

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:166915-2014:TEXT:EN:HTML>

**Belgium-Brussels: Call for expressions of interest JUST/2014/AMIJ/001 for the establishment of a list of experts to assist the European Commission in the framework of the management of the justice programme and the rights, equality and citizenship programme 2014/S 096-166915**

**1. Contracting authority:**

European Commission, Directorate-General for Justice, Unit A4 Programme Management, MO 59 04/021, 1049Brussels, BELGIUM. E-mail: [just-ami@ec.europa.eu](mailto:just-ami@ec.europa.eu)

**2. Application procedure (It is planned that DG Justice will use a new IT platform for the management of its funding activities in the future. DG Justice will transfer as much information as possible onto the new platform. However, it may be necessary for experts who have already been selected to input some, or possibly, all of their data again onto the new platform. If necessary, the experts concerned will be contacted by e-mail and a corrigendum to the call notice will be published.):**

The objective of this call for expressions of interest is to set up a list of external experts to assist the Commission in relation to the implementation of the justice programme and the rights, equality and citizenship programme and the achievement of the objectives of these programmes.

Expressions of interest shall be submitted in one of the official languages of the European Union by electronic means only using Priamos, the DG Justice grants management system. Priamos allows applicants to register, to download application forms and to submit their applications.

Applicants are asked to submit their applications following the instructions provided on the website of the DG Justice: [http://ec.europa.eu/justice/contracts/index\\_en.htm](http://ec.europa.eu/justice/contracts/index_en.htm)

To access the mandatory application form the applicant is required to register in Priamos at the following address: [http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

Questions regarding technical issues on registration and application via Priamos may be sent by e-mail to the Priamos helpdesk: [home-just-priamos-usm@ec.europa.eu](mailto:home-just-priamos-usm@ec.europa.eu)

Questions regarding the other conditions of the call for expression of interests may be sent by e-mail to the functional mailbox hereunder indicating clearly the reference of the call for expressions of interest [just-ami@ec.europa.eu](mailto:just-ami@ec.europa.eu)

Applicants may apply for several areas by completing the relevant boxes on the application form.

In the interest of equal treatment of applicants, the Commission cannot give any prior opinion on the compliance of any applicant with the selection criteria.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

**3. Information and documents to be provided:**

In the application form the applicants shall provide their full contact details and list the specific fields indicated at point 7 they are applying for.

By completing and submitting the application form, applicants confirm that they are not in one of the situations of exclusion listed at point 10, this declaration being an integral part of the application form.

The supporting evidence to be provided for the evaluation of the selection criteria is indicated under point 11.

**4. General description of the procedure:**

Interested parties are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will draw up a list of experts who meet the criteria set out under point 11.

Where a particular task as referred to in point 6 and relating to one of the fields described at point 7 is to be performed by an external expert, the contracting authority will assign the task to experts on the basis of their skills, experience and knowledge and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

The contracting authority will, in so far as possible, ensure that the experts are used in a balanced manner and with an appropriate rotation. Account shall be taken of the geographical origin, linguistic and professional profile of applicants. Whilst maintaining the principle of choosing the most qualified experts, the contracting authority will also seek to obtain a balance between men and women.

5. **Protection of personal data:**

If the processing of your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested that is required for the purposes indicated above in point 4 will be processed solely for those purposes by the contracting authority indicated in point 1. The entity acting as data controller shall be the Directorates-General for Home Affairs and Justice, Shared Resources Directorate, Unit SRD.01 Budget, control and ex-post audits, 1049 Brussels, BELGIUM. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

The experts' personal data may be registered in the early warning system (EWS) only or both in the EWS and the central exclusion database (CED) by the Accounting Officer of the Commission, should they be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

6. **Use of the experts:**

The experts included in the list resulting from this notice will be used exclusively to carry out tasks described below, with a maximum threshold of 134 000 EUR of total payments per expert for the whole duration of the call for expressions of interest, including both remunerations and reimbursements.

