



EIGE/2020/ADM/01

Notice of call for expression of interest

For the establishment of list of external experts (ref. Article 237 of Regulation (EU, Euratom) 2018/1046)

1. Contracting Authority

European Institute for Gender Equality (EIGE)

Gedimino av. 16, LT-01103 Vilnius, Lithuania

Email: procurement@eige.europa.eu; CEI-External-Experts@eige.europa.eu>

2. General Overview of the Procedure

The objective of this call for expression of interest is to set up a list(s) of external experts to assist EIGE in specific focal areas of work.

This call shall complement existing contracts/procedures in place and shall not be seen to replace or overlap with such contracts/procedures. It is important to note that this call is aimed to address separate needs that are not already covered by such existing EIGE contracts or procedures.

Natural persons are invited to submit an application in accordance with the rules set out in this notice. EIGE will establish a database of experts who meet the requirements set out in section 8. 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 (Gender Equality Index) or employees of any EU Institution or body shall not be eligible for this procedure.

The database is a tool used solely for the purposes of assessing and identifying suitable external expert(s) for a potential future contractual relationship with EIGE. Inclusion in the list does not mean that expert(s) is considered to be an official representative of EIGE or in any way entitled to represent EIGE. It is the responsibility of the applicant to inform the Institute immediately of any changes to their administrative and/or technical details, which would result in a change to their original application.

The update of the relevant lists and assessment of the applications received will be done within 6 weeks from receipt of application.

Selected expert(s) will be called on a case-by-case basis where a particular task(s) relating to one of the areas as referred to in point 4 to be performed by an external expert(s).

Expert(s) will be appointed through the signature of a contract between the expert and EIGE defining the exact scope of tasks to be performed, duration of activity etc. Notwithstanding conditions deriving from the specific tasks to be assigned, countersignature of the contract/appointing decision implies acceptance of all the conditions provisioned in the draft contract. Therefore, while drawing up their application, interested expert(s) shall bear in mind the provisions of the draft contract.

EIGE will, in so far as possible, ensure that the expert(s) are contracted in a balanced, equal and transparent manner.

3. Place of Delivery

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

4. Areas and Tasks Covered by the Call for Expressions of Interest

It is foreseen that EIGE might use the list(s) of external experts in the following areas:

- Research and statistics;
- Gender-based violence;
- Gender mainstreaming;
- Knowledge management and communications.

To carry out at least one of the following tasks:

- I. Developing and monitoring projects that may include reviewing and assessing reports and other project deliverables, outputs and results; validating, and updating data and information; participation in meetings, workshops and other on-site visits;
- II. Tasks related to the implementation in practice of the provided opinions and specific advice to EIGE in the main policy areas; this may include summarising and restructuring existing research information, raw data and project outputs as well as an assessment/evaluation of EIGE's products, tools, projects and/or applications;
- III. Tasks related to the provision of opinions and specific advice during the recruitment procedures;
- IV. Tasks related to the provision of opinions and specific advice during procurements procedures (this may include evaluation of procurement tenders);
- V. Tasks related 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 to specific target groups and audiences, consulting on specific topic related materials and their development; as well as linking empirical research findings to policy implications and recommendations.

5. Remuneration and Reimbursement of Expenses

Experts are entitled to a payment of 400€ in the form of a lump sum indemnity (hereinafter "Fees") for each full working day¹ spent performing the tasks assigned to them.

In addition, experts performing tasks outside their place of residence may be entitled to a flat rate subsistence allowance and reimbursement for travel expenses (hereinafter "Expenses"). Where travel is foreseen expenses shall be reimbursed in accordance with the provisions of EIGE's Rules on

¹ One full working day shall consist of 8 hours (excluding breaks and travelling time).

reimbursement of expenses incurred by people from outside the European Institute for Gender Equality invited to attend meetings in an expert capacity².

6. Volume of Services

This call is in line with the rules applicable for procedures below the threshold as per Directive on public procurement (2014/24/EU as further amended)³. This ceiling applies to the total of all payments (including any refundable expenses) to be made to each expert throughout the duration of the database (maximum 5 years). Thus, if the ceiling is reached (or is about to be reached) the expert can no longer be assigned tasks covered by this call for expression of interest (CEI) within the scope of the relevant programme.

The cumulative length of the contracts shall not exceed 50 working 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.

7. Validity of the Call and Database

The call and corresponding database of prospective external experts is concluded for a period of 12 months and shall be automatically renewed up to four times for a maximum period of validity of five years, from the date of dispatch of the notice to the Official Journal of the European Union, unless notification to the contrary is received/published. Interested parties may submit an application at any time prior to the last three months of validity of the list. The parties must sign any expert contract before the call and corresponding database expires. The provisions of the call continue to apply to such expert contracts after its expiry.

