



CALL FOR EXPRESSIONS OF INTEREST (CEI) - INVITATION FOR APPLICATIONS

CSJU.2021.CEI.01

(Notice published in the EU Official Journal, S series)

(open only to natural persons providing services under their national legislation)

**Individual Experts to assist the Clean Sky 2 Joint Undertaking
with high level support and professional advice on
communicating Research & Innovation.**

Individual Experts to assist the Clean Sky 2 Joint Undertaking with high level support and professional advice on communicating Research & Innovation.	1
1 Introduction	3
1.1 Mission and objectives of the Clean Sky 2 Joint Undertaking	3
1.2 General description of the procedure	3
1.3 Purpose of the call, tasks and areas of expertise	3
2 Requirements.....	5
2.1 Participation.....	5
2.2 Exclusion criteria.....	5
2.3 Selection criteria	6
2.3.1 Criterion 1: Legal and regulatory capacity	6
2.3.2 Criterion 2: Technical and professional capacity	6
2.3.3 Criterion 4: Language skills.....	7
3 Registration procedure and submission of applications	8
3.1 Required documentation for application.....	8
3.2 List of pre-selected candidates.....	9
4 Protection of personal data.....	11
5 Place of delivery	11
6 Expiry date of the list resulting from the call for expressions of interest	11
7 Use of the list resulting from this notice.....	12
8 Estimated budget	12
9 Conditions of remuneration and reimbursement of experts	12
10 Confidentiality and absence of conflict of interest	13
11 Promotion of equal opportunities	14
12 Additional information	14
13 Ex-post transparency.....	14
14 Annexes	15

1 Introduction

1.1 Mission and objectives of the Clean Sky 2 Joint Undertaking

Clean Sky 2 Joint Undertaking ('CS2JU'), established under Council Regulation no 558/2014, is the largest European research programme in aeronautics, developing innovative, cutting-edge technology aimed at significantly reducing CO₂, NO_x emissions and noise levels produced by aircraft. Funded by the EU's Horizon 2020 programme, CS2JU contributes to strengthening European aero-industry collaboration, global leadership and competitiveness. To date, Clean Sky 2 has awarded 550 grants, with 940 participating entities in 30 countries. Read more on www.cleansky.eu.

1.2 General description of the procedure

The objective of the tender is to enhance Clean Sky's communication activities by expanding the range and increasing the capacity of the communications services with the expertise of an external intra-muros professional writer/editor. The successful applicant(s) will help Clean Sky's Communication's Unit achieve the objectives set out in the Clean Sky 2 Communications Strategy 2021-24 and 2021 Action Plan, by writing and editing compelling content for a variety of audiences (including policymakers, opinion leaders, general public, scientific community, aviation industry, European and national press), showcasing Clean Sky's achievements as a successful public-private partnership that delivers results.

This Call for Expression of Interest (CEI) is open to:

- a) natural persons who are able to sign the resulting contracts and issue requests for payment on their own behalf;
- b) to self-employed natural persons who are able to sign, if so obliged by their national legislation, the resulting contracts and issue invoices on behalf of the legal entity in which they are the sole owner/administrator who is also the only active person (employee or not) providing the services requested in this CEI. In this case only the natural person will be included in the resulting database of experts.

On the basis of the received applications, the CS2JU will:

- draw up a list of experts who meet the criteria set out under point 2.2 and 2.3 below
- where a particular task relating to the areas of expertise described at point 1.3 is to be performed by an expert(s) with a professional writer/editor profile, CS2JU will invite pre-selected experts to submit their tender. The selection of an expert/ experts will be in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests taking into account the quality of their proposed approach towards a particular task/ tasks identified by the contracting authority.

1.3 Purpose of the call, tasks and areas of expertise

This procurement procedure is based on the provisions of point 13 of Annex 1 of the Financial

Regulation 2018/1046¹.

The purpose of this CEI is to select an intra-muros professional writing and editorial support to the CS2JU in the performance of its activities under the coordination and direction of the Head of Communications of the Joint Undertaking.

