

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:88796-2012:TEXT:EN:HTML>

**B-Brussels: call for expression of interest to establish a list of experts to assist the Directorate-General for Regional Policy in the appraisal, implementation and monitoring of cohesion policy interventions  
2012/S 55-088796**

1. **Introduction:**

On 11.7.2006 the Council adopted Regulation (EC) 1083/2006. Article 45 on technical assistance at the initiative and/or on behalf of the European Commission foresees that the Funds may finance preparatory, monitoring, administrative and technical support necessary for implementing this Regulation. These actions may include, inter alia, expert reports, measures to disseminate information, networking, and exchange experiences throughout the Union.

On 17.7.2006, the Council adopted Regulation (EC) 1085/2006. Article 10 on the regional development component foresees that the Funds may finance the preparation for the implementation and management of the Community's cohesion policy, in particular in their preparation for the European Regional Development Fund and the Cohesion Fund.

On 6.10.2011 the European Commission adopted a proposal for a regulation of the European Parliament and of the Council laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund covered by the common strategic framework and laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1083/2006. Article 51 on technical assistance at the initiative of the European Commission foresees that the Funds may finance, inter alia, assistance for project preparation and appraisal, including with the EIB, support for institutional strengthening and administrative capacity building, measures related to the analysis, management, monitoring, information, exchange and implementation of the CSF Funds, as well as measures relating to the implementation of control systems and technical and administrative assistance; evaluations, expert reports, statistics and studies, including those of a general nature, concerning the current and future operation of the CSF Funds; actions to disseminate information, support networking, carry out communication activities, raise awareness and promote cooperation and exchange of experience, including with third countries, the strengthening of national and regional capacity regarding investment planning, needs assessment, preparation, design and implementation of financial instruments, joint action plans and major projects.

2. **Contracting authority:**

European Commission, Directorate-General for Regional Policy, Unit D2 'Thematic coordination, innovation', CSM1 4/62, 1049Brussels, BELGIUM. E-mail: [regio-cei-ami-experts@ec.europa.eu](mailto:regio-cei-ami-experts@ec.europa.eu)

3. **Aim of the call**

3.1. **Purpose:**

The European Commission is issuing this call with the aim of establishing a list of experts from which the Commission may select, as needed, one or several experts for specific tasks to the activities of the Directorate-General for Regional Policy. Persons who are interested in having their name entered on a list of candidates are invited to submit an application in accordance with the rules set out below. The list drawn up following this notice will be used solely for contracts whose estimated value is below the thresholds laid down in the relevant public procurement directives (currently the threshold is 130 000 EUR). The authorising department will draw up a list of candidates who meet the criteria set out in points 4.2 and 4.3 below.

For each specific contract relating to the field(s) described in Section 4, the authorising department will send the specifications to candidate(s) on the above list selected on the basis of objective and non-discriminatory criteria.

3.2. **Subject of assignments:**

The experts' duties will be to assist the European Commission in the performance of the following tasks:

- drafting of terms of reference for calls 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 thematic fields described under Section 4,
- technical assistance for the follow-up and final evaluation of pilot projects and preparatory actions assigned to the Directorate-General for Regional Policy,
- technical advice and strategic guidance with regard to any of the following areas:
  - negotiation mandates, partnership contracts and operational programmes for the 2014–2020 period (notably, strategic assessments of national or regional policies, strategies and investment plans related to the programming documents),
  - identification of relevant thematic objectives and investment priorities on the basis of individual regional or national challenges and strategies,
  - identification and assessment of 'ex ante' conditionalities for the 2014–2020 period,
  - establishment of milestones and targets in the 2014–2020 performance framework,
  - support the dissemination of information by preparing specific publications and meetings, workshops and conferences,
  - participation in seminars in the field, short discussion papers, assessments or peer review of actions planned for Structural Funds funding,
  - assessment of specific themes, national legal frameworks and operating modalities.

The tasks will be carried out within the deadlines agreed with the European Commission services.

