

Notice of call for expressions of interest for the establishment of a list of individual external experts to assist CEPOL

Call Reference: CEPOL/CEI/EE/2024

1. Contracting authority

European Union Agency for Law Enforcement Training (CEPOL), Ó utca 27, 1066 Budapest, HUNGARY

E-mail: procurement@cepol.europa.eu

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 by electronic means at the link provided at <https://www.cepol.europa.eu/work/experts-trainers>.

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, together with their application:

- a declaration on honour to be found at <https://www.cepol.europa.eu/work-us/procurement/calls-individual-experts> 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 and/or selection.

Submission of an application implies the acceptance of the terms and conditions laid down in this CEI and all the relevant annexes.

4. General description of the procedure

4.1 Selection

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

Applicants may apply for one or several thematic areas indicated at point 7 by selecting the relevant fields in their application.

The Contracting Authority will draw up a list of experts who meet the criteria set out at point 11. This list corresponds to each of the fields described at point 7.

The selection procedure will be carried out at least on a quarterly basis by a panel appointed by the Executive Director of CEPOL. Applications shall be considered valid only if sent before the deadline indicated in point 9 below.

The result of the selection procedure is, in case of a positive outcome, the inclusion of the applicant in the list of prospective individual external experts, for the duration specified in point 9 below.

All applicants will be informed of the results of the procedure (i.e. whether or not they have been placed on the list).

4.2 Assignment of the expert and signature of the contract:

Where a particular task relating to any of the thematic areas described at point 7 is to be performed by an external expert, CEPOL will assign experts to the task based on the relevance 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 choice of the expert will be carried out by the same selection panel specified above in point 4.1.

CEPOL will ensure that the choice of expert is made 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 representations and linguistic abilities of applicants. In addition, whilst maintaining the principle of choosing the most qualified experts, CEPOL will seek to obtain a gender balance.

A contract shall be signed between CEPOL and the selected expert for the performance of allocated task(s). A model contract, including the relevant annexes, is available at the following link (<https://www.cepola.europa.eu/work-us/procurement/calls-individual-experts>). In accordance with the model contract provisions, the selected expert shall be entitled to a payment as indicated in point 12. The travel and subsistence expenses will be reimbursed on the basis of the rules on the reimbursement annexed to the model contract. Before the signature of the contract, the expert shall provide:

- a legal entity form for Natural Persons (PDF version), together with the requested supporting documents (template available at the following link: <https://www.cepola.europa.eu/work-us/procurement/calls-individual-experts>).
- a financial identification form (PDF version), together with the requested supporting documents (template available at the following link: <https://www.cepola.europa.eu/work-us/procurement/calls-individual-experts>).

The experts are requested to commit themselves to respect applicable national legislation (including taxation, social security, and labour laws) with regard to any payment received from CEPOL.

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 (EU) 2018/1725 of the European Parliament and of the Council of 23.10.2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. 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:

<https://www.cepola.europa.eu/data-protection>

Your personal data may be registered in the Early Detection and Exclusion System (EDES), should you be in one of the situations mentioned in Article 136 and 141 of the Financial Regulation¹. For more information, see the privacy statement:

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

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 fields described at point 7 below the applicable threshold of the Directive on public procurement (2014/24/EU). This ceiling applies to the total of all payments (including both remunerations and reimbursement) to be made to each expert throughout the duration set for the list. Furthermore, **the cumulative length of the contracts shall not exceed 50 days per calendar year per expert.**

The external experts shall perform the following tasks:

- provide expert advice / content expertise to CEPOL in the context of the CEPOL implemented activities (e.g. courses, seminars, conferences and e-learning), including capacity building projects,
- provide expert advice on specific items such as the identification of training needs and content advice on specific sub-sectors,
- provide expert advice to CEPOL in relation to specific questions in the context of programme formulation, methodologies and/or implementation,
- assist CEPOL in the peer review, feasibility studies and in the drafting of technical specifications, in the evaluation of procurement tenders, project follow-up and ex-post evaluation.

The selected experts shall assist CEPOL in the performance of the tasks mentioned above and shall conduct their work in compliance with CEPOL processes and procedures taking into account the agency's objectives as well as the specific rules and any relevant CEPOL guide and/or manual. All relevant information/documentation will be made available to the experts by CEPOL prior to the start-up of the activities/tasks.

