



Inspire Policy Making with Territorial Evidence

## **CALL FOR EXPRESSIONS OF INTEREST**

### **ESPON SCIENTIFIC ADVISORY PANEL OF EXTERNAL EXPERTS**

#### **ESPON EGTC**

30 October 2020

Implementation Framework: The Single Operation within the ESPON 2020 Cooperation Programme implemented by the ESPON EGTC. The ESPON 2020 Monitoring Committee approved the Single Operation on 20 November 2015. The Single Operation is co-financed by the European Regional Development Fund via the ESPON 2020 Cooperation Programme.

## 1 GENERAL

### 1.1 Contracting authority

ESPON EGTC

4, Rue Erasme

L-1468 Luxembourg

Grand Duchy of Luxembourg

### 1.2 Purpose

The ESPON 2020 Cooperation Programme aims at promoting and fostering a European territorial dimension in development and cooperation by providing evidence, knowledge transfer and policy learning to public authorities and other policy actors at all levels. The main activity of ESPON lies in its research, that covers different aspects of territorial development across Europe. In doing so, it collects valuable data at national, regional and local levels as well as at functional levels.

The objective of this call for expressions of interest is **to establish a list of external experts to compose a Scientific Advisory Panel.**

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

The list resulting from this notice is valid for **20 months** from the publication of this notice.

A first cut-off date is set on **30 November 2020**. All the applications submitted until this date will be evaluated and eligible experts will be included in the Scientific Advisory Panel.

Interested parties may submit an application at any time prior to **30/06/2022**. ESPON EGTC will evaluate all new applications at the end of each calendar month and update the list of external experts eligible to be included in the Scientific Advisory Panel.

### 1.4 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/areas described at point 2.5, with a maximum threshold of **15,000.00 EUR**, all taxes included except VAT, of total payments (including both remunerations and reimbursements for travel expenses) **per expert** for the whole duration of the list's validity.

### 1.5 Description of the fields covered by the call for expressions of interest

The ESPON programme is at the forefront of promoting and fostering a territorial dimension in European Union Cohesion Policy and sectoral policies through producing evidence and knowledge for public authorities and other policy actors, at all governance scales.

Our core mission is to encourage the best use of territorial evidence and a spatial perspective in policymaking through a range of activities, including applied research, targeted analyses, data tools, monitoring reports and policy briefs.

Scientific quality and analytical standing are prerequisites for ESPON to continue to be widely recognised as a benchmark for territorial knowledge, and as a leading and authoritative voice on pan-European territorial dynamics, trends and patterns.

The role of the Scientific Advisory Panel will be as follows:

- Provide independent, impartial, rigorous and constructive advisory support on selected ESPON research results and outputs, including critical peer-review feedback, as required.
- Participate in internal workshops and provide strategic guidance, insights and feedback to the ESPON EGTC on the overall thematic orientation, quality and relevance of ESPON research, and to brainstorm topical research agendas.
- Mentor early career PhD researchers in the field of European territorial development as part of a call for competition to be commenced during 2020.

The ESPON EGTC shall launch periodic request for services to panel members for specific assignments to be performed on an *ad hoc* basis, as required.

## 2 Submission of expressions of interest

### 2.1 Language and registration procedure

Expressions of interest should be submitted in English by electronic means at the following address: tenders@espon.eu. The subject line of the application must contain the reference: ESPON SCIENTIFIC ADVISORY PANEL.

### 2.2 Information and documents to be provided at Step 1

Interested parties should provide the following documents (in English):

- **Duly filled Annex 1: European Single Procurement Document (ESPD)**  
Please fill-in the following sections **only**: Part I, Part II, Part III, Part VI
- **Curriculum Vitae (CV)** taking into account the minimum expertise requirements detailed at point 3.2.  
The ESPON EGTC recommends submitting the CV in the EU CV format (Europass).

### 2.3 Processing of personal data

When processing your expression of interest, such data shall be processed pursuant to 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 Selection and award of contracts

### 3.1 General description of the procedure

Natural and legal persons coming within the scope of the Treaties 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 in point 3.2.

Where a particular task relating to different relevant field/area/topic is to be performed by an external expert, the contracting authority will conduct a negotiated procedure or a restricted procedure without publication, in accordance with the Luxembourg law on public procurement, to select an expert(s) 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.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts. Expenditure on preparing and submitting an application is non-refundable.

The external experts 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.

#### **Summary of the procedure for selection of external experts:**

##### **Step 1: Expression of interest – setting up a list of experts**

The contracting authority will draw up a list of experts interested to conduct the tasks described in point 1.5.

All interested parties having sent the application duly filed and complying with the selection criteria will be included in the list of external experts.

##### **Step 2: Invitation to submit an offer and award of the contract**

The interested parties included in the list will be invited to submit an offer based on the tendering documentation provided by the contracting authority.

The experts included in the Scientific Advisory Panel list will be contracted for different assignments through a negotiated procedure or restricted procedure without publication, depending on the subject of the assignment, on the budget allocated and on the number of experts listed with the relevant expertise for the specific assignment.

In case of restricted procedure without publication, the contract will be awarded to the tenderer submitting the most economically advantageous tender, following the award criteria to be mentioned in the tendering documentation.

### 3.2 Selection criteria

Criteria relating to technical and professional capacity:

The panel shall be comprised of qualified experts, strategic thinkers, researchers and academics in European urban, regional, territorial and spatial development, and related fields.

Experts who wish to be registered on the Panel should have, at a minimum, the following competences:

- PhD level education and a strong peer reviewed published profile or verifiable equivalent expertise and experience.
- 5 years of professional and/or academic experience.

Experts who have no prior involvement in ESPON research projects, or who are from sectoral fields of economics, sociology, environmental studies or other fields with a distinct territorial dimension, are encouraged to apply.

Supporting documents to be provided at Step 2: completed university studies attested by a diploma, attestations issued by former employers, candidates' reference list of scientific publications.

The contracting authority shall, where appropriate, ask selected external experts to supply supporting documents and may, where it has doubts concerning the personal situation of such candidates or tenderers, also request the competent authorities to obtain any information they consider necessary on the personal situation of the candidates or tenderers concerned.

Experts shall be selected on the basis of skills, experience and knowledge appropriate to carry out the tasks assigned to them.

### 3.3 Exclusion criteria

The economic operators 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 limiting the number of otherwise qualified candidates to be invited to participate. 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.

Selected economic operators for contracting must provide original supporting documents. Economic operators, who do not fulfil the above-listed exclusion criteria or do not submit all the required documents, shall be excluded from participation.

Candidates shall also be excluded from the contract award process 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 Budget / Conditions of remuneration (and reimbursement)**

Experts shall be remunerated at a fixed price of **750.00 EUR**, all taxes included except VAT, per day worked/task performed. The travel and subsistence expenses will be reimbursed under the conditions set out in the contract.

VAT Reverse charge procedure, according to COUNCIL DIRECTIVE 2008/8/EC of 12 of February 2008 amending Directive 2006/112/EC, will be applied.

Payment formalities will be included in the service contract to be signed with the awarded expert.

### **3.5 Ex-post transparency**

A list of experts (name and subject of the tasks executed) who have concluded a service contract following the procedure set out in point 3.1 shall be published on the website of the contracting authority.

### **3.6 Conflict of interest**

Panel members will be required to sign a declaration certifying that there is no conflict of interest at the time of contracting and that they undertake to inform the ESPON EGTC if any conflict should arise in the course of their duties.

## **4 Attachments:**

Annex 1: Application form: European Single Procurement Document