



Notice of call for expressions of interest

1. Contracting authority

European Union, represented by the European Commission.

2. Registration procedure

The objective of this call for expressions of interest is to set up a list of external experts.

Expressions of interest should be submitted in English by electronic means at the following address:
delegation-north-macedonia-ATA-2020-IT@eeas.europa.eu.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested parties should provide their full contact details in their expression of interest.

Experts shall provide a declaration on honour annexed to this notice, stating that they are not in one of the situations of exclusion listed at point 10 and that they fulfil the selection criteria listed at point 11. In case of doubt, they may be requested to provide supporting evidence of non-exclusion. Supporting evidence related to the selection criteria shall be provided with the declaration on honour.

4. General description of the procedure

Natural persons are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will draw up a list of experts who meet the criteria set out at point 11.

Where a particular task relating to the field described at point 7 is to be performed by an external expert, 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.

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address 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 reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

Your personal data may be registered in the Early Detection and Exclusion System (EDES) by the responsible Authorizing Officer of the Commission, should you be in one of the situations mentioned in Article 106 of the Financial Regulation (regulation EU/EURATOM 966/2012 of 25 October 2012 as amended).

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for execution of the tasks within the field described at point 7, below the threshold of €60 000 of total payments (including both remunerations and reimbursements).

7. Full description of the fields covered by the call for expressions of interest

Observers in IT supply contracts

The global objective of the assignment is to provide technical assistance to the EU Delegation to observe the regularity and the conformity of the evaluation of IT supply tenders in line the Practical Guide to Contract procedures for EU external actions.

Experts will assist during the tender evaluation processes, by providing independent expertise as observers to several IT supply tender evaluations, according to the rules of the Practical Guide to Contract procedures for EU external actions – PRAG (<http://ec.europa.eu/europeaid/prag/document.do>).

Experts must have complete overview of the functioning of the computer hardware, software and networking tools, in order to provide informative and independent opinion to the evaluation committees.

Experts shall participate as observers in the Evaluation Committees at all stages of the evaluation (including briefing/debriefing meetings) and provide an informed and unbiased assessment on the regularity of the evaluation process. The experts must possess the technical and administrative capacities necessary to give an informed opinion on the tender evaluation.

Prior to commencement of the evaluation procedures, the experts should have become acquainted with the respective Tender Dossiers, which will be shared before start of the evaluation.

The approximate duration of the evaluations would be between 15 and 30 days. In the context of Covid-19, video conferencing evaluation meetings might take place.

Experts shall prepare an Independent Observer's report for each of the evaluations they observe, on the work performed by the Evaluation Committee. This Report shall not repeat the Evaluation Reports or disclose information on the offers assessed. In addition, it shall give opinion and recommendations regarding these evaluations and future similar tenders.

8. Place of delivery

The place of provision of tasks is Skopje, the Republic of North Macedonia. However, when requested, the experts may also work home based.

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

The list resulting from this notice is valid until 31/12/2021. Interested parties may submit an expression of interest at any time prior to the last three months of validity of the list.

10. Exclusion criteria

Experts shall be excluded from participation if:

(a) the economic operator is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

(d) it has been established by a final judgment that the economic operator is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the [Council Act of 26 July 1995](#);

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the [Council Act of 26 May 1997](#), and in Article 2(1) of [Council Framework Decision 2003/568/JHA](#), as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organization, as defined in Article 2 of [Council Framework Decision 2008/841/JHA](#);

(iv) money laundering or terrorist financing, as defined in Article 1 of [Directive 2005/60/EC of the European Parliament and of the Council](#);

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of [Council Framework Decision 2002/475/JHA](#), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of [Directive 2011/36/EU of the European Parliament and of the Council](#);

(e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorizing officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of [Council Regulation \(EC, Euratom\) No 2988/95](#).

11. Selection criteria

Criteria relating to technical and professional capacity

Qualifications and skills

- University Degree in the field of IT engineering or equivalent, or equivalent professional experience of 4 years above the General professional experience duration below.
- Excellent command of written and spoken English and computer literacy.

General Professional Experience

- Minimum of 4 years' experience in IT engineering.

Specific Professional experience

- Minimum of 3 years' experience in one or more of the following areas: supply, and/or, delivery, and/or maintenance, and/or installation of IT systems.
- Minimum 1 project experience with Management Information Systems and/or E-Government platforms, and/or Tax/Customs IT platforms.
- Minimum 1 experience as evaluator or observer in EU tender evaluation according to PRAG rules of procurement.
- Experience with IT Audits will be considered an asset.

Supporting documents

Copy of University diploma or relevant experience as per qualifications and skills
CV
Proof of professional experience

12. Conditions of remuneration and reimbursement of experts

Experts shall be remunerated at a fixed price of 300 euros/day worked. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

13. Ex-post transparency

A list of experts (name and subject of the tasks executed) who have concluded a contract following the procedure set out at point 4 shall be published on the website of the contracting authority.

If an expert has concluded a contract of more than €15 000, the name, the locality (region of origin), amount, and subject of the contract shall be published on the website of the contracting authority no later than 30 June of the year following contract award. The information shall be removed two years after the year of contract award.

14. Date of dispatch of notice

13 July 2020