

# Call for Proposals

## Quality Assurance Expert

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Network of National Agencies (*Salto E&T Resource Centre* as the Coordinator) is looking for  
**Quality Assurance Expert for the  
Erasmus+ Accreditation Long-Term Activity (LTA)**

**Application deadline:**  
**24 April 2022**

**Contractor's Name:** Tempus Public Foundation

**Address:** H-1077 Budapest, 1 Kéthly Anna Sq.

**Tax number:** 18154180-2-42

**EUR bank account number:** HU44-1000 4885-  
1000 8016-0150 1535 (Hungarian State Treasury)

**Swift code:** HUSTHUHB

**Representative:** Károly Czibere (President of  
Board of Trustees)

**Contact person's name:** Julianna Lukács, senior  
co-ordinator

**Contact person's e-mail address:**  
[julianna.lukacs@tpf.hu](mailto:julianna.lukacs@tpf.hu)

## Background

The Erasmus+ Programme is being implemented in 33 programme countries by the National Agencies in the Field of Education and Training. The National Agencies are responsible for the management of the Erasmus+ Programme at National and European level, in cooperation with the European Commission. In addition, they are also cooperating among themselves and with other relevant actors on the strategic priorities of the Erasmus+ Programme.

**Long-term activities (LTAs) - a new initiative amongst the Training and Cooperation Activities (TCAs) since 2021** - are *recurrent* or *complex* activities, which can intervene both supporting the programme or the policy development and shall present a strategic framework that **can cover several years**. They are carried out by several NAs that have agreed to cooperate to develop **a series of activities linked to a policy or programme area with the aim to produce an impact on the development of the programme and of the policy area they are tackling**.

**7 National Agencies have been running the Accreditation LTA, a long-term activity** initiated by the Hungarian Erasmus+ National Agency operating within the Tempus Public Foundation (the TPF), coordinated by the SALTO E&T TCA Resource Centre in cooperation with the Knowledge Centre (of the TPF) **since January 2021. This recurrent LTA is open for further National Agencies to join.**

### The main objectives of Accreditation:

Erasmus accreditation is a new way to access mobility activities under the new Erasmus Programme (2021-27), with it **the European Commission's aim is to make the planning of Erasmus mobility projects more strategic** by having a significant impact of the projects at institutional level and thus better correlate with EU educational policies and/or objectives. To achieve these objectives the new Programme has been designed to make it easier for organizations to access. **With Erasmus accreditation, organizations only need to be accredited once to receive funding for Key Action 1**

**mobility activities during seven years of the Programme.** Key Action 1 supports organizations in delivering professional and personal development opportunities for learners, teachers and trainers and other education staff. Each Erasmus Accreditation covers one of three fields of education: Adult Education, Vocational Education and Training, School Education.

## Rationale behind this LTA topic

With the introduction of the new element Accreditation to the Erasmus + programme since 2021, the EC encouraged SALTO E&T to implement an LTA in a 3-year collaboration to support the implementation of Accreditation.

**The overall aim** of this Long-Term Activity on **Accreditation** is

**to help project promoters with the creation of their Erasmus Plan** centred in the application process: **drafting the strategic objectives of the accreditation and its possible impact on the organization. The added value of the LTA is making contact** with other organizations that apply for Erasmus Accreditation.

**to support project coordinators** to maintain the quality standard of mobilities during the accredited period **thus achieve the expected impact on their organization. The added value of the LTA is sharing know-how** with other organizations in the topic.

