

Notice of call for expressions of interest

1. Contracting authority

Delegation of the European Union to the Republic of Serbia
Vladimira Popovica 40,
11000 Belgrade
Email: DELEGATION-SERBIA-FCS@eeas.europa.eu

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 English language by electronic means to the following address: DELEGATION-SERBIA-FCS@eeas.europa.eu.

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.

Experts shall provide a declaration on honour to be found at <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes> (see annex **A14a**), stating that they are not in one of the situations of exclusion listed at point 10 and that they fulfil the selection criteria listed at point 11. In case of doubt, they may be requested to provide supporting evidence of non-exclusion. Supporting evidence related to the selection criteria shall be provided with the declaration on honour.

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 a list 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.

Selected experts may receive an invitation from the Contracting authority to perform tasks of assessors in an evaluation of a relevant Grant Scheme. The tasks and results to be achieved will be specified in the Terms of Reference for the relevant assignment.

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/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

Your personal data may be registered in the Early Detection and Exclusion System (EDES) by the responsible Authorizing Officer of the Commission, should you be in one of the situations mentioned in Article 106 of the Financial Regulation (regulation EU/EURATOM 966/2012 of 25 October 2012 as amended).

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 the tasks within the fields described at point 7, below the threshold of €135 000 of total payments (including both remunerations and reimbursements) and maximum 30 working days per expert

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

The Contracting Authority intends to publish several Calls for Proposals, during the validity period of the established list of experts, which will individually cover one of the following Grant Scheme fields:

- a) Rule of Law (anti-corruption, migration, LGBTI)
- b) Democracy and Human Rights
- c) Media Freedom
- d) Information and Communication
- e) Environment and climate change, biodiversity
- f) Local and regional development, social enterprises
- g) Culture (Culture heritage, culture initiatives)
- h) Sustainable agriculture and cooperation, urban planning and mobility, consumer protection
- i) Civil Society
- j) Social inclusion, public and mental health, support to the most vulnerable women and men, girls and boys

Where a particular task relating to any of the above Grant Scheme field, is to be performed by an external expert, the contracting authority may propose the expert to be assigned for the task on the basis of the qualifications, skills and professional experience. The selected expert may receive an invitation from the Contracting Authority as assessor in the evaluation for a relevant Grant Scheme.

8. Place of delivery

Location of the assignments will be in Belgrade, Republic of Serbia.

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 expression of interest 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) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

(b) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any

wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

(d) it has been established by a final judgment that the economic operator is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the [Council Act of 26 July 1995](#);

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the [Council Act of 26 May 1997](#), and in Article 2(1) of [Council Framework Decision 2003/568/JHA](#), as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organization, as defined in Article 2 of [Council Framework Decision 2008/841/JHA](#);

(iv) money laundering or terrorist financing, as defined in Article 1 of [Directive 2005/60/EC of the European Parliament and of the Council](#);

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of [Council Framework Decision 2002/475/JHA](#), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of [Directive 2011/36/EU of the European Parliament and of the Council](#);

(e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorizing officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of [Council Regulation \(EC, Euratom\) No 2988/95](#).

11. Selection criteria

a) Criteria relating to technical and professional capacity (common for all fields)

- be proficient in English;
- have excellent drafting and analytical skills;
- be proficient in report drafting;
- be computer literate;
- A bachelor's degree (where a university degree has been awarded on completion of three years study in a university or equivalent institution) in media, social studies and humanities, communications or other relevant discipline.

- Minimum 5 years of post-graduate general professional experience.

Specific professional experience (particular for each of the fields)

- Minimum 3 years of professional experience in any of the following fields: rule of law (anti-corruption, migration, LGBTI); promotion of human rights; democratization processes; governance issues; civil society development; media and freedom of expression; communications; EU communication and EU integration process activities; local, regional development and social enterprises; culture heritage and culture initiatives; sustainable agriculture and cooperation, urban planning and mobility, consumer protection; EU policies towards vulnerable groups; social inclusion, public and mental health, support to the most vulnerable women and men, girls and boys environment, climate change, and biodiversity; the EU integration process or related topics.
- Proven knowledge of EU funded projects in Serbia will be an asset.

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price not exceeding 400 euros/day worked. The experts are expected to assess a minimum of two (2) proposals per day. Prices may vary according to the selected area of expertise. This price shall include travel, accommodation and subsistence costs.

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 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 shall be published on the website of the contracting authority no later than 30 June of the year following contract award. The information shall be removed two years after the year of contract award.