The writing/editorial support will cover the following non-exhaustive list of tasks:

- a) Writing and editing Clean Sky key messages and texts on projects and activities for CS2JU and the future research programme in close cooperation with CS2JU's programme unit and external partners:
 - Target groups/audiences: policymakers and opinion leaders, general public, scientific community, aviation industry, European and national press etc.;
 - The texts can include thematic reports, articles (for web, publications, etc.), high-level speeches, op-eds, reports, brochures, newsletters, press releases, web pages, social media posts, video scripts, and other formats as required by the CS2JU;
 - Texts can also include event-related written communications such as invitation letters, event programmes, and reporting articles and other formats as required by the CS2JU;
- b) Publishing agreed content with the Head of Communications of Clean Sky on www.cleansky.eu with web support.
- c) Editing and proofreading (in English) of CS2JU documents (i.e. Annual Activity Report, Annual Work Plan, Highlights report etc.)
- d) Press work: the writing/editorial support will also include work on CS2JU's press and media activities, including writing, editing and sending press releases and articles; organising press events such as press conferences and press briefings, maintaining a database of journalists (specialised aeronautics press, Brussels-based press and national press of EU Member States); and supporting media partnerships, under the lead of the Head of Communications of CS2JU. Experience in media monitoring is considered an advantage in areas such as analysis of press and analytics, contractor selection, etc.
- e) Other tasks and activities according to the development of CS2JU structure or activities, including covering for other members of the communications team on digital tasks (such as web content creation and maintenance, with the support of an external webmaster) and others in case of absence, and under the direction of the Head of Communications.

All rights in any writings or other work done by the expert in the performance of his/her duties in CS2JU shall be the property of the contracting authority where such writings or work relates

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.](#)

to its activities. The CS2JU will hold the copyright related to the works produced under this contract.

2 Requirements

An expert/ experts with a professional writer/editor profile selected to support CS2JU Communication Unit is/are expected to:

- align to CS2JU working hours (40 hours a week in respect of core hours) and place of delivery;
- have excellent written and spoken English (native level);
- align to the Communication Unit's priorities as well as Clean Sky objectives.

The database of external experts set up through this CEI will constitute a mechanism for using expertise and professional experience and skills. Experts listed in the database will not act or speak on behalf of the CS2JU, and the CS2JU cannot be held responsible for their actions and expressions.

2.1 Participation

This CEI is open to any individual person wishing to apply and holding either EU nationality or nationality of one of three countries eligible to participate in the EU tender procedures under the EEA Agreement². Legal entities (i.e.: companies) cannot participate in this CEI.

As indicated in the Appendix I to the WTO Agreement on Government Procurement (GPA)³, any EU institution or body other than the Commission, the EEAS and the Council cannot open their procurement procedures to economic operators established in GPA countries. Therefore, this CEI is not opened to natural persons coming from GPA countries.

2.2 Exclusion criteria

Candidates may be subject to rejection from the list and to administrative sanctions (exclusion or financial penalty) if any information provided in Annex 1 (Declaration on Honour) and supporting documents requested as a condition for participating in this CEI cannot be provided or prove to be false.

Supporting evidence:

- Candidates must provide a Declaration on their Honour (**Annex 1**), dated and signed, stating that they are not in one of the situations of exclusion referred above.

² <http://www.efta.int/eea/eea-agreement>

³ https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

2.3 Selection criteria

The candidates must demonstrate sufficient legal and regulatory, technical and professional knowledge, skills and capacity to be able to perform the tasks as specified in this notice and provide evidence.

CS2JU reserves the right to request any other documentary evidence it deems necessary in order to verify candidates' skills and knowledge.

Please note that it is the responsibility of the candidate to inform CS2JU immediately of any changes to their administrative and technical details which would result in a change to their original application.

Supporting evidence:

- Candidates must provide a Declaration on Honour (**Annex 1**), dated and signed, stating that the candidate fulfils all the criteria and thresholds and have provided all the supporting evidence listed below.

