



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)
Department A - COSME, H2020 SME and EMFF
Unit.A.3 - EMFF

**Call for expression of interest for the establishment of a list
of experts to assist the Executive Agency for Small and
Medium-Sized Enterprises (EASME)
in relation to direct management actions
under the European Maritime and Fisheries Fund (EMFF)**

1. Contracting party

Executive Agency for Small and Medium-Sized Enterprises (hereinafter "EASME")

European Commission

B-1049 Brussels

<http://ec.europa.eu/easme>

Email: EASME-EMFF-experts@ec.europa.eu

2. Objective of the call for expression of interest

The Executive Agency for Small and Medium-Sized Enterprises (EASME) invites applications from individuals with a view to be included in the Commission database of experts. EASME could call on experts in connection with evaluation activities and monitoring of actions delegated to the EASME under the European Maritime and Fisheries Fund (EMFF) (2014-2020)¹.

Subject to the applicable criteria and procedures established by Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012², EASME may appoint external experts to assist with the:

- (1) Evaluation of proposals in response to calls for proposals aiming at implementing the EMFF
- (2) Evaluation of finished and ongoing activities or projects under EMFF
- (3) Monitoring of the implementation of actions carried out under EMFF.

Experts must be specialised in one or more of the following fields related to the Integrated Maritime Policy and the Common Fisheries Policy:

1. Marine environment

- Marine biology
- Marine ecosystems
- Integrated coastal zone management
- Marine environmental policies
- Fisheries science
- Marine litter
- Marine ecosystems restoration

¹ Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council, OJ L149/1 of 20/5/2014.

² OJ L 193, 30.7.2018, p. 1

2. Maritime/blue economy, maritime engineering and technologies
 - Aquaculture, seafood industry
 - Coastal and maritime tourism
 - Maritime services, waterborne transport, ports
 - Ocean engineering, shipping, shipbuilding
 - Marine renewable energy, offshore and underwater technologies
 - Marine biotechnology
 - Innovation and SME business development
 - Maritime clusters
3. Skills for the blue economy
 - Education and training for maritime professions
4. Cross-cutting marine/maritime action areas
 - Marine knowledge and research, ocean observation and monitoring, oceanography
 - Maritime security and surveillance
 - Maritime spatial planning
 - International ocean governance
 - Maritime economy
 - Marine and maritime data processing and analysis
 - Collaboration with non-EU countries in the Mediterranean
 - Community-Led Local Development

Experts may indicate in their application under "other information tab" also other fields of expertise and other additional information they may have in relation to the Integrated Maritime Policy or the Common Fisheries Policy or their experience in the evaluations or monitoring activities of EU projects.

3. Registration procedure

1. Individuals are invited to apply as independent experts via the "Funding & tender opportunities Portal" (hereinafter "F&T Portal") and indicate clearly their domain or domains of competence in the list above at the following website address:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

In the [F&T Portal](#) experts can find under "Quick links" section many useful information such

as the FAQ, model contract, methodology for experts fees, etc.

2. All exchanges with experts, including the conclusion of contracts for their appointment and any amendment thereto, shall be carried out through the electronic exchange systems set up in accordance with Article 148 of the [Regulation \(EU, Euratom\) No 2018/1046](#) of the European Parliament and of the Council.

By submitting their application via the website address mentioned in subparagraph 1), experts agree to accept using the electronic exchange system for interactions with the Commission or EASME. All communication made through the electronic exchange system (including signature of the contract, amendments, notifications, requests for payment, etc.) are considered equivalent to paper documents, shall be admissible as evidence in legal proceedings, shall be deemed to be the original of the document and shall enjoy legal presumption of its authenticity and integrity, provided it does not contain any dynamic features capable of automatically changing it. The electronic signatures shall have the equivalent legal effect of handwritten signatures.

3. The relevant services will be able to access expert's profile even if the application is not 100% completed. However, in order to be selected and contracted all sections of experts application need to be duly completed.

Experts who already registered in the database of independent experts drawn up for the implementation of EU programmes and who wish to apply for the EMFF, are invited to declare their interest in being considered for EMFF assignments by duly updating their area of expertise in line with the new set of EMFF specialist fields and pre-defined areas. This must be done via your Expert area in the F&T Portal.

4. Expenditure on preparing and submitting expression of interest will not be reimbursed by EASME.
5. Inclusion in the database entails no obligation on the part of the contracting authority to conclude contracts with registered persons.

4. Validity of the call

The call for expression of interest is permanently open - no deadline - under the current EMFF Regulation (2014 - 2020).

5. Selection of the experts

EASME will call on experts for assistance for evaluation and monitoring of activities as indicated above in point 2. To this end, EASME will draw up a list of experts who meet the criteria set out at point 6 and will evaluate the selection criteria indicated in point 6.2 based on the information provided by the experts in their online application.

Depending on the evaluation or monitoring activity, the contracting party will invite either all experts entered on the list or only some of them 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.

EASME will implement appropriate mechanisms to ensure a reasonable rotation of independent experts for evaluations from one year to the next.

6. Selection criteria

In order to be selected, the experts must fulfil the following requirements:

- (a) hold a university degree or a level of education corresponding to completed university studies of at least three years, certified by a diploma;
- (b) have at least five years of professional experience, including at least three years acquired in one of the topics mentioned in point 2 (Objective of the call for expression of interest);
- (c) appropriate working knowledge of English³.

7. Contracting

Prior to the signature of their contract, the **experts** must:

- attest that they agree to abide by the terms of the code of conduct (including confidentiality aspects) in the electronic exchange system. In particular, they will be required to sign a declaration certifying that there is no conflict of interest at the time of contracting and that they undertake to inform EASME if any conflict should arise in the course of their duties.

Prior to the signature of their contract, EASME may request the selected experts to present supporting documents (i.e., copy of university degree and certificates of working experience).

Contracts signed under this call for expression of interest will be standard expert contracts concluded with a fixed fee of €450 (four hundred and fifty euro) per working day for meetings and work that require travel. For remote work, each day is split in 10 units and the contract details how many units each task is worth, for instance, the completing of an individual evaluation report of EMFF actions is reimbursed at the level of 6 units (equal to 0.6 days). Travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

As a general rule, contracts will not cumulatively **exceed 30 working days per year**.

8. Place of work

As required, tasks may be carried out at the EASME premises, at any other premises where an event organised by EASME will take place, or remotely, using electronic communication tools.

9. Processing of personal data

The personal data collected in the context of the present call will be processed in accordance with Regulation (EC) No 45/2001⁴ "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". Details concerning the processing of the experts' personal data are available on the [privacy statement](#) in the F&T Portal.

³ Minimum level C1 in English following the Common European Framework for Reference for Languages.

⁴ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 (currently under revision)

10. Ex-post transparency

The names of experts who have assisted EASME in the implementation of EMFF together with the subject of their tasks shall be published annually on the F&T Portal. Such information shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

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 EASME website no later than 30 June of the year following the contract award. The information shall be removed two years after the year of the contract award.