

CALL FOR EXPRESSION OF INTEREST (CEI) TO ESTABLISH A POOL OF EDITORS TO DEVELOP CONTENT

ESPON EGTC

22 December 2023

Implementation Framework: The Single Operation within the ESPON 2030 Cooperation Programme implemented by the ESPON EGTC. The ESPON 2030 Monitoring Committee approved the Single Operation on 26 September 2022. The Single Operation is co-financed by the European Regional Development Fund via the ESPON 2030 Cooperation Programme.

These documents and information are indicative, non-binding, published for information purposes and may be subject to change. None of the information contained herein constitutes a commitment from the ESPON EGTC. All capitalised terms and expressions shall have the meaning attributed to them in this CEI document, or as defined in the relevant Annex hereto, as appropriate.

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1 General

1.1 Contracting authority

ESPON EGTC

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Grand Duchy of Luxembourg

1.2 Background

ESPON is an EU funded programme that bridges research with policies. ESPON provides free to access and use territorial analyses, data and maps to:

- support EU development policies –and particularly Cohesion Policy- with facts and evidence and
- help public authorities to benchmark their region or city, identify new challenges and potentials and shape successful development policies for the future.

While ESPON's research is conducted by researchers and academics, the results aimed to be used by elected policymakers, members of the local, regional, national and European administrations that are involved in policy design, but also by journalists and citizens interested in understanding how their city/region performs, or in having an overview of main territorial trends in Europe. You can find more information about ESPON on the website <https://www.espon.eu/espon-2030/espon-2030-programme>.

Local, regional and national authorities are the main beneficiaries of our results. They can request ESPON's services and acquire tailor-made studies that include benchmarking, case analyses and policy guidance on the topics of their interest.

ESPON's studies have a territorial focus, they are adjusted to the specificity and needs of the people and the places it is looking at. ESPON's work is clustered within [Thematic Action Plans \(TAPs\)](#). So far 8 TAPs have been approved:

- Climate-neutral territories
- Governance of new geographies
- Places resilient to crises
- Perspective for all people and places
- Living, working and travelling across borders
- Smart connectivity
- European territories in global interactions
- Adapting to the impacts of climate change

To make ESPON's content more accessible to non-experts, ESPON publishes content in various forms that summarizes the most important messages, localises content when needed and uses

attractive visuals to capture the attention of its audiences and to help them understand its results.

Some indicative content types used are:

- posts on social media
- blogposts on the ESPON's website
- interactive maps and story-maps on the ESPON portal
- articles in the ESPON's magazine -TerritoriALL
- different types of videos (recordings, interviews, promotional, etc)

1.3 Purpose

The purpose of this call is to establish a pool of editors to develop content, which will feed ESPON's online (and possibly offline as well) knowledge development campaigns. The content will be published on ESPON's website, TerritoriALL magazine, various online and offline publications, advertorials, social media, etc.

1.4 Type of content to be developed

- Blog posts: up to 500 words. An example of a blog post can be found under the following link: <https://www.espon.eu/geography-covid-19-pandemic-and-its-consequences>
- Articles: 500 to 1.200 words. An example of an article can be found under the following link: <https://territoriall.espon.eu/magazine/reader/254845?pageNumber=15>
- Story maps: 800 words articles including interactive content from the ESPON portal. An example of a story map can be found under the following link: <https://gis-portal.espon.eu/arcgis/apps/storymaps/stories/691e08159ed943ba8d36468e5df9e141>

All content shall be related and based on ESPON Thematic Action Plans¹, however, additional resources might be needed. Indicative examples of these articles are:

- Presentation of a case study
- Interview with stakeholders/researchers
- Presentation of a project/TAP the main results
- Comparison of findings of two different projects

¹ For more details on the ESPON Thematic Action Plans check the ESPON: website <https://www.espon.eu/espon-2030/taps>

The request to develop content will be done on an ad-hoc basis, depending on the contracting authority's needs.

1.5 Deadline to submit applications

This call will be open and applications will be accepted until 30 September 2028 (subject to extension).

2 Submission of applications

2.1 Language and submission

All applications shall be submitted in English language by e-mail to: Callforexpression@espon.eu.

The subject line of the application must contain the reference: ESPON Content development editors.

Expenditure on preparing and submitting applications is non-refundable.

Economic operators/natural persons can request their profile to be removed from the list and the contracting authority can remove any profile from the list at any moment on condition either party notifies the other in writing.

Participation in this call is open on equal terms to all natural and legal persons coming within the scope of the Treaties.

2.2 Documents that must be submitted with the application

Any economic operator/natural person interested to participate in the procedure must submit until the deadline the documents listed below.

The contracting authority reserves the right at any time to request clarifications or the submission of additional or supplementary information in respect of an application, verify with any applicant or with a third party any information set out in any submission.

The contracting authority reserves the right at any time to:

- make changes to the CEI, the selection process or associated terms, dates and deadlines;
- replace the CEI with another call;
- cancel the CEI in its entirety.

Applicants are requested to provide the following documents (in English):

- Annex: European Single Procurement Document (ESPD): Please fill-in the following sections only: Part I, Part II, Part III, Part VI. The ESPD must also be dated and signed.

