

Notice of call for expressions of interest

1. Contracting authority

Executive Agency for Small and Medium-Sized Enterprises (hereinafter "EASME")

European Commission

B-1049 Brussels

<http://ec.europa.eu/easme>

email: EASME-EMFF-experts@ec.europa.eu

2. Registration procedure

The objective of this call for expressions of interest is to set up a list of external experts to support evaluation and monitoring activities of actions delegated to the EASME under the European Maritime and Fisheries Fund (EMFF) (2014-2020)¹.

Expressions of interest should be submitted in one of the official languages of the European Union by electronic means at the following address: https://ec.europa.eu/eusurvey/runner/EASME_EMFF_callforexperts. A summary in English will facilitate the assessment of the expressions of interests.

Inclusion in the list entails no obligation on the part of the contracting authority to conclude contracts with registered persons.

3. Information and documents to be provided

Interested parties must provide at the time of submitting their expression of interest the following information / documents:

- their full contact details;
- their specific fields of expertise (from those indicated at point 6);
- detailed information on their educational background and professional experience.

In order to be selected, and before signing any contract, experts may be required to submit supporting evidence of:

- a level of education corresponding to completed university studies of at least three years, certified by a diploma;
- at least five years of professional experience, including at least three years acquired in one of the fields mentioned in point 6;
- an appropriate working knowledge of English².

¹ Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council, OJ L149/1 of 20/5/2014.

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.

Persons who have submitted their expression of interest will be included in a list of experts.

Where a particular task relating to the field described at point 6 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 general terms of this assignment can be found in the model contract experts attached in annex to this call for expressions of interest.

EASME is not bound to appoint only experts from the list. It may select, in a transparent manner, any individual experts with the appropriate skills not included in the list if deemed appropriate and in duly justified cases.

5. Protection of personal data

If processing expressions of interest involves the recording and processing of personal data (such as 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 Union 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.

Experts may withdraw their application at any moment during the period of validity of the registration by written notice to the EASME at EASME-EMFF-experts@ec.europa.eu.

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

EASME is looking for independent experts to provide assistance in evaluation and monitoring activities of actions under the European Maritime and Fisheries Fund. Experts must be specialised in one or more of the following fields related to the Integrated Maritime Policy and the Common Fisheries Policy:

1. Marine environment
 - Marine biology

² Minimum level C1 in English following the Common European Framework for Reference for Languages.

- Marine ecosystems
 - Integrated coastal zone management
 - Marine environmental policies
 - Fisheries science
2. Maritime/blue economy, maritime engineering and technologies
 - Aquaculture, seafood industry
 - Coastal and maritime tourism
 - Maritime services, waterborne transport, ports
 - Ocean engineering, shipping, shipbuilding
 - Marine renewable energy, offshore and underwater technologies
 - Marine biotechnology
 3. Skills for the blue economy
 - Education and training for maritime professions
 4. Cross-cutting marine/maritime action areas
 - Marine knowledge and research, ocean observation and monitoring, oceanography
 - Maritime security and surveillance
 - Maritime spatial planning
 - International ocean governance
 - Maritime economy
 - Marine and maritime data processing and analysis

Interested parties may indicate in their registration also other fields of expertise they may have in relation to the Integrated Maritime Policy or the Common Fisheries Policy.

Additional experience in one or more of the following areas will be considered an asset:

- Administration, management or evaluation of research and innovation projects, programmes or policies
- Innovation (technological as well as non-technological), including social innovation, innovation processes and management
- Business management, including product/service management, marketing, investment and financial instruments, particularly with regard to innovative SMEs

- Use of the results of research and innovation projects, dissemination knowledge transfer and intellectual property rights
- Socio-economic sciences and humanities, including societal and economic impact and risk assessment

To ensure the independence of the work that they might be called upon to perform in their capacity as independent experts, prior to the signature of their contract, experts will be required to attest that they agree to abide the terms of the code of conduct (including confidentiality aspects). In particular, they will be required to sign a declaration certifying that there is no conflict of interest at the time of contracting and that they undertake to inform EASME if any conflict of interest should arise in the course of their duties.

7. Place of delivery

Tasks will be performed remotely at the expert's premises or in situ at the contracting authority's premises or any other premises where a contracted activity will take place.

8. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for the duration of the multiannual European Maritime and Fisheries Fund programme (EMFF) (2014-2020).

Interested parties may submit an application at any time prior to the last three months of validity of the list.

9. Exclusion criteria

All interested persons must, at the time of submitting their expression of interest on line, declare on their honour that they are not in one of the situations of exclusion listed in that declaration on honour.

Before signing a contract, EASME reserves the right to verify whether the expert is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

10. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of EUR 450 (four hundred fifty euro) per working day.

Travel and subsistence expenses will be reimbursed under the conditions set out in the Commission Decision C(2007)5858 of 5 December 2007 laying down the Rules on the

reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

Any expenditure related to the preparation and submission of expressions of interest will not be reimbursed.

11. Ex-post transparency

A list of experts (name and area of expertise) who have concluded a contract following the procedure set out at point 4 shall be published at least once per year on the website of the contracting authority.

If an expert has concluded a contract of more than EUR 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.

Annex: Model expert contract
