

Ref. 04/18  
Kotor, 10.01.2018.

## Notice of call for expressions of interest for MonteAqua external experts

### 1. Contracting authority

University of Montenegro, Institute of Marine Biology

### 2. Registration procedure

The objective of this call for expressions of interest is to set up a list of external experts for project MonteAqua.

Expressions of interest should be submitted in English language by electronic means at the following address: [monteaqua.izbm@ac.me](mailto:monteaqua.izbm@ac.me), **by 16:00 CET on Wednesday, 31 January 2018.**

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

### 3. Information and documents to be provided

Interested parties should provide the following:

1. Cover letter indicating their full contact details and one or more specific fields of their expertise in MonteAqua project fields indicated under point 7 of this notice of expression of interest.
2. CV, annex B8h, format available from:  
<http://ec.europa.eu/europeaid/prag/annexes.do?group=B>

Any qualifications, skills and experience stated in the respective CV of an expert must be substantiated by supporting documents (with accurate translation into English), such as copies of degrees or diplomas and employers' certificates, otherwise they may not be taken into account. In addition, for all the references stated in the CVs of the key experts, the exact duration of the key expert's project involvement/employment must be indicated in the format "from MM/YY to MM/YY".

### 4. General description of the procedure

Natural persons 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 at point 11. This list comprises sub-lists, corresponding to each of the fields described at point 7.

The list resulting from this notice will be used exclusively for tasks to be carried out as Assistance to the Contracting Authority during MonteAqua project implementation, resulting in quality, complete and consistent service delivery in line with the MonteAqua Project document.

Where a particular task relating to the field described at point 7 is to be performed by an external expert, the contracting authority may propose experts 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.

The selected experts may receive an invitation from the Contracting Authority as experts on MonteAqua project. The tasks and results, to be achieved by the Contractor, will be specified in the Terms of Reference for the relevant assignment.

## **5. Protection of personal data**

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

## **6. Use of the list resulting from this notice**

The list resulting from this notice will be used exclusively for tasks to be carried out as follows:

- execution of the tasks within the fields described at point 7, with a maximum threshold of €5,000 of total payments (including both remunerations and reimbursements)

## **7. Full description of the fields covered by the call for expressions of interest**

The Contracting Authority is implementing project “Marine Biodiversity Conservation Center “Boka Aquarium” – MonteAqua (MNE-17/0004 IMB)” during the validity period of the established list of experts, which will individually cover one of the following fields, as presented in Table 1.

Table 1. MonteAqua fields of expertise (BL-Budgetary line; Category-category of expert; Field-field of expertise; Activity-project activity)

BL	Category	Field	Activity	Specific professional experience
1.8.	Local	Networking	A1.1: Setting up network of authorities responsible for management of protected water ecosystems	Experience in networking public officials and institutions in Montenegro
1.9.	Local	International conference	A1.2: Organization of International (regional) conference “Adriatic Biodiversity Protection”	Experience in managing professional conferences in Montenegro
1.10.	Local	ToR Boka Aquarium	A2.1.1: Development of ToR	Experience in drafting terms of references in Montenegro Experience with PRAG 2016 in Montenegro is advantage
1.11.	Local	Public Procurement Reconstruction	A2.1.2: Public procurement; A2.3.3: Adaptation of ground floor of Institute for Marine Biology	Experience in public procurement procedures for reconstruction projects in Montenegro Experience with PRAG 2016 public procurement procedures in Montenegro is advantage
1.12.	Local	Reconstruction monitoring	A2.1.3: Adaptation of ground floor of Institute for Marine Biology (reconstruction and restoring the Aquarium)	Experience in monitoring reconstruction projects in Montenegro Experience with PRAG 2016 in Montenegro is advantage
1.13.	Local	Installing marine “Boka Aquarium”	A2.1.4: Installing set of aquaria	Experience in work in biological laboratories in Montenegro Experience in installing aquaria in Montenegro