2.3.1 Criterion 1: Legal and regulatory capacity

Any candidate shall be a natural person, providing expertise in compliance with a national legislation of the EU Members States:

Supporting evidence:

- copy of an identity card,
- where applicable, the VAT and/or registration number or any other documentary evidence if the natural person is represented by its own one-person company (if obliged to do so by his/her national legislation).

2.3.2 Criterion 2: Technical and professional capacity

A writer/editor expert must meet the following requirements:

(a) Education

- a completed university studies attested by a diploma on journalism, communications, literature, languages or science;

(b) Professional experience and skills

- minimum 7 years of professional experience as a science writer or journalist writing journalistic articles, speeches, PPT presentations, newsletters, media op-eds as well as press releases;
- minimum 4 years of professional experience in writing for the web and managing social media accounts;
- demonstrable proof-reading experience;
- demonstrable experience in traditional and digital events production and organisation;
- demonstrable experience on communications on EU policies and science and research in particular.

Supporting evidence:

- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The 'Expert Application Form' attached hereto in **Annex 2**. Experts must provide the Expert Application Form both in Excel and in PDF (signed and dated).
- Recent published examples (from the past two years) of their work, including:
 - a digital newsletter
 - a thematic report, a communications version of an annual report, or similar
 - a 'success story': a scientific article aimed at a general non-expert audience, highlighting a successful scientific project.
 - a recent press release

A candidate needs to provide the necessary information using the 'Complementary Information Form' attached hereto in **Annex 3, delivered in PDF format, electronically signed and dated** (with content that is searchable).

2.3.3 Criterion 4: Language skills

A writer/editor expert must have a native-speaker level of English, as the working language of CS2JU is English and all work to be produced will be in English. Therefore, candidates must prove their capacity to work in English at least in **C1 level** (Common European Framework for Reference for Languages⁴) and prove experience and capacity to draft and deliver excellent quality documents in English.

Supporting evidence:

- A *curriculum vitae* in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The Expert Application Form (**Annex 2**). Experts must indicate the level of English language (Common European Framework for Reference for Languages) in the Application Form.

CS2JU reserves the right to request additional or updated documents and to review its assessment of the CEI application at any moment prior, during or after any assignment, which might be awarded to the candidate. Failure to provide evidence of these supporting documents will automatically exclude the expert from the list.

⁴ <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3 Registration procedure and submission of applications

3.1 Required documentation for application

For applications to be valid and eligible for consideration, the candidates are required to submit their expressions of interest exclusively by e-mail to the following address: procurement@cleansky.eu

Expressions of interest should be submitted in English.

IMPORTANT NOTICE

Candidatures must be submitted exclusively by e-mail to the address procurement@cleansky.eu together with all the required documentation.

All required documents and templates are available at the following TED e-Tendering website:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=8276>

In the subject of your e-mail, you must indicate the reference of the call for expressions of interest and your name (first name and family name).

The following documents should be submitted:

- A signed and dated **Declaration on Honour (Annex 1)**
- A **curriculum vitae** in English in the Europass format (in Word or PDF), which can be downloaded from the following address: <http://europass.cedefop.europa.eu>
- The **Expert Application Form (Annex 2)** signed and dated accompanied by the supporting evidences listed in point 2.3.2. **Experts must also provide the Expert Application Form in excel format**
- The **Complementary Information Form (Annex 3)** signed and dated.

The submission of the documents should be made via the above email containing four files (one file per Annex as indicated above). The name of the file should contain the title of the annex, as mentioned above, and the name of the applicant. E.g. 'Annex 1 – Declaration on honour – Betty Smith'; 'Curriculum vitae – Betty Smith' etc.

Zipped files will not be accepted. In case the files exceed your e-mail account size limits, you can send the documents in separate e-mails but you must indicate in the subject of your e-mail the reference for each of the annexes above referred.

Applications where the format and/or content of the required documentation have been modified may be deemed void.

