



Call for expression of interest (CEI) to provide assistance to the EEA in setting up and coordinating the Copernicus in situ component

Reference: Call for expression of interest EEA/IDM/CEI/15/008

Validity: 5.5.2015 – 4.5.2018

1. About the European Environment Agency (EEA)

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 EEA role 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. 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 Community action programmes on the environment and sustainable development.

The EEA is coordinating the European Environment Information and Observation Network (Eionet), a network of around 350 organisations across Europe, including European Topic Centres (ETCs), through which it collects and disseminates environment-related data and information. 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. The cooperation with the Eionet network, and the vision on SEIS are important assets for the EEA to take up the role of coordinating and implementing an improved access to in situ data for the production and operation of Copernicus services.

Further information about the work of the EEA can be obtained on its website: <http://www.eea.europa.eu>.

¹ OJEU L 126 of 21.5.2009, p. 13.

2. Background information for this CEI

The EEA plays a key role in the operation of the Copernicus services, in particular in the technical coordination and implementation of the Pan-European and Local component of the Copernicus Land Monitoring Service, and of the Copernicus in situ component.

A delegation agreement between the EEA and the European Union on Copernicus Land Monitoring service and cross-cutting Copernicus in situ coordination activities was signed on 1 December 2014.

This delegation agreement addresses the following main tasks in the Copernicus in situ component:

1. establishing and maintaining an overview of the state of play of in situ data for Copernicus services;
2. operational provision of cross-cutting in situ data including access to reference data for Copernicus services;
3. managing partnerships with data providers to improve access and use conditions of in situ data for Copernicus services;
4. supporting the European Commission and Copernicus service providers/entrusted entities when seeking for solutions for providing in situ data needed.

For the coordination of the Copernicus in situ component at the EEA the delegation agreement foresees the recruitment of one project manager. The EEA has already started recruitment of this project manager, which is expected to be finalised in autumn 2015.

Due to complexity of the Copernicus in situ component and in order to ensure timely and efficient accomplishment of the above listed tasks the EEA is calling on its institutional network Eionet for assistance. The EEA intends to create a task force of 3 to 5 experts, to be selected from the pool of expertise available through the Eionet network, to assist the EEA with the work on Copernicus in situ coordination.

3. How the call for expression of interest works?

A call for expression of interest (CEI) invites experts to put themselves forward as candidates in advance of public procurement operations. Interested natural or legal persons established in one of the 33 EEA member countries and employed at the institutions comprising the Eionet network referred to in the Article 4 of Regulation (EC) No 401/2009 on the European Environment Agency and the European Environment Information and Observation Network² are invited to submit an application in accordance with the provisions stated in these terms of reference.

The EEA will draw up a list of candidates meeting the criteria outlined in section 9 below. This list will be updated as necessary throughout the validity of the CEI.

Each time the EEA intends to conclude a contract relating to one or more of the tasks described in section 5 below, a selection, based on objective and non-discriminatory criteria, of all or some of the candidates on the list will be made, followed by an invitation to the selected candidates to submit a tender in accordance with the tender documents for a particular contract. Contracts might vary in duration and will typically cover a list of tasks to be executed over a period of 6 – 12

² See footnote No 1.

months on average. Should the EEA have to set a maximum number of candidates who will be invited to submit a tender for a given contract, the number is 20 (twenty).

Inclusion on the list entails no obligation on the part of the EEA to send an invitation to tender to the candidates or to award them a contract.

4. Purpose of the call for expression of interest

With reference to the above-mentioned support to the EEA in setting up and coordinating the Copernicus in situ component, the main aim of this CEI is to provide the EEA with specific expertise and additional resources required to complete tasks in the annual programmes for Copernicus in situ coordination.

5. Scope of the work

The specific tasks of the members in the Eionet Copernicus in situ task force will be directly linked to the annual Copernicus work programmes. The annual work programmes are prepared by the European Commission (EC) in consultation with the Member States, i.e. the Copernicus User Forum and the Copernicus Committee. The annual work programmes for 2014 and 2015 are already approved. The annual work programme for 2016 is planned to be approved in September 2015.

For the first year of operations, it is expected that the task force will have a considerable task volume. The annual work programme for 2014 and 2015 for cross-cutting Copernicus in situ coordination foresees a number of specific tasks. The most critical tasks to implement are:

1. to review and update in situ data requirements of the four Copernicus services (Land Monitoring, Emergency Management, Atmosphere Environment Monitoring and Marine Environment Monitoring);
2. to establish first inventories of the in situ data required by Climate and Security services (in definition phase);
3. to support the EEA in organising workshops and other in situ relevant events at the EEA and the EC (e.g. in situ workshop with Copernicus services in autumn 2015);
4. to establish and/or continue dialogue with European thematic coordination networks aiming at specifying and formalising if needed their role in the thematic coordination of in situ data in cases where cross-cutting needs are identified;
5. to initiate negotiations with the national data providers aiming at getting their commitment for free of charge provision of their data for Copernicus needs;
6. to contribute with the Copernicus in situ component to the Global Earth Observation System of Systems (GEOSS).