BL	Category	Field	Activity	Specific professional experience
				Experience in installing marine aquaria in Montenegro is advantage
1.14.	Local	Maintenance of marine “Boka Aquarium”	A2.1.5: Maintenance of aquaria	Experience in work in biological laboratories in Montenegro Experience in maintenance of aquaria in Montenegro is advantage
1.15.	Local	Maintenance of freshwater “Skadar Aquarium”	A2.2.2: Maintenance of aquaria	Experience in work in biological laboratories in Montenegro Experience in maintenance of aquaria in Montenegro is advantage
1.16.	Local	ToR Rescue Centre	A2.3.1: Development of ToR	Experience in drafting terms of references in Montenegro Experience with PRAG 2016 in Montenegro is advantage
1.17.	Local	Public procurement Rescue Centre	A2.3.2: Public procurement	Experience in public procurement procedures for reconstruction projects in Montenegro Experience with PRAG 2016 public procurement procedures in Montenegro is advantage
1.18.	Local	Maintenance of Rescue Center	A2.3.5: Maintenance of aquaria and terraria	Experience in work in biological laboratories in Montenegro Experience in maintenance rescue centers is advantage
1.19.	Local	Public Procurement Communication platform	A3.1.2: Public procurement	Experience in public procurement procedures for IT projects in Montenegro

BL	Category	Field	Activity	Specific professional experience
				Experience with PRAG 2016 public procurement procedures in Montenegro is advantage
1.20.	Local	Management Communication platform	A3.1.4: Management and maintenance of e-platform	Experience in management of IT platforms in Montenegro
1.21.	Local	Public Procurement WEB portal	A3.2.2: Public procurement	Experience in public procurement procedures for IT projects in Montenegro Experience with PRAG 2016 public procurement procedures in Montenegro is advantage
1.22.	Local	Management WEB portal	A3.2.4: Management and maintenance of WEB portal	Experience in management of WEB portals in Montenegro
1.23.	Local	Public procurement Public opinion assessment	A3.3.2: Public procurement	Experience in public procurement procedures for social science projects in Montenegro Experience with PRAG 2016 public procurement procedures in Montenegro is advantage
1.24.	Local	Public opinion assessment	A3.3.3: Public opinion assessment	Experience in Public opinion assessment techniques in Montenegro
1.25.	Local assistant	Public opinion assessment	A3.3.3: Public opinion assessment	Experience in public pool management in Montenegro Experience in entering questionnaire data into database
1.28.	Local	Workshop "Habitats"	A4.1: Organizing Workshop "Council Directive 92/43/EEC Habitats"	Experience with Council Directive 92/43/EEC (Habitats) in Montenegro

BL	Category	Field	Activity	Specific professional experience
1.29.	Local	Workshop "Zoo"	A4.2: Organizing Workshop "Council Directive 1999/22/EC Zoo"	Experience with Council Directive 1999/22/EC (Zoo) in Montenegro
1.30.	Local	Workshop "CITES"	A4.3: Organizing Workshop "Council Regulation EC No 338/97 CITES ", "Commission Regulation EC No 865/2006 CITES ", "Commission Regulation EU No 791/2012 CITES"	Council Regulation (EC) No 338/97 (CITES)", "Commission Regulation (EC) No 865/2006 (CITES)", "Commission Regulation (EU) No 791/2012 (CITES) in Montenegro
1.31.	Local	Workshop "Invasive alien species"	A4.4: Organizing Workshop «Regulation EU 1143/2014 Invasive alien species»	Regulation (EU) 1143/2014 (Invasive alien species) in Montenegro
1.32.	Local	Conservation coastal areas	A5.1.1: Desk research "Conservation of Montenegrin coastal and marine areas"	Experience in Conservation of Montenegrin coastal and marine areas
1.33.	Local	Workshop "Conservation coastal areas"	A5.1.2: Organizing Workshop "Conservation of Montenegrin coastal and marine areas"	Experience in conservation coastal areas in Montenegro
1.34.	Local	Sustainable fishing	A5.2.1: Organizing Workshop "Sustainable fishing"	Experience in sustainable fishing practices in Montenegro
1.35.	Local	Marine pollution	A5.3.2: Desk and field researches	Experience in marine pollution in Montenegro
1.36.	International	Networking	A1.1: Setting up network of authorities responsible for management of protected water ecosystems	Experience in networking public officials and institutions in a Candidate Countries Experience in networking public officials and institutions in other regions is advantage
1.37.	International	ToR WEB portal	A3.2.1: Development of ToR	Experience in drafting terms of references for IT projects  Experience with PRAG 2016 is advantage
1.38.	International	Public opinion assessment	A3.3.3: Public opinion assessment	

