



**ROSTERS OF JUNIOR AND SENIOR EXPERTS**  
**Specifications of the Call for expression of interest**

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## 1. PURPOSE OF THE CALL FOR EXPRESSION OF INTEREST

### 1.1. Establishing a list of experts

The Secretariat of the Union for the Mediterranean (UfMS) is looking for leading experts, citizens of Member States of the Union for the Mediterranean 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

The experts (natural persons or legal entities of one person) must fulfil the criteria stated in point 3, in order to be included in the list of experts from which UfMS makes its selection. Having been registered in the list of experts does not imply a legal obligation of UfMS nor any promise of actually selecting or appointing an expert or of awarding a contract to him/her.

### 1.2. Objectives and general description of the services requested

Each time UfMS requires a special technical assistance, a specific contract is to be concluded relating to the field described in point 1, with one or more candidates from the relevant list, selected on the basis of objective and non-discriminatory criteria. The scope of the assignment will be defined in the terms of reference of each specific contract.

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## 2. TASKS TO BE PERFORMED BY THE SELECTED EXPERTS

### 2.1. Purpose of the work

- Carry out technical assistance missions in the 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;
- Draft background/discussion papers and guidance documents in the thematic fields listed in point 1.1;
- Prepare cost-benefit-analysis of projects;
- Provide technical advice and strategic guidance;
- Draft terms of reference for tender invitations.

Selected experts might also be requested to participate in conferences, workshops, seminars or meetings concerning the promotion of programmes and initiatives and other specific topics related to the co-financing and promotion of regional cooperation activities.

### 2.2. Additional information

Senior Experts shall be remunerated at a fixed price of **€400.00 per working day** and Junior Experts shall be remunerated at a fixed price of **€250.00 per working day**. A working day is considered to be one working day of the selected expert, where the normal work time for one day respects the laws 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.

Experts will also receive reimbursements for his/her:

1. Travel expenses to Barcelona under the conditions set out hereunder and with a maximum of one return travel from the place of origin (usual workplace) to the contracting authority's offices in Barcelona (one travel at the beginning and one travel at the end of the mission):
  - Travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation. If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket can be reimbursed;
  - Travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
  - Travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
  - Travel outside the European Union territory shall be reimbursed under the general conditions stated above provided UfMS has given its prior written agreement.
2. A daily allowance paid of EUR 92.00 for each day of the meeting to cover all expenses at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
3. Accommodation expenses: up to a maximum of 100.00 €/night/travel.

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### 3. SELECTION AND REGISTRATION OF EXPERTS

#### 3.1. Procedure to follow and timetable

The table below shows the steps of the procedure to be followed for the selection and registration of experts:

Step	Action
Step 1:	Interested experts send their application (no later than 3 months before expiration of the validity of the list)
Step 2:	Procurement Service receives and registers the application. The candidate receives an acknowledgement
Step 3:	The evaluation committee is set up in order to analyse and evaluate applications. It is foreseen that there will be three evaluation sessions per year (once per quarter)
Step 4:	The evaluation committee will assess applications in the light of the exclusion criteria (see 3.3 below). Only those applications that are successful in this step will be admitted to the next step
Step 5:	The evaluation committee will assess applications in the light of the selection criteria (see 3.4 below)
Step 6:	After the end of the work of the evaluation committee the expert will be either registered in the list or his/her application will be rejected. An official communication of the result will be addressed to the expert.

#### 3.2. Request for registration, acknowledgement

An expert can apply for registration on the list of experts by submitting the documents stated in Annex II of the Specifications by mail to the following address:



[procurement@ufmsecretariat.org](mailto:procurement@ufmsecretariat.org)

Each expert will receive an acknowledgement for the received application.

### 3.3. Assessment of exclusion criteria

As described above, the processing of applications is a two-phase process carried out by an evaluation committee. In the first phase, the evaluation committee will determine on the basis of documents submitted by the expert whether the application is complete and whether the expert is not in any of the situations listed under the exclusion criteria as set out in Annex II.G of these Specifications.

Applications of experts who are in any of the situations listed under the above mentioned exclusion criteria or do not submit all the required documents, will not be admitted to the next phase (assessment of selection criteria). However, for the latter cases, experts may decide to correct their documents by submitting a new and complete application for the consideration of the contracting authority.

Only applications that pass this first phase will be processed further. The next phase of the process is assessing the selection criteria.

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### 3.4. Assessment of selection criteria

The evaluation committee will assess the selection criteria:

- **Criterion:** hold a university degree at Master's level;
- **Threshold:** Have advanced university degree/s in the related discipline/s;
- **Supporting evidence:** copy of university degree/s;
  
- **Criterion:** Relevant professional experience in the field(s) selected; **Threshold:** 10 years or more<sup>1</sup> for Senior Experts and 3 years or more for Junior Experts;
- **Supporting evidence:** copy of contracts, any other documents confirming the length and the level of the professional experience;
  
- **Criterion:** A very good command of English, French, Arabic or Spanish
- **Threshold:** C1 level.

