



## Call for Expressions of Interest (CEI) to establish an EASO list of remunerated external experts for deployment in EASO Asylum Support Teams

Reference: EASO/2021/885

### 1. Contracting Authority

The Contracting Authority for this Call for Expressions of Interest ('CEI') is the European Asylum Support Office ('EASO') - MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917, Malta.

EASO is an agency of the European Union set up by [Regulation \(EU\) 439/2010](#) 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 among Member States on the many aspects of asylum;
- helps Member States fulfill their European and international obligations to give protection to people in need;
- provides practical and technical support to Member States and the European Commission;
- provides operational support to Member States with specific needs and to Member States whose asylum and reception systems are under particular 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: [experts.operations@easo.europa.eu](mailto:experts.operations@easo.europa.eu)

### 2. General description of the procedure

This procedure is based on the provisions of Article 237 of the EU Financial Regulation<sup>1</sup> and Article 93 of the EASO Financial Regulation<sup>2</sup>. 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.

Persons employed by an entity represented at the EASO 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 external experts who meet the selection criteria set out in point 11 (hereafter 'the List'). The List will correspond to each of the profiles described in Annex 1 to this CEI.

Incoming applications received in response to this CEI will be evaluated on a regular basis and at least twice per year.

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<sup>1</sup> 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, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014.

<sup>2</sup> Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation, as amended by Management Board Decision No 74 of 28 July 2021.

EASO 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 an external expert does not entail any obligation for EASO to sign a contract. EASO retains full discretion to decide on concluding (individual) contracts with specific external 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 using expertise and knowledge. External experts included on and/or engaged pursuant to the List are not employed by the Agency<sup>3</sup>, do not act or speak on behalf of EASO, 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 EASO's website:

- Annex 1: Expert Profiles;
- Annex 2: Daily Fees Experts;
- Annex 3: Model Contract;
- Annex 4: Equivalence Table of Certificates.

### 3. Registration procedure

Applicants may apply for a **maximum of 8 profiles**. Profiles of different seniority-levels are counted towards this limit (e.g. an application for a junior, an intermediate and a senior profile are considered as applications to three profiles). In case more than 8 profiles are applied for, the applicant concerned only has the option of re-submitting their application in accordance with the maximum number of profiles (8).

### 4. Information and documents to be provided

Applicants interested in providing services in accordance with the profiles listed in Annex 1 to the CEI and fulfilling the requirements set out in the CEI are invited to submit their application through the designated online application tool, accessible via the following link: <https://cei.easo.europa.eu>.

Besides filling out all of the required fields indicated in the online application tool, applicants are further required to upload a CV therein (preferably in English), clearly showing the expertise acquired in the areas applied for, and the time frame in which the Applicant has performed tasks closely linked to this expertise. Applicants should preferably use the model Europass CV available via the following link: <https://europa.eu/europass/en/create-europass-cv>.

### 5. 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) 2018/1725<sup>4</sup> 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://www.easo.europa.eu/easo2021885-call-expressions-interest-cei-establish-easo-list-remunerated-external-experts>

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<sup>3</sup> Similarly, any external experts engaged pursuant to this CEI do not form part of EASO's organisational/hierachal structure.

<sup>4</sup> OJ L 295, 21.11.2018, p. 39.

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

References in the above privacy statements to 'the Commission' should be read, where applicable, as references to 'EASO'.

## **6. 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 profiles set out in Annex 1.

Assignments of specific 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 (currently; EUR 139 000 - excluding allowances and travel costs);
- As a general rule, the total cumulative length of any contracts shall not exceed 560 days of service-provision per external expert during the validity of the CEI, subject to the overall maximum total amount of payments of fees under the CEI.

After reaching the respective thresholds mentioned above, whichever comes first, a minimum period of 6 calendar months should be respected before any further assignment.

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

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

The profiles covered by this CEI are set out in Annex 1 thereto. Any external experts assigned by EASO pursuant to this CEI are to perform one or more of the tasks set out in each profile.