Tasks:

- I) Evaluating and facilitating the evaluation of proposals received in response to calls for proposals.
- II) Evaluating and monitoring projects that may include the following tasks:
  - evaluating project reports,
  - evaluating project deliverables, outputs and results,
  - project monitoring and on-site visits.
- III) Tasks related to the analysis and/or monitoring of programmes projects, such as the drafting of reports, summaries, preparation of presentations and other materials required for the promotion of the programme projects, participation in meetings with beneficiaries and other stakeholders.
- IV) Tasks relating to the provision of opinions and specific advice to the Commission in the areas referred to in point 7; this may include an evaluation of the legal, social and economic dimension of these areas.

7. **Areas covered by the call for expressions of interest:**

The contracting authority may need external assistance in the following areas:

- a) violence against children, young people and women, as well as violence against other groups at risk;
- b) rights of the child;
- c) protection of privacy and personal data;
- d) citizenship of the Union including issues related to EU citizens' right to free movement, political rights of citizens, consular protection for unrepresented EU citizens in a third country, the interaction between citizenship and Member States' nationality;
- e) consumers rights including digital products;
- f) contract law;
- g) Prevention of and combatting discrimination on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, and combatting racism, xenophobia, homophobia, anti-Semitism and other forms of intolerance; diversity management at the workplace and the business case of diversity;
- h) the rights of persons with disabilities;
- i) equality between women and men;
- j) European civil law, including the contribution of law reform to the functioning of the single market;
- k) European criminal law;
- l) training of legal practitioners;
- m) the rights of victims, procedural rights and detention;
- n) national and EU activities in the area of e-justice;
- o) national and EU activities in the area of access to justice including legal aid, minimum standards of procedure, rule of law and effectiveness of justice systems;
- p) drug control policy including drug demand reduction, drug supply reduction and new drugs.

8. **Place of delivery:**

As required, tasks may be carried out at the contracting authority's premises, at any premises where an event organised by the contracting authority will take place, or remotely, using IT tools supplied by the Commission.

9. **Duration of the call for the expressions of interest and validity of the list:**

The list resulting from this notice is in the application for the duration of the justice and the rights equality and citizenship programmes (2014–2020).

See: <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2013:354:SOM:EN:HTML>

Interested parties may submit an application in response to this call for the expressions of interest at any time until 30.9.2020.

This list may be used until 31.12.2021 for activities relating to the evaluation of projects that have been initiated under these programmes.

10. **Exclusion criteria:**

Experts shall be excluded from participation if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of 'res judicata';
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

(f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;

(g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

Before signing a contract experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

11. **Selection criteria:**

Experts to be placed on the list shall be selected on the basis of their professional and technical capacity to perform the tasks described in this call according to the following criteria:

a) the applicant shall be a natural person, not a legal entity;

b) a minimum of a university degree or equivalent that enables them to undertake post graduate studies; in the absence of a degree the applicant should demonstrate that they have an equivalent recognised professional qualification and experience;

c) a minimum of 7 years of experience in the area(s) for which the applicants are applying. This may include practical experience with the preparation, implementation, monitoring and/or evaluation of EU-funded projects, relevant academic work, contributions to conferences, participation in associations active in the areas for which they are applying or other experience relevant to the performance of the tasks listed in point 6;

d) as evaluations are performed in English; applicants must have the ability to work in English (minimum C1 level). Please refer to <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

All the above requested selection criteria shall be assessed solely based upon the information applicants provide in the application form and annexes.

The applicants shall complete the application form and provide the following documents:

— a PDF version of an up-to-date CV in the Europass format (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>),

— a PDF version of the legal entity form:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

— a PDF version of the financial identification form:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

A numbered list of documents (studies, papers, published articles) supporting the application may be included.

12. **Conditions of remuneration and reimbursement of experts:**

Experts shall be remunerated at a fixed price of 450 EUR per day of work or proportionally adjusted if worked less than full day. The equivalent of 1 day workload will be indicated in the contract. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

13. **'Ex post' transparency:**

If the contracting authority has concluded a single contract with an expert of more than 15 000 EUR, the name, the locality (region of origin), amount and subject of the contract shall be published on the website of the contracting authority no later than 30 June of the year following the contract award. The information shall be removed 2 years after the year of contract award.

14. **Date of dispatch of notice:**

8.5.2014.

15. **Date of receipt by the Publications Office:**

8.5.2014.