This assessment will be based on information provided by the experts in their applications, especially the curriculum vitae and any additional documents demonstrating their expertise. The length of the experts' experience will be determined in relation to the month in which the application is received.

If a candidate does not meet the minimum requirements (a degree, relevant professional

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<sup>1</sup> Work experience in both the private and public sector will be taken into consideration.

A Ph.D. or a master's degree cannot be considered as professional experience.

The length of professional experience is determined in relation to the month when the application is received.



experience and a very good command of English, French, Arabic or Spanish), he/she must be rejected.

The expert's experience, competence, knowledge and familiarity in regard to the tasks to be performed and in regard to the specialisation indicated will be evaluated and graded in accordance with the following grid:

Criteria	Maximum points
(1) Qualifications and skills	25
(2) General professional experience	25
(3) Specific professional experience	50
<b>Total</b>	<b>100</b>

The scale of points to be allocated under each criterion is clearly depicted in the Specialisation and Self-Assessment Form to be filled in by each expert (Annex II – part D).

The pass mark in order to be registered on the list of experts is minimum 65% (65 points).

The evaluation committee will review the substantiation provided by the expert for the different tasks performed and shall take note of the expert's possible conflict(s) of interest.

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### 3.5. Notification of the result

The expert will be notified whether or not he/she is registered in the list of experts.

### 3.6. Procedure for awarding a contract

When a task needs to be performed, the list of registered experts will be reviewed and one or several experts from the list will be contacted regarding their availability and interest to perform the task.

The review of the list of registered experts will be done on the basis of the information the experts provided in their applications, especially their curriculum vitae, the specialisation and the notation under point 3.4 being carried out by the evaluation committee. The conflict of interest, as stated by the registered experts, will be considered also. In addition to their availability and their qualification for the task(s) to be performed, additional criteria may be used, such as a representative geographic and gender distribution and rotation of individuals.

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 contracting authority will also ensure that experts are selected from the list in a balanced manner with an appropriate rotation of experts. Account will also be taken, for example, and depending on the specific tasks to be assigned, of the geographical representativeness and linguistic abilities of applicants. In addition, whilst maintaining the principle of choosing the



most qualified experts, UfMS will seek to obtain a gender balance.

#### **4. VALIDITY OF THE LIST OF EXPERTS**

Interested experts can submit their applications for registration in the list of experts at any time during the period of validity of the list, with the exception of the last three months of that period.

The list of selected experts shall be valid **for 4 years from the date following publication in the UfMS' website.**

No applications shall be accepted if submitted later than 3 months before the expiration of the validity of the list.

#### **5. ORGANISATION OF WORK**

##### **5.1. Overall management of the contract and procedures to be followed for the implementation of the tasks**

In accordance with UfM Secretariat annual work programme, the experts shall assist the Secretariat by providing, among others, the services described in Section 2.1 above.

##### **5.2. Indicated work programme**

The complexity of the subject will determine the number of days required for the implementation.

##### **5.3. Working language of expert**

Selected experts will accomplish their oral and written tasks in English, French, Arabic or Spanish (Refer to section 3.4 in the Common European Framework of Reference for Languages ([CEFR](#)) for the level of proficiency requested).

##### **5.4. Indicative timetable for the work, deliverables to be submitted, physical location at which services are to be performed.**

The selected expert to whom a contract will be awarded will be invited to submit a paper/report.

The deadline for the presentation of the report will be mentioned in the specific terms of reference.

#### **6. PAYABLE FEES FOR RENDERED SERVICES AND, WHEN APPLICABLE, PAYABLE TRAVEL EXPENSES**

##### **6.1. Amount payable for rendered services**

As indicated in section 2.2, the fees that the selected expert(s) may charge for his/her services rendered in the framework of this call for expression of interest shall be limited to €400.00 per working day for Senior Experts and €250.00 per working day for Junior Experts.



## **6.2. Amount payable for travel expenses and accommodation**

Travel and accommodation expenses will be reimbursed on the basis of the rules outlined in section 2.2.

## **7. CONTRACT**

### **7.1. Type of contract**

The Contract to be signed between the UfMS and the selected expert will be a contract which will establish the tasks to be performed, the due dates, the number of working days to be paid and, if applicable, the maximum amount for other costs such as travel and accommodation expenses.

Prior to the signature of a contract by both the UfMS and the selected expert, the UfMS is under no obligation to refund the selected expert for any costs incurred.

### **7.2. Model contract**

A draft model contract is attached as Annex I.

### **7.3. Methods of payment and invoicing for the contract**

A single final payment will be allowed to cover the amount due under the contract, i.e. the amount for services rendered and, where applicable, the amount for travel and accommodation expenses.

The expert must send an invoice/request for payment in paper format for payment due, as provided for in the specifications and accompanied by a final report detailing the tasks accomplished by the expert during his/her contractual period.

The expert shall have sole responsibility for compliance with the tax laws which apply to him/her. Failure to comply shall make the relevant invoices invalid. Invoices presented by the expert shall indicate his/her place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

The contracting authority must approve the submitted documents or deliverables and pay within 45 days from receipt of the invoice/request for payment.