3.3. **Remuneration of experts:**

Experts will be remunerated at the following fixed rate:

3.3.1. Fee:

The selected expert will receive for his/her services rendered in the framework of this call for expression of interest the following amounts:

- experts with 7 year's professional experience and more: 700 EUR/working day,
- experts with less than 7 years' professional experience: 500 EUR/working day.

A working day is considered to be 1 working day of the selected expert, where the normal work time for 1 day respects the law and regulations in force in the country where the services are to be performed. Hours worked beyond normal daily work time shall not be payable.

The rates above shall cover the salary costs and all other costs such as social security costs, administrative costs and overhead costs. It is not foreseen to revise these rates during the validity of the list.

3.3.2. Reimbursement of travel expenses:

If needed for the performance of the tasks and provided that it is foreseen in the contract, the selected expert will receive reimbursement for his/her travel and accommodation expenses according to the rates applicable to the European Commission's staff and on the basis of original supporting documents (e.g. invoices). In the case of online bookings, the printout of the electronic reservation is required. The documents supplied must show the

class of travel used, the time of travel and the amount paid. European Commission rules for the ceiling of such expenses are published at [http://ec.europa.eu/regional\\_policy/tender/expression\\_en.cfm](http://ec.europa.eu/regional_policy/tender/expression_en.cfm) and will apply.

#### 3.3.3. Method of payment:

A single final payment will be allowed to cover the amount due under the contract. It will be payable within 30 days after approval by the European Commission of the final deliverable (assuming that the expert has issued an invoice/payment claim together with the final deliverable). Approval by the European Commission of the deliverable, meaning acceptance by the Commission of the services rendered under the contract, in quantity and quality, is a precondition for release of the final payment due to the expert under the contract.

No prefinancing payment will be allowed under this contract.

#### 3.3.4. Liquidated damages:

Where the selected expert fails to perform the tasks assigned to him/her within the time allowed by the contract, then liquidated damages may be applied, calculated at the rate of 0,2 % of the amount specified in the contract, per calendar day of delay, running from the deadlines set in the contract.

#### 3.3.5. Guarantees:

No financial guarantees are requested to be supplied for contracts issued in the framework of this call.

### 3.4. **Processing of personal data:**

If registration of the replies to this call 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, replies to the questions of the application form and any personal data requested are required to evaluate the application and will be processed solely for that purpose by Mr Rudolf Niessler, Director ([rudolf.niessler@ec.europa.eu](mailto:rudolf.niessler@ec.europa.eu)). 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)

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 European Commission, should you be in one of the situations mentioned in:

— the European 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 European Commission Regulation No 1302/2008 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))

### 4. **Fields covered by the call for expression of interest:**

The Commission may need external expertise for the tasks described under point 3.2 above, in the following fields:

#### 4.1. **Contribution to specialised subjects (Field 1):**

— Participation in events/meetings to discuss policy issues in specific subjects.

— Specific knowledge and experience in the identification of new trends and strategic advice on future policy challenges.

— Technical writing for the preparation of guidance documents, manuals or brochures with regard to internal procedures of the European Commission.

— Discussion papers on policy issues.

#### 4.2. **Information and communication (Field 2):**

— Corporate identity for written publications on issues related to cohesion policy interventions.

