



**Notice of call for expression of interest for Senior and Junior Experts
UfMS/ROSTER/2017/1**

1. Contracting authority

The Secretariat of the Union for the Mediterranean (UfMS)

2. Objective-General Principles

The UfMS is seeking to establish a list of external experts (Senior and Junior) from member states of the Union for the Mediterranean in the identified fields of its activities, who will be assigned by contract specific tasks in these fields.

This call for submission of interest is addressed to independent individual experts and legal entities of one person, but not to consulting or other companies.

Applicants will be assessed on the basis of their capacity to fulfil the tasks set out in this call and in accordance with the principles of non-discrimination and equal treatment.

Experts will be selected from the list by rotation and in a balanced manner with regard to geographical and gender representativeness, while paying due attention to the specific tasks to be assigned and the necessary linguistic requirements, as well as to the absence of conflicting interests.

Inclusion in the list entails no obligation on the part of the contracting authority for assigning specific tasks and/or awarding a contract to an expert.

3. Application procedure

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Expression of interest shall be submitted electronically, by using the application form which can be downloaded from here <http://ufmsecretariat.org/procurement>. Applications in any other format will be ignored.

Applicants are requested to complete their application in English, which is one of the working languages of the UfMS. All parts of the application form marked mandatory must be completed in full. Applicants should review and check their application before submitting it in order to ensure that they fulfil all the selection criteria and they do not fall under any exclusion clauses laid down in this call (please see points 11 and 12).

The completed application form must be sent by e-mail to procurement@ufmsecretariat.org before the deadline indicated in point 10.

Questions regarding other conditions of this call for expression of interest may be sent by e-mail to the functional mailbox hereunder clearly indicating the reference of the call for expression of interest: procurement@ufmsecretariat.org.

4. Information and documents to be provided

Interested persons should provide their full contact details in their expression of interest and select the specific field/s indicated in point 8 for which they are applying by ticking the relevant box in the application form.

The supporting evidence to be provided for the evaluation of the selection criteria are indicated in point 12.



5. General description of the procedure

5.1. Selection

Submitted applications will be reviewed by the contracting authority which will draw up a list of experts who meet the criteria set out in point 12.

A selection procedure will be carried out at least on a quarterly basis.

All applicants will be informed of the results of the selection procedure.

5.2. Assignment of the expert and signature of the contract

The choice of the expert will be carried out by a selection panel appointed by the UfMS.

A contract shall be signed between the UfMS and the selected expert. A model contract including the relevant annexes can be downloaded from here: <http://ufmsecretariat.org/procurement/contract>.

6. Protection of personal data

Personal data included in applications (such as name, address and CV) will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 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. Unless indicated otherwise, applications and personal data contained therein, submitted in reply to this call, are necessary and will be processed and used solely for the purposes of this call, by the contracting authority indicated in point 1, which is also acting as data controller.

7. Use of the list resulting from this call

The list resulting from this call will be used exclusively for tasks to be carried out as described in point 8, with a maximum threshold of 20,000.00 EUR of total payments per assignment (including both remunerations and reimbursements).

8. Full description of the fields covered by the call for expression of interest

The UfMS is looking for leading experts in the following identified fields: a) Business Development; b) Higher Education and Research; c) Social & Civil Affairs; d) Transport; e) Urban Development; f) Energy; g) Climate Change; h) Environment; i) Water; j) Building Strategic Partnerships; k) Public Affairs and Outreach; and, l) Institutional Affairs/Relations.

In accordance with the UfMS annual work programme, the experts shall assist the Secretariat by providing, among others, the following services:

- Carry out technical assistance missions in their respective specialist areas related to regional cooperation and regional dialogue;
- Assist the Secretariat in monitoring the implementation of labelled projects, taking into account work descriptions, reports and deliverables;
- Prepare specific studies and analyses relating to the field of activity;
- Support the Secretariat during the preparation and in the course of public events and conferences relating to the fields of activity.



9. Place of delivery

The services of the external experts are to be provided mainly within the Member States of the Union for the Mediterranean. However, work may also be carried out at other locations if necessary. Tasks may also be carried out remotely by using electronic communication tools at the expert's permanent or business address.

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

The list resulting from this call will be valid for 4 years from dispatch of this notice. Interested parties may submit an application at any time prior to the last 3 months of validity of the list.

11. Exclusion criteria

In order to be included in the list, applicants should complete and sign the declaration of honour on the exclusion criteria which can be found in Annex II.G of the Specifications of this call.

12. Selection criteria

Participation in this call is open to natural persons, citizens of UfM Member States and legal entities established in a UfM Member State of one person citizen of a UfM Member State.

Applicants to be placed on the list of prospective experts shall be selected on the basis of their professional and technical capacity to perform the tasks described in this call according to the following criteria which constitute the minimum requirements for assessing an application:

He/she:

- as regards education: has a university master's degree or equivalent diploma, preferably related to the tasks to be performed;
- as regards experience: has a minimum of 10 years relevant professional experience in the field(s) selected for Senior Experts and 3 years relevant professional experience in the field(s) selected for Junior Experts; and
- as regards language skills: has a very good command of one of the working languages of the UfMS (English, French, Arabic or Spanish) (C1 level)

All the above requested abilities and experience will be assessed on the basis of the information the applicants provide in their curriculum vitae which is part of the application and graded as described in Section 3 of the Specifications, Selection and Registration of Experts.

The UfMS reserves the right to request any additional documentary evidence it deems necessary in order to verify applicants' skills and knowledge.

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

Experts are invited to submit (in English) a dossier including:

- a checklist
- a cover letter
- a detailed curriculum vitae
- a self-assessment of competence and experience
- a declaration of honour on the exclusion criteria
- legal entity form and financial identification form

All documents can be found in Annex II of the specifications.



When signing the contract, the expert will be asked to sign a non-disclosure and absence of conflict of interest declaration (see Annex III of the model of Contract).

13. Conditions of remuneration and reimbursement of experts

Contracts must be signed by the selected experts, i.e. natural persons. No invoice from private or public law bodies will be accepted.

Senior Experts shall be remunerated at a fixed price of 400.00 EUR per working day and Junior Experts shall be remunerated at a fixed price of 250.00 EUR per working day. A working day is considered to be 1 working day of the selected expert, where the normal work time for 1 day respects the law and regulations in force in the country where the services are to be performed. Hours worked beyond normal daily work shall not be payable. This rate is all-inclusive and covers social security costs, administrative costs and all types of overhead costs.

The travel and subsistence expenses will be reimbursed under the conditions set out in the model contract.

14. 'Ex post' transparency

A list of experts detailing the subject and the amount of the contract shall be published on the website of the contracting authority no later than the 30th of June of the year following contract award.

The information shall be removed 2 years after the year of the contract award.

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15. Date of dispatch of this call

19/06/2017