



The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP)
T05-EUTF-NOA-EG-01-06 (T05.255)

REFERENCE: T05-EUTF-NOA-EG-01-06 (T05.255) - ACP07.2021

CIG - Z71336B593

CONTRACTING AUTHORITY: Italian Agency for Development Cooperation (AICS – Cairo)
Multi-Educational Programme for Employment Promotion in Migration-Affected Areas
Budget line: T05-EUTF-NOA-EG-01-06 (T05.255)

**CALL FOR EXPRESSION OF INTEREST FOR
ASSESSOR AS PER EU PRACTICAL GUIDE**

ARTICLE 1 – DESCRIPTION OF THE PROGRAMME

- 1.1. The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP) falls under the scope of the “Enhancing the Response to Migration Challenges in Egypt Programme (ERMCE, Ref. T05-EUTF-NOA-EG-01) which is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa.
The MEPEP Programme is aligned to the Operational framework of the EU TF North Africa Window (EUTF NAW), is implemented by the Italian Agency for Development Cooperation (AICS) in the frame of the Contribution Agreement T05-EUTF-NOA-EG-01-06 (T05.255), with a planned three-year duration.
- 1.2. The Programme aims at enhancing economic and equal opportunities, in particular for vulnerable groups by improving the quality of the Technical and Vocational Education and Training (TVET) system in Egypt.
- 1.3. The Programme will be implemented in Sharkeya Governorate as its target area in consultation with local authorities. This area hosts the 10th of Ramadan Training Centre belonging to MoTI’s Productivity and Vocational Training Department (PVDT) that will be the target of the activities. This Technical School was chosen during the formulation phase by AICS Cairo together with the local Authorities.
- 1.4. The implementation of the activities will be assigned to a TVET provider already operating in the country with an extensive experience in delivering innovative and alternative TVET, to be selected through a Call for Proposal.
- 1.5. The Italian Agency for Development Cooperation (AICS) - Cairo Office will work in close cooperation with the Ministry of Education and Technical Education (MoETE) and the Ministry of Industry and Trade (MoTI), namely the Productivity and Vocational Training Department (PVDT), as the main national entities mandated in the area of TVET.

ARTICLE 2 – PURPOSES

- 2.1. The Italian Agency for Development Cooperation (AICS) in Cairo, with the financial assistance of the European Union, intends to set up a list of assessors to support evaluation committee in the selection of grant beneficiaries as per EU Practical Guide. Please refer to the grant section of the EU



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Practical Guide (<https://wikis.ec.europa.eu/display/ExactExternalWiki/6.+Grants>) for further information.

ARTICLE 3 – SERVICES

The assessor is bound by a declaration of impartiality and confidentiality to be signed before starting the assessment. If an assessor believes there might be a situation of conflict of interests in relation to one or more applicants, he/she must inform the contracting authority immediately. In addition, strict confidentiality is required from the expert involved in the implementation of this contract, notably on the assessment of individual applications.

- 3.1. The assessors shall evaluate concept notes and full applications (please refer to the following link for further information: <https://wikis.ec.europa.eu/display/ExactExternalWiki/6.+Grants#id-6.Grants-6.5.7.2.Useofassessors>) so that the evaluation committee may conduct its deliberations on the basis of their assessment.
- 3.2. Assessors will work under the supervision of the chairperson of the evaluation committee to present the results of their assessment and answer to any questions from the evaluation committee members.
- 3.3. The assessor will carry out the technical assessment of submitted applications and provide for the completed evaluator grid report with each application assessed on its own merits and not by comparing different applications.
- 3.4. The assessment should be based on the scores obtained under each subheading, added up by heading and the final score is the arithmetical average of the scores given by the assessors.
- 3.5. The assessor will carry out the financial assessment during the evaluation of the full applications for shortlisted applicants and provide for the verification of the proposed budget, assessing its overall coherence and particularly its cost-effectiveness, with an emphasis on the identification of potential anomalies and/or overpriced items or budget lines
- 3.6. The evaluation session will take place both physically at The Italian Agency for Development Cooperation (AICS – Cairo), MEPEP Programme office, 26th floor, 1081, Corniche El-Nil, Garden City, Cairo - Egypt and virtually via a video-conference system.

