



**Open Call for Project team Experts
for the execution of the work called for in the
Specific Agreement N° CEN/2017-03
“e-Competence Framework”**

Following the acceptance by the European Commission of a proposal from CEN, as prepared by CEN/TC 428 Secretariat, CEN has now signed a Specific Agreement with the European Commission for the standardization on “e-Competence framework”.

Under this Specific Agreement (N° CEN/2017-03) funding has been made available for establishing a team of paid experts to draft the input material into the consensus processes of CEN/TC 428 “Digital Competencies and ICT Professionalism”.

The overall coordination of the project will be performed by UNINFO.

UNINFO, the Associated Body of the Italian organisation for standardisation (UNI) is responsible in Italy for Information Technology Standards and related applications.

UNINFO, as monopolistic subcontractor of UNI (listed in the FPA 2014) will sign contracts with the project leader and the team experts and will take care of the procedural work and will administrate the technical process.

The official starting date of the Grand Agreement is 1st June 2017.

The Project Team will have a total budget of 450 mandays, to be allocated over maximum 6 paid experts. The applicants shall comply with the requirements of the Terms of Reference (ToR) of the Project Team attached in Annex I and submit their application with the form indicated in Annex II.

Aim of the agreement

Maintain and enhance the competence framework on digital skills by reviewing the set of competences defined in the EN 16234-1:2016.

Reach the ICT stakeholders in light of implementing the requirements set out in EN 16234-1:2016.

Task of the Project Team

This call for experts applies to the preparation of deliverable associated with the following task(s) as defined in the Project Plan:

- a. Input gathering, evaluation and draft update to the standard.

- b. Dissemination and validation of the project results.
- c. Formal process (the task is to adapt the suggestions proposed and validated by task a. and task b. to the decisions of CEN/TC 428 to obtain the new version of EN 16234-1).

CEN/TC 428 will be responsible for the final production of the CEN deliverable, provided that Project Leader and experts will perform the assigned tasks in due time.

Contractual details

The relevant sections of the Project plan are attached in [Annex 1](#).

The project plan describes in detail what is expected from the project team, the work plan and milestones and the expertise required for the execution of the task(s).

The experts selected will sign an agreement with UNINFO.

Applicants should be forewarned that the elapsed time between completion of the deliverables (Annex 1 Section 6.4) and UNINFO being in a position to issue the payment is at least six months.

CEN and the EC have agreed on the following payment steps:

- Step 0: Pre-financing (25 % of the total budget) - following signature of the Agreement with UNI.
- Step 1: Interim payment (Up to 75% of the total budget, reflecting the actual number of mandays spent) - subject to the approval of the interim report by the Commission.
- Step 2: Final payment (Up to 100% of the total budget, reflecting the actual number of mandays spent) – subject to the approval of the final report by the Commission.

The costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts and invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas and reports, purchase orders, etc.).

Payment by UNINFO to the experts is dependent on the EC funding being available to UNINFO. Costs incurred before the contract is signed, will not be covered by financial support.

Selection procedure

Applicants will be selected by a selection committee, which is composed of:

- the Chair of CEN/TC 428 Digital Competences and ICT professionalism.
- the Secretary of CEN/TC 428 Digital Competences and ICT professionalism
- a representative from the CEN Central Management Centre

Experts will be selected with the goal of ensuring an equal representation of sectors, countries and skills.

Additionally the selection will be based on the principle of best value for money, considering the day rate of the expert and the number of days the expert requires to execute the work.

Applicants are expected to indicate what reimbursement rate they pretend to.

Considering that a substantial part of the work could happen electronically, travel and lodging costs incurred in the context of this project are however not reimbursed.

The financial support from the EC is based on the Framework Partnership Agreement (FPA) 2014. The subcontractor shall fulfil the conditions of the FPA 2014 (liability, ownership of results, confidentiality).

Selection criteria

The selection committee will assess the applications received according to the following (non exhaustive) criteria including related weighting:

Criteria	Weight
Relevant knowledge and Technical Skills	35%
Capability to perform the tasks within the given timelines	20%
Communication and Language (English) skills (including technical writing and presentations)	20%
Price aspects	15%
Knowledge of the rules and practices governing CEN technical work	10%

Application procedure

Interested candidate experts are kindly requested to send by email (salsano@uninfo.it) the completed form in [Annex 2](#) and related documents [by 10-08-2017](#). Applications received after the deadline will not be taken into consideration.

If required additional information can be obtained from:

Mrs. Veronica Salsano - Secretary of CEN/TC 428 'Digital Competences and ICT professionalism'
UNI/UNINFO

Standards for the Information Technology and related applications Associated Body of UNI

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10129 TORINO

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<http://www.uninfo.it>

Exclusion criteria

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement;
- Candidates who are in an irregular tax situation or in an irregular special taxation situation;
- Candidates who provide incomplete or erroneous information;
- Candidates who are in conflict of interest.

Annex 1: [Terms of Reference for the project](#)

Annex 2: [Application Form](#)