

European Union Agency for the Space Programme (EUSPA)

Call for expression of interest to establish a list of external remunerated experts

EUSPA-CEI-03-26

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1. Overview

The objective of this call for expression of interest (hereinafter “Call” or “Call for Experts”) is to establish a list of external remunerated experts to provide the services defined in Section 4 to the European Union Agency for the Space Programme (hereinafter “EUSPA” or “Contracting Authority” or “Agency”) in the areas of expertise defined in Section 4 below, in line with the provisions of Article 242 of the EU Financial Regulation¹.

The eligibility conditions to be included in the list of experts are set out in Section 9 (a) below.

2. General description of the procedure

Interested applicants are invited to submit their expression of interest in accordance with the conditions and the requirements set out in this Call.

Based on the received expressions of interest, the Agency will draw up a list of interested experts.

The list of interested experts will be structured into sub-lists, each of which corresponds to one of the areas of expertise and relevant sub-areas described in Section 4 and in the Application Form in Annex I.

When and as needed, the Agency will consult the list and sign a contract with the most suitable candidate to perform the tasks.

Applicant are informed that the inclusion in the list is in no way binding on the Agency as it entails no obligation on the part of the Agency concerning the conclusion of contracts. Its contractual obligations commence only upon signature of a contract with the selected expert.

3. Tasks to be assigned and Areas of Expertise

In line with Article 242 (1) of the Financial Regulation, Experts may be selected by the Agency for the provision of the following services (hereinafter defined as “Tasks”):

- 1) Task 1 - Assist in the evaluation of grant applications, projects and tenders;
- 2) Task 2 - Provide opinions and advice in specific cases.

EUSPA is looking for experts with a highly technical and consolidated expertise and professional experience in the following areas (hereinafter the “Areas of Expertise”):

1. Aerospace Technologies and Engineering
2. Downstream Space Market Segments
3. Downstream Technology & Services

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast).

4. Information Society
5. Innovation & Growth in Space Application
6. Safety & Security
7. Economic Analysis & Entrepreneurship
8. Communication & Marketing
9. Quality Assurance, Product Assurance & Configuration Management
10. Security Assurance
11. Law

The Areas of Expertise, and relevant themes/sub-areas, are listed in the Application Form in Annex I.

4. Validity of the list of experts

The list to be established by the Agency under the Call shall be valid for five (5) years from the publication of the Call on the EUSPA website.

Expressions of interest may be submitted at any time prior to the last three (3) months of validity of the list.

5. Use of the list of experts and assignment of tasks

Interested applicants shall submit their expression of interest at the following address callforexperts@euspa.europa.eu in accordance with the requirements under Section 11 of this Call.

When and as needed, the Agency will select one or more Expert(s) on the basis of the selection criteria defined in Section 10 (b) and in line with the principles of non-discrimination, equal treatment and absence of conflict of interests.

The Agency will send to the selected expert a request for services together with the description of the tasks to be performed (terms of reference). Subject to the confirmation of availability of the expert, and to the completion of the relevant administrative steps (including submission of the relevant documents), the agency will sign a contract with the selected Expert for the provision of the services and the performance of the Tasks defined in the terms of reference.

The Template Expert Contract is provided in Annex III to this Call.

NOTA BENE: Interested applicants are informed that submission of an expression of interest implies acceptance of the provisions of the contract in Annex III, including the annexes thereto.

In exceptional cases when the Expert is not available to be assigned tasks *ad personam* (see Section 1), the contract may be amended accordingly.

If the tasks to be performed involve handling of European Classified Information (EUCI), Experts will need to provide proof of appropriate security clearance from their national security authority (NSA).

NOTA BENE: Experts may be selected to provide services to the Agency more than once, provided that

the total amount corresponded to the expert (including both remuneration and reimbursement of travel and accommodation costs) over the entire validity period of the list (as per Section 4 above) is below the threshold for the award of public contracts referred to in Art. 178 of the Financial Regulation.

NOTA BENE: The Contract does not constitute an employment agreement between the Expert and the Agency. It shall be the Expert's sole responsibility to ensure that they are compliant with all the applicable law, in particular national tax and social security laws.²

6. Place of performance

Tasks may be carried out remotely or at EUSPA premises including Headquarters in Prague (CZ) or at any of the following sites of the Agency:

- Prague, Czech Republic: EUSPA Headquarters
- Saint-Germain-en-Laye, France: [Galileo Security Monitoring Centre \(GSMC\)](#)
- Toulouse, France: SAR/Galileo Service Centre (SGSC) and EGNOS Centre
- San Martín de la Vega, Spain: [Galileo Security Monitoring Centre \(GSMC\)](#) and [EU SST \(Space Surveillance and Tracking\) Front Desk](#)
- Torrejón de Ardoz, Spain: [European GNSS Service Centre \(GSC\)](#)
- Noordwijk, Netherlands: [Galileo Reference Centre \(GRC\)](#)
- Brussels, Belgium: Joint Office

Detailed information will be provided by the Agency for each expert contract.