Before submitting the application, candidates must:

- 1) Duly sign and date the Declaration on Honour (**Annex 1**), the Expert Application Form (**Annex 2**) and the Complementary Information Form (**Annex 3**) before scanning it;
- 2) Include the other supporting documents in the relevant annexes of the application.

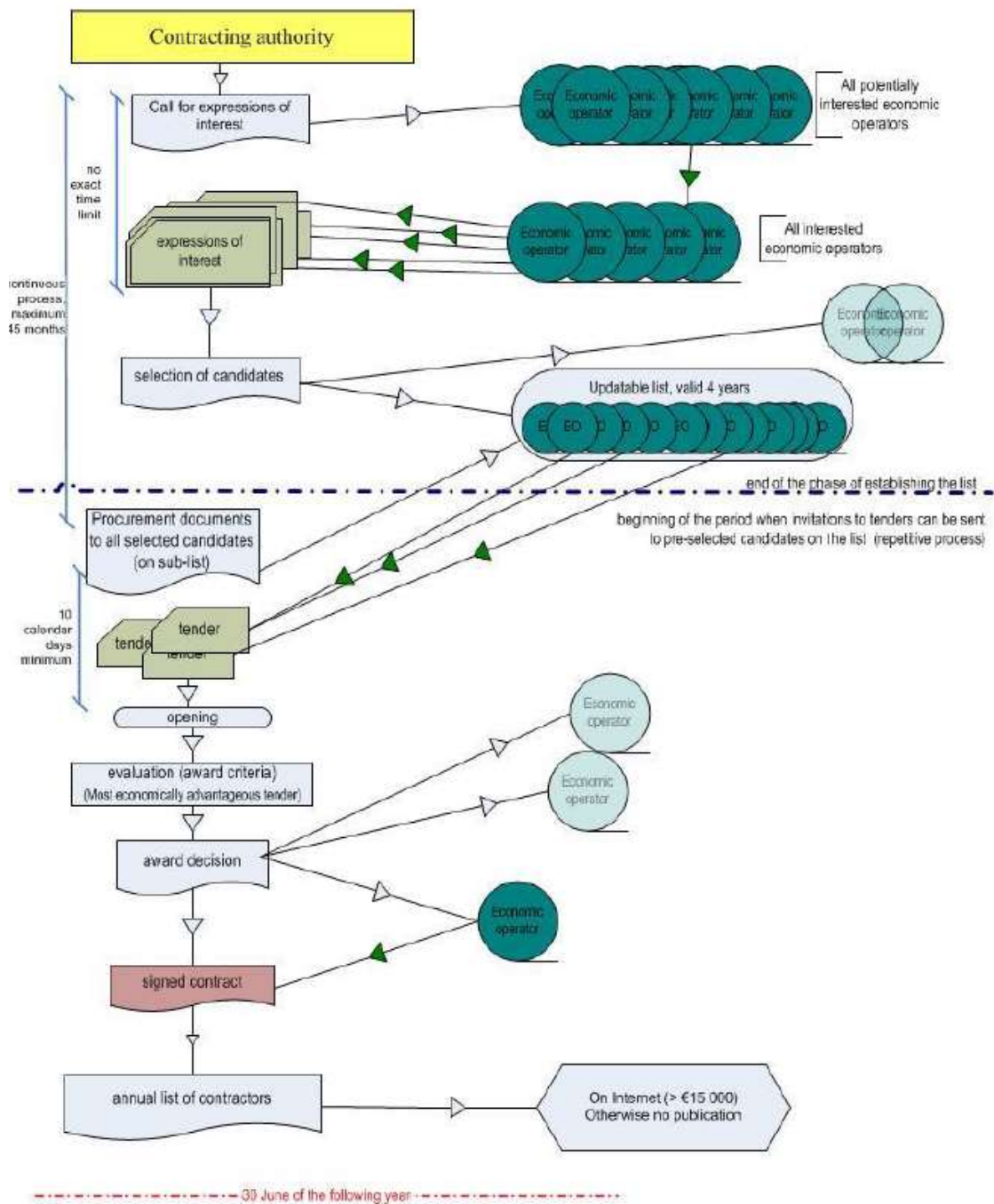
3.2 List of pre-selected candidates

The present CEI aims to establish a list of pre-selected candidates who meet the criteria set out in section 2.

