



Notice of call for expressions of interest

1. Contracting authority

European Asylum Support Office (EASO)
MTC Block A, Winemakers Wharf, Grand Harbour Valetta, MRS 1917
Malta
Email: MedCOI_experts@easo.europa.eu

2. Registration procedure

The objective of this call for expressions of interest is to set up a list of local MedCOI experts with a specific knowledge in healthcare/medical fields (stipulated in point 4) in relation to patients in their Countries of Origin¹.

Expressions of interest should be submitted electronically to MedCOI_experts@easo.europa.eu.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Definition of local MedCOI expert

MedCOI provides medical country of origin information. Local MedCOI experts should therefore have experience relevant to healthcare and health insurance. The expert can provide EASO with accurate and up-to-date information regarding the fields covered in point 4 in the country of origin in a reliable, well-informed and unbiased/neutral way. The expert has first-hand knowledge of the country/topics being researched, usually by way of:

- residing and working in the country of origin;
- having a broad professional network there;
- and/or speaking the local language.

The expert is a participant of the healthcare and/or insurance system and has not only theoretical knowledge but also practical experience. The local MedCOI expert shall be able to interpret the medical content of a request correctly. For provision of information on field C (General or case-specific information on medical treatment possibilities) mentioned under point 4, it is required that the local MedCOI expert is a medical doctor (see also: point 12 Selection criteria).

Non-exhaustive examples of profiles considered in this call include: Medical Doctors (GPs, specialists); nurses; Healthcare managers planning and coordinating medical and health services; Hospital/clinics administrators; Pharmacists; Staff members of international organisations/NGOs active in health care; Academics specialised in healthcare; Government officials working in the Ministry of Health or in a public Health Insurance Fund.

4. Description of the fields and tasks covered by the call for expressions of interest

The local MedCOI experts will assist EASO in one of the countries of origin and/or their sub-regions listed in Annex V to this notice.

¹ See list of Patients' Countries of Origin in Annex V.

Fields

The local MedCOI experts will assist EASO in **responding to the requests in one or several fields**:

A	General or case-specific Information on medication availability
B	General or case-specific information on medication prices, reimbursement rates
C	General or case-specific information on availability of medical treatments ²
D	General or case-specific Information on medical treatments' prices, reimbursement rates.
E	General or case-specific Information on <ul style="list-style-type: none">- insurance schemes (public and private),- social protection schemes- healthcare system

Tasks:

The local MedCOI expert shall be able to respond to the requests received from EASO in relation to one or more of the above fields within the mentioned deadline. A request is a set of questions asked by EASO to the Local MedCOI expert to obtain country-specific information on one or several of the above mentioned fields. The questions are based on real patient cases or on cases that represent a model patient with a disease (e.g. hiv, diabetes mellitus, or PTSD). Non-exhaustive examples of questions are provided in Annex III: Guidelines for Local experts. Furthermore, a request typically contains patient-related background information such as age, gender, diagnosis and brief description of complaints.

There are different types of requests: Regular, Validation, Additional and General, which are defined in Article I of the Model Contract. EASO may request a free-of charge clarification of case information submitted by the expert is incomplete or unclear. Furthermore, there are three set delivery times for responding: Normal (14 calendar days), Semi-urgent (7 calendar days), Special (28 calendar days).

The procedure for handling of requests and administrative processes are explained in Annex III: Guidelines for Local experts.

5. Information and documents to be provided to EASO

Interested parties should provide the filled in application form (see Annex I) accompanying this call in English and all information and documents requested therein.

6. 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 local MedCOI experts who meet the criteria set out at point 12.

² See also non-exhaustive list of treatments and specialisms in Annex IV
European Asylum Support Office
www.easo.europa.eu

Tel: +356 2248 7500
info@easo.europa.eu

MTC Block A, Winemakers Wharf
Valletta, MRS 1917, MALTA

Where a particular task relating to the field described at point 4 is to be performed by a local MedCOI expert, the contracting authority will assign the task to that expert based on the required skills, experience and knowledge, and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests. The local MedCOI experts will be requested to sign a contract with EASO, a model of which can be found in Annex II to this call.