- Curriculum Vitae (CV) taking into account the minimum expertise requirements detailed in section 3. 4. The ESPON EGTC recommends submitting the CV in the EU CV format (Europass).
- A page with a short article (300 words) on how a policymaker can use ESPON and 5 links to examples of applicants' work (in any EU language).
- A list of topics they consider themselves experts in and a referral list for each of these topics with relevant publications (in any language produced) the past year.

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

The list resulting from this notice is valid until 31 December 2028 from the publication of this notice.

Interested parties may submit an application at any time prior to the last three months of validity of the list (30 September 2028).

Applicants will be informed whether they are accepted to be part of the list.

2.4 Protection of personal data

When processing your expression of interest, such data shall be processed pursuant Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

For more information, please consult the legal notice in the ESPON's website: <https://www.espon.eu/legal-notice>

3 Award of contracts

3.1 General description of the procedure

The contracting authority (CA) will draw up a list of experts who meet the criteria set out in sections 3.3 and 3.4.

When the need to develop content arises, the CA contacts an editor part of the list established to enquiry on their availability. The selection is based on the editor's profile relevance to the content to be developed.

The contracting authority will implement a negotiated procedure, according to the Luxembourgish public procurement legislation, followed by the signature of a Service Contract.

This procedure will be implemented in different phases:

Step 1: Expression of interest – setting up a list of editors

The contracting authority will draw up a list of economic operators/natural persons (editors) interested to conduct the services mentioned in section 1.4 based on the applications received.

All economic operators/natural persons having sent a complete application duly filed in and signed until the deadline will be included in the list of interested economic operators/natural persons, after the CA reviewing and validating the relevance of their profile.

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

Step 2: Contracting

When the need to assign a task to an editor arises for the first time the contracting authority will invite this editor to sign a contract based on the tendering documentation provided by the contracting authority. This contract will also cover future assignments within the same scope.

3.1.1 Fees paid

Where a particular task relating to different relevant field/area/topic is to be performed by an editor, the contracting authority will send a request of services. The fees paid are the following:

- Blog posts: 500 euros per item.
- Long articles: 800 euros per item.
- Story maps: 1.100 euros per item.

Depending on the price indexation, the CA may decide on an update of the prices every 3 years.

3.2 Use of the list resulting from this Call for Expression of Interest

The pool resulting from this CEI will be used exclusively for tasks to be carried out as described in section 1.4 of this call.

3.3 Exclusion criteria

The economic operators/natural persons shall be excluded from participation in this procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity;

(f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information or being declared to be in serious breach of their obligation under a contract covered by the budget.

Please be informed that the ESPD (provided at Step 1) is a self-declaration by economic operators providing preliminary evidence replacing the certificates issued by public authorities or third parties. It is a formal statement by the economic operator that it is not in one of the situations in which economic operators shall or may be excluded; that it meets the relevant selection criteria and that, where applicable, it fulfils the objective rules and criteria that have been set out for the purpose of this CEI. Its objective is to reduce the administrative burden arising from the requirement to produce a substantial number of certificates or other documents related to exclusion and selection criteria.

Applicants shall be excluded from a possible contract if they:

a) are guilty of misrepresentation in supplying the information required by the ESPON EGTC or fail to supply this information.

b) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

3.4 Selection criteria relating to technical and professional ability

Criteria relating to technical and professional capacity:

The list shall be comprised of qualified editors, journalists, copy editors, content creators, authors specialized in developing content in the relevant thematic fields of ESPON Programme 2021-2027².

² For more details on the ESPON Thematic Action Plans check the ESPON: website <https://www.espon.eu/espon-2030/taps>

Indicative fields or expertise are: Urban/rural matters, climate/ environment/ green transition/ energy, mobility /transport/ accessibility, economy/ finance/ trade, smart cities. Digital transition, cross-border issues, territorial development, EU funding, EU Cohesion Policy, spatial development etc.

Applicants must have at least the following competences:

- University level education and a good understanding of how policymaking at European, national, regional and local level works.
- Capacity in transforming complex scientific and administrative text and jargon into simple to understand, short or longer texts.
- Very good writing skills in English.
- 2 years of professional experience in producing content for the general public in the specific thematic field.

Editors can show experience at European, national, regional or local level, in English or national language.

Applicants must provide in their CV a list of their topics' expertise and proof of related publications (in any EU language) over 1 year prior to the application.

Supporting documents to be provided at Step 2, A CV of no more than 2 pages (preferably europass format) in English: A list of topics they consider themselves experts and a referral list for each of these topics with relevant publications (in any language produced) in the past year.

3.5 Place of delivery

All services shall be delivered by default to Luxembourg unless otherwise specified in the contract specifications.

4 Ownership and use of results

Unless otherwise provided in the service contract and its annex, ownership, title, industrial and intellectual property rights resulting from the development of content as set out in section 1.4 shall be solely owned by the ESPON EGTC.

The service provider shall not invoke any intellectual property rights, including copyrights and sui generis database rights in relation to any content developed within the service contract signed with the ESPON EGTC.

Any commercial use of the results by the service provider is prohibited.

5 Annex

European Single Procurement Document