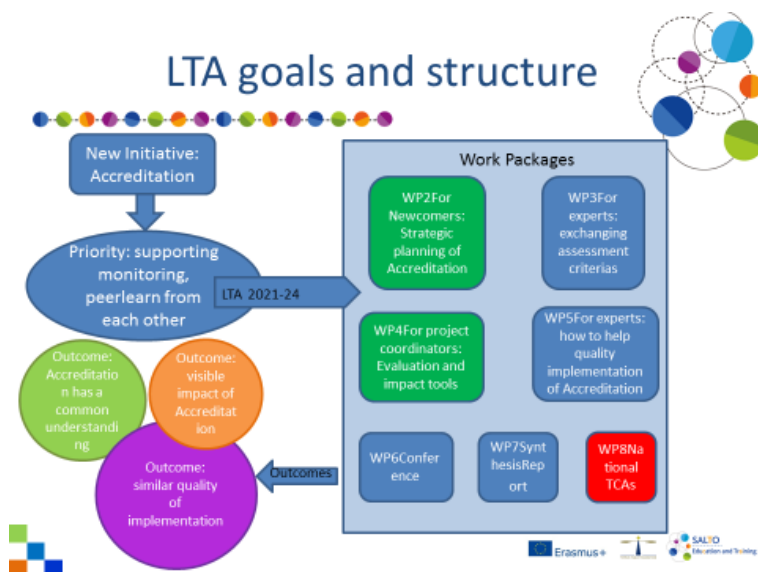
**to bring evaluator experts on the same platform while making the assessment and evaluation of Accreditation project proposals thus maintaining a same level quality of Accreditation implementation throughout Europe. The added value of the LTA is that experts can have professional contact on the TCA organised for them within the frame of this LTA.**

**The above aims can be seen in the *target groups* of TCAs organised within this LTA:**

KA1 Accreditation project coordinators (beneficiaries) – See Work Package (WP)4 below;

KA1 Accreditation project promoters (newcomers /or failed before) – See WP2 below;

KA1 Accreditation experts (assessing Accreditation project proposals and projects) – See WP3-5 below.



The duration of the Accreditation LTA is 3 years, from January 2021 to June 2024.

The above TCAs within the Work Packages are organised yearly on a recurrent basis. **In some cases the same NA organises the same TCA in 2022 as in 2021.** (In WP4 NO01 organises a TCA with a slight change of the TCA aim, but nevertheless supporting Accreditation project implementation.) **In other cases NAs swap roles of coordinator NAs** (in WP2 NO01 was coordinator with the support of MT01, in 2022 the two NAs swap roles) **In case of WP3 HU01 passed the opportunity on DK01 as coordinator with the co-organisier help of NL01.** Meanwhile **other NAs are co-financing** either the TCA events, or the costs of the quality assurance expert. (LU01)

**This is an open LTA for further NAs interested to organise TCAs** in the coming year of 2023. **The structure of this LTA allows to organise more than 1 TCA within a Work Package** in case more NAs would be interested in 2023.

**Further activities are planned in this LTA:**

**Conference** at the end of the LTA

**Synthesis report** of the LTA activities and outcomes

**National TCAs** – based on the NAs willingness

## Workpackages of this LTA

Activities within this LTA are organised into eight work packages:

- WP#1: Coordination and management;
- WP#2: Recurrent TCAs – Strategic planning for newcomer beneficiaries;
- WP#3: Recurrent TCAs – Workshop for Evaluator experts of Accreditation Proposals
- WP#4: Recurrent TCAs – For Accreditation project coordinators on project management
- WP#5: Recurrent TCAs – Workshop for Evaluator experts of Accreditation Project reports
- WP#6: Final Conference – as part of Dissemination
- WP#7: Synthesis report – as part of Dissemination
- WP#8: National TCAs

## Requested expert profile

The Quality Assurance Expert will report to the Coordinator NA of the LTA (representative of the SALTO E&T) and the Steering Board of the LTA, composed of representatives of National Agencies.

**The Quality Assurance Expert is expected to be in charge of the following tasks (numbered below), while monitoring the processes, and writing assessment and evaluation reports on both the processes and the outcomes of this LTA at 3 levels:**

- **level of each TCA within the LTA (processes and outcomes)**
- **level of each work package (assessment of the coherence within the work package and between WPs)**
- **level of the LTA management (processes and outcomes)**

