**EASO/2020/775**

**Call for expressions of interest to establish a EUAA list of external remunerated experts**

**Application Form**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **nAME (SURNAME):** |  |

|  |  |
| --- | --- |
| **FIRST NAME:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEX:** | **F:** |  |  | **M:** |  |

|  |  |
| --- | --- |
| **NATIONALITY:** |  |

**ADDRESS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **STREET** |  | **n°** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **post code:** |       |  **Postbox n:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Town / city:** |       |  **country:** |       |

|  |  |
| --- | --- |
| **telephone number:** |       |

|  |  |
| --- | --- |
| **E-MAIL *(to be used for communication purposes):*** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **SELF EMPLOYED** |  | **employed** |  |

**2. ELIGIBILITY CHECK**

Confirm that you are NOT employed by an institution represented at the EUAA Management Board or by any EU Institution, body or Agency.

[ ]  I confirm I am not in one of these situations

**3. FIELD**

***For which areas mentioned under Annex I of the Call for expression of interest are you applying for?***

|  |  |  |  |
| --- | --- | --- | --- |
| **Field no.** | **Area of expertise Title** | ***Area(s)*** *applied for (tick where appropriate)* | ***Do you have the minimum years of experience required in this area? (****see Annex I, “Profile requirements” of the call for the description for the specific experience required****)*** |
| I.a | Fundamental rights, EU and international law | [ ]  | [ ]  |
| I.b | Access to the Asylum Procedure including registration of asylum applications for international protection | [ ]  | [ ]  |
| I.c | Examination of asylum applications | [ ]  | [ ]  |
| I.d | Dublin procedure | [ ]  | [ ]  |
| I.e | Reception of applicants of international protection | [ ]  | [ ]  |
| I.f | Vulnerable groups including children, victims of trafficking in human beings, gender related persecution (SOGI, FGM), health, mental health, victims of torture or violence, elderly people and other vulnerabilities | [ ]  | [ ]  |
| I.g | Third Country Cooperation | [ ]  | [ ]  |
| I.h | Institutional, organisational and/or legal frameworks, including process management, change management, operational management, etc. | [ ]  | [ ]  |
| I.i | Resettlement | [ ]  | [ ]  |
| II.a | Country-specific knowledge regarding the socio-economic, legal, political, human rights, conflict, or humanitarian situation in one or more countries of origin or transit of applicants for international protection | [ ]  | [ ]  |
| II.b | Topical specialised knowledge regarding a topic relevant for International protection or COI research | [ ]  | [ ]  |
| III.a | Programme / Project monitoring | [ ]  | [ ]  |
| III.b | Programme / Project evaluation | [ ]  | [ ]  |
| III.c | Programming / Needs Assessment | [ ]  | [ ]  |
| III.d | Programme and project management | [ ]  | [ ]  |
| IV.a | Adult learning, pedagogy, e-learning design and coaching | [ ]  | [ ]  |
| V.a | Knowledge management | [ ]  | [ ]  |

**4. RELEVANT PROFESSIONAL EXPERIENCE (*remunerated and non-remunerated*)**

***Fields marked with \* are compulsory.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation – name**(including city and country) | **% of full time \*** | **Period of employment or field work or research \*** | **Calculated length \*** |
| Start date (DD/MM/YYYY) | End date (DD/MM/YYYY) |
|  | **%** |  |  |  |
| Remunerated professional experience | [ ]  ***Please also describe the type of remuneration (e.g. salary, grant, etc)*** |
| Non remunerated professional experience | [ ]  |
| Type of business or sector \* |  |
| Job title or position held \* |  |
| **For which area you applied for is this experience relevant?**Please indicate the field number (e.g. III.a, Programme / Project monitoring)**[[1]](#footnote-1)** |  |
| Main tasks and experiences \* |  |

***Copy paste this table as many times as necessary.***

**5. RELEVANT PUBLICATIONS**

***Please indicate the publications relevant for the areas applied for.***

|  |  |
| --- | --- |
| **Title** |  |
| **Relevant link** |  |
| **For which area you applied for is the publication relevant?**Please indicate the field number (e.g. III.a, Programme / Project monitoring) |  |
| **Short content description of the publication and**  |  |

***Copy paste this table as many times as necessary.***

**6. CONTRIBUTIONS / PRESENTATIONS**

|  |  |
| --- | --- |
| **Event title** |  |
| **Venue** |  |
| **Start / end date** |  |
| **For which area you applied for is the publication relevant?**Please indicate the field number (e.g. III.a, Programme / Project monitoring) |  |
| **Short description of your role and content of the contribution which must be relevant to the area/s applied for** |  |

***Copy paste this table as many times as necessary.***

**7. Language skills**

**ENGLISH level C 1** according to CEFR**[[2]](#footnote-2) Yes** [ ]  **No** [ ]

**Other Languages:**

**(LEVEL: ELEmentarY = 1; AVERAGE = 2; GOOD = 3; VERY GOOD = 4)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Ability to Listen** | **Ability to Read** | **Ability to Speak** | **Ability to Write** |
|  |  |  |  |  |
|  |  |  |  |  |

***Add as many lines as necessary.***

**8. DECLARATION**

The undersigned (*Name and surname*), declares on (*his/her*) honour that is not in any of the following situations which would exclude (*him/her*) from participating in this call for expressions of interest:

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person is in one of the following situations:
 | YES | NO |
| 1. it 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;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity 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 persons 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 award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure; | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of the following:
 |  |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 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](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31995F1127%2803%29&from=EN); | [ ]  | [ ]  |
| (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](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31997F0625%2801%29&from=EN),, or conduct referred to in Article 2(1) of [Council Framework Decision 2003/568/JHA](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003F0568&from=EN), as well as corruption as defined in other applicable laws; | [ ]  | [ ]  |
| (iii) participation in a criminal organisation, as defined in Article 2 of [Council Framework Decision 2008/841/JHA](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32008F0841&from=EN); | [ ]  | [ ]  |
| (iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of [Directive (EU) 2015/849](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32015L0849) 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](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32002F0475&from=EN), 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](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32011L0036&from=EN); | [ ]  | [ ]  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s 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 a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of [Council Regulation (EC, Euratom) No 2988/95](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31995R2988&from=EN);
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under 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.
 | [ ]  | [ ]  |
| 1. for the situations referred to in points (c) to (g) above the person is subject to:
2. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
3. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
5. information transmitted by Member States implementing Union funds;
6. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
7. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 | [ ]  | [ ]  |

The EUAA may ask the selected experts to provide, prior to the conclusion of a service contract, evidence in support of this declaration.

For situations described in (a), (c), (d), (f) and (g) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. 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.

The undersigned hereby certifies that all the information given in this application is complete and correct to the best of (*his/her*) knowledge.

Date: [dd mmmm yyyy] Signature:

**9. DOCUMENTS TO ATTACH**

|  |  |  |
| --- | --- | --- |
| 1 | CV of the expert, with mention of degrees obtained, professional qualifications and relevant experience preferably in a EUROPASS Format, available at the following website: <https://europass.cedefop.europa.eu/documents/curriculum-vitae> |  |

1. In case the same experience is relevant for more than one area listed under point 3 above, clearly indicate it which percentage of that professional experience was dedicated to that area. [↑](#footnote-ref-1)
2. CEFR: Common European Framework of Reference for Languages: Learning, teaching, assessment is a framework of reference. It was designed to provide a transparent, coherent and comprehensive basis for the elaboration of language syllabuses and curriculum guidelines, the design of teaching and learning materials, and the assessment of foreign language proficiency. [↑](#footnote-ref-2)