Disclaimer

Inclusion of an expert on the list does not imply any obligation for CEPOL to provide them a contract. The experts on the list are not specifically endorsed by CEPOL and cannot be considered CEPOL staff. The opinions and thoughts expressed by the experts cannot be considered representative of the views of CEPOL. CEPOL is entitled to terminate the list at any time without any type of compensation for the experts.

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

See Annex 1 - List of Thematic Areas

¹ Regulation (EU, Euratom) 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, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

8. Place of delivery

The services of the external experts are to be provided mainly:

- at the expert's premises for preparatory or reporting tasks.
- in EU Member States for activities performed in the context of CEPOL core business.
- in third countries for activities performed in the context of CEPOL externally funded projects.

However, work may also be carried out at another location, if required by business needs.

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

The list resulting from this notice is valid for 4 (four) years from dispatch of this notice. Interested parties may submit an expression of interest at any time prior to the last 3 (three) months of validity of the list.

10. Exclusion criteria

Experts shall be excluded from participation if they are in any of the situations listed in Article 136 and 141 of the Financial Regulation.

All applicants must provide a declaration on honour (see link at Point 3 above), duly filled in, signed and dated, stating that they are not in one of the situations of exclusion listed therein.

11. Selection criteria

Experts to be placed on the list 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:

- a) the applicant shall be a natural person, not a legal entity;
- b) the applicants shall:
 - have a minimum of **5 years relevant professional experience in the thematic area** for which they apply, except for tasks falling under **the following thematic areas, where the minimum relevant professional required is of 3 year:**
 - 15. EU Crime Priorities – Serious and Organised Crime/Cybercrime - Non-Cash Means of Payment
 - 16. EU Crime Priorities – Serious and Organised Crime/Cybercrime – Attacks, including attacks against information systems
 - 35-43. Law enforcement EU / regional / international cooperation, information exchange & analysis and interoperability
 - 52. Leadership and other skills, competencies/Mentoring, and coaching
 - 77. Learning Development/Online learning including
 - have knowledge of the development, delivery, organization and monitoring/evaluation of learning and training activities study and/or their preparatory steps,
 - have a very good command of written and spoken English (minimum B2 level)

- have a working knowledge of different languages as relevant for the specific tasks (advantageous).

All the selection criteria requested above will be assessed based upon the information applicants provide in their application .

CEPOL reserves the right to request any additional documentary evidence if deemed necessary in order to verify applicants' skills and knowledge.

The applicants have the possibility to list in the application form any relevant studies, papers, articles they have authored, co-authored or contributed to.

Please note that it is the responsibility of the applicant to inform CEPOL immediately of any changes to their administrative and technical details which would result in a change to their original application.

12. Conditions of remuneration and reimbursement of experts

Due to the nature of the activities performed in the context of CEPOL core business and CEPOL-externally funded projects, experts engaged in such activities shall be remunerated at a fixed price of 75 EUR per hour worked, up to a maximum of 450 EUR per day.

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, 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 and validity

This CEI for experts is published inter alia on the CEPOL's website available at <https://www.cepol.europa.eu/work-us/procurement/calls-individual-experts> as of 01.03.2024

Applications can be filed until 28.11.2027. Experts in the list can be called up for assignment until 29.02.2028.

15. Contact

Any requests for additional information must only be made in writing, via e-mail to:

cepol-cei-ee-2024@cepol.europa.eu

16. Specific environmental requirements during the execution of the expert's assignment(s)

- Deliverables of the expert(s): all reports, annexes, presentations are delivered in e-format. Paper deliverables are not allowed.

- All meetings for the coordination of the assignment are organised by videoconference to limit (air) travel, unless otherwise specified by CEPOL. CEPOL will provide the technical infrastructure/support for the meeting (add description of the system used and its compatibility with other video conferencing systems).
- When a meeting needs to take place on CEPOL premises, the expert(s) shall follow the waste sorting measure in place at CEPOL and try to avoid single used plastic usage.
- If travelling is necessary, the expert(s) shall give priority to train travel or air travel proposing offsetting.

17. Annexes

Annex 1: List of Thematic Areas

Annex 2: Declaration of honour

Annex 3: Model Expert Contract