

Call for expressions of interest

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1. Contracting authority

European Commission
Directorate-General for Regional and Urban Policy
Competence Centre Smart and Sustainable Growth
BU-1 04/188
B-1049 Brussels
Email: REGIO-CEI-AMI-EXPERTS@ec.europa.eu

2. Application procedure

The objective of this call for expressions of interest is to set up a list of **external experts to support Cohesion Policy, regional and urban development**.

Expressions of interest should be submitted by email at the following address: REGIO-CEI-AMI-EXPERTS@ec.europa.eu.

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

Interested parties should provide their full contact details and indicate the specific fields of their interest among those listed under point 7.

The following files or documents should be submitted:

- a) **Standard Application Form** completed ([Annex I, Excel format](#))
- b) **Legal Entity Form** completed and signed ([Annex II, pdf format](#))
- c) For natural persons, **copy of the identity card / passport** ([Annex III, pdf format](#)), or

For legal entities, **copy of the VAT registration document**; if the VAT number does not appear on this official document, a copy of any other official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number provided by the national authorities. In addition, **documentary evidence** is required **for the unavailability of the expert to be assigned tasks *ad personam*** (for example, the employment contract of the expert or any other document mentioning an exclusivity clause whereby expertise services for other parties can only be contracted through the legal entity) ([Annex III, pdf format](#))

- d) **Financial identification form** completed, signed and stamped ([Annex IV, pdf format](#))
- e) **Document(s) providing evidence of the ability to draft and communicate** in English and at least one other official EU language ([Annex V, pdf format](#))
- f) **Document(s) providing evidence of the professional experience** in the field(s) selected ([Annex VI, pdf format](#)) (The supporting evidence to be provided for the evaluation of the selection criteria are indicated at point 11.)
- g) **List of projects, studies & publications** in the last seven years relevant to the field(s) chosen ([Annex VII, pdf format](#))
- h) **Curriculum vitae** – *Europass* or other form ([Annex VIII, pdf format](#))

- i) **Declaration of honour** on exclusion criteria and selection criteria signed and dated (Annex IX, pdf format)

The application forms and instructions on submitting applications are available on:

http://ec.europa.eu/regional_policy/index.cfm/en/newsroom/funding-opportunities/calls-for-expressions-of-interest/

The documents listed in points b), d) and i) will have to be submitted in original before signature of the first contract.

The Commission reserves the right to request additional or updated documents and to review its assessment of the Application file on the basis of the original documents submitted.

4. General description of the procedure

As a general rule, this call is open to natural persons or, if they are employed by a legal person, to authorised representatives of these entities.

The contracting authority will draw up a list of experts who meet the criteria set out at point 11. This list comprises sub-lists, corresponding to each of the fields described at point 7.

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

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your 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 are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you 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),
- 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)

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for tasks to be carried out as follows:

- execution of the tasks within the fields described at point 7, with a maximum threshold of € 130 000 of total payments (including both remunerations and reimbursements) per expert.

7. Full description of the fields covered by the call for expressions of interest

Tasks to be performed by the experts

- Drafting of terms of reference for call for proposals and tender invitations;
- Evaluation of proposals for the award of grants;
- Evaluation of tenders for procurement;
- Evaluation of projects submitted for RegioStars awards;
- Participation in conferences, workshops, seminars or meetings;
- Drafting of discussion papers and guidance documents in the thematic fields listed below;
- Technical assistance for the follow-up and final evaluation of pilot projects and preparatory actions;
- Cost-benefit-analysis of projects
- Technical advice and strategic guidance (to Commission services but also to Member States on Commission request) with regard to any of the following areas:
 - o Strategic assessments of national or regional policies, strategies and investment plans related to the programming documents, fulfilment of Action plans on ex-ante conditionalities for the 2014-2020 programming period;
 - o Advice to the Commission and/or to Managing Authorities and other national/regional authorities on the design of implementation measures (including simplification) and set up of indicators;
 - o Establishment of milestones and targets in the 2014-2020 performance framework;
 - o Support the dissemination of information by preparing specific publication and meetings, workshops and conferences;
 - o Assessments or peer review of actions planned for / implemented with Structural Funds funding ;
 - o Advice on the closure of programmes with Structural Funds funding;
 - o Assessment of specific themes, national legal frameworks (including State aids & financial instruments) and operating modalities;
 - o Establishment and development of capacity building measures related to all ESI Funds stakeholders;
 - o Assessment of payments circuits, management and control systems;
 - o Coordination with national audit authorities and Commission Services, examination of accounts, audit related desk reviews, on the spot audit missions and associated follow-up actions, statistical and non-statistical sampling;
 - o Assessment of technical specifications and unit costs for works, services or supplies co-financed by the Structural Funds;
 - o Socio-economic analyses in thematic fields and/or in EU countries or (group of) regions;