- Corporate identity for audiovisual communication material on issues related to cohesion policy interventions.
- Information and publicity requirements in cohesion policy interventions.
- 4.3. **General regional policy matters — strategic programming 2014–2020 (Field 3):**
  - Verification of additionality.
  - Financial engineering.
  - European Commission negotiation mandates.
  - Partnership contracts.
  - Assessment of programming documents.
  - Performance framework.
- 4.4. **'Ex ante' conditionalities — 2014–2020 (Field 4):**
  - Research/innovation.
  - Digital growth/next generation access infrastructure.
  - Small Business Act/think small first principle/combating late payment.
  - Sustainable energy (energy efficiency/renewable energy).
  - Risk prevention & risk management.
  - Resource efficiency (water sector/waste sector).
  - Road/railway.
  - Employment/labour market.
  - Education/lifelong learning.
  - Active inclusion/health.
  - Administrative efficiency.
- 4.5. **Analysis of thematic objectives — 2014–2020 (Field 5):**
  - Strengthening research, technological development & innovation.
  - Social innovation.
  - Enhancing access to, and use and quality of, information and communication technologies.
  - Enhancing the competitiveness of small and medium-sized enterprises.
  - Corporate social responsibility.
  - Social enterprise.
  - Supporting the shift towards a low-carbon economy in all sections.
  - Promoting climate change adaptation, risk prevention and management.
  - Protecting the environment and promoting resource efficiency.
  - Promoting sustainable transport and removing bottlenecks in key network infrastructures.
  - Promoting employment and supporting labour mobility.
  - Promoting social inclusion and combating poverty.
  - Active and healthy ageing.
  - Active inclusion/poverty reduction.
  - Roma inclusion.
  - Investing in education, skills and lifelong learning.
  - Gender equality.
  - Disabilities.
  - Enhancing institutional capacity and an efficient public administration.
- 4.6. **Economic and social analysis of regions (Field 6):**
  - Statistical and economic analysis of regional economic and social processes.
  - Regional poverty, social exclusion, social mobility, and income distribution issues.

- Analysis of the structure and functioning of national and sub-national budgets and public expenditure.
- Development of composite indicators to assess and measure different dimensions of regional development.
- Relations between levels of governments in the design and implementation of development policies.
- Territorial cohesion.
- Urban and rural development.

5. **Selection procedure:**

Experts shall be selected on the basis of their professional and technical ability to carry out the tasks described in this call.

5.1. **Applications:**

Applicants are asked to send their applications in a sealed envelope with the reference to the call for expression of interest to the contracting authority mentioned in point 2 above. They also can deliver it by hand to the following address: European Commission, Directorate-General for Regional Policy, attention: Mr Mikel Landabaso, avenue du Bourget/Bourgetlaan 1, 1140 Brussels (Evere), BELGIUM. The envelope must be marked: 'Call for Expression of Interest DG Regional-Policy — Unit D.2'.

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.

On their application form, applicants must provide evidence that they possess the required skills and professional experience relating to the field for which they are applying. More than 1 field can be selected.

The application form and instructions on submitting applications are available at the following address: [http://ec.europa.eu/regional\\_policy/tender/expression\\_en.cfm](http://ec.europa.eu/regional_policy/tender/expression_en.cfm)

The application must be presented in the following order and includes:

- (1) standard application form completed and signed;
- (2) legal entity form completed and signed (Annex Ia);
- (3) copy of the identity card/passport (if natural person) or of the VAT registration document if applicable; if the VAT number does not appear on this official document, a copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities (if legal entity) (Annex Ib);
- (4) financial identification form completed and signed (Annex II);
- (5) document(s) providing evidence of the ability to draft and communicate in English or French (Annex III);
- (6) document(s) providing evidence of the professional experience in the field(s) selected. The length of the expert's experience will be determined relative to the month when the application is received. If the justifying documents don't give clear indication of the length of experience, the expert will be entitled to receive the fee corresponding to experience of less than 7 years (Annex IV);
- (7) declaration of honour with respect to the exclusion criteria duly signed and dated (Annex V).

Applications may be submitted at any time from the publication of this notice, with the exception of the last 3 months before the end of the validity of the list. Applications submitted after this date will not be considered.

The selected experts will be obliged to notify the European Commission of any change regarding their compliance with the exclusion criteria.

5.2. **Exclusion criteria:**

Candidates shall be excluded from participation in this call for the following reasons (see application form for further details):

- a) bankruptcy;
- b) conviction of an offence;
- c) serious professional misconduct;

- d) non-fulfilment of social security and tax obligations;
- e) fraud or corruption;
- f) serious breach of contract in another procurement or grant award procedure financed by the European Union.

Evidence:

Experts shall provide a declaration on their honour (the declaration of honour with respect to the exclusion criteria is attached to the application form) duly signed and dated, stating that they are not in one of the situations described above. Original supporting documents must be provided if and when requested. Experts, who do not fulfil the above-listed exclusion criteria or do not submit all the required documents, may not be registered on the list of experts. However, for the latter cases, experts may decide to correct their documents by submitting a new and complete application.