7. Condition of remuneration and reimbursement of costs

Experts shall be remunerated, depending on the Task to be assigned (as defined by the Agency in the request for expert) in line with Section 3 above, according to the following fixed rates:

- 1) **For Task 1:** EUR 450 / worked day for both Junior and Senior Expert (as defined under Section 10(b) below);
- 2) **For Task 2:**
 - a. EUR 650 / worked day for a Junior Expert (as defined under Section 10(b) below);
 - b. EUR 1000 / worked day for a Senior Expert (as defined under Section 10(b) below).

A worked day shall be a day of work of eight (8) hours (plus a lunch break).

Travel and accommodation expenses, daily allowances and any other cost resulting from the provision of the service will be reimbursed according to the conditions defined in the Contract signed with the

² Call for Experts Annex III – Template Expert Contract, Article 5 (4).

Expert.

8. Ex-post publication

In accordance with Article 38 of the Financial Regulation, information about EU expert contracts (including the Expert's name and address) shall be subject to publication.

9. Criteria and Conditions for the inclusion in the list of experts

For the purposes of the inclusion in the list of experts, the Agency will assess each expression of interest according to the following criteria and conditions.

a. Admissibility of the Expression of interest

Expressions of interest are to be considered admissible if the following criteria are met:

- 1) The applicant fulfils the eligibility conditions as defined in section 9 (b) below;
- 2) The applicant is not in any of the exclusion situations/ground for rejection under Section 9 (c) below;
- 3) The expression of interest is submitted in line with requirements for submission under Section 11 below and it includes all the documents required;
- 4) The expression of interest is submitted within the deadline under Section 4 above.

The Agency reserves the right to request additional information, clarifications and submission of updated documents in case of errors, inconsistencies and missing information.

Successful inclusion in the list of experts will be confirmed via email by the Agency upon verification of admissibility of the expression of interest.

b. Eligibility Conditions

Inclusion in the list of experts is subject to the fulfilment of the following Eligibility Conditions at the moment of submission of the application.

- 1) Participation to the Call is open on equal terms to natural persons fulfilling all the following conditions at the moment of submission of the application:
 - a. The applicant shall be a national of one of the EU Member States;
 - b. The applicant shall be at least eighteen (18) years old by the date of submission of the application;
 - c. The applicant shall be a natural person; legal entities are not eligible to apply.
- 2) Participation is further open to natural persons who, whilst meeting the conditions under b) and c) above, are, at the moment of submission of the application, nationals of:

- Norway and Switzerland for the Galileo Component³ and related budget;
- Iceland, Norway and Switzerland for the EGNOS Component⁴ and related budget;
- Iceland, Norway and United Kingdom for the Copernicus Component⁵ and related budget;

With regard to point 1) c) above, only in exceptional cases when the Expert is not available to be assigned tasks *ad personam* (e.g. the expert is employed and his/her employment contract contains an exclusivity clause whereby expertise services for other parties can only be contracted through the legal entity), an application submitted by the legal entity will be considered eligible. The Agency reserves the right to request additional supporting documents for the purposes of verifying compliance with the eligibility conditions.

c. Exclusion Criteria and Grounds for Rejection

Applicants/Candidates shall not be in any of the exclusion situations/ground for rejection listed in the Declaration of Honour to be submitted with the expression of interest using the template in Annex II to the Call (see Section 11 below).

The Agency reserves the right to request applicants to submit the supporting documents listed in Annex II or to request applicants to submit an updated declaration in case of clerical errors or inconsistencies or in case the document submitted is older than twelve (12) months.

10. Selection of the Expert

The selection of the Expert for the purposes of signing a contract will be performed based on the criteria defined below.

Experts shall have the technical and professional capacity to perform the tasks.

The Agency will evaluate the applications of the Expert(s) included in the list on the basis of their professional experience as described in the Curriculum Vitae submitted and in line with the principles of non-discrimination, equal treatment and absence of conflict of interests:

1) Relevant professional experience in the area(s) of expertise selected (including sub-areas) in the Application Form submitted, using the template in Annex I, as part of the expression of interest.

- Thresholds:

1. Junior Expert: minimum five (5) years and maximum ten (10) years of relevant

³ As defined in Article 3 (1) (a) of Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU (hereinafter the Space Regulation).