List of thematic fields

1. Research & innovation (including smart specialisation)
2. Synergies with other EU funding opportunities for R&I
3. Digital growth/ICT applications and services
4. Digital access infrastructure/Next Generation Networks (NGN)
5. Competitiveness of small and medium-sized enterprises
6. Social innovation
7. Corporate Social Responsibility
8. Environmental protection / Risk Prevention & Risk Management
9. Energy: Sustainability, efficiency, renewability
10. Resource efficiency: Water sector
11. Resource efficiency: Waste sector
12. Sustainable transport: Roads
13. Sustainable transport: Railway
14. Sustainable transport: Airports
15. Inland waterways (including ports) and Maritime (including seaports)
16. Multi-modal transport
17. Comprehensive transport plans (including Sustainable Urban Mobility Plans)
18. Low-carbon economy

19. Climate change adaptation
20. Employment (including Youth employment) / Labour market
21. Health sector
22. Social inclusion / Poverty reduction
23. Roma inclusion
24. Active and healthy ageing
25. Education, skills and lifelong learning
26. Gender equality
27. Non-discrimination / Disabilities
28. Socio-economic analysis
29. Evaluation; performance framework
30. European Territorial Co-operation
31. Macro-regional and sea basin strategies
32. Urban development
33. Common Agriculture Policy (including rural development)
34. Common Fisheries Policy
35. Integrated Maritime Policy
36. Territorial instruments (ITI and CLLD)
37. Financial engineering
38. Institutional capacity and efficient public administration
39. Relations between levels of governments in the design and implementation of development policies
40. Analysis of the structure and functioning of national and sub-national budgets and public expenditure
41. Programmes and projects State aid issues
42. Public procurement – e-Procurement
43. External auditing and audit support
44. Information and Communication

8. Place of delivery

As required, tasks may be carried out at the European Commission's premises, or remotely, using electronic communication tools. They also may need to be performed on other sites that will be mentioned on the contract's specifications.

9. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for three years from dispatch of this notice. Interested parties may submit an application at any time prior to the last three months of validity of the list.

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.

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.

In case of individual assignment, experts will be requested to confirm the absence of conflict of interest (Annex 3 to the contract).

11. Selection criteria relating to technical and professional capacity

- *Criterion:* Relevant professional experience in the field(s) selected
- *Threshold:* 7 years or more¹
- *Supporting evidence:* copy of contracts, any other documents confirming the length and the level of the professional experience; Annex VII to the application file (List of projects, studies and publications) will provide clear indication of the subject / thematic work and of the start/end dates

- *Criterion:* Ability to draft and communicate in English and at least one other EU official language
- *Threshold:* C2 level for one of the European Commission official working languages (English, French, German), at least B1 level for a further working language or other EU official language indicated in the application form²
- *Supporting evidence:* copy of certificates, studies, reports, publications...

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of **750** euros/day worked. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

¹ Work experience in both the private and public sector will be taken into consideration.

A Ph.D. or a master's degree cannot be considered as professional experience.

The length of professional experience is determined relative to the month when the application is received.

² Language levels of the Common European Framework of Reference:
<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

A single final payment will be made.

13. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the website of the contracting authority.

If an expert has concluded a contract of more than €15 000, 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 contract award. The information shall be removed two years after the year of contract award.

14. Date of dispatch of notice

15. Date of receipt by the Publications Office