

# Notice of call for expressions of interest for external experts

## 1. Contracting authority

Delegation of the European Union to the Republic of Serbia  
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11000 Belgrade  
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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 English by e-mail to the following address: [DELEGATION-SERBIA-FCS@eeas.europa.eu](mailto: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 the following:

1. A cover letter indicating full contact details and a short explanation on how you fulfil the specific fields indicated under point 7 of the present notice;
2. An EU CV form (see <https://europass.europa.eu/en>);
3. A declaration on honour to be found at: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes> (see annex A14a), stating that you are not in one of the situations of exclusion listed at point 10 and that you fulfil the selection criteria listed at point 11. In case of doubt, you may be requested to provide supporting evidence of non-exclusion.

## 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.

Where a particular task relating to the field described at point 7 is to be performed by an external expert, the contracting authority will invite selected parties to submit a financial offer related to the service to be rendered (the tasks and results to be achieved will be specified in the Terms of Reference for the relevant assignment). Then, the contracting authority will assign tasks to experts 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 maximum financial threshold and rotation rule for external experts of EUR 90,000 is applicable, during a period of four calendar consecutive years. The threshold will be calculated on the basis of payments done (including both remunerations and reimbursements).

## 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](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 execution of the tasks within the fields described at point 7, below the threshold of total payments (including both remunerations and reimbursements) and taking into account rotation requirements.

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

The tasks to be performed by the experts will be as follows:

### ***Development assistance analyst***

Conduct analysis of financial development assistance of local, national and regional development programmes/projects implemented by the EU as well as by other development partners, including international financial institutions, with the aim to maximize the scope and effects of EUs support to Serbia in achieving the national development priorities. The scope and areas to be addressed through the analysis will be based on the IPA III and Reform and Growth facility priorities. The expert will draft and edit high quality substantive papers for maximum policy impact, and oversee the production of statistical and analytical documents, ensuring their timely and quality delivery - including synthesis reports, national, regional, local or thematic financial development assistance reviews, case studies and policy papers.

## **8. Place of delivery**

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 the period of five years from the 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.

The initial list valid for the selection of candidates for the contract to be signed by the end of 2024 will be based on expressions of interest submitted before **27 September 2024 15:00 CET the latest**.

## **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 for pre-selection of candidates**

All experts included in the list should possess:

- An excellent knowledge of English language, both written and spoken;
- Very good communication skills;
- Computer literacy skills;
- Excellent drafting and reporting skills.

### **Criteria relating to technical and professional capacity**

- University degree (where university degree has been awarded on completion of four years study in a university or equivalent institution) in law, international relations, finance, economics, accounting, public administration, business administration, or a related field;
- At least 5 years of post-graduate professional experience;
- At least 3 years of post-graduate professional experience in operational and financial reporting and analysis, or operational and financial planning within international organizations, government agencies, or large corporations;
- Proven experience in performing impact evaluations or performance audits on at least two (2) projects funded by the EU;
- Experience in working with EU financial instruments, grants, or international financial assistance programs.
- Proven knowledge of EU funded projects in Serbia will be an asset.

At the present moment, there is no need to submit evidence documents for the above criteria. Please note that at a later stage you may be requested to provide your financial offer together with evidence attesting the qualifications, skills and experience stated in your CV.

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

Experts shall be remunerated at a fixed price or unit price per day established in each tender. The annual tenders will have a maximum value of EUR 15,000 each. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

## **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 the website of the contracting authority.