8. Requirements for Application

8.1 Eligibility

This call is open to natural persons only. Applicants must be nationals of any of the European Union Member States and other countries outside European Union. In order to be selected and included in the database of experts, applicant(s) must fulfil the following minimum requirements:

1. Qualifications / Education: a university degree (or comparable professional qualification/experience) relevant to the area(s) of expertise to which they apply;
2. Experience: at least 7 years of relevant professional experience in specific area(s) of expertise for which they apply;
3. Language: at least C1 level in written and oral command of the English language (thorough knowledge is considered level C1 or above as referenced in the Common European Framework of Reference).

8.2 Exclusion Criteria

² <https://eige.europa.eu/about/documents-registry/rules-reimbursement-expenses-incurred-people-outside-eige-invited-attend-meetings-expert-capacity>

³ At the moment of publication of this Notice – EUR 139.000,00

Participation in this call is only open to natural persons who are not in any of the situations listed below (Article 136 of the Financial Regulation⁴), in particular:

- a) Bankrupt, subject to insolvency or being wound up, are having their affairs administered by a liquidator or by 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 under national legislation or Union law;
- b) Convicted of an offence concerning their professional misconduct by an administrative decision or a judgement of a competent authority of a Member State which has the force of res judicata;
- c) Guilty of grave professional misconduct proven by any means which the Contracting Authority can justify including by decisions of the EIB and other international organisations;
- d) 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) Subject to a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing or any other illegal activity, where such illegal activity is detrimental to the European Union's financial interests;
- f) Subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information or for having been declared to be in serious breach of their obligations under contracts by the budget, or have created an entity in a different jurisdiction with the intent to circumvent legal obligations in the jurisdiction.

In addition to the above, contracts may not be awarded to experts who, during the call, are:

- subject of conflict of interest;
- guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the call or fail to supply this information.

8.3 Selection Criteria

Where support of the expert(s) is required, and depending on the tasks to be performed, EIGE will consult the database in order to select the most suitable expert(s). In order to be offered a contract and determine the most suitable candidate, the expert(s) in the database will be assessed on at least two of the following criteria⁵:

- a) Expertise in the specific field in relation to statistical data and/or research methodologies, statistical analysis and/or other relevant field listed under policy area, etc.;

⁴ Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1), as amended

⁵ Upon the need, additional assessment criteria might be introduced and will be announced on the website of the Institute.

- b) Reasonable balance between academic and professional expertise of the relevant area (assessed on the specific needs of academic work or work in certain area or field and/or relevant publications, reports, articles);
- c) Expertise in working with international and/or European official data sets;
- d) Experience based on geographical coverage (assessed on the expertise at national, EU and/or international levels);
- e) Availability to be assigned contract and complete tasks within set deadlines;
- f) Ability to adjust messages for different target audiences and specific communication tools;
- g) Expertise in working with stakeholders and providing strategic advice;
- h) Expertise with corporate branding (i.e. campaigns for public and/or private large-scale organisations and/or SMEs);
- i) Expertise in preparing briefing notes for internal and external purposes.

8.4 Confidentiality, Independence and Absence of Conflict of Interest

All experts are expected to ensure that their contractual and professional obligations in particular with regard to confidentiality, independence and absence of conflict of interests are well understood and upheld throughout and after any contract assignment (expert(s) shall bear in mind the provisions of the draft contract). At the time of contract assignment, the expert must sign a declaration of 'Confidentiality, Independence and Absence of Conflict of Interests' before Contract signature. Invited experts who do not sign the declaration will not be allowed to work.

9. Registration process

Applications must be submitted using the on-line application form available on the Institute's website:

<https://experts.eige.europa.eu/>

All applicants will be notified, in writing, of the outcome of the assessment of their application.

Please note the following important points in preparing the application:

- Applicants should provide all details / include all information requested in the application;
- Applicants should indicate clearly in their applications the area or areas of expertise they are applying for;
- Applicants must provide / upload duly completed curriculum vitae in EU CV format available at:[https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions](https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions;);
- 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;

- Applicants must confirm in their application that they are not in any of the situations listed in point 8.2 – exclusion criteria by signing relevant declaration;
- Applicants must confirm that they fulfil selection (eligibility) criteria as referred to in point 8.1 and upon request will provide necessary supporting documents.

It is strictly required that supporting documents are submitted in the requested format and include all information/documentation necessary to enable EIGE to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the application.

Important Note:

Applicants may apply for one or several areas by completing the relevant box(es) on the application form; they may select at least one task/per area.

Before inclusion in the database and/or contract signature, EIGE reserves the right to request any additional supporting documentation in order to verify the applicant's education, qualifications, professional experience and/or language capabilities (i.e. copies of licences, certificates, diplomas, references etc.). Before contract assignment EIGE may request a telephone interview in order to establish a first contact with the expert and/or assess / verify any information provided in the application.

10. Protection of Personal Data

If processing expert's expression of interest involves the recording and processing of personal data (such as name, address and CV, banking details), such data will be processed pursuant to Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, expert's reply to this call and any personal data requested are required for the purposes indicated above and will be processed solely for those purposes by EIGE, which is also acting as data controller.

Details concerning the processing of your personal data are available on the privacy statement at: <https://eige.europa.eu/data-protection>

Expert's personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on:

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

11. Ex-post Transparency

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.