



Notice of call for expressions of interest (CEI) to establish an EUAA list of remunerated external experts in the field of Medical Country of Origin Information (MedCOI)

Reference: EUAA/MLA/2024/CEI/0011

1. Contracting authority

The Contracting Authority for this Call for Expressions of Interest ('CEI') is the European Union Agency for Asylum ('the EUAA' or 'the Agency') - MTC, Winemakers Wharf, Grand Harbour Valetta, MRS 1917, Malta.

The EUAA is an agency of the European Union set up by [Regulation \(EU\) 2021/2303](#) of the European Parliament and of the Council. The Agency:

- acts as a centre of expertise on asylum;
- contributes to the development of the Common European Asylum System by facilitating, coordinating and strengthening practical cooperation and information exchange among Member States on their asylum and reception systems;
- supports Member States when carrying out their tasks and obligations in the framework of the CEAS;
- provides effective operational and technical assistance to Member States, in particular when their asylum and reception systems are subject to disproportionate pressure;
- provides evidence-based input for EU policymaking and legislation in all areas having a direct or indirect impact on asylum.

Dedicated email address for the purpose of this CEI: MedCOI_experts@euaa.europa.eu

2. General description of the procedure

This procedure is based on the provisions of Article 237 of the EU Financial Regulation¹ and Article 93 of the EASO Financial Regulation². This CEI is directed only to natural persons. Any expressions of interest by applicants are to be submitted in accordance with the rules set out in this CEI.

Pursuant to the CEI, the Agency envisages to engage external experts to provide Medical Country of Origin Information.

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union

² Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation as amended by the Decision No 74 of the Management Board of The European Asylum Support Office of 28 July 2021 (<https://euaa.europa.eu/sites/default/files/MB-Decision-no-74-Amending-MB-Decision-no54.pdf>)





Persons employed by an entity represented at the EUAA Management Board or any EU Institution, Body or Agency are not eligible to submit an application in response to this CEI. Any such applications would subsequently be rejected without consideration of merits.

Following an assessment of eligible applications, the Contracting Authority will draw up a list of local MedCOI experts who meet the selection criteria set out in point 9 (hereafter ‘the List’). Incoming applications received in response to this CEI will be evaluated on a regular basis.

The EUAA will inform all applicants on the outcome of their applications in terms of whether they have been included on the List.

However, inclusion on the List as a local MedCOI expert does not entail any obligation for the EUAA to sign a contract. The EUAA retains full discretion to decide on concluding (individual) contracts with specific local experts included on the List, depending on its operational needs and priorities, in accordance with the procedure set out in point 11.

The List established pursuant to this CEI will entail a mechanism for the selection of experts who will provide services to the EUAA in a personal capacity using their expertise and knowledge. Local MedCOI experts included on and/or engaged pursuant to the List are not employed by the Agency, do not constitute temporary agency workers, do not act or speak on behalf of the EUAA, and the Agency cannot be held responsible for their actions and expressions, etcetera.

This CEI must be read in conjunction with the following annexes published on the EUAA’s website:

- Annex I: Application Form;
- Annex II: Model Contract;
- Annex III: EUAA Guidelines for Local Experts
- Annex IV: Non exhaustive list of treatments and specialisms
- Annex V: Countries list.

3. Expiry date of this call for expressions of interest

This notice is valid for five years from the day of its publication on the EUAA website (<https://euaa.europa.eu/procurement>). Applicants may submit an application at any time prior to the last three months of expiry of the CEI.

4. 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 9) in relation to patients in their Countries of Origin³.

³ See list of Patients’ Countries of Origin in Annex V.



Applicants interested in providing services in accordance with this CEI shall submit their applications exclusively electronically to MedCOI_experts@euaa.europa.eu.

5. Use of the list resulting from this call for expressions of interest

The List will be used exclusively for the provision of services in accordance with the tasks described in point 6.

Assignments of external experts are subject to the following ceiling:

- The value of any individual contracts must stay below the thresholds for the award of public contracts referred to in Article 175 of the EU Financial Regulation (EUR 143 000 excluding allowances, accommodation and travel costs);

The end date of the validity of a contract with an external expert can go beyond the validity of the CEI.

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

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

Tasks are divided into two groups:

a) Requests for information

A request is a set of questions asked by the EUAA to the local MedCOI expert to obtain country-specific information on one or several of the below-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.

A request typically contains patient-related background information such as age, gender, diagnosis and brief description of complaints. The local MedCOI experts will assist the EUAA in **responding to the requests related to the following fields:**

A	General or case-specific Information on medication availability
B	General or case-specific information on medication prices, reimbursement rates (accessibility)
C	General or case-specific information on availability of medical treatments ⁴

⁴ See also non-exhaustive list of treatments and specialisms in Annex IV



D	General or case-specific Information on medical treatments' prices, reimbursement rates (accessibility)
E	General or case-specific Information on accessibility: - insurance schemes (public and private), - social protection schemes - healthcare system

There are different types of requests defined in Article I of the Model Contract (Annex II) and in the Annex III – Guidelines local experts. EUAA may request free-of-charge clarifications in case information submitted by the expert is incomplete or unclear.

The local MedCOI expert shall be able to respond to the requests received from the EUAA in relation to one or more of the above fields as follow: within 28 calendar days for special requests, 14 calendar days for normal requests and 7 calendar days for urgent request.

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

b) Participation in ad-hoc MedCOI meetings

Local expert may be invited to prepare and present medical country of origin information materials during MedCOI meeting on an ad-hoc basis (e.g. annual or biannual MedCOI event). Such participation may require physical presence at the EUAA in Malta or in any other EU+ country⁵ or remote participation by means of a teleconference.

