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**Belgium-Brussels: Call for expressions of interest
2018/S 066-146033**

1. Contracting authority

European Commission, Directorate-General for Regional and Urban Policy, B-1049 Brussels, BELGIUM, 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 the implementation of the European structural and investment funds in the fields and themes as set out in the standard application form (ref. document 3.a Standard application form).

Expressions of interest should be submitted by email to the following address: REGIO-CEI-AMI-EXPERTS@ec.europa.eu. The expression of interest must include all documents mentioned in the first section of point 3, including the standard application form, which can be downloaded from the link stated under point a) in the first section of point 3. Only this standard application form, not reformatted in any way, is valid.

For candidates from the UK:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

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 themes under the fields listed in annex 1.

The following files or documents should be submitted now:

a) Standard application form including the annex to this call, with the themes and qualifications marked (the template of the standard application form can be downloaded by clicking on "Annex 1: Standard Application Form"). Experts can apply for themes in 3 fields only.

b) Document(s) providing evidence of the ability to draft and communicate in English and at least one other official EU language (to be annexed to the application form as annex 1, in pdf format. If several documents, they can be numerated as 1a, 1b, 1c etc.). The documents could either be a formal certificate, e.g. a DELF certificate, or (a) reference(s) to accessible documents having been drafted by the interested party.

c) Document(s) providing evidence of the professional experience in the field(s) selected (to be annexed to the application form as annex 2, in pdf format. If several documents, they can be numerated as 2a, 2b, 2c etc.). (The supporting evidence to be provided for the evaluation of the selection criteria are indicated at point 11.).

d) List of projects, studies & publications for at least the three or seven years of experience, relevant to the field(s) chosen (to be annexed to the application form as annex 3, in pdf format).

e) Curriculum vitae – Europass or other form (to be annexed to the application form as annex 4, in pdf format).

f) Declaration of honour on exclusion criteria and selection criteria signed and dated (template is annexed to this call as annex 2; to be annexed to the application form as annex 5 in pdf format). See also point 10 on exclusion criteria.

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/

Experts, with whom the Commission concludes a contract under this call for the first time, will be requested to submit the following documents:

- a) Legal Entity Form duly completed, stamped and signed (template can be downloaded here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en)
- b) For natural persons, copy of the identity card / passport

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).

- c) Financial identification form duly completed, stamped and signed (template can be downloaded here: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en)

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 establish a pool of experts who meet the criteria set out at point 11 and who are having the qualifications and/or experience as described in annex 1 to this call.

Where a particular task relating to the themes described in annex 1 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.

Whilst maintaining the principle of choosing the most qualified expert for a specific task requested, the Contracting Authority will also take into account, where possible, an appropriate rotation of experts as well as a gender balance, bearing in mind the geographical origin, linguistic abilities and professional profile of the applicants.

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) N° 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 detection and exclusion system (EDES) by the Accounting officer of the commission, should you be in any of the situations mentioned in Article 106 of the Financial regulation:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02012R0966-20160101&from=EN>

For further information on EDES:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

6. **Use of the list resulting from this notice**

The pool resulting from this notice will be used exclusively for tasks to be carried out as described in point 7 and within the fields as described in annex 1 to the application form referred to in point 3(a) of this call.

The maximum amount for total payments per expert throughout the duration of the call for the execution of the tasks within the fields covered by this call 1, shall be below the threshold laid down in point (b) of Article 4 of Directive 2014/24/EU(1). This threshold shall apply to natural and legal persons.

(1) At the time of the call this threshold is set at 144 000 EUR

7. **General tasks to be performed by experts, if applicable and not specified in annex 1**

- 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,
- Involvement in and contributions to conferences, workshops, seminars or meetings,
- Drafting of discussion papers and guidance documents in the fields listed in annex 1,
- Technical assistance for the follow-up and final evaluation of pilot projects and preparatory actions,
- Technical advice and strategic guidance (to Commission services but also to member states (national/regional/local authorities) on Commission request) with regard to any of the following areas:
 - Design of implementation measures (including simplification) and set up of indicators,
 - Dissemination of information by preparing specific meetings, workshops and conferences and/or documentation related to these events,
 - Closure of programmes funded by the Structural funds.

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 in 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 4 years from dispatch of this notice. Interested parties may submit an application at any time prior to the last 3 months of validity of the list.

10. **Exclusion criteria**

The applicants shall provide a declaration on their honour stating that they are not in one of the situations referred to in Articles 106(1) and 107 of the Financial regulation(2). 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).

(2) Regulation (EU, Euratom) N° 966/2012 of the European parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the European Union and repealing Council Regulation (EC, Euratom) N° 1605/2002 (OJ L 298, 26.10.2012, p. 1).

11. **Selection criteria relating to technical and professional capacity**

1. Criterion: Relevant professional experience in the field(s) selected

- Threshold: 3 years or more for junior experts or 7 years or more for senior experts(3),
- Supporting evidence: copy of contracts, any other documents confirming the length and the level of the professional experience; annex 3 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.

2. Criterion: Ability to draft and communicate in English at C1 level and minimum at B2 level for at least one other EU official language

— Threshold: C1 level for English and at least B2 level for a further working language or other EU official language indicated in the application form(4),

— Supporting evidence: copy of certificates, studies, reports, publications....

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.

<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

(3) Work experience in both the private and public sector will be taken into consideration.

(4) Language levels of the Common european framework of reference:

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

Experts shall be remunerated at a fixed price of 350 EUR/day worked for junior experts and 750 EUR/day worked for senior experts. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

13. **Ex-post transparency**

A list of experts who have concluded a contract of more than 15 000 EUR, shall be published on the website of the Contracting Authority no later than 30 June of the year following contract award (current address: http://ec.europa.eu/regional_policy/en/newsroom/news/). The information on the list will contain the name of the expert, the locality (region of origin), amount, and subject of the contract. The information shall be removed 2 years after the year of contract award.

ANNEXES:

1. Standard Application form with Annex1: List of fields, themes and qualifications
2. Declaration of honour
3. Contract template