

Call for Expert advice in the area of Communication, Digital and Social Science

at the European Food Safety Authority

Frequently Asked Questions

This document is designed to be a reference for all applicants and potentially interested aspirants for the Call for Expert advice in the area of Communication, Digital and Social Science at the European Food Safety Authority.

It seeks to provide answers to the most frequently asked questions related to the Call mentioned above.

We recommend that you read this document carefully and in case your answer cannot be found here, write to us at EFSAProcurement@efsa.europa.eu and we would be happy to deal with your query.

Disclaimer: *The information provided herein is for general informational purposes only.*

Q1 - Why is EFSA launching this scheme? And what is the objective of the call?

This scheme will allow EFSA to establish a list of individuals (natural persons) with expertise to assist EFSA in the execution of specific tasks in the areas of communication, digital and social sciences activities. Similar schemes are already used by other EU Agencies.

Q2 - What is the difference between this call compared to procurement procedures?

This call is similar to a procurement call (as covered by a specific provision in the Financial Regulation), but it does not foresee competitive price tendering and is not open to companies/institutions (legal persons).

It is targeted to individuals ("natural persons") who are selected "*ad personam*" on the basis of their professional capacity.

Q3 - Who can apply?

Any individual (natural person, no need to register as "professional" with VAT) with the required profile (as outlined in Annex V of the call) can apply.¹

Q4 - I am an ex-staff member of EFSA or of another EU Agency or EU Institution (EUI). Am I eligible for a contract under this call?

Yes, under certain conditions. Please refer to the Call for expressions of interest, section **5.4 Declaration on previous work in EU institutions**.

Q5 - I am a national of a country that is not a Member State of the EU. Am I eligible to apply for this call?

Yes. Applicants must be citizens of a Member State of the European Union (EU), or of a country of the European Free Trade Association (EFTA) or of an EU Candidate country. Experts from third countries may also apply, and will be considered, if the required level of expertise may not be found among nationals of EU, EFTA or EU Candidate countries.

Q6 - Can an institution or a company apply?

No. Only individuals (natural persons) are eligible to apply for the call.

¹ Please note, that it is the responsibility of the individual to comply with the national tax rules applicable in the country of her/his residence.

Q7 - I am interested in applying. How can I apply?

The application shall be submitted via the [online application tool](#).

Please note that EFSA does not consider unsolicited/spontaneous applications, and the online application tool is the only acceptable means of submitting an application for this call.

Q8 - How long is the call open for applications?

Applications may be submitted at any time during the period of validity of the call for expression of interest (maximum 5 years), with the exception of the last three months of that period. However, we advise you to apply as early as possible, as assignments can arise at any point in time during the validity of the list.

EFSA will draw up a list of individuals who meet the criteria set out in Annex V of the call. When a task becomes necessary, EFSA will select the most suitable expert on the basis of the necessary skills, experience and knowledge.

Q9 - Are all applications treated in the same way?

The principles of non-discrimination, equal treatment and absence of conflict of interests will be applied throughout the selection process.

Q10 - How will I know whether I am placed on the list of individuals?

Individuals will be notified of the outcome of their application as soon as possible after the evaluation is finished.

Q11 - I am on the list of individuals, when will EFSA contact me for the task?

Where EFSA needs a particular task described in the call to be performed by an individual, EFSA will contact the individual from the reserve list on *ad hoc* basis.

EFSA will assign the task to individuals on the basis of the skills, experience and knowledge necessary and in accordance with the principle of non-discrimination, equal treatment and absence of conflict of interest. A contract will be signed by EFSA and the individual expert or each assignment.

Inclusion on the list of individuals entails no obligation on the part of EFSA to award a contract.

Q12 - If I am called to perform the task, what is the remuneration?

Individuals shall be remunerated at a fixed fee of 360 euros per day worked. Depending on the task to be executed, a fixed price will be calculated and specified in the contract.

Q13 - How much time will I have to perform the task?

Depending on the task to be executed, the required timeframe will be specified in the contract.

Q14 - Will I need to perform my tasks at EFSA premises?

In most cases, these support tasks will be carried out remotely and the results delivered electronically. In certain cases, EFSA may request that specific tasks are carried out at EFSA premises or other sites that will be mentioned in the contract specifications. If travel is required, the lump sums specified in Annex I of the call will be applied for travel costs of the expert.