This assessment will be used by the evaluation committee towards the award process.

The assessor must provide feedback in the form of a report on the evaluation exercise and/or lessons learned.

ARTICLE 4 – LOGISTICS AND TIMING

4.1 Location

Home based and/or if necessary, in contracting authority premises.

4.2 Tentative start date and period of assignment

November, 2021 for the assessment of the Concept Notes (CNs)

January 2022 for the assessment of the Full Applications (FAs)

4 CNs/WD and 1 FP/WD with a maximum foreseen duration of 6 WDs (maximum Working Days might be extended subject to the number of CNs received).



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ARTICLE 5 – ELIGIBILITY

- 5.1. Expert(s) engaged by the tender may be of any nationality.
- 5.2. Candidates, tenderers or applicants will be excluded from participation in procurement procedures 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; (i.e. against which no appeal is possible);
 - c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify, including by decisions of the European Investment Bank and international organisations;
 - 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, where such an illegal activity is detrimental to the EU's financial interests;
 - f) they are currently subject to an administrative penalty referred to in Article 103(1) of the Financial Regulation (for budget-funded programmes)/Article 99 of the Financial Regulation (for 10th EDF-funded programmes).

ARTICLE 6 – QUALIFICATION REQUIREMENTS

- 6.1. A minimum of 7 years of experience in the evaluation/assessment of applications in the field of TVET or Youth Employment is required, 3 of which in Egypt.
- 6.2. Have carried out over the past 5 years at least three contracts as evaluator/assessor of applications (Concept Notes and/or Full Proposal) submitted under EU rules and regulations.
- 6.3. Expertise will be checked against CV.

ARTICLE 7 – MODALITIES FOR PRESENTATION

- 7.1. Assessors shall express their interest by submitting the following documents (no additional documents are requested at this stage):
 - a) dated and signed Expression of Interest (ANNEX A);
 - b) dated and signed Curriculum Vitae in English (Europass format is recommended), including authorization to process personal data;
 - c) scanned copy of a valid Identification Document;
- 7.2. Documents may be submitted:
 - a) by email (PDF format not editable, enclosed in an electronic outer cover note with the reference as per point 7.3);



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at the following email address:

procurement.mepep@eu-mepep.org

- 7.3. The outer cover note must bear the following reference: Call for Expression of Interest as Assessor for MEPEP Programme – ref: T05-EUTF-NOA-EG-01-06 (T05.255) - ACP07.2021.
- 7.4. The deadline for the submission is 31/10/2021 (12:00 am Cairo time) as evidenced by the date and time of the email as recorded in the system of the recipient. It is encouraged to express the interest well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such difficulties.

ARTICLE 8 – RULES FOR THE REGISTRATION IN THE LIST

- 8.1. The Contracting Authority will first evaluate the following:
 - a) Compliance with the submission deadline. If the deadline has not been met, the Expression of Interest will automatically be rejected.
 - b) Eligibility as per Article 5.
 - c) Qualification requirements as per Article 6.
- 8.2. Eligible applicants, meeting all qualification requirements, will then be inserted in the list in an alphabetic order. The list does not represent any classification and the related insertion does not imply any rights to be committed the contracting authority to implement the contract.

ARTICLE 9 – SELECTION PROCEDURE

- 9.1. Eligible applicants, meeting the relevant qualification requirements, will be invited to submit their financial offer along with an Integrity Agreement and the required statements as per EU PRAG.

ARTICLE 10 – PERSONAL DATA

- 10.1. If processing your reply to the Expression of Interest involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed¹ solely for the purposes of the management and monitoring of the tender and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. Details concerning processing of your personal data are available on the privacy statement at: [https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules²](https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules2)

ARTICLE 11 – RESPONSIBLE OF THE PROCEDURE

- 11.1. The Responsible of the Procedure is **Mr. Vladimiro Buso**.
- 11.2. For any further information, please contact the PMU administration at the following contact email:
procurement.mepep@eu-mepep.org.

¹ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ('Regulation 2018/1725'), Official Journal L 205 of 21.11.2018, p. 39.

² This link will lead you to the 'privacy statement' published as annex A13 to the practical guide general annexes.