## Tasks

1. Ensuring the quality of the LTA management at all levels. Specifying *quality assurance indicators (assessment and evaluation) and processes* of the LTA at three levels: LTA coordination/each Work Package/Each TCA;
2. Ensuring the visibility of the impact of the LTA. Defining methods and processes, creating templates, and identifying indicators of the impact analysis of the LTA;
3. Creating quality assurance reports (based on specified indicators and processes – see point 1) including years of 2021/2022/2023, and the Final Report on the entire LTA;
4. Listing recommendations based on quality assurance reports (see point 3) and the impact of the TCAs;
5. Recommendations are required for 5 different stakeholder target groups:
6. The European Commission on the initiative of Accreditation;
7. TCA officers and NA staff involved in Accreditation;
8. Beneficiaries;
9. Accreditation Evaluation Experts;
10. LTA coordinator SALTO E&T (including the Steering Board of the Accreditation LTA);
11. Supervising the evaluation and the monitoring of the LTA. Contributing actively to the further development of the partnership by ongoing online consultations with the coordinator of the LTA;
12. Participating in one TCA (preferably face-to-face ) in each calendar year;
13. Supporting the preparation of each TCA and advising the organisers of each TCA with impact criteria and measurement tools; Building links and cohesion with other related activities within the LTA.
14. Supporting meetings of the Steering Board by reporting on the TCAs and the processes of the LTA by attending the two Steering Board meetings (one online/one face-to-face) each year;
15. Supporting professionally the creation of the Synthesis report.

*Disclaimer:* The above list is not exhaustive, and the position holder may be required to undertake other duties in response to upcoming circumstances.

## Deliverables and other contributions:

1. QA plan regarding the entire LTA incl. methodology, tools, templates, processes, and indicators at all 3 levels;
2. Yearly QA reports on years of 2021, 2022, final report on activities from 2023 to 2024;
3. Recommendations for the years of 2022, and 2023-24 at all 3 levels;
4. Contribution to the Synthesis Report;
5. Participation on the NA Partner Steering Board meetings 2x a year;
6. Participation on TCA prep meetings each TCA event/year;
7. Participation on at least 1 TCA.

## Profile of expert

The coordinator of the Accreditation LTA is seeking to engage a total of one (1) Quality Assurance Expert.

## Minimum requirements:

- **Education required:** a Bachelor's degree (minimum);

- **Types of work experience:**
  - experience in
    - the field of quality assurance (QA);
    - programme/project/organisation management;
  - understanding of
    - the Erasmus+ programme;
    - the European E&T policy frameworks and its main actors;
    - the functioning of and the collaboration among the Erasmus+ National Agencies;
- **Technical skills:**
  - administration;
  - presentation;
  - and IT;
- **Language:** a good command of the English language (level C1)
- **Interpersonal skills:**
  - cooperation and negotiation skills: ability to interact with different players and hierarchies such as National Agencies, the European Commission, project beneficiaries etc.;
  - excellent communication and networking skills;
- **Necessary travel:** one face-to-face event per calendar year.

### Proficiency and experience to be evaluated

- experience in Transnational Training and Cooperation projects (TCAs) in the field of Education and Training;
- some work experience in / or with one of the Erasmus+ National Agencies;
- understanding of the objectives, priorities, target groups and activities of the Erasmus+ Accreditation;
- vision to add quality assurance dimension to LTA management and to develop the necessary know-how on values and purposes of the Erasmus+ LTA coordination.

### Working conditions

The contract period will be specified in a 3-year *cooperation agreement* (expected to come into effect in June 2022 and end in June 2024: the timeframe may be modified if there are mutual agreements to extend).

Expert fee for the 3-year period is € 24.000 gross in total (incl. travel and accommodation expenses), proportionally distributed in the different budget periods:

- 1<sup>st</sup> budget period: June 2022 - December 2022,
- 2<sup>nd</sup> budget period January 2023 – June 2023,
- 3<sup>rd</sup> budget period July 2023 – December 2023
- 4<sup>th</sup> budget period: January 2024 – June 2024.

Payments will be fulfilled based on written *work orders* per each budget period.

## Invoicing

Upon completion of tasks specified in the work orders, at the end of each budget period, the expert will be entitled to issue an invoice after having received the *certificate of completion* issued by the Contracting Party. The duly submitted invoice will be settled on the basis of the certificate of completion. The Contracting Party will pay the invoice issued by the expert within 30 days upon receipt.

**IMPORTANT!** The Contracting Party is only able to sign an agreement with a VAT registered institution/organisation/individual if applicable. In case of not being VAT registered Contractor should submit a certificate of tax and social security residence issued by national tax and social security authorities.

## Specifications regarding the submission of proposals

Interested experts are required to submit their proposal based on the requirements described in the Profile of Experts (see page 5)

Experts acknowledge that the documents of this Call for Proposals as well as the performance will remain the property of the Contracting Party.

