

Call for Expression of Interest for the establishment of a list of Independent Individual External Experts to provide Expertise to the EEAcademy

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1. About EEA and EEAcademy

The European Environment Agency (EEA) is a European Union public body governed by Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009¹.

The role of the EEA is to support the European Union in the development and implementation of environmental policy by providing relevant, reliable, targeted and timely information on the state of the environment and future prospects. To achieve these goals, the EEA undertakes, in close cooperation with the European Environment Information and Observation Network (Eionet), a comprehensive range of Integrated Environmental Assessments (IEA) to support environmental policy and decision-making in Europe. These include five-yearly reports on the state and outlook of the environment, thematic and sectoral assessments, analyses of the effectiveness of policy measures, forward-looking studies, and studies on the impacts of change on Europe's environment and resources. The EEA also provides the necessary independent scientific knowledge and technical support to enable the Union and the member countries to take appropriate measures to protect and improve the environment as laid down in the Treaty and by successive Union action programmes on the environment and sustainable development. Currently, the EEA has 33 member countries² and 6 cooperating countries in the Western Balkans³, jointly referred to as the EEA39.

The EEA is the hub of the European Environment Information and Observation Network (Eionet), a partnership network consisting of the EEA itself, seven European Topic Centres (ETCs) and a network of around 1000 experts from 39 countries in over 350 national environment agencies and other bodies dealing with environment information. These are the National Focal points (NFPs) and the National Reference Centres (NRCs). The EEA and Eionet contribute to the European Shared Environmental Information System (SEIS), a distributed, integrated, web-enabled information system based on a network of public information providers sharing environmental data and information. It builds on existing e-infrastructure, systems and services in the Member States and EU institutions.

Our improved understanding of the systemic nature of environmental challenges creates a need for new ways of working, and further development of knowledge to support not only environmental but also economic and social policy and decision-making in a sustainability context.

The EEA established the EEAcademy to encompass capacity-building and educational activities in knowledge areas where policy needs are evolving and where the EEA/Eionet experience and competences need further development to meet new challenges. The EEAcademy is conceived as a learning hub for EEA staff and our [Eionet](#) partners, together with the EEA's Scientific Committee and

¹ OJEU L 126 of 21.5.2009, p. 13.

² The Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland and Turkey.

³ Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, as well as Kosovo under the UN-Security Council Resolution 1244/99.

EU institutional partners, interested in developing competences on environmental sustainability issues at European and international levels. At its core, the EEAcademy seeks to preserve and nurture a unique body of existing organisational knowledge as well as experiment with new learning approaches in support of continuous knowledge innovation.

2. List of Independent External Experts

2.1. Aim and scope of this call

The aim of this Call for Expression of Interest (CEI) is to establish a list of independent individual external experts who could be called upon to provide support to the EEA and in particular to the EEAcademy for the following tasks:

- Participate in EEAcademy activities as a lecturer, trainer or member of the faculty;
- Provide expertise in the areas listed below (see “*areas of technical expertise*”);
- Independently prepare materials to support educational activities related to those topics;
- Participate in working groups, attend meetings, provide advice or develop guidance documents.

Please note that inclusion in the list entails no obligation on the part of the EEA to assign specific tasks to the experts and/or to award a contract.

Important note:

This call is aimed at natural persons / independent individual external experts only, and therefore legal persons e.g. consulting companies, organisations, are not eligible to apply.

The objective of this call is to complement existing contracts/procedures in place and shall not be seen to replace or overlap with such contracts / procedures (e.g. Framework Contracts for provision of expert assistance etc.). Thus, it is important to note that this call is aimed to address separate needs that are not already covered by such existing EEA contracts or procedures.

The list of external experts will be valid for a period of five years from the date of publication of this call below the threshold of €144 000 of total payments per expert (including both remunerations and reimbursements) throughout the duration of the list.

2.2. Areas of technical expertise

The list of external experts will be divided into the areas of expertise as defined below. Applicants may apply for more than one area of expertise and shall clearly indicate in their application how their background expertise and past experience is relevant for each selected area. Such reference shall contain as a minimum the activities or projects in which the applicant participated that are pertinent in the respective area of expertise.

