

Notice of Call for Expression of Interest (CEI)

No. EMSA/CEI/1/2026 for the establishment of an External Experts Database by the European Maritime Safety Agency

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1. Introduction

The European Maritime Safety Agency (EMSA) was established by Regulation (EU) 2025/2434 of the European Parliament and of the Council of 26 November 2025 on the European Maritime Safety Agency¹ for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency organises, develops or implements numerous activities, that may require specific expertise to complement the one existing inhouse. The specific expertise could be provided by individuals identified through this Call for Expression of Interest (CEI) and included in the EMSA Database of External Experts (also referred to as “the Database”) and will support the implementation of the Agency’s activities.

2. Contracting Authority

The Contracting Authority for this CEI is EMSA, Praça Europa 4, 1249-206, Lisboa, Portugal.

3. General Description of the Procedure

This is a CEI for the Database for the period 2026-2030. It seeks individuals to assist EMSA in a personal capacity as External Experts with tasks within the indicative fields listed in Appendix I.

Provision of services by an External Expert follows three mandatory phases: registration in the Database via the e-Portal, selection of an External Expert following an evaluation, and provision of services following the signature of an External Expert Contract.

Appendix I contains the description of indicative fields of expertise for the External Experts to be included into the Database. When registering, a prospective External Expert shall choose at least one of the fields of expertise when referring to their experience. Appendix II is the draft CEI Contract and contains the main contractual provisions governing the assignment.

This procedure is based on the provisions of Article 242 of the Financial Regulation. The complete documentation related to this CEI can be downloaded from:

<http://emsa.europa.eu/work/procurement/calls.html>

4. Type of Expertise and Tasks

Tasks for the External Expert may include drafting of technical documentation such as bylaws, procedures, provision of training, conducting audits/assessments, among others.

The Database set up through this CEI will constitute a mechanism for using expertise and knowledge but will not be considered a mechanism of representation of the Agency. External Experts do not act or speak on behalf of EMSA, and EMSA cannot be held responsible for their actions and expressions.

5. Registration in the Database

Registration is a mandatory prerequisite for being considered as an External Expert for EMSA. Registration does not automatically imply that an External Expert Contract will be issued. The award of a contract will

¹ Regulation (EU) 2025/2434 of the European Parliament and of the Council of 26 November 2025 on the European Maritime Safety Agency and repealing Regulation (EC) No 1406/2002 (Text with EEA relevance), OJ L, 2025/2434, 29.12.2025

depend on EMSA's needs and on the fulfilment of specific requirements. An External Expert Contract must be signed before any assignment can begin.

Please note that registration in the External Experts Database only serves as a declaration of interest. EMSA does not verify eligibility, conditions or criteria at the registration stage, and registration does not create any entitlement to receive assignments.

To register, the prospective External Expert must meet the Selection Criteria set out below. Additional criteria may be applied, where justified, before the award of any External Expert Contract.

This is a continuous process that will remain open for five years from the date of publication of this CEI notice on the EMSA website, except for the final three months. Registration may therefore take place at any time until three months before the end of the validity period.

The Database resulting from this CEI will have the same validity period of five years

6. Eligibility

Nationals of EU Member States, Iceland, Liechtenstein, Norway, and of the countries benefiting from EU funded projects under the Instrument for Pre-Accession Assistance (IPA) and the European Neighbourhood Policy (ENP) instruments implemented by the Agency are eligible to participate in this CEI.

Natural persons are invited to submit an expression of interest by registering in the Database, in accordance with the rules set out in this Notice.

7. Exclusion criteria

To participate in this procedure, a prospective External Expert must not be in any of the exclusion situations listed in the Declaration of Honour (DoH).

For this purpose, Prospective External Experts shall provide a DoH available on the Procurement Section of EMSA's website (www.emsa.europa.eu), confirming that they are not in any of the exclusion situations set out therein. Any reference to "tenderer" in the DoH shall be understood as referring to "External Expert".

In case of doubt, prospective External Experts may be asked to provide supporting evidence demonstrating the absence of grounds for exclusion.

8. Selection Criteria

Where a specific task relating to the field described in Appendix I (Indicative Fields of Expertise) is to be performed by an External Expert, the contracting authority will consult the Database and assign the task on the basis of professional expertise and experience, language skills, geographical and business-sector balance, gender balance, regular rotation, and the absence of any conflict of interest. The assignment will be made in accordance with the principles of non-discrimination and equal treatment.

Prospective External Experts must comply with the following minimum criteria to demonstrate that they possess the technical and professional capacity required to perform the tasks:

- An academic qualification of at least a bachelor's degree or equivalent, and a minimum of 7 years of relevant professional experience obtained after the qualification; or, alternatively, at least 10 years of relevant professional experience without the above qualification.

- Proficiency in English at a minimum level of C1 in the Common European Framework of Reference for Languages (CEFR).