7. Information and documents to be provided to the EUAA

Applicants shall provide the duly filled in application form (see Annex I) accompanying this call in English and all information and documents requested therein to the email address indicated under point 2.

8. Exclusion criteria

⁵ EU+ countries re considered the EU Member States plus the Associate Countries (associate Countries - are the EFTA countries that have signed an agreement with the EU for their participation in the work of EASO. According to the article 34 of EUAA Regulation, EUAA shall be open to the participation of Iceland, Liechtenstein, Norway and Switzerland).



Applicants shall be excluded from submitting an application in response to this CEI if he/she is in any of the exclusion situations of Article 136 of the EU Financial Regulation (detailed list is provided in the application form).

9. Selection criteria relating to technical and professional capacity

MedCOI provides medical country of origin information. Local MedCOI experts shall therefore have experience relevant to healthcare and health insurance for the country(ies) concerned. The experts shall have the capacity to provide the EUAA with accurate and up-to-date information regarding the fields covered in point 6 in a specific country of origin in a reliable, well-informed and unbiased/neutral way. The expert shall possess 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 shall be a participant of the healthcare and/or insurance system in the country(ies) concerned 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 availability of medical treatment) mentioned under point 6, it is required that the local MedCOI expert is a medical doctor.

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.

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:

Minimum Requirements

- having at least 6 years (**with at least two years within the last three years from the date the application was submitted**) of experience in medical or healthcare field in the specified country;
- **proficiency in English** including understanding of English medical terminology (minimum B1 level according to CEFR⁶), which is the vehicular language of EUAA

⁶ 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



- having the basic ability⁷ to use IT tools, (word processing, internet browsing and email)
- being part of a broad professional medical or healthcare network in the specified country

Specific Requirements applicable to field C - General or case-specific information on availability of medical treatment defined under point 6:

- Medical degree (e.g. medical specialist, general practitioner etc)
- A currently valid license to practise medicine or - with other words- certification to exercise the profession of Medical Doctor. Such medical licenses/certificates are typically issued by a relevant medical or health regulatory authority in a specific country.

Eligible external experts who fulfil the selection criteria will be placed on the List.

10. Place of delivery

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

11. Contracting

Where a particular task relating to the field described at point 6 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 the EUAA, a model of which can be found in Annex II.

Experts must perform any contract in compliance with its provisions and all legal obligations under applicable EU, international and national law (including, inter-alia, taxation, social security and labour laws). Please refer to Annex II (draft contract). An example of a payment request form is annexed to the draft contract.

Description of the contracting process is further described in Annex III – Guidelines Local Experts.

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

a) Requests for information

The local MedCOI experts shall be remunerated at a fixed fee per request. The fee for request depends on the number of questions⁸ contained therein and on the required delivery time.

⁷ https://en.wikiversity.org/wiki/Computer_Skills

⁸ Non exhaustive list of example questions can be found in Annex III: Guidelines for Local experts.



Request type	Delivery times →	Normal 14 calendar days	Semi Urgent / Urgent 7 calendar days	Special 28 calendar days
	Number of questions in a request ↓			
-Regular -Validation -Additional	<i>From 1 to 15 questions</i>	Flat rate: 150 EUR	Flat rate: 210 EUR	N/A
-Regular -Validation -Additional	<i>From 16 questions up to 64</i>	Flat rate: 150 EUR + Rate per each additional question: 10 EUR	Flat rate: 210 EUR +Rate per additional question: 15 EUR	N/A
-Regular -Additional	<i>From 65 questions</i>	N/A	N/A	Flat rate for first 15 questions: 150 EUR and 10 EUR per each additional question.
-General		N/A	N/A	Flat rate for first 15 questions: 150 EUR and 10 EUR per each additional question.

The deadline is calculated from the day after a request is sent by the EUAA to the expert.

The above-mentioned fees are all-inclusive: no additional payments will be made to the experts.

Please see the point 5 on the maximum value and duration of individual contracts.

b) Participation in ad-hoc MedCOI meetings

The price for the service of delivering a presentation is a flat rate of 650 EUR per day, up to 8h and 325 EUR for a half day presentation, up to 4h, **total payment of the performed days will be calculated to the nearest half day**. The price includes preparation, delivery, and any Q&A session.

Rules on reimbursement of accommodation and travel costs and daily allowances related to the expert's participation to ad-hoc MEDCOI meetings are provided under the Annex 5 of the draft contract.



13. Protection of personal data

Any personal data necessary for the purpose of the establishment and management of the List will be processed in accordance with Regulation (EU) 2018/1725⁹ of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any such personal data will be processed solely for evaluation purposes, as well as the management of the List. Applicants involved in this CEI have the right to access their data and to request that these are rectified or erased.

Details concerning the processing of your personal data are available in the privacy statement at: https://euaa.europa.eu/sites/default/files/2024-05/cei_data_protection.pdf

The external expert's personal data may be registered in the Early Detection and Exclusion System (EDES) if they are in one of the situations mentioned in Article 136 of the EU Financial Regulation. For more information, see the privacy statement at:

https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en

References in the above-mentioned privacy statement to 'the Commission' should be read, where applicable, as references to 'the EUAA'.

15. Ex-post transparency

If an external expert has concluded a contract totalling more than EUR 15.000,00, the name, locality (country of origin), amount, and subject of the contract will be published on the website of the EUAA no later than 30 June of the year following the contract award. The information will be removed two years after the year of the contract award.

16. Date of publication of the notice on the EUAA website

16/07/2024

⁹ OJ L 295, 21.11.2018, p. 39.