia through the Process of EU Integration -A Policy Proposal for the Design and Content of Chapter 35 of Serbia’s Accession Negotiations | Interpretation  | Interpretation for the participants in the conference  |

 **Experience in Interpretation**

Please provide details of your interpretation experience in line with the requirements in the Terms of Reference either in the table below or attach your own CV format containing all the requested information.

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| **Dates** | **Location** | **Client** | **Language****Combination** | **Type of****Interpretation** | **Terminology/ Vocabulary employed** |
| 31.10.2016-4.11.2016 | Pristina Kosovo  | Council of Europe Office in Pristina, Kosovo | English- Albanian- English | Consecutive&Simultaneous | Justice Judicial and Prosecutorial Independency of court and prosecution free of politics.Human Rights, Multiethnic Relations  |
| 07.11.2016—11.11.2016 | Pristina,Kosovo |  Council of Europe Office in Pristina, Kosovo | English- Albanian- English | Consecutive / Simultaneous | JusticeProcurement Public local and central administrationKosovo Procurement economy, Procurement, Customs, politics,EU Integration and approximation  |
| 17.11.2010 to 15.11.2016  | Pristina, Gjilan, Ferizaj, Gjakova, Peja,etc.  | EULEX  | English- Albanian- English | Consecutive / Simultaneous | Aid to Kosovo Judiciary and Prosecutorial institutions, Kosovo Police, Kosovo Customs, Kosovo Correctional Service |
| November 2009 to September |  Pristina, Kosovo | IJPC | English- Albanian- EnglishEnglish-Serbian-English | Consecutive / Simultaneous | Human Rights, , EU Integration, Selection and Vetting Process for Judges and Prosecutors of Kosovo |
| June 1999 to November 2008 | Ferizaj, Camp Bondsteel, Kosovo | NATO KFORUNITED STATES ARMY  | English- Albanian- EnglishEnglish-Serbian-English | Consecutive / Simultaneous | Kosovo security, Cooperation with Kosovo Police and Kosovo Protection Corps,Public AdministrationCross-border of |
|  March 29 2013 | Pristina  | UNDP | English- Albanian- English |  Translation  | Role of woman involvement in the environmental matters What are the legal sources/advocacy Law on association/campaign/demonstration Participation in the decision-making processes Steps from the initiation of an appeal/case to its submission before court. |
| Census 2014 | Kosovo wide  | Kosovo Statistical Agency UNOPS | English- Albanian- English |  Translation  |  Statistical data  |
| 25 January 2015 | Group for Political and Legal Studies  | Pristina, Kosovo  | English- Albanian- English |  Translation  | Bilateral relations, EU integration, Transportation of goods, workers,Food safety, veterinary and phytosanitary policy, |

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| 10 November 2015  | World Bank Kosovo office, IFC  | Empowerment of Regulatory Impact Assessment  | English- Albanian- English |  Translation  |  Unification of government policies |
|  14 November 2016 |  European Training Fund  | TORINO PROCESS- ANALYSIS OF VETPOLICIES IN COUNTRY | English- Albanian- English |  Translation  |   Vocational/Education/ Training  Approximation with Torino Process  |
| 18 November 2016 | IPA Program Cross-Border Cooperation Fredrick Ebert Shtiftung  | Achievements and Challenges of the Gender Balanced Policies in Kosovo | English- Albanian- English |  Translation  |  Gender equality  Inter-border cooperation with Macedonia Advocacy on gender issued  |
| 25, 26 and 27 August 2016 | Ministry of Environment and Spatial Planning & OSCE  | Presentation of the main international housing standards | English- Albanian- English |  Translation  | Environment and Spatial PlanningPresentation of Social housing models and comparative analyseswith the aim of selecting the most suitable models for Kosovo |
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**References**

Please provide references of three clients for interpretation services in the required language combinations as specified under the point 6 of the Terms of Reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Client** | **Address** | **Contact Person** | **Email** | **Telephone Number** |
| EULEX | EULEX Farmed Building nn Pristina, Kosovo  | Sahit Shabani | Sahit.shabani@eulex-kosovo.eu  | +37745180329 |
| NATO KFOR | Camp BondsteelKosovo Ferizaj | Asher Ahrendt | Asher.ahrendt@eur.army.mil  | +37744504224 |
| MoFA of the Republic of Kosovo | Rr Luan Haradinaj Prishtine, Kosovo | Avni Zogu  | Avni.zogu@rks-gov.net  | +37744374636 |

\* The Contracting Authority reserves the right to contact the proposed experts at any time and check their language competence level.

\*\* The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.