8.1 Evidence

Prospective External Experts shall provide, through the e-Portal, information on their education, professional experience and language competencies in the selected fields. Prior to an assignment, EMSA may request prospective External Experts to present the following evidence::

- Proof of academic qualifications, such as diplomas or certificates. Where relevant, these shall be accompanied by a certificate of equivalence issued by the competent national authority for the recognition of academic qualifications.
- Proof of professional experience, such as a letter from a previous employer or a copy of an employment contract.
- Proof of English language proficiency, such as certificates issued by independent testing authorities (for example IELTS, TOEFL or equivalent) clearly indicating that the required level has been achieved.

9. Registration Procedure

Registrations in the Database shall be submitted through the e-Portal, which is publicly accessible at: <https://experts.emsa.europa.eu>. Prospective External Experts shall create an “Expert” profile and complete the registration form. During the registration procedure, Prospective External Experts shall select their profile from a set of predefined areas, as described in Appendix I.

The e-Portal operates as follows:

- All features of the e-Portal are accessible and functional using all major desktop internet browsers. The features that are also available on mobile devices can be accessed through all major mobile internet browsers and are adapted to different screen sizes and input methods.
- Prospective External Experts shall provide their full contact details, as well as the Legal Entities and Bank Accounts Forms available in the Procurement section of EMSA’s website (www.emsa.europa.eu), during their registration in the Database.
- All Prospective External Experts have access to the same set of features in the e-Portal. The e-Portal enables Prospective External Experts to access and manage the profiles they have created. Prospective External Experts have access only to their own profiles; the e-Portal therefore provides a secure mechanism for identifying each Prospective External Expert as the owner of their profile.
- Prospective External Experts may request EMSA to remove their profile from the e-Portal by contacting: Experts@emsa.europa.eu.
- Each Prospective External Expert may have only one registration, which may be updated as needed.
- For most features, the e-Portal provides comments, instructions and explanations next to the relevant fields.

- Registration implies acceptance of the terms and conditions set out in this CEI, all related appendices and the conditions applicable to the e-Portal.
- Questions related to the registration process, this CEI or the Database may be submitted to: Experts@emsa.europa.eu. Answers will be published in a timely manner on EMSA's website. Any additional information, including the above, will be made available in the Procurement section of the website. It is the responsibility of Prospective External Experts to regularly monitor the Agency's website for replies to queries and for further information.
- Any expenses incurred in connection with registration in the Database shall be borne by the Prospective External Expert and will not be reimbursed.

10. Code of Conduct, Confidentiality and Absence of Conflicts of Interest

An External Expert must accept the Code of Conduct attached to the External Expert Contract.

Before signing the Contract, the External Expert shall also sign the Declaration on Confidentiality and Absence of Conflict of Interest, which is annexed to the Contract

11. Protection of Personal Data

If processing your expression of interest involves the recording and processing of personal data (such as name, address and CV), the data will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ². Your reply to this notice and any personal data requested are required for the purposes indicated in this notice and will be processed solely for those purposes by the contracting authority indicated in point 2, which is also acting as data controller.

Details concerning the processing of personal data are contained in the privacy statement "Information on personal data protection in procurement procedures" available at: <http://www.emsa.europa.eu/about/personal-data-protection.html>

Personal data may be registered in the Early Detection and Exclusion System (EDES) if a prospective External Expert is deemed to be in one of the situations detailed in Article 138 of Regulation (EU, Euratom) No 2024/2509 of the European Parliament and of the Council³. For more information, see the Privacy Statement available at http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf.

12. Conditions of remuneration and reimbursement of External Experts

The fee to be paid to the External Expert is 400 EUR per day actually worked (8 hours).

² 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

³ Regulation (EU, Euratom) No 2024/2509 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 2018/1046, (EU) 1269/2013, (EU) 1301/2013, (EU) 1303/2013, (EU) 1304/2013, (EU) 1309/2013, (EU) 1316/2013, (EU) 223/2014, (EU) 283/2014 and Decision No 541/2014/EU and repealing Regulation No 966/2012.

The draft contract is attached to this CEI Notice (Appendix II). Travel and subsistence expenses incurred by the External Expert in connection with the performance of tasks assigned by EMSA will be reimbursed under the conditions set out in the contract.

The Database resulting from this CEI will be used exclusively for the execution of the tasks within the fields described in Appendix I, up to a maximum threshold of EUR 140 000 in total payments (excluding reimbursement of expenses).

13. Place of delivery of services

The tasks will be carried out at the premises and locations designated by EMSA and agreed by the External Expert. Where appropriate, tasks may be carried out remotely using electronic communication tools.

14. Ex-post transparency

To ensure ex-post transparency, a list of External Experts (including their names and the subjects of the tasks performed) who have concluded a contract under this CEI will be published on the EMSA website. If an External Expert has concluded a contract exceeding EUR 15 000, the name, region of origin, amount and subject of the contract shall be published on the EMSA website no later than 30 June of the year following the contract award. This information will be removed two years after the year of the contract award.