

EIGE/2015/ADM/33

Notice of call for expression of interest

For the establishment of list of external experts

1. Contracting authority

European Institute for Gender Equality (EIGE)
Gedimino pr. 16, LT-01103 Vilnius, Lithuania
Email: procurement@eige.europa.eu

2. Registration procedure

The objective of this call for expression of interest is to set up a list of external experts to assist EIGE in regard to specific activities in the execution of the Institutes work programme.

Expressions of interest should clearly indicate the title and reference of the call for expression of interest and be submitted by electronic means at the following address: CEI-External-Experts@eige.europa.eu.

Applicants may apply for one or several areas by completing the relevant box (es) on the application form. In the interest of equal treatment of applicants, EIGE cannot give any prior opinion on the compliance of any applicant with the selection criteria.

Inclusion on a list entails no obligation on the part of EIGE concerning the conclusion of (a) contract(s).

3. Information and documents to be provided

Interested parties should submit:

- A dully filled-in **application form** (PDF version);
- An up-to-date curriculum vitae (CV) in the Europass format (PDF version); (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>);
- Legal entity form (PDF version) http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm;
- Financial identification form (PDF version) http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

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.

Persons who are members of, or employed by an institution who is a member of EIGE's Management Board or Experts' Forum, members of EIGE's formal Working Groups (e.g. Gender Equality Index) or employees of any EU Institution or body shall not be eligible for this procedure.

EIGE will assign the task to experts on the basis of their skills, experience and knowledge and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

EIGE will draw up a list of experts who meet the criteria defined in point 11. This list comprises sub-lists, corresponding to each of the areas described at point 7.

Information about the outcome of the selected procedure shall be made available to applicants at the latest 15 weeks after EIGE acknowledge the receipt of the application.

Selected experts will be called on a case-by-case basis where a particular task as referred to in point 6 and relating to one of the areas described at point 7 is to be performed by an external expert.

EIGE will, in so far as possible, ensure that the experts are contracted in a balanced manner and with in rotation. Whilst maintaining the principle of choosing the most qualified experts, the contracting authority will also seek to obtain a balance between men and women in case of equal professional merits.

A Contract shall be signed between EIGE and the selected expert for the performance of allocated task(s). For the avoidance of doubt this call for interest is not targeting consulting companies but only independent individual experts. A model contract including the relevant annexes is enclosed to the present call for expressions of interest.

5. Protection of personal data

Your personal data (such as name, address and CV) provided in your expression of interest 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 that is required for the purposes indicated above in point 4 will be processed solely for those purposes by the contracting authority indicated in point 1.

The expert, upon request, may obtain access to his/her personal data and rectify any inaccurate or incomplete personal data.

The expert has the right to recourse at any time to the European Data Protection Supervisor for matters relating to the processing of personal data.

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 European 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 experts' list resulting from this notice

The experts included in the list resulting from this notice will be used exclusively to carry out tasks described below, with a maximum threshold of 129,000 EUR (below the current Directive threshold) of total payments per expert for the whole duration of the call for expressions of interest, including both remunerations and reimbursements.

Tasks:

- i. Developing, reviewing and monitoring projects that may include the following tasks:
 - a. reviewing and evaluating tenders, reports and other project deliverables, outputs and results,
 - b. validating data and information;
 - c. participation in working groups, meetings and other on-site visits;
- ii. Tasks relating to the provision of opinions and specific advice for the dissemination and/or promotion of EIGE's projects, including drafting, adjusting and updating of reports for specific target groups and audiences, and consulting on specific topic related materials and their development;
- iii. Tasks relating to the provision of opinions and specific advice to EIGE in the areas referred to in point 7; this may include evaluation of EIGE's products, tools, projects and applications;
- iv. Evaluation of procurement tenders;
- v. Tasks related to the provision of opinions and specific advice during recruitment procedures.

The selected expert/s shall assist EIGE in the performance of the relevant tasks mentioned above and shall conduct their work in compliance with EIGE's processes and procedures as according to instructions given by EIGE. All relevant information/documentation will be made available to the experts by EIGE prior to the start of activities. Specific working arrangements for the execution of allocated task will be defined in the contract signed between EIGE and the expert.

7. Areas covered by the call for expressions of interest

The contracting authority may need assistance in evaluation of procurement tenders, in project implementation and in ex-post evaluation and opinion and advice in specific cases in the following areas:

- a) Research in gender equality including Gender statistics/indicators/databases;
- b) Gender Based Violence;
- c) Gender Mainstreaming including methods and tools such as gender budgeting, gender impact assessment, etc.
- d) Knowledge management and communication.

8. Place of delivery

The tasks may be carried out at EIGE premises, at any other premises where an event is organized by EIGE, or remotely, using electronic tools.

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

The list resulting from this notice is valid for four 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) 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 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 organizations;
- d) They are not in compliance with their obligations relating to the payment of social security contributions or the payments 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 have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization, 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; conflict of interest could arise in particular as a result of economic interest, 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 capacity to perform the tasks described in this call according to the following criteria:

- the applicant shall be a natural person, not a legal entity;
- a minimum of a university degree or equivalent that enables them to undertake post graduate studies;
- professional experience of over 7 years in the area(s) for which the applicants are applying;
- proven understanding of EU policies and priorities related to gender equality (presented in the application form);
- as EIGE's working language is English, applicants must have excellent knowledge of written and spoken English (minimum C1 level). Please refer to <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

In addition to the main requirements, in the CV applicants are requested to demonstrate their skills and experiences depending on the area they are applying:

- a) Research in gender equality including Gender statistics/indicators/databases;
 - proven record of work with official statistical data, gender statistics and gender sensitive indicators at a national, EU or international level and experience in using quantitative data analysis software, e.g. Excel, SPSS and/or Stata;
 - experience of coordinating or conducting international research projects;
 - evidence of ability to draft high quality research reports and/or policy papers in excellent English.
- b) Gender Based Violence;

- experience in the field of GBV, including theory or practice, and/or in-depth understanding of specific forms of gender-based violence;
 - experience in interpreting information and data on violence against women and/or GBV to be used in communication and campaign activities or policy briefs;
 - experience of working with international official data sets, such as those provided by EUROSTAT or the UN as well as experience in the execution of surveys;
 - evidence of ability to draft policy oriented reports in English.
- c) Gender Mainstreaming (including methods and tools such as gender budgeting, gender impact assessment, etc.):
- knowledge of design and implementation of gender mainstreaming tools;
 - knowledge and understanding of how gender mainstreaming strategies are applied in organisations / institutions;
 - knowledge and experience of integration of gender into various policy areas.
- d) Knowledge management and communication:
- proven knowledge of terminology related to gender equality;
 - experience in drafting articles, reports, briefings, summaries as well as preparing material for social media, webpages and other IT communication tools in English;
 - excellent editing and proofreading skills in English.

EIGE reserves the right to request any additional documentary evidence to the one already referred to under section 3 if it seems necessary in order to verify applicant's skills and knowledge.

Please note that it is the responsibility of the applicant to inform EIGE immediately of any changes to their administrative and technical details which would result in a change to their original application.

All the above requested experience and abilities will be assessed on the basis of information provided by the applicants in their application form, CV and the list of publications.

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of 400 euros/day worked.

The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

As a general rule, the cumulative length of the contracts shall not exceed 50 days per year per expert.

External experts are requested to commit themselves to respect their applicable national legislation (including taxation, social security and labour laws) with regard to any payment received from EIGE.

13. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on EIGE's website.

If an expert has concluded a contract of more than 15,000 euros, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the contracting authority 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.

14. Date of publication of the notice

10/10/2015