- Systemic Challenges
- Sustainability Transitions / Transformations
- Integrated Assessments
- Knowledge Innovation
- Co-creation and Transdisciplinarity
- Systems Thinking
- Design Thinking
- Foresight

- Behavioural insights
- Policy governance
- Precautionary principle
- Planetary boundaries
- Late lessons approach
- Creative thinking
- Sustainability & Global trends for sustainability
- Sustainable Development Goals
- Science Communication & Stakeholder Management
- Quality of evidence and post-normal science
- Environmental monitoring
- Environmental policies

2.3. How to apply

Individuals, meeting the requirements set below, are invited to submit an application if they want to be considered for inclusion in the list. Experts may indicate multiple areas of technical expertise. Applicants should indicate clearly in their applications the area or areas of expertise they are applying for. Interested parties may submit an application at any time prior to the last three months of validity of the list.

Please note that inclusion in the database entails no obligation on the part of the Agency to assign specific tasks to the experts and/or to award a contract.

Applicants must confirm in their application that they are not in any of the situations listed under section 2.3.2 below.

2.3.1. Confidentiality, independence and absence of conflict of interest

All experts are expected to ensure that their contractual and professional obligations in particular with regard to confidentiality, independence and absence of conflict of interests are well understood and upheld throughout and after any contract assignment. At the time of contract assignment, the expert must sign a declaration of Confidentiality, Independence and Absence of Conflict of Interests before Contract signature (see Annex to draft contract). Invited experts who do not sign the declaration will not be allowed to work.

Applications from experts previously employed by the EEA shall be further assessed and accepted in accordance with any relevant provisions contained in the EEA Implementing Rule on outside activities and assignments and on occupational activities after leaving the service, applying by analogy Commission Decision C(2018)4048.

2.3.2. Exclusion criteria

Applicants must be nationals of one of the 33 EEA member countries or established in a third country that has a special agreement with the European Union in the field of procurement on the conditions laid down in that agreement⁴.

⁴ At this point in time, candidates established in one of the following countries are eligible: EU 28, Iceland, Liechtenstein, Norway, Switzerland and Turkey; under the stabilisation and association agreements: North Macedonia, Albania, Montenegro, Serbia and Bosnia and Herzegovina. Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or

In addition, to be eligible to participate in this procedure, applicants must not be in any of the exclusion situations referred to in Articles 136 to 141 of the Financial Rules applicable to the general budget of the European Union (Financial Regulation)⁵. Applicants must confirm in their application that they are not in any of these situations. The EEA reserves the right to ask an expert to whom a contract will be awarded, before signature of the contract, to provide evidence of the fact that the expert is not in an exclusion situation.

2.3.3. Selection criteria

In order to be selected and to be included in the list of experts, candidates must fulfil the following minimum requirements:

Candidates shall:

- Hold a university degree relevant to at least one of the area(s) of expertise they apply for;
- Have at least five years of relevant professional experience in the area(s) of expertise they apply for⁶;
- Have a very good written and oral knowledge of the English language.

Before any contract of appointment, the EEA may request the selected expert to provide additional supporting documents relating to his or her education and professional experience (i.e. copy of university degree and certificates of working experience) to demonstrate fulfilment of the selection criteria.

2.3.4. Application process

Applications must be submitted by e-mail to procurement@eea.europa.eu.

Please note the following important points in preparing the application (please fill in annex 1):

- Applicants should provide all details / include all information requested in the application.
- Applicants should indicate clearly in their applications the area or areas of expertise they are applying for.
- Applicants should justify/describe how they fulfil the minimum criteria such as 5 years of relevant work experience in at least one of the areas they are applying for. As evidence, one or more projects/activities and assignments relevant to the scope of area shall be provided.
- Applicants must provide duly completed curriculum vitae in EU CV format available at <http://europass.cedefop.europa.eu/en/home>.
- Applicants must confirm in their application that they are not in any of the exclusion situations listed in section 2.3.2.
- Applicants must confirm that they fulfil selection criteria as established in section 2.3.3 and upon request will provide necessary supporting documents.

tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force, candidates from the UK could be rejected from the procurement procedure.

⁵ Regulation (EU, Euratom) No 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, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1), as amended.

⁶ It suffices that candidates have at least five years of experience in one of the areas they applied for, but not necessarily for each area.