If the contracting authority has observations to make, it must send them to the expert and suspend the time limit for payment in accordance with Article 4 of the General Conditions of the Contract.

The expert has 15 working days to submit additional information or corrections or a new version of the documents if the contracting authority requires it.

The contracting authority must give its approval and pay within the remainder of the time-limit indicated in paragraph 4 unless it rejects partially or fully the submitted documents or deliverables.

Payments shall be made to the expert's bank account denominated in EUR and identified in



the specific contract.

## **8. GENERAL TERMS AND CONDITIONS APPLICABLE TO THE CALL FOR EXPRESSION OF INTEREST**

### **8.1. Conditions**

All documents submitted by experts in the context of an application will be retained by the UfMS and will be regarded as confidential. Expenses for preparing and submitting applications will not be reimbursed by the UfMS.

The rights relating to the services completed within the contract and those pertaining to their duplication and publication will remain the property of UfMS. Any document based, in full or in part, on the work completed under the contract, may only be transmitted or published with the permission of the UfMS (refer to Article 7 of the General Conditions of the Contract attached).

Submission of an application in response to the present call for expression of interest implies acceptance by the expert of all provisions and conditions stipulated in the call and of all terms contained in the Specifications and the draft contract. The experts have to waive their own terms of business.

### **8.2. Code of Conduct**

The expert shall perform the contract to the highest professional standards. The expert will have sole responsibility for complying with all legal obligations incumbent on him/her, notably those arising from employment law, tax law and social legislation.

The expert must inform third parties that he/she does not belong to the UfMS, is not entrusted with any affiliation or mandate, but is exercising tasks on behalf of the UfMS.

Experts on rosters of experts shall abide, *mutatis mutandis*, by the Code of Conduct of the Secretariat.

### **8.3. Data Protection – Privacy Statement**

All personal data submitted in response to this call for expression of interest, including its execution, or related to it, shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the Protection of Individuals with Regard to the Processing of Personal Data by the Union's Institutions and Bodies and on the Free Movement of such Data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by Procurement Service, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation, such as the Court of Auditors and the Anti-Fraud Office (OLAF).

Applicants and selected experts may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to Procurement Service. Applicants and selected experts may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. The data will be kept up to 5 years after



the end of the validity of the call.

#### **8.4. Non-disclosure and absence of conflict of interest declaration**

When signing the contract, the expert will be asked to sign a non-disclosure and absence of conflict of interest declaration (see Annex 3 of the model contract).

The declaration commits the expert to not share with any third persons, except UfMS staff immediately concerned, the information obtained or produced by the expert in connection with performing the assigned task(s). It also includes any non-public information that the expert would obtain during his/her mission.

The expert shall also state any conflict of interest which might affect his/her impartiality when carrying out the tasks described in the contract.

During the period of validity of the call for expression of interest and in particular during the period of performing tasks, the expert is also obliged to declare any change in his/her situation regarding conflict of interest.

In the event of a conflict of interest with one or more co-funded actions, the expert shall expressly indicate the action(s) concerned.

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If, during the execution of his/her tasks, the selected expert discovers that s/he is in a situation of conflict of interest in relation to tasks which s/he is required to perform, or have some other involvement which impairs his/her impartiality, s/he must declare this immediately to the responsible UfMS official(s), who will then take all necessary measures.

#### **8.5. Transparency**

The list of experts, the subject of the tasks as well as the remuneration shall be published annually on the contracting authority's website.

### **9. CONTENT OF APPLICATION**

The application for being registered on the list of experts shall consist of the following documents (as attached in Annex II of these Specifications):

- (1) Checklist: refer to model document Part A;
- (2) Covering Letter: presented according to the model document Part B
- (3) Curriculum Vitae: presented according to the structure of model Document Part C
- (4) Self-Assessment Form: refer to model document Part D
- (5) Expert's Legal Identification Form: refer to model document Part E
- (6) Financial Identification Form: refer to model document Part F
- (7) Exclusion Criteria Form: refer to model document part G

### **10. LEGAL ENTITIES**

Apart from natural persons, citizens of Member States of the Union for the Mediterranean, legal entities established in a Member State of the Union for the Mediterranean and



Union pour la Méditerranée  
Union for the Mediterranean  
الإتحاد من أجل المتوسط

composed of only one person citizen of a Member State of the Union for the Mediterranean may also apply.

#### **11. ANNEXES**

Annex I: Draft contract

Annex II: Checklist and forms to be completed



**Annex I of Specifications: Draft contract**

Annex I: General Conditions

Annex II: Provisional planning and description of tasks

Annex III: Declaration of independence, commitment, confidentiality and absence of conflict of interest

Annex IV: Payment and reimbursement of expenses forms

Annex V: Rules on the reimbursement of expenses incurred by external experts



**Annex II of Specifications: Checklist and forms to be completed**

- A) Checklist for applications
- B) Model cover letter
- C) Key elements of the curriculum vitae (CV)
- D) Self-assessment of competence and experience
- E) Legal Identification Form
- F) Financial Identification Form
- G) Declaration of honour on the exclusion criteria