Candidates will be excluded from a possible contract if they:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the European Commission or fail to supply this information.

5.3. **Selection criteria:**

Experts shall be selected on the basis of the following criteria:

- thorough knowledge of the field(s) listed in their application form, accompanied with evidence of knowledge of cohesion policy (academic and professional qualifications),
- proven ability to draft and communicate in English or French (the main working languages of the European Commission).

Knowledge of languages other than those referred to above will be considered as additional asset.

Inclusion on the list of experts entails no obligation on the part of the European Commission concerning the award of the contract.

6. **Convocation of experts:**

The Directorate-General for Regional Policy, or, where appropriate, the European Commission, will ensure that panels of experts are drawn up in a balanced manner with an appropriate rotation of individuals. Account shall also be taken of the geographic origin, linguistic abilities and professional profile of applicants. Whilst maintaining the principle of choosing the most qualified experts, the Directorate-General for Regional Policy, or, where appropriate, the European Commission, will seek to obtain a balance between men and women.

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 in the contract's specifications.

Contracts may be signed by the experts or, if they are employed by a legal person, by an authorised representative of this entity. The remuneration of selected experts will be decided on the basis of the scale applicable when contracts are signed. Travel and accommodation expenses will be reimbursed on the basis of the specific provisions laid down in point 3.3.2 and of the general rules in force within the European Commission.

7. **Contract:**

The contract which may be signed between the European Commission and selected experts will establish the tasks to be performed, the due dates, the number of working days paid and, if applicable, the maximum amount for other costs such as travel expenses.

Prior to the signature of a contract by both the European Commission and the selected expert, the European Commission is under no obligation to refund the selected expert for any costs incurred.

A model contract including the remuneration levels and procedures for the payment of fees and reimbursement of travel and accommodation expenses is available on the website mentioned in point 4.1.

The European Commission is exempt from customs duties, indirect taxes and sales taxes under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities of 8.4.1965 (OJ 152 of 13.7.1967). Exception is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by immediate exception. In case of immediate exception, the prices must be expressed excluding VAT.

8. **Validity of the list of experts:**

The list of experts will expire after 3 years as of the date of publication of the call for expression of interest.

9. **General terms and conditions applicable to the call for expression of interest**

9.1. **Conditions:**

All documents submitted by experts become the property of the European Commission and will be regarded as confidential. Expenditure on preparing and submitting applications will not be reimbursed by the European Commission.

The rights relating to the services completed within the contract and those pertaining to their duplication and publication will remain the property of the European Commission.

Any document based, in full or in part, on the work completed under this contract, may only be transmitted or published with permission of the European Commission.

Submission of an application in response to the present call for expression of interest implies acceptance by the expert of all provisions and conditions stipulated in this invitation to the call for expression of interest, and of all terms contained in the specifications and the draft contract. The experts will waive their own terms of business.

9.2. **Conflict of interest:**

Experts may not be personally involved in the activities to which the tasks assigned to them relate. The experts chosen will be required to confirm this information before being invited to take part in any work.

Furthermore, in order to ensure the independence of experts in performing the tasks assigned to them, the selected experts will be required to sign a declaration attached to the contract confirming that there is no conflict of interest between the tasks assigned to them and their past, present and future activities.

During the period of validity of the call for expression of interest and in particular during the period of performing tasks, the experts are also required to declare any changes in their situation regarding the conflict of interest.

In the event of a conflict of interest with one or more co-funded actions, the experts shall expressly indicate the action(s) concerned.

9.3. **Code of conduct:**

The expert shall perform the contract to the highest professional standards. The expert will have sole responsibility for complying with all legal obligations incumbent on them, notably those arising from employment law, tax law and social legislation.

The expert must inform third parties that they do not belong to the European public service, are not entrusted with any delegated tasks, affiliation or mandate, but are exercising tasks on behalf of the European Union.

9.4. **Confidentiality:**

When signing the contract, the expert will be asked to sign a confidentiality agreement. This confidentiality agreement commits the expert to not share with any third persons, except European Commission staff immediately concerned, the information obtained or produced by the expert in connection with performing the task(s).