A time frame during which the applicants must maintain their proposals: at least 30 days after the deadline for submission of proposals. Submitted proposals are kept confidential by the Contracting Party.

<b>Deadline for submission of proposals:</b>	<b>24 April 2022</b>
<b>Deadline for evaluation of proposals:</b>	<b>4 May 2022</b>

Applications will be evaluated by the SALTO E&T RC.

**Method of submitting proposal:** Please, send the completed and signed forms listed below electronically in a scanned form, to the following e-mail address: [julianna.lukacs@tpf.hu](mailto:julianna.lukacs@tpf.hu)

**4 attachments filled in and signed :**

<b>Name of attachment</b>	<b>No. of Annex</b>
a statement	Annex 1
a fiche declaring legal background with the certificates proving them	Annex 2
a declaration of references	Annex 3
a description of professional ability	Annex 4

The selection procedure will happen according to the Evaluation Criteria (Annex 5). **All formal criteria and minimum requirements must be met.**

Please note that the proof of legal background is expected at submitting the application. For preliminary check please attach the necessary certificates (detailed in annex 2) to the application. However the lack of submitting the certificates is not reason of immediate exclusion, but the

submission is required before the signing of the contract, and lack of submission in a timely manner shall lead to exclusion.

By submitting a proposal, applicants consent to the processing of their personal data and the documents they send.

**Proposals received late will not be accepted by the Contracting Party.**

In the event of the absence or incomplete completion of the obligatory attached documents, the Contracting Party will provide the opportunity to rectify the deficiencies once, with a deadline of 2 working days.

In case of unclear statements made by the applicant in the proposal, the Contracting Party may address an information question to the applicant, to which the applicant must respond within 2 working days. After the unsuccessful expiry of the deadline for reply, the Contracting Party will decide on the proposal on the basis of the available information.

The Contracting Party shall conclude a contract with the winner of the procedure or, in the event of its withdrawal, with the applicant submitting the next most favourable proposal.

By submitting a proposal, the applicants accept that if it is required to create an intellectual property (copyrighted work) under the contract, the successful applicant shall grant to the Tempus Public Foundation the right to use the copyrighted work for an indefinite period of time and in a form that can be transferred to third parties.

The Contracting Party may refuse to conclude the contract with the applicant submitting the best proposal under the conditions set out in this Call, or with any of the applicants after the request for a contract, without giving reasons.

The Contracting Party shall have the right to revoke this Call before 24 April 2022.

The Contracting Party shall take its decision and inform the applicants within 20 working days of the deadline for submission.

## Evaluation Criteria

Proposals will be assessed on the basis of the rule of the most favourable proposal applying the following criteria and weighting:

- Annex 3: Experience justified by references --- 50%;
- Annex 4: Presentation of professional ability as a QA expert and presentation approach and methodology to the planned tasks --- 50%.

A maximum of 16 points can be given for the proposal.

**To be eligible, the applicant must meet all the formal evaluation criteria (see Annex 5.1). If the project does not meet the formal evaluation criteria, it will be rejected without being further evaluated.**



Final scores are obtained based on the formal and the award criteria tables in Annexes 5.1, 5.2, 5.3, and 5.4.

The professional background of the applicant is an important part of the decision; therefore providing detailed information in Annex 3 of relevant experience is essential. Together with their references, the applicant must provide evidence that they possess the required skills and professional experience in Annex 4.

Experts shall be selected on the basis of their references and professional ability to perform the tasks described in this call according to the following criteria:

- experience in the past 5 years justified by references;
- ability to perform work justified by presenting their professional skills and abilities.

All the above requested experience and abilities will be assessed based on the information the applicant must provide in the relevant annexes.