## **8. Place of delivery**

The tasks of external experts may be carried out in any location where EASO carries out its activities. In principle, the performance of the tasks generally requires the physical presence of the external experts at the respective location of assignment (intra-muros). In certain cases, tasks may also be performed remotely<sup>5</sup> (extra-muros) using electronic communication tools, if so requested by EASO. During an assignment, external experts may further be requested to travel to locations other than the location of assignment, for the performance of their services. If the nature of the tasks and performance of the contract would require this, the location of assignment may also be changed by EASO. Point 12 provides reference to the conditions on reimbursement of travel and subsistence expenses. Where necessary, further details will be specified according to the tasks and circumstances.

## **9. Expiry date of the Call for Expressions of Interest**

This CEI remains valid for three years from the date of its (first) publication on EASO's website: <https://cei.easo.europa.eu>. Applicants may submit an application at any time prior to the last three months of expiry of the CEI.

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<sup>5</sup> The remote provision of services by external experts will be without prejudice to their formal 'place of assignment' determined in the respective contract concluded with EASO.

## 10. Exclusion criteria

Applicants shall be excluded from submitting an application in response to this CEI if he/she is in any of the exclusion situations indicated within the online application tool (in accordance with Article 136 of the EU Financial Regulation).

## 11. Selection criteria: Criteria relating to technical and professional capacity

The particular qualifications and skills required for each profile are set out in Annex 1 to this CEI.

The required professional qualifications and experience will be assessed solely on the basis of the information contained in the applicant's online application and CV.

EASO reserves the right to request evidence or proof of statements included in the online application and/or CV, including through a reference check. EASO also reserves the right to - at any time - request a recent criminal record, or equivalent certificate, not older than six months. Annex 4 to the CEI provides an equivalence table of certificates with regards to the criminal record issued by the authorities of the Member States of the European Union and Schengen Associated Countries.

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

External experts are invited to regularly update their application and CV and resubmit these to EASO (at their own discretion).

Upon the need for a specific task relating to the profile(s) described in Annex 1 to this CEI, an external expert included on the List might be selected by EASO for carrying out certain services. Prior to any specific assignment, an additional written or oral assessment of a number of external experts' professional qualifications and/or experience may be carried out by EASO, in order to further determine their suitability for the specific assignment at hand.

The Contracting Authority will assign external experts to specific tasks on the basis of their skills, experience and knowledge in accordance with the principles of non-discrimination, equal treatment and absence of conflicts of interest.

EASO aims to select external experts included on the List for specific assignments in a balanced manner, ensuring an adequate rotation and taking into consideration their professional experience, other capacities and language skills - in accordance with the requirements best matching the requisites of the specific tasks. Whilst maintaining the principle of selecting the most qualified external experts, EASO, to the extent possible, promotes equality between men and women in all its activities.

Upon acceptance of an assignment, the external expert concerned will be required to sign a specific contract with EASO. A model contract is found in Annex 3 to this CEI.

## 12. Conditions of remuneration and reimbursement of expenses

External experts who possess the experience in line with the Profile Requirements in Annex 1 to this CEI in the field covered by the specific assignment, shall be remunerated at a fixed fee per day of service-provision (as set out in Annex 2). The applicable fees correspond to the seniority-levels of the different profiles: Junior, Intermediate or Senior and are adjusted according to the country-group where the place of assignment<sup>6</sup> forms part of (see Annex 2). *Inter-alia*, Annex 2 may be subject to change over time - e.g. in case additional countries are to be included for possible assignments.

Travel and subsistence expenses will be reimbursed by EASO in accordance with the specific conditions set out in Annex III to the model contract<sup>7</sup>.

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<sup>6</sup> The 'place of assignment' will be determined in the contract concluded between EASO and the respective External expert.

<sup>7</sup> Which in itself is Annex 3 to this CEI.

Eternal experts should 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). Furthermore, external experts should take out a third party liability insurance when offered a contract by EASO.

### **13. Ex-post transparency**

If an external expert has concluded a contract totalling more than EUR 15,000, the name, locality (country of origin), amount, and subject of the contract will be published on the website of the Contracting Authority 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.

### **14. Date of publication of the CEI on the EASO website**

05 August 2021