

Notice of call for expressions of interest for Grant Scheme Assessors

1. Contracting authority

Delegation of the European Union to the Republic of Serbia

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 at the following address: DELEGATION-SERBIA-FCS@eeas.europa.eu by **16:00 CET on Monday, 09.05.2016**.

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. Cover letter indicating their full contact details and one or more specific fields of their expertise in Grant Scheme fields indicated under point 7 of this notice of expression of interest.
2. CV, annex B8h, format available from:
<http://ec.europa.eu/europeaid/prag/annexes.do?group=B>

Any qualifications, skills and experience stated in the respective CV of an expert must be substantiated by supporting documents (with accurate translation into English), such as copies of degrees or diplomas and employers' certificates, otherwise they may not be taken into account. In addition, for all the references stated in the CVs of the key experts, the exact duration of the key expert's project involvement/employment must be indicated in the format "from MM/YY to MM/YY".

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.

The list resulting from this notice will be used exclusively for tasks to be carried out as Assistance to the Contracting Authority during the grants evaluation, resulting in quality, complete and consistent selection of the proposals in line with the criteria set out in the Guidelines for Applicants of the relevant call.

Where a particular task relating to the field described at point 7 is to be performed by an external expert, the contracting authority may propose 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 selected experts may receive an invitation from the Contracting Authority as assessors in the evaluation for a relevant Grant Scheme. The tasks and results, to be achieved by the Contractor, 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/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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 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 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, with a maximum threshold of €130 000 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 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) Information and Communication
- b) Living conditions of Internally Displaced Persons and Returnees from the readmission process in Serbia
- c) Livelihood Enhancement for the most Vulnerable Roma Families
- d) Civil Society
- e) Democracy and Human Rights
- f) Media Freedom

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 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 or persons having powers of representation, decision making or control over them 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 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 judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, 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; 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

a) Criteria relating to technical and professional capacity

Qualifications and skills (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.

General professional experience (common for all fields)

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

Specific professional experience (particular for each of the fields)

Field 7.a) Information and Communication

- Previous experience in at least 1 (one) assessment of the project proposals under any of the EU funded grant schemes covering the specific fields 7d, 7e and 7f (indicated in the point 7 of the expression of interest).
- Minimum 3 years of professional experience in EU communication and EU integration process projects/activities under Instrument for Pre-accession Assistance (IPA).

Field 7.b) Living conditions of Internally Displaced Persons and Returnees from the readmission process in Serbia

and

Field 7.c) Livelihood Enhancement for the most Vulnerable Roma Families

- Previous experience in at least 1 (one) assessment of the project proposals under any of the EU funded grant schemes covering the specific field mentioned under point 7.
- Minimum 3 years of professional experience in EU policies towards vulnerable groups and EU integration process projects/activities.

Field 7.d) Civil Society

and

Field 7.e) Democracy and Human Rights

- Previous experience in at least 1 (one) assessment of the project proposals under EU funded grant schemes covering the specific field applied for (indicated in the point 7 of the expression of interest).
- Minimum 3 years of professional experience in any of the following fields: promotion of human rights, democratization processes, governance issues, civil society development, rule of law, EU integration process or related topics.

Field 7.f) Media Freedom

- Previous experience in at least 1 (one) assessment of the project proposals under EU funded grant schemes covering the specific field applied for (indicated in the point 7 of the expression of interest).
- Minimum 3 years of professional experience in media, freedom of expression, communications, media research, freedom of expression or related topics;

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of 125 euros/day worked. The travel and subsistence expenses shall not 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, www.europa.rs.

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.