Call for Expressions of Interest (CEI)

For creation of external experts database to be established by the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union – Frontex

1. Introduction

Frontex promotes, coordinates and develops European border management in line with the EU fundamental rights charter applying the concept of Integrated Border Management.

Frontex helps border authorities from different EU countries work together. Frontex’s full title is the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union. The agency was set up in 2004 to reinforce and streamline cooperation between national border authorities. In pursuit of this goal, Frontex has several operational areas which are defined in the founding Frontex Regulation and a subsequent amendment. These areas of activity are:

- **Joint Operations** – Frontex plans, coordinates, implements and evaluates joint operations conducted using Member States’ staff and equipment at the external borders (sea, land and air).
- **Training** – Frontex is responsible for developing common training standards and specialist tools. These include the Common Core Curriculum, which provides a common entry-level training rationale for border guards across the Union, and mid- and high-level training for more senior officers.
- **Risk Analysis** – Frontex collates and analyses intelligence on the ongoing situation at the external borders. These data are compiled from border crossing points and other operational information as well as from the Member States and open sources including mass media and academic research.
- **Research** – Frontex serves as a platform to bring together Europe’s border-control personnel and the world of research and industry to bridge the gap between technological advancement and the needs of border control authorities.
- **Providing a rapid response capability** – Frontex has created a pooled resource in the form of European Border Guard Teams (EBGT) and an extensive database of available equipment which brings together specialist human and technical resources from across the EU. These teams are kept in full readiness in case of a crisis situation at the external border.
- **Assisting Member States in joint return operations** – When Member States make the decision to return foreign nationals staying illegally, who have failed to leave voluntarily, Frontex assists those Member States in coordinating their efforts to maximise efficiency and cost-effectiveness while also ensuring that respect for fundamental rights and the human dignity of returnees is maintained at every stage.
- **Information systems and information sharing environment** – Information regarding emerging risks and the current state of affairs at the external borders form the basis of risk analysis and so-called “situational awareness” for border control authorities in the EU. Frontex develops and operates information systems enabling the exchange of such information, including the Information and Coordination Network established by Decision 2005/267/EC and European border surveillance system.

While fulfilling its mandate, Frontex liaises closely with other EU partners involved in the development of the area of Freedom, Security and Justice such as Europol, EASO, Eurojust, FRA or CEPOL, as well as with customs authorities in order to promote overall cohesion.

Frontex also works closely with the border-control authorities of non-EU/Schengen countries – mainly those countries identified as a source or transit route of irregular migration – in line with general EU external relations policy.

Further information about Frontex could be obtained from: [http://frontex.europa.eu](http://frontex.europa.eu) .
2. Contracting Authority

The Contracting Authority for this Call for Expressions of Interest (CEI) is Frontex, Plac Europejski 6, 00-844 Warsaw, Poland. Contact phone no.: +48 22 2059500; contact fax no.: +48 22 2059501; contact e-mail address: procurement@frontex.europa.eu. The complete documentation related to this CEI can be downloaded from: http://frontex.europa.eu/about-frontex/procurement/open-restricted-tender-procedures/.

3. General Description of the Procedure

This procedure is based on the provisions of the Article 204 of the Financial Regulation and on Article 287 of the Rules of Application. The CEI is directed only to natural persons from EU Member States and Schengen Associated Countries. The candidates interested in providing services in accordance with profiles listed in Annex I of the CEI and fulfilling the requirements set in the CEI are invited to send their fulfilled and signed Application Form (Annex II) and the Declaration of Honour to Frontex (Annex III). The draft of a prospective contract is attached to this CEI Notice as Annex IV. The CEI will be valid for 5 years from the date of its publication. The candidates may submit an application at any time prior to the last three months of validity of the list.

Incoming applications received in response to this CEI will be evaluated at least on a quarterly basis; the candidates who satisfy the exclusion criteria and the required selection criteria will be pre-selected and put on a shortlist, according to the required profiles.