7. 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 requested personal data are required for the purposes indicated above in point 5 and will be processed by the contracting authority, which is also acting as data controller, solely for those purposes indicated in point 2. 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 136 of the Financial Regulation (Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union, repealing Regulation (EU, Euratom) No 966/2012). The name and the contact details of the local MedCOI experts are strictly confidential and shall not be released in any manner to any party outside of contracting Authority or Authorizing Officer of the Commission.

8. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for the execution of the tasks within the fields described in point 4. The total payments (including both remunerations and reimbursements) per expert for the whole period of validity of the list shall be less than the maximum threshold³ set by Article 4 of the Directive 2014/24/EU.

9. Place of delivery

The tasks may be carried out remotely, using electronic communication tools: the online application <https://medcoi.easo.europa.eu> or by e-mail.

10. 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.

11. Exclusion criteria

Local experts (in their capacity of economic operators) shall be excluded from participation if:

- a) the person or entity is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;

³ The threshold is periodically revised and currently set to 144,000 Euro.

- (b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity 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 eligibility or selection criteria or in the implementation of the legal commitment;
 - (ii) entering into agreement with other persons or entities with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making of the authorising officer responsible during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the person or entity is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council (1) and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (2);
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of 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 (3), or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA (4), or corruption as defined in other applicable laws;
 - (iii) conduct related to a criminal organisation as referred to in Article 2 of Council Framework Decision 2008/841/JHA (5);
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council (6);
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (7), 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 offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (8);
- (e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:
 - (i) led to the early termination of a legal commitment;
 - (ii) led to the application of liquidated damages or other contractual penalties; or
 - (iii) been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations;
- (f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (1);
- (g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to circumvent fiscal,

social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;

- (h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

12. Selection criteria relating to technical and professional capacity

Local MedCOI experts will be selected based on their professional and technical ability to perform the tasks described in this call according to the following criteria:

- **General criteria (for all fields A to E)**

- having at least 6 years of experience in medical or healthcare field in the specified country;
- having the ability to work and perform the assignments in medical English;
- having the ability to use IT tools;
- being part of a professional medical or healthcare network in the specified country;

- **Criteria for Medical doctors (linked to field C under point 4):**

- Medical degree (e.g. Doctors-specialist/ General practitioner)
- Valid license or certification to exercise the profession of Medical Doctor or sworn declaration on absence of suspension or exclusion from clinical practice⁴

- **Criteria for Pharmacists (linked to field A and B under point 4):**

- Valid licence or certification to exercise the profession of pharmacist⁴

All the above requested experience and abilities will be assessed based on the information applicants provide in their application form (see Annex I).

13. Conditions of remuneration and reimbursement of medical local MedCOI experts

The local MedCOI experts shall be remunerated at a fixed fee per request. The fee for request type depends on the number of questions⁵ contained therein and on the required delivery time. The following fees are applied:

	Delivery times →			
Request type	Number of questions in a request ↓	Normal 14 calendar days	Semi Urgent 7 calendar days	Special 28 calendar days

⁴ Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

⁵ Non exhaustive list of example questions can be found in Annex III: Guidelines for Local experts.

-Regular -Validation -Additional	1-15 Questions	125 EUR	175 EUR	N/A
-Regular -Validation -Additional	16-30 Questions	175 EUR	225 EUR	N/A
-Regular -Validation -Additional	>30 Questions Or exceptionally complicated medical diagnosis	300	N/A	N/A
General request		N/A	N/A	300 EUR

As a general rule, the cumulative value of the payments per expert per year shall not exceed one fifth of the amount of the maximum threshold⁶.

14. Ex-post transparency

A list of local MedCOI experts (with **anonymised** personal data -internal reference code- and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the EASO website no later than 30 June of the year following the contract signature.

If a MedCOI local expert has concluded a contract of more than 15,000 Euro the anonymised personal data -i.e. internal reference code-, the locality (country of origin), amount, and subject of the contract shall be published on the EASO website as well. The information shall be removed two years after the year of the contract signature.

15. Date of publication of the notice

12.12.2018

16. Date of receipt by the Publications Office

12.12.2018

⁶ As indicated in Article 4 of Directive 2014/24/EU and subsequent amendments (currently 143,999.99 Euro).