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1.39.	International	Workshop "Habitats"	A4.1: Organizing Workshop "Council Directive 92/43/EEC Habitats"	Experience with Council Directive 92/43/EEC (Habitats) in Member States or in a country of the European Economic Area (EEA)
1.40.	International	Workshop "Zoo"	A4.2: Organizing Workshop "Council Directive 1999/22/EC Zoo"	Experience with Council Directive 1999/22/EC (Zoo) in Member States or in a country of the European Economic Area (EEA)
1.41.	International	Workshop "CITES"	A4.3: Organizing Workshop "Council Regulation EC No 338/97 CITES ", "Commission Regulation EC No 865/2006 CITES ", "Commission Regulation EU No 791/2012 CITES"	Council Regulation (EC) No 338/97 (CITES)", "Commission Regulation (EC) No 865/2006 (CITES)", "Commission Regulation (EU) No 791/2012 (CITES) in Member States or in a country of the European Economic Area (EEA)
1.42.	International	Workshop "Invasive alien species"	A4.4: Organizing Workshop «Regulation EU 1143/2014 Invasive alien species»	Regulation (EU) 1143/2014 (Invasive alien species) in Member States or in a country of the European Economic Area (EEA)
1.43.	International	Conservation coastal areas	A5.1.2: Organizing Workshop "Conservation of Montenegrin coastal and marine areas"	in Member States or in a country of the European Economic Area (EEA)
1.44.	International	Workshop "Conservation coastal areas"	A5.1.2: Organizing Workshop "Conservation of Montenegrin coastal and marine areas"	Experience in Conservation of coastal and marine areas in Member States or in a country of the European Economic Area (EEA)
1.45.	International	Workshop "Sustainable fishing"	A5.2.1: Organizing Workshop "Sustainable fishing"	Experience in sustainable fishing practices in Member States or in a country of the European Economic Area (EEA)
1.46.	International	Marine pollution	A5.3.2: Desk and field researches	Experience in marine pollution in Member States or in a country of the European Economic Area (EEA)
6.2.	International	Content Audit	A0: Project management	Experience in project Ex-post evaluation in a Candidate Countries, in Member States or in a country of the European Economic Area (EEA)

Where a particular task relating to any of the above fields, is to be performed by an external expert, the contracting authority may propose the expert to be assigned for the task on the basis of the qualifications, skills and professional experience. The selected expert may receive an invitation from the Contracting Authority as external expert for a relevant activity.

## **8. Place of delivery**

Location of the assignments will be in Institute of Marine Biology, Kotor, Montenegro.

## **9. Expiry date of the list resulting from this call for expressions of interest**

The list resulting from this notice is valid for 17 months from dispatch of this notice. Interested parties may submit an application at any time prior to the last three months of validity of the list.

## **10. Exclusion criteria**

Experts shall be excluded from participation 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 of the European Union, of a Candidate Countries<sup>1</sup> or of a country of the European Economic Area (EEA) or which has the force of res judicata;
- (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;
- (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;
- a) 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.

Before signing a contract experts shall provide a declaration on their honour stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

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<sup>1</sup> as listed on <http://ec.europa.eu/environment/enlarg/candidates.htm>

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Director of Institute of marine biology

Dr Mirko Đurović