- It is strictly required that applications are submitted in the requested format and include all information/documentation necessary to enable the Agency to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the application.
- Before contract assignment, the Agency may request a telephone interview in order to establish a first contact with the expert and/or assess / verify any information provided in the application.

2.4. Conditions of Appointment

Where support is required, and depending on the tasks to be performed, the Agency will consult the list in order to select the most suitable expert(s) plus minimum 2 reserves where feasible, in terms of competence and experience and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

Experts on the list possessing the most appropriate competences and expertise for the tasks to be performed according to EEA's needs will be appointed through the signature of a contract between the expert and EEA, defining the exact scope of tasks to be performed, duration of activity etc.

Notwithstanding conditions deriving from the specific tasks to be assigned, countersignature of the contract/appointing decision implies acceptance of all the conditions provisioned in the draft contract. Therefore, while drawing up their application, interested experts shall bear in mind the provisions of the draft contract (see annex 2).

On notification of contract appointment, and before contract signature, the expert shall be required to submit the following documentation duly completed, signed and in original, within 15 days of notification of appointment - *please note these are not required for the application process – only in case of contract assignment*:

- Declaration of 'Confidentiality, Independence and Absence of Conflict of Interests' (see Annex to draft contract; the form will become part of the Contract)
- Financial Identification Form - using the template found https://ec.europa.eu/info/about-european-commission/eu-budget/how-it-works/annual-lifecycle/implementation/information-contractors-and-beneficiaries/forms-contracts_en, including the IBAN and SWIFT/BIC code, indicating the bank account to which payments should be made;
- Legal Entity Form - the form applicable for natural persons shall be downloaded from the website: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

Experts are entitled to a compensation of 450 Euros per full working day⁷. In addition, experts carrying out tasks away from their place of residence are entitled to a flat rate subsistence allowance and the reimbursement of travel expenses according to the rules defined in the Contract.

This call is in line with the rules applicable for procedures below the threshold as per Directive on public procurement (2014/24/EU as further amended)⁸. This ceiling applies to the total of all payments (including any refundable expenses) to be made to each expert throughout the duration of the list (maximum 5 years). Thus, if the ceiling is reached (or is about to be reached) the expert can no longer

⁷ A full working day shall consist of 8 hours (excluding breaks and travelling time).

⁸ The current threshold is 144.000,00 EUR.

be assigned tasks covered by this call for expression of interest (CEI) within the scope of the relevant programme.

The call and corresponding list of prospective external experts is concluded for an initial period of 12 months and shall be automatically renewed up to four times for a period of 12 months each, i.e. a maximum period of validity of five years, from the date of dispatch of this notice to the Official Journal of the European Union (<http://ted.europa.eu/TED/main/HomePage.do>), unless notification to the contrary is received / published. Interested parties may submit an application at any time prior to the last three months of validity of the list. The parties must sign any expert contract before the call and corresponding list expires. The provisions of the Call continue to apply to such expert contracts after its expiry. Please note that it is the responsibility of the applicant to inform the Agency immediately of any changes to their administrative and/or technical details, which would result in a change to their original application.

3. Data Protection

The personal data you provide for the purpose of your application to the EEAcademy expert pool is processed in accordance with Regulation (EU) No 2018/1725⁹ of the European Parliament and of the Council of 23 October. The selection of experts and the associated processing operations are under the responsibility of EEAcademy project coordinator, acting as data Controller.

You shall have the right of access to your personal data and the right to rectify any such data that is inaccurate or incomplete. Should you have any queries regarding the processing of your personal data, you shall address them to the EEAcademy project coordinator at EEAcademy@eea.europa.eu. You may also contact the Data Protection Officer of EEA at DPO@eea.europa.eu [in case of any difficulties or for any question relating to the processing of your data by the EEA](#).

For more information, see the privacy statement on:

<https://www.eea.europa.eu/about-us/tenders>

as well as the record for the processing activities related to the EEAcademy available on the EEA website.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation.

For more information, see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out in this document shall be published on the website of the EEA. If an expert has concluded a contract of more than 15 000 EUR, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the EEA no later than 30 June of the year following contract award.

⁹ OJ L 29/39 of 21.11.2018

Annexes

Annex 1: Application form

Annex 2: Draft Expert contract including annexes

Annex 3: Reimbursement of expenses