



## Notice of call for expressions of interest

### 1. Contracting authority

European Asylum Support Office (EASO)  
MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917  
Malta  
Email: [contracts@easo.europa.eu](mailto:contracts@easo.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 by electronic means at the following address: [contracts@easo.europa.eu](mailto:contracts@easo.europa.eu) or by post to the address indicated at point 1.

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 fill in the application form accompanying this call in one of the official languages of the European Union and provide the information and documents requested therein.

### 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. Without prejudice to point 10, experts employed by an institution represented at the EASO Management Board or by any EU Institution, body or Agency shall not be considered eligible for this procedure.

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. The experts will be requested to sign a contract with EASO, a model of which is annexed to this call.

### 5. Protection of personal data

The processing of the expressions of interest involves the recording and processing of personal data (such as contact details and CV). Such processing will be performed in line with 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. Details concerning the processing of your personal data are available on the privacy statement at: <http://easo.europa.eu/legal-notice/>.

## **6. 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 at point 7, with a maximum threshold of 130,000 euros of total payments (including both remunerations and reimbursements) per expert for the whole period of validity of the list.

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

The experts will assist EASO in the following areas:

- a) International protection, reception, migration, and fundamental rights, including vulnerable groups (children, victims of trafficking in human beings, etc);
- b) Country of Origin Information (COI);
- c) Didactics, training and e-learning;
- d) Procurement and grants procedures.

The experts will assist EASO by performing one or more of the following tasks:

1. Provide advice during events organised by EASO, including delivery of presentations, speeches, briefings, workshops, etc;
2. Advice on specific EASO products, processes, studies, analysis or research;
3. Evaluate EASO products, tools, projects, and applications and tenders in procurement and grants procedures.

## **8. Place of delivery**

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

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

Experts shall be selected on the basis of their professional and technical ability to perform the tasks described in this call according to the following criteria:

- at least 6 years of experience in the domain of expertise covered by the specific assignment;
- ability to work and perform the assignment in English and/or in a language required for the specific assignment;

All the above requested experience and abilities will be assessed based on the information applicants must provide in their online curriculum vitae which is part of their application.

The ability to use IT tools is a prerequisite in order to be selected as external expert.

EASO aims to select experts included in the list in a balanced manner, ensuring an adequate rotation of experts and taking into consideration the experts' geographical origin, professional experience and other capacities and language skills. EASO promotes equality between men and women in all its activities, including the selection of external experts.

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

Experts with an experience between 6 and 12 years in the domain covered by the specific assignment shall be remunerated at a fixed price of 450 euros per day on which the expertise was delivered. Experts with experience in the domain covered by the specific assignment of more than 12 years shall be remunerated at a fixed price of 800 euros per day on which the expertise was delivered.

The travel and subsistence expenses will be paid according to the general rules on the costs incurred by persons invited to meetings organised by EASO.

As a general rule, the cumulative length of the contracts shall not exceed 50 days per year per expert.

#### **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 EASO website.

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.

#### **14. Date of publication of the notice**

24/02/2015