The lists will remain open for candidates to express interest and, if selected, to be included up to 44 months after the date of publication of the present Call in the EU Official Journal. Only after their inclusion in the list, the candidates can expect to be invited to submit a tender with and to conclude a contract.

In the interest of equal treatment of applicants, CS2JU cannot give any prior opinion on the compliance of candidates with the selection criteria prior to the pre-selection and the conclusion of the contract. Inclusion on the list entails no obligation on the part of CS2JU, which is the contracting authority, concerning the conclusion of contracts.

Schema list of pre-selected candidates



4 Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725⁵ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated in section 1 and 3 and will be processed solely for those purposes by the CS2JU, acting as data controller. Details concerning the processing of your personal data are available in the privacy statement at: https://www.cleansky.eu/sites/default/files/inline-files/Procurement%20Procedure_0.pdf

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at data-protection@cleansky.eu by explicitly specifying your request. For more information on the rights you have as a data subject and how you can exercise these rights please read the privacy statement and the CS2JU Data Protection and Legal Notices at: <https://www.cleansky.eu/data-protection-legal-notice>

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if the candidate is in one of the situations mentioned in Article 136 of the Financial Regulation⁶. For more information, see the privacy statement: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

5 Place of delivery

The services will be performed at the Clean Sky 2 JU office in Brussels (unless advised otherwise due to COVID-19 or other situations). The office is located at Avenue de la Toison d'Or 56-60, 4th Floor, B-1060 Brussels.

6 Expiry date of the list resulting from the call for expressions of interest

The lists resulting from this notice is valid for 44 months from the date of dispatch of the notice to the Publication Office of the European Union.

Applications may be submitted at any time during the period of validity of this list prior to the last three months of validity of the list.

⁵ OJ L 295, 21.11.2018, p. 39

⁶ Ref: footnote n°5

7 Use of the list resulting from this notice

The list resulting from this CEI will be used exclusively for the execution of the tasks within the areas of expertise described in section 1.3 and with a maximum threshold of EUR 139 000 of total payments (including both remunerations and reimbursements) per each individual expert and across the whole duration of the CEI. Thus, if the ceiling is reached (or is about to be reached) the expert can no longer be assigned to tasks covered by this CEI. In addition, the same threshold applies to the list of pre-selected experts per year (similar purchases over 12 months).

CS2JU reserves the right to choose those experts from the list who have the most appropriate profile in a given field when a specific support and advice need occurs.

The experts on the list may be offered an expert contract to implement tasks, as described in the CEI. The contract will establish the tasks to be performed, the deliverables to be provided, the due dates, the number of working days and, if applicable, the maximum amount for other costs such as travel expenses. The model of the expert contract is provided in **Annex 4**.

Inclusion on the list entails no obligation on the part of the CS2JU concerning the conclusion of an expert contract.

8 Estimated budget

This CEI has a total estimated value of 352 000 EUR during 44 months' period of a validity of the list described in point 3.2.

The average yearly estimated budget is the following: 88 000 EUR, which corresponds to approximately 220 full working days (8 hours, aligned to CS2JU core working hours).

Nevertheless, the actual amounts will be based on the specific needs of CS2JU and its budget availabilities.

The list resulting from this notice will be used exclusively for public procurement contracts of the following types: expert contracts below EUR 139 000 per year. The yearly estimate budget of the list indicated in section 3.2 may vary depending on CS2JU needs and availability of experts pre-selected.

9 Conditions of remuneration and reimbursement of experts

Experts will be selected on a case-by-case basis, according to the relevance of their education, expertise, experience and interests to the activities at hand following the selection criteria indicated in the section 2.3 above.

Selected experts will sign a contract based on the draft expert contract (**Annex 4**). The contract will be signed between the selected expert and the CS2JU.