## For more information

For more information on the call, please contact Julianna LUKÁCS [julianna.lukacs@tpf.hu](mailto:julianna.lukacs@tpf.hu); Csilla SZABÓ [csilla.szabo@tpf.hu](mailto:csilla.szabo@tpf.hu)

24 March 2022

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**Dr. Varga-Bajusz Veronika**  
**Director- General**  
**Tempus Public Foundation**

## Annexes

### Annex 1 - Accreditation LTA: QUALITY ASSURANCE EXPERT - STATEMENT

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#### STATEMENT

I, the undersigned ..... (name) as the authorised representative of the company .....  
or as an individual (entrepreneur), hereby declare in full awareness of my responsibility that,

1. I intend to take part in the procurement procedure called "Quality Assurance in the Accreditation LTA", to be implemented by the TPF as the Contracting Party;
2. all the requirements, terms and conditions published in the Call for Proposals and its annexes have been understood and accepted, all the information written in the Call for Proposals and the annexes and provided during the procedure is sufficient and appropriate in order to make a proposal;
3. I have due eligibility and expertise to fulfil the task;
4. there are no grounds for exclusion criteria listed below for me/our company:
  - a) liquidation or bankruptcy or winding-up proceedings are in progress or the authorised representative of the applicant is in an analogous situation arising from a similar procedure under national laws and regulations or is in a similar case by his personal law;
  - b) suspension of the company or its activity;
  - c) the company has been found guilty of committing a crime by a final judgement in connection with its economic or professional conduct;
  - d) the company has not fulfilled its obligations to pay tax, - customs duty and social security contributions 1 year past due, - based on the applicable rule of the legal seat or the country of residence of the applicant - except for deferral of payment;
  - e) the company has committed a serious infringement stated in an administrative and court decision in force accepted not more than five years ago penalised by a fine regarding obligations in relation to employing, or forming legal relationships with foreigners, and giving information;
  - f) the company has committed a serious infringement stated in an administrative and court decision accepted not more than five years ago regarding its economic and professional activities;
  - g) the company is not registered in the register of its residential country.

I am obliged to sign the agreement and provide the service which is the subject of the Call for Proposals, as the winner of the procedure or in case of a withdrawal of the proposal, as the applicant submitting the second most favourable proposal.

Done at:

.....

authorised signature

**Annex 2 - Accreditation LTA: QUALITY ASSURANCE EXPERT - FICHE**
**FICHE declaring the legal background**

Name/Company name:	
Official seat:	
<b>As proof of legal background I can provide the following:</b>	
<ul style="list-style-type: none"> <li>VAT number (if applicable)</li> </ul>	
<ul style="list-style-type: none"> <li>Registration number (if applicable):</li> </ul>	
<b>OR in case the above two are not applicable, as proof of legal background I can provide the following details as an individual from the European Union or from States parties</b>	
<ul style="list-style-type: none"> <li>Certificate of tax residence identification issued by national tax authorities<sup>1</sup></li> </ul>	
<ul style="list-style-type: none"> <li>Certificate of social security residence identification issued by social security authorities<sup>2</sup></li> </ul>	
<b>OR in case of not having a VAT/Registration number and arriving from third countries, I can provide the following details:</b>	
Work permit in Hungary <sup>3</sup>	
Residence permit in Hungary <sup>4</sup>	
Contact name	
Phone number	
E-mail address:	

Done at:

.....

signature of the authorised person

1.2.3.4. The relevant certificates are expected to be submitted together with the application, however the lack of submitting the certificates is not reason of immediate exclusion, but the submission is required before the signing of the contract, and lack of submission in a timely manner shall lead to exclusion.

**Annex 3 - Accreditation LTA: QUALITY ASSURANCE EXPERT – DECLARATION OF REFERENCES****Declaration of References**

Please, list all the references focussing on activities proving your proficiency and experience, with special focus on Quality Assurance activities regarding ideally E+ Accreditation, E+ projects and/or Transnational/Training and Cooperation Activities (TCA) in the field of Education and Training.

To see the evaluation of this section please consult Annex 5.2.

I, the undersigned ....., as the authorised representative (contact person) of ..... (*name of applicant, postal address of Registered Office*), declare that, in the past 5 years, our most significant work on the subject were the following:

Number <sup>5</sup>	Name and short description of task	Ordering Party	Date of Delivery
1.			
2.			
3.			
4.			
5.			

Done at:

.....

SIGNATURE

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<sup>5</sup> The minimum number of references to be provided is 3.

#### **Annex 4 - Accreditation LTA: QUALITY ASSURANCE EXPERT - DESCRIPTION OF PROFESSIONAL ABILITY**

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##### **Description of professional ability**

Please, present the professional ability of you/your company as a Quality Assurance expert (note the listed minimum requirements on pg. 5) and present your approach and methodology to tasks described in the Call (note the listed tasks on pg. 4) in maximum 5000 characters.

