

OPEN CALL TEMPLATE FOR THE CONTRACTING OF AN EXTERNAL PROFESSIONAL OR TECHNICAL SERVICE WITHIN THE FRAMEWORK OF A EUROPEAN PROJECT

OPEN CALL FOR THE CONTRACTING OF A PROFESSIONAL, ORGANISATION OR BUSINESS TO PROVIDE A [WORK TO BE CARRIED OUT] SERVICE

In [place], on [day] [month] [