Experts will be remunerated at a fixed price, which may vary in line with the type or level of expertise required indicated in section 2.3 above.

The reimbursement rates (i.e.: the maximum price that CS2JU will reimburse to each expert) is fixed at **400 EUR** per working day (8 hours, aligned to CS2JU core working hours), or **200 EUR** per half working day (4 hours, aligned to CS2JU core working hours).

The following conditions should apply:

- The travel, accommodation and subsistence expenses (if applicable) will be reimbursed on the basis of the rules on the reimbursement annexed to the contract⁷.
- The total number of working days should not exceed the maximum number indicated in Art. 2.1 of the contract.
- A working day (1) or a half-working day (1/2) is considered to be 1 or ½ working day of the selected expert, where the normal daily work time for one day respects the law and regulations in force in the country where the services are to be performed. Unless agreed in advance with the contracting authority, hours worked beyond normal daily work time will not be payable.
- Work on holidays and weekends maybe performed only with the prior written agreement of the Contracting Authority. No sub-charge will be applied.
- No work time calculated on hourly basis will be accepted.
- The rates above will cover the salary costs and all other costs such as tax and social security costs, administrative costs and overhead costs. A revision of these rates is not foreseen during the period of validity of the list.

Payment will be linked to the provision of deliverables and/or tasks performed. Request for payment must follow the conditions indicated in Article 7 of the contract.

10 Confidentiality and absence of conflict of interest

To ensure the independence of the work that they are called upon to perform in their capacity as independent experts, prior to the signature of their contract, the experts will be required to confirm that they agree to abide by the terms of the “code of conduct for experts” (including confidentiality aspects), which is annexed to the draft contract (Annex 1 to the to the draft contract). In addition, the expert will be required to sign a declaration (Annex 3 to the draft contract) certifying that there is no conflict of interest at the time of contracting and that they undertake to inform the contracting authority if any conflict should arise in the course of their duties. In the latter case, the expert must immediately take all the necessary steps to rectify the situation. CS2JU reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline. In cases where experts have to deal with classified information, the appropriate security clearance will be required before signing the contract.

⁷ Commission Decision C(2007)5858 of 5 December 2007 laying down the Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity. Available at: http://ec.europa.eu/employment_social/egf/docs/reglementation_experts_2008_en.pdf

11 Promotion of equal opportunities

CS2JU is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

12 Additional information

Early application for this call is particularly encouraged, in order to allow CS2JU to make use of the database of experts as soon as possible. CS2JU intends to proceed to the first assessment of submitted applications as soon as possible. No correspondence will be exchanged on the status of the application except in the case of a final decision, positive or negative. Candidates are therefore formally requested not to enquire about the progress of their application by neither email, telephone nor letter.

IMPORTANT NOTICE

Any request for additional information must be made in writing only through the TED eTendering website (<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=8276>) in the "Questions & answers" tab, by clicking "Create a question" (registration on TED eTendering is required to be able to create and submit a question). The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the call for expression of interest. Any additional information will be published on the above TED eTendering website. The website will be updated regularly and it is the candidate's responsibility to check for updates and modifications during the time-limit for the submission of applications. The contracting authority is not bound to reply to requests for additional information received less than six working days before the time-limit for receipt of applications.

Candidates are required to submit their expressions of interest exclusively by e-mail to the address procurement@cleansky.eu and follow the registration procedure and the submission of applications indicated in section 3 above referred.

13 Ex-post transparency

A list of experts (name, subject of the tasks executed and aggregated amount per contract) who have concluded a contract following the procedure set out at section 3.2 shall be published on the website of the contracting authority⁸.

If an expert has concluded a contract of more than EUR 15 000, the name of the expert, the amount as well as the 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

⁸<https://www.cleansky.eu/calls-for-tenders>

removed two years after the year of contract award.

14 Annexes

- Annex 1. Declaration on Honour
- Annex 2. Expert Application Form
- Annex 3. Complementary Information Form
- Annex 4. Draft Expert Contract