To see the evaluation of this section please consult Annex 5.3.

.....

## Annex 5.1 - Accreditation LTA: QUALITY ASSURANCE EXPERT - FORMAL EVALUATION CRITERIA

### Formal Evaluation Criteria

(to be filled by the evaluator)

Name of Applicant:

Registration number of Proposal:

Formal consideration	If met the requirements	Justification, in case of No:
The proposal was submitted by the deadline	Yes / No	
The applicant is entitled to submit the proposal, there are no grounds for exclusion (Annex 1)	Yes / No	
The proposal includes all requested documents (Annexes 1-4)	Yes / No	
The scanned, electronically submitted proposal contains all necessary signatures (and stamps if necessary)	Yes / No	
The organisation or individual entrepreneur submitting the proposal provided sufficient information on their expertise (Annexes 3 and 4)	Yes / No	
The organisation or individual entrepreneur submitting the proposal provided sufficient information on their tax and social security residence details.(Annex2) <i>Not attaching the documentation is not a factor of immediate formal exclusion, but is required before signing the contract.</i>	Yes / No	
The proposal meets all eligibility requirements. /  The proposal does not meet all eligibility requirements, and so, is ineligible.		

I, the undersigned [FAMILY NAME, first name], having been appointed as an evaluating person for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation. I hereby declare that I do not fall under any of the circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to my superior.

---

*Name and signature*

**Annex 5.2 - Accreditation LTA: QUALITY ASSURANCE EXPERT - EVALUATION SHEET OF ANNEX 3**


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**Evaluation sheet of Annex 3 - Declaration of References**

*(to be filled by evaluator)*

Name of Applicant:

Registration number of Proposal:

<b>Requirements</b>	<b>Scores:</b> 0 = no information 1 = somewhat information 2 = detailed information	<b>Justification:</b>
<b>Demonstrated understanding of objectives, priorities, target groups and activities of Erasmus+ Accreditation.</b>	0-1-2	
<b>Demonstrated vision to add quality assurance dimension to LTA management and to develop the necessary know-how on values and purposes of the Erasmus+ LTA coordination.</b>	0-1-2	
<b>Experience with E+ projects and/or Transnational/Training and Cooperation Activities (TCA) is justified.</b>	0-1-2	
<b>Experience with Transnational or Training and Cooperation Activities (TCA) in the field of Education and Training is justified.</b>	0-1-2	
<b>Total:</b>		



**Annex 5.3 - Accreditation LTA: QUALITY ASSURANCE EXPERT - EVALUATION SHEET OF ANNEX 4**


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**Evaluation sheet of Annex 4 - Description of professional ability**

Name of Applicant:

Registration number of Proposal:

<b>Requirements</b>	<b>If met:</b>	<b>Justification if the score is 0:</b>
having minimum a Bachelor's degree	0-1	
having minimum a C1 level knowledge of English	0-1	
described understanding of the Erasmus+ programme and of the collaboration among the Erasmus+ National Agencies	0-1	
described understanding of the European E&T policy frameworks and its main actors	0-1	
presented experience in programme/ project/ organisation management	0-1	
presented experience in the field of Quality Assurance	0-1	
presented supervising and monitoring ability and/or experience	0-1	
presented his/her expertise in methodology of impact analysis	0-1	
<b>Total:</b>		

#### Annex 5.4 - Accreditation LTA: QUALITY ASSURANCE EXPERT - CONTENT EVALUATION CRITERIA

Name of Applicant:

Registration number of Proposal:

		Points	Point given	Note
<b>Applicant's experience and preparedness:</b>				
<b>1.</b>	Evaluation sheet of Annex 3 - Declaration of References	0-8 points		
<b>2.</b>	Evaluation sheet of Annex 4 - Description of professional ability	0-8 points		
<b>Total</b>		<b>16 points</b>		

I, the undersigned [FAMILY NAME, first name], having been appointed as an evaluating person for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation. I hereby declare that I do not fall under any of the circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to my superior.

2022

Content review was done by

*Name and signature*