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Belgium-Brussels: Call for expressions of interest EACEA/2013/01 for the establishment of a list of experts to assist the Education, Audiovisual and Culture Executive Agency in the framework of the management of European Union programmes 2013/S 179-308003

Notice of call for expressions of interest

Call for expressions of interest EACEA/2013/01 for the establishment of a list of experts to assist the Education, Audiovisual and Culture Executive Agency in the framework of the management of European Union programmes in the field of education, audiovisual, culture, youth, sport, EU aid volunteers, and citizenship or any other programmes delegated to the Agency

1. Introduction:

The European Commission (hereinafter referred to as 'the Commission') has set up the Education, Audiovisual and Culture Executive Agency (EACEA — hereinafter referred to as 'the Agency') for the management of European Union actions in the fields of education, audiovisual and culture (in application of Council Regulation (EC) No 58/2003 (Official Journal L 11 of 16.1.2003)). Its mission is to implement, under the control of the Commission, a number of programme strands and actions funded by the European Union in the fields of education and training, citizenship, youth, sport, EU aid volunteers, audiovisual and culture, as well as the information network on education in Europe, Eurydice, or any other programmes delegated to the Agency. The Agency is entrusted with the main management aspects of the programme strands for which it is responsible, including drawing up calls for proposals, selecting projects and signing grant agreements, financial management, monitoring projects, contacts with beneficiaries and on-the-spot checks. The Agency also contracts services, through public calls for tenders, on subjects relevant to the programmes managed by the Agency.

The Agency has its own legal identity and is located in Brussels.

2. Contracting authority:

Education, Audiovisual and Culture Executive Agency, avenue du Bourget 1, 1140Brussels, BELGIUM. E-mail: eacea-info@ec.europa.eu

The legal basis for the programmes and information relating to their implementation may be accessed on the following website:

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

This call for expressions of interests is managed by the Agency. The experts selected within the framework of this call may also be required to assist the Agency's parent Directorates-General (at the time of the publication of this call the parent DGs are DG EAC — Education and Culture; DG COMM — Communication; and DG DEVCO — Development and Cooperation — EuropeAid) within the framework of their activities (general coordination of policies and programmes, communication, management of strands for which the Agency is not responsible), as well as other Commission services and EU institutions.

3. 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 using the online form available through the Agency's website:

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

Applicants are asked to submit their applications following the instructions provided on the Agency's website indicated above.

Together with their application form, applicants must provide evidence that they possess the required skills and professional experience relating to the objectives of the programme(s) for which they are applying, as further specified below in point 11.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

4. **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 is indicated at point 11.

5. **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 a list of candidates who meet the criteria set out at point 11 below.

Where a particular task relating to the fields 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.

The contracting authority will also ensure that panels of experts are drawn up in a balanced manner with an appropriate rotation of experts. Account shall also be taken of the geographical origin, linguistic abilities and professional profile of applicants. Whilst maintaining the principle of choosing the most qualified experts, the contracting authority will seek to obtain a balance between men and women.

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 within the fields described at point 7, with a maximum threshold of 130 000 EUR (maximum amount per expert for the whole duration of the call for expressions of interest. This rule only concerns payments made following order forms issued by the Agency) of total payments (including both remunerations and reimbursements).

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

The contracting authority is launching the present call for expressions of interest to establish a list of experts to assist in the performance of the following tasks:

a) Evaluating proposals received in response to calls for proposals:

i. evaluating proposals;

ii. supporting a group of experts and helping to ensure quality as a lead expert.

b) Evaluating and monitoring projects:

i. evaluating project reports;

ii. evaluating project products and results;

iii. project monitoring and site visits;

iv. any other tasks relating to the analysis and/or monitoring of programmes and projects.

c) Specific studies and analyses relating to fields of activity.

d) Translation or editing of documents in the required languages.

e) Support to the Agency during public events.

f) Any other tasks relating to the programmes managed by the Agency.

