

Notice of call for expressions of interest

(Published in the Official Journal 2015/S 145 of 30 July 2015)

Call for expressions of interest for individual external experts to assist the European Commission with the evaluation of grant applications - EMPL/2015/AMI/001

1. Contracting authority

European Commission
Directorate-General EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION
Unit Planning, Budget and Financial Management
Rue Joseph II, 27
1049 - BRUSSELS

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2. Registration procedure

The objective of this call for expressions of interest is to set up a list of external experts.

Expressions of interest should be submitted in one of the official languages of the European Union by electronic means at the following address: <http://ec.europa.eu/social/main.jsp?catId=1191&langId=en>

However, submission in English language will help the institution in his evaluation process.

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 list the specific fields indicated at **point 7** that interest them in their expression of interest.

The supporting evidence to be provided for the evaluation of the selection criteria are indicated at **point 11**.

4. General description of the procedure

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

The contracting authority will draw up lists 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 tasks within the fields described at **point 7**, with a maximum threshold of €134 000 of total payments (including both remunerations and reimbursements) per expert in accordance with Annex II A to European Directive 2004/18/EC.

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

Evaluation of grants projects in view to give specialised support to evaluation committees in the frame of one or more of relevant fields hereafter:

1. Employment and Employment Services
 - 1.1. Jobs creation
 - 1.2. Quality of work
 - 1.3. Rights at work including Equal treatment in Employment and Occupation
 - 1.4. Structural changes on the European labour market
 - 1.5. Youth unemployment
 - 1.6. Long term unemployment
2. Social dialogue and Industrial Relations
 - 2.1. European Social Dialogue
 - 2.2. European social partners
 - 2.3. European industrial relations
 - 2.4. Sectorial social dialogue
3. Working conditions
 - 3.1. Health and Safety at Work
4. Implementation of European Labour Law
 - 4.1. Transnational company agreements
 - 4.2. Transnational administrative cooperation in the field of the employment
 - 4.3. Employee involvement
 - 4.4. Posting of workers
 - 4.5. Undeclared work
 - 4.6. Right to information and consultation
5. Entrepreneurship
 - 5.1. Promotion of microfinance including towards vulnerable people
 - 5.2. Facilitate access to finance for social enterprises
 - 5.3. Entrepreneurship
6. Labour Mobility
 - 6.1. Promotion of the free movement of workers
 - 6.2. European Labour Market
 - 6.3. Occupational and geographical mobility
 - 6.4. Mobility for young professionals

- 6.5. EU labour mobility in the EEA countries
- 6.6. Cooperation public sector-private sector in the field of the employment and apprenticeship
- 6.7. Cross-border Labour Market
- 6.8. Coordination of Social Security Systems
- 7. Skills
 - 7.1. Apprenticeship
 - 7.2. Life-long learning
 - 7.3. Vocational Education and Training
 - 7.4. Sectorial Skills needs
- 8. External dimension
 - 8.1. International promotion of core labour standards
 - 8.2. Social dimension of globalisation
- 9. Social Policies
 - 9.1. Social Investment
 - 9.2. Reforms in the area of social protection and investment
 - 9.3. Social Protection Systems
 - 9.4. Pensions
 - 9.5. Cooperation public sector-private sector in the field of the social policies
 - 9.6. Protect the rights of persons with disabilities
 - 9.7. Social inclusion and fight against poverty
- 10. Social Innovation
 - 10.1. Innovation in social services
 - 10.2. Social policy experimentation
 - 10.3. Innovation in public policies
 - 10.4. Labour market policy innovations
- 11. Cross-cutting issues
 - 11.1. International cooperation in science and technology
 - 11.2. Innovation (technological as well as non-technological), including social innovation, innovation processes and management
 - 11.3. Business management, with expertise in product/service management, marketing, investment and financial instruments (e.g. equity and debt financing), etc. particularly with regard to innovative SMEs
 - 11.4. Socio-economic sciences and humanities, including societal and economic impact and risk assessment
 - 11.5. Research and innovation policy
 - 11.6. Communication

8. Place of delivery

European Commission, Bruxelles

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

The list resulting from this notice is valid for five 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) (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

Criteria relating to technical and professional capacity

Experts will be selected on the basis of the relevance and quality of their expertise for evaluating proposals in the context of calls for proposals according to the following criteria:

1- Having at least 5 years (within the last 15 years starting from the date of the express of interest of the candidate) of cumulated experience of:

i) leading or contributing to studies, research publications ;

or

ii) leading or contributing to contracts or projects or programmes' management, implementation, evaluation or monitoring,

in at least one of the main fields listed under point 7¹

2- Having participated in at least one evaluation committee until its end for the purpose of evaluating offers or proposals submitted in the context of calls published by national public administrations, international organisations or EU Institutions.

3- At least a C1 level in English and a B2 level in the languages of the proposals which could be submitted in the calls to be evaluated ²

¹ The 5-year experience requirement refers to the 11 main fields of point 7. For instance a candidate having 3 years of experience in the sub-fields "job creation" and 3 years in "Youth unemployment" will record 6 years in the main domain "Employment and employment service" and will comply with the criterion.

Supporting evidences:

- Complete CV on relevant experience
- List of personal publication or relevant works in the selected domains (see point 7)
- Formal nomination in an evaluation committee or copy of contract related to the assignment in an evaluation committee.

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at the fixed price of 450 euros/day worked. The travel to come to Brussels and subsistence expenses will be reimbursed under the conditions set out in the contract.

13. Ex-post information

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 will 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 will be published on the website of the contracting authority no later than 30 June of the year following contract award in accordance with Article 287.5 of the Rules of Application of the European Financial Regulation (EU, Euratom) n°966/2012. The information shall be removed two years after the year of contract award.

14. Date of dispatch of notice

15 July 2015

15. Date of receipt by the Publications Office

15 July 2015

² http://www.coe.int/t/dg4/linguistic/cadre1_en.asp