⁴ As defined in Article 3 (1) (b) of the Space Regulation.

⁵ As defined in Article 3 (1) (c) of the Space Regulation.

professional experience for the purpose of the tasks to be assigned under the contract;

2. Senior Expert: more than ten (10) years of relevant professional experience for the purpose of the tasks to be assigned under the contract.

- Applicants are informed that:

1. Only paid internships will be considered as professional experience for the purposes of the thresholds above;
2. PhDs are assimilated to professional experience, even when unpaid and for a duration of three (3) years maximum, provided that the PhD has been successfully completed;
3. The length of professional experience shall be determined with reference to the month when the expression of interest is submitted in line with the requirements under Section 11 below.

2) Ability to draft and communicate in English;

3) A level of education which corresponds to completed university studies of at least three (3) years attested by a diploma.

NOTA BENE: the Agency may request clarifications from the applicants and the following supporting evidence:

- copy of contracts, any other documents confirming the length and the level/nature of the professional experience declared by the applicant;
- copy of certificates, studies, reports, publications;
- any supporting documentation to evidence compliance with the Selection Criteria defined above.

Furthermore, the Agency will select the Candidate(s) based on the relevance of the competencies and professional experience as described by the candidate(s) in their Curriculum Vitae (subject to any clarification requested by the Agency) with regards to the services to be provided and the tasks to be performed as defined by the Agency.

The Agency will inform the selected Candidate(s) and request their availability to provide the services before signing the Contract.

11. Submission Requirements and documents to be provided

Expressions of interest should be submitted, taking into account the deadline under Section 4 above, in one of the official languages of the European Union, preferably **ENGLISH**, by email to the following address: callforexperts@euspa.europa.eu.

Each expression of interest must include the following documents:

- the **Application Form** (submitted using the template provided in Annex I), duly filled in with the indication of the Areas of Expertise and relevant themes selected based on the candidate's expertise. Candidates can apply for themes in more than one area provided that they have

the relevant expertise.

- The **Declaration of Honour** (using the template provided in Annex II duly filled in, dated and signed, stating, in line with Section 10 (a), that the Expert is not in any of the situations of exclusion or grounds for rejection listed in the declaration, and that the applicant fulfils the selection criteria as per Section 10 (b) above.
- An up to date **Curriculum Vitae** – using the Europass format/template (accessible at the following link [Home | Europass](#) and to be annexed to the application form, in pdf format).

NOTA BENE: Applicants are informed that any change to the templates provided for the documents to be submitted according to the list above may result in the rejection of the expression of interest.

The Agency reserves the right to request additional information, clarifications and/or submission of updated documents during the validity of the list of experts under Section 4 above for the purposes of the evaluation of profiles included in the list and the award of contracts.

Before signing an Expert Contract, the Agency will request from the candidate selected for award, submission of the following documents:

- a copy of the candidate's ID (in case of legal entity a copy of the extract of the inclusion in a trade or professional register, or certificate, membership of a specific organisation, or equivalent);
- The Identification Form duly filled in, dated and signed (using the template available at the following link [Business partners – legal entities and bank accounts - European Commission](#)), including relevant supporting documents (I.e. copy of RECENT bank statement confirming confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME').

In case of foreseen unavailability of the expert to be assigned tasks as provided in Section 1 of this Call, the above documents will need to be provided for both the expert and the legal entity through which the expert will be contracted.

The Agency reserves the right to request additional or updated documents and to review its assessment of the Application file on the basis of the documents submitted.

12. Ownership and use of the results – IPR

Ownership of the deliverables and results produced (including copyright and other intellectual or industrial property rights) in the execution of the Expert Contracts signed under the Call will be vested in the Agency/European Union, represented by the European Commission (as they case may be).

Detailed provisions on ownership and use of the results (including intellectual property rights) are outlined in the Expert Contract to be signed between EUSPA and the selected expert.

13. Protection of personal data

Personal data gathered for the purpose of the present procedure will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 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. This data will be processed by EUSPA as indicated in the privacy statement published on the Agency's website (https://www.euspa.europa.eu/sites/default/files/privacy_statement_relating_to_euspa_procurement_procedures_grants_prizes_and_selection_of_experts.pdf). Any request regarding your personal data should be addressed to the data controller responsible for the call for experts (Head of LEG CallForExperts@euspa.europa.eu). You may also contact the Agency's Data Protection officer (DPO) at DPO@euspa.europa.eu. If your request has not been responded to adequately by the data controller and/or DPO, you can lodge a complaint with the European Data Protection Supervisor at edps@edps.europa.eu.

14. Annexes

Annex I	Template Application form
Annex II	Template Declaration of honour
Annex III	Template Expert Contract