The contracting authority may need external expertise for the tasks described above in the following domains of expertise:

1. Erasmus +:
 - 1.1. adult education;
 - 1.2. higher education;
 - 1.3. vocational education and training;
 - 1.4. school education;
 - 1.5. ICT for learning;
 - 1.6. language training and learning, multilingualism;
 - 1.7. dissemination of results and practice;
 - 1.8. exploitation of results;
 - 1.9. support to policy reform;
 - 1.10. Jean Monnet activities;
 - 1.11. youth;
 - 1.12. sport.
2. Europe for citizens:
 - 2.1. history of XXth century;
 - 2.2. sociology, values and citizenship;
 - 2.3. social economy and solidarity;
 - 2.4. political science;
 - 2.5. ethical and societal aspects.
3. Creative Europe:
 - 3.1. Media:
 - 3.1.1. film development support;
 - 3.1.2. video game development support;
 - 3.1.3. TV programming support;
 - 3.1.4. market access support;
 - 3.1.5. festivals support;
 - 3.1.6. capacity building/training support;
 - 3.1.7. theatrical distribution support;
 - 3.1.8. online distribution support;
 - 3.1.9. pilot projects support;
 - 3.1.10. film literacy support.
 - 3.2. Culture:
 - 3.2.1. cooperation projects;
 - 3.2.2. literary translation;
 - 3.2.3. networks;
 - 3.2.4. platforms;
 - 3.2.5. pilot projects support.
4. EU Aid volunteers.

8. **Place of delivery:**

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

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

The list resulting from this notice is valid for the duration of the programmes managed by the Agency, i.e. until 31.12.2020.

Interested parties may submit an application at any time prior to the last 3 months of validity of the list.

10. **Exclusion criteria:**

Candidates shall be excluded from participation in this call 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 judgement 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 judgement which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such 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:**

Experts shall be selected on the basis of their professional and technical ability to perform the tasks described in this call according to the following criteria:

- at least 4 years of experience in the domain of expertise covered by the specific assignment,
- ability to work in English and/or French and/or German (minimum B2 level for the first language and minimum B1 for the others) (Europass type curriculum vitae typology: <http://europass.cedefop.europa.eu/en/documents/european-skills-passport/language-passport/templates-instructions>).

All the above requested experience and abilities will be assessed based on the information applicants must provide in their online curriculum vitae which is part of their application.

The ability to use IT tools is a prerequisite in order to be selected as external expert.

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

Contracts must be signed by the selected experts, i.e. natural persons. No invoice from private or public law bodies will be accepted.

12.1. Fees:

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

http://eacea.ec.europa.eu/about/call_experts/documents/experts-fees.xlsx

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.

12.2. Reimbursement of travel and accommodation 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 rules and rates applied by the European Commission indicated in the draft order form 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.

13. Other information:

13.1. General terms and conditions applicable to the call for expressions of interest:

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

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 Union.

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 contracting authority.

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

13.2. Processing of personal data:

If processing replies to the present call for expressions of interest 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 this notice and any personal data requested are required for the purposes indicated above in point 5 and will be processed solely for those purposes by the contracting authority indicated in point 2, which is also acting as data controller.

Applicants are informed that for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to the supervisory instances of the Agency (i.e. European Commission, Court of Auditors, European Anti-Fraud Office (OLAF), etc.) and the judicial authorities (i.e. EU courts, European Ombudsman, etc.).

Personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) 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 applicants 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).

As detailed in the abovementioned privacy statement, any party entered into the database has the right of access and rectification of the data concerning it, upon request to the Accounting Officer of the European Commission.

13.3. Conflict of interests:

In order to ensure the independence of experts in performing the tasks assigned to them, they will be required to sign a declaration confirming that there is no conflict of interest between the activities, proposals, reports, files, products and/or results assigned to them and their past, present or future activities.

Furthermore, experts may not be personally involved in the activities, proposals or projects to which the tasks assigned to them relate. For this reason, the experts chosen will be required to provide this information before being invited to take part in any selection or evaluation work.

13.4. 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 (they are not a category of staff as they operate under a service contract and not an employment contract), are not entrusted with any delegated tasks, affiliation or mandate, but are exercising tasks on behalf of the European Union.

13.5. Confidentiality:

For each task they perform, the experts selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access.

Specific clauses to this effect will be included in the contract. This confidentiality agreement commits the expert to not share with any third persons, except the contracting authority's staff immediately concerned, the information obtained or produced by the expert in connection with performing the task(s).

13.6. Ex post transparency:

Details on the contractors who have concluded a contract of more than 15 000 EUR per year awarded following the procedure set out at point 5 shall be published on the website of the contracting authority no later than 30 June of the year following contract award.

These details include name, locality (address for legal persons and region of origin for natural persons), amount, and subject of the contract. For natural persons, the information shall be removed 2 years after the year of contract award.

14. **Date of dispatch of notice:**
3.9.2013.

15. **Date of receipt by the Publications Office:**
3.9.2013.