The results from the tasks 1 & 2 shall feed into a workshop, bringing together the following group of stakeholders:

- Copernicus service operators;
- in situ data providers (national, regional, European, international);
- relevant Eionet stakeholders;
- the European Commission.

The overall objectives of the workshop should be:

1. to identify and agree with Copernicus service stakeholders on the areas (data themes) for which specific action is needed to facilitate access to in situ data for the Copernicus services;
2. to prioritise the actions for service cross-cutting in situ data coordination, and to establish a roadmap for further implementation of the Copernicus in situ component.

The work on tasks 4 & 5 shall be organised along the lines set out by the conclusions from the workshop under point 3 above. However, some dedicated actions under these points may be addressed earlier, in case it can build upon prior established contacts.

Results of the work shall be reflected in various reports: state of play of requirements, state of play of available datasets, roadmap for in situ coordination activities, data sharing agreements.

For the purpose of the proper implementation of the tasks listed above, it is required that applicants:

- are available to work full or part time in their home countries and, if needed, at the EEA's premises, including intensive traveling to the EEA, EC and Copernicus service operators;
- have very good knowledge of written and spoken English.

6. Validity of the list resulting from this CEI

The compiled list will remain valid until 4.5.2018 from the date of dispatch of this CEI to the Publications Office of the European Union.

Applications may be submitted at any time during this period with the exception of the last 3 (three) months (as per post mark, courier or hand deliveries at the EEA premises, i.e. by 4.2.2018 at the latest). Applications received after this date will not be considered. Applications shall be submitted by post or hand delivery; applications submitted by fax or email will not be accepted.

Please note that this is the responsibility of the candidates to inform the EEA immediately of any changes to their administrative, technical or financial details, which would result in a change of their original application.

7. Value of contracts

The list resulting from this CEI will be used exclusively for public contracts of the following type:

- Service contracts under Annex IIA to Directive 2004/18/EC³, except for research and development contracts in category 8 and telecommunications services in category 5 of that Annex, worth maximum EUR 130,000 (hundred thirty thousand euro).

Candidates included in the list, if successful during the specific procurement procedures launched under this CEI, may be offered several contracts but the value of each of them may not exceed the above-mentioned threshold.

8. Legal form for groups of economic operators/consortia

Application may be submitted by two or more applicants grouped in a consortium which, if included in the list and invited to tender, may tender as a consortium. The applicants shall specify in their application and offer the natural or legal person who would act as coordinator for the consortium and will interface with the EEA. Each consortium member must fulfil the conditions for participation specified in section 9 below. The exclusion criteria will be assessed in relation to

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:134:0114:0240:EN:PDE>, page 162.

each applicant individually, whereas the selection criteria will be assessed in relation to the combined capacities of the service providers as a whole (i.e. on consortium level).

If a consortium is awarded a contract, it may be required to adopt a legal form by incorporation or partnership enabling it to contract as a single entity if such change is necessary for the proper performance of the contract.

If awarded a contract, the members of the consortium will have an equal standing towards the EEA in executing it and they will be jointly and severally liable to the EEA.

9. Criteria for inclusion on the list

No candidate may apply twice for this CEI and it is not permitted to be entered twice into the list resulting from this CEI, e.g. submitting an application both as a natural person and a legal person or as a single applicant and as part of a consortium. Disregard of this rule leads to exclusion of all applicants concerned.

Candidates must be established in one of the 33 EEA member countries and employed at the institutions comprising the Eionet network referred to in the Article 4 of the Regulation (EC) No 401/2009.

9.1. Exclusion criteria

To be eligible to participate in this CEI, candidates must not be in any of the exclusion situations referred to in Article 106 and 107 of the financial rules applicable to the general budget of the European Union⁴. To that effect, candidates are required to submit a declaration on honour (see annex 2) in accordance with Article 143 on the rules of application of the financial rules applicable to the general budget of the European Union⁵.

Under the same provision, the selected candidates to whom a contract is to be awarded will be required to provide evidence confirming their prior declaration on honour unless the EEA waives this obligation (for instance in cases where the selected candidates have already submitted evidence for another contract in the last 12 (twelve) months and the evidence remains valid).

9.2. Selection criteria

9.2.1. Legal capacity

Applicants are required to prove that they are authorised to perform a contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

To that effect, each applicant (including any member of a consortium) is required to submit a legal entity form (see annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. Natural persons shall provide a copy of their identity card or, failing that, of their passport or equivalent.

⁴ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012, OJEU L 298/1 of 26.10.2012, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF>.

⁵ Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012, OJEU L 362/1 of 31.12.2012, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:362:FULL:EN:PDF#page=3>.

9.2.2. Economic and financial capacity

Each applicant is requested to provide evidence of economic and financial capacity by (one or more of) the following documents:

- appropriate statements from banks or evidence of professional risk indemnity insurance;
or
- balance sheet or extracts from balance sheets for at least the last 2 (two) years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the candidate is established;
or
- a statement of overall turnover during the last 3 (three) financial years.

If, for some exceptional reason, which the EEA considers justified, an applicant is unable to provide (one of) the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

9.2.3. Technical and professional capacity

Evidence of the technical and professional capacity of candidates shall be furnished on the basis of the following documents:

- CVs detailing the educational and professional qualifications of the applicant documenting a minimum of 3 (three) years of professional experience in relation to the tasks listed under section 5 above and including information on language skills;
- details of major projects led by and/or executed by applicants, and/or contracts awarded to the applicants relevant to the services required by the EEA under the following two categories: (1) projects/contracts currently undertaken; and (2) projects/contracts that have been undertaken over the last 3 (three) years, indicating the value, brief description of the services undertaken, specific role of the applicant, and recipients of the services (public or private);
- a description of the applicant's environmental policy specifying the status of implementation (e.g. accreditation held or requested).

10. Additional information

The full list of information, formalities and documents to be supplied by interested applicants can be found in the application form which can be downloaded from the EEA website: <http://www.eea.europa.eu/about-us/tenders/calls-for-expression-of-interest>.

The EEA shall not be liable for any compensation with respect to applicants whose applications have not been accepted, nor shall it be so liable if it decides not to list them on the CEI list.

11. Submission of applications

Applications shall be submitted in accordance with the double envelopes system: the outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for expression of interest reference No EEA/IDM/CEI/15/008
- The call for expression of interest title "*Assistance to the EEA in setting up and coordinating the Copernicus in situ component*"
- The name of the applicant
- The indication "Application - Not to be opened by the internal mail services"
- The address for submission of applications (as specified below)

The inner envelope or parcel must contain one signed original (unbound/unstapled) and two copies and shall include the following:

- the application form drawn up in accordance with the template in annex 1;
- The declaration on exclusion criteria as required under section 9.1, drawn up in accordance with the template in annex 2;
- the legal entity form as required under section 9.2.1 (legal capacity) drawn up in accordance with the template in annex 3;
- the financial identification form drawn up in accordance with the template in annex 4;
- the evidence and documentation demonstrating the fulfilment of the selection criteria as required under section 9.2.2 (economic and financial capacity) and 9.2.3 (technical and professional capacity).

Applications shall be drafted in one of the languages of the EEA member countries, preferably in English, as it is the EEA's working language.

Applications must be submitted:

1. either by post or courier no later than 4.2.2018, in which case the evidence of the date of dispatch shall be determined by the postmark or the collection date;
2. or delivered by hand not later than 16:00 CET on 4.2.2018. In this case a receipt must be obtained as proof of submission, signed and dated by the receptionist of the EEA who accepts delivery. The reception at the EEA is open from 9:00 to 17:00 Monday to Thursday and from 9:00 to 16:00 on Friday. It is closed on Saturdays, Sundays and official holidays;

to the following address:

European Environment Agency
Legal services and logistics (ADS3)
Reference No EEA/IDM/CEI/15/008
Kongens Nytorv 6
1050 Copenhagen K
Denmark

It is important that applications are presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the application.

12. Confidentiality and protection of personal data

Processing your application will involve the recording and processing of personal data (such as your name, contact details and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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, your replies to the questions and any personal data requested are required to evaluate

your application in accordance with the terms of reference of the call for expression of interest and will be processed solely for that purpose by the EEA. Under Regulation (EC) No 45/2001, you are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the EEA. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

For further detailed information on the processing of your personal data in the framework of this call for expression of interest, please consult the privacy statement available at the following address: <http://www.eea.europa.eu/about-us/tenders/privacy-statement>.

13. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The selected applicants will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel, electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that applications are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure, double-sided printing, limiting attachments to what is required in the terms of reference (no additional material) and avoiding plastic folders or binders.

14. Annexes

Annex 1: Application form

Annex 2: Declaration on exclusion criteria

Annex 3: Legal entity form

Annex 4: Financial identification form