Where a particular task relating to the field described in the Annex I is to be performed by an external expert, Frontex will assign expert(s) 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.

4. What type of expertise is Frontex looking for?

Through the establishment of a database of external experts, Frontex aims to cover its needs for external expertise that may arise in the framework of Frontex's activities. This CEI concerns the fields as listed in the Annex I.

In order to be shortlisted, experts must fulfill the general criteria outlined in Section 5 and possess proven knowledge and considerable professional experience in the areas mentioned specifically for each profile described in the Annex I.

The database of external experts set up through this CEI will constitute a mechanism for using expertise and knowledge, and will not constitute a separate body of Frontex. Experts listed in the database do not act or speak on behalf of Frontex, and Frontex cannot be held responsible for their actions and expressions.

5. Which selection criteria must the candidate comply with in order to be shortlisted?

General qualifications and skills:

- University degree of at least bachelor level or equivalent and at least 7 years of any professional experience, or minimum 15 years of any professional experience.
- Proven particular proficiency level (C1 or C2) in English.

Assets:

- Postgraduate and/or doctoral degree.

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Particular qualifications and skills: as required for a given profile in the Annex I.

Frontex reserves the right to request evidence or proof of statements included in the Application Form.

6. Registration Procedure

This CEI must be read in conjunction with its annexes, downloadable from Frontex’ website, which contain essential additional information. Annex I contains the profiles of experts which are to form the prospective database. The Application Form (Annex II) and the Declaration of Honour Form with respect to the Exclusion Criteria and absence of conflict of interest (Annex III) are expected to be completed and submitted by the interested candidates to the address of Frontex’ website as indicated below.

Applications in response to this CEI may be submitted as early as possible, as assignments can arise at any point in time.

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

The Application should follow the below steps:

- Filling in all the fields of the Application Form downloadable from Frontex’ website
- Printing out the filled in Application Form
- Signing the printed Application Form and the Declaration of Honour and sending them as pdf forms to the e-mail address: externalexperts@frontex.europa.eu

Expenses incurred in connection with preparing and submitting the application shall be borne by the candidates involved and shall not be reimbursed. Inclusion on the relevant shortlist entails no obligation on Frontex concerning a contract conclusion with a specific expert.

7. Protection of Personal Data

If processing candidates’ Application Forms involves processing of personal data (such as name and surname, address and CV), such data will be protected pursuant to Regulation (EC) No.45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. Candidates involved in this CEI have the right to access their data and to request that these are rectified or erased. Unless indicated otherwise, any personal data required from the candidates involved in this CEI will be processed solely for that purpose by Frontex.

Any personal data required from the candidates involved in this CEI may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED), should you be in one of the situations mentioned in:


Details concerning processing of the economical operators involved in this CEI are available on explanation to the model privacy statement at: http://ec.europa.eu/dataprotection/officer/privacystatement_publicprocurement_en.pdf. For more information see also the privacy statement on http://budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and the explanatory note on privacy statement for the Central Exclusion Database on...
8. Use of the database resulting from the CEI

This procedure is applicable below the threshold of the Directive on public procurement (2004/18/EC). This ceiling applies to the total of all payments (including any refundable expenses) to be made to each expert throughout the entire duration set for the CEI. The list resulting from this CEI will be used exclusively for the tasks within the fields described in the Annex I, with a daily fee range from 250 to 450 EUR per day, depending on the particular assignment, and with a maximum threshold of 300 working days per expert for the entire duration of this CEI.

9. Place of delivery of services

The tasks will be carried out at the premises designated by Frontex and agreed by the expert. Where appropriate, tasks may be carried out remotely using electronic communication tools. Where necessary, further details will be specified according to the tasks and circumstances.

10. Ex-post transparency

Details on the experts who have concluded a contract of more than €15 000 shall be published on the website of the contracting authority no later than 30 June of the year following contract award.

These details include name, locality (region of origin), amount, and subject of the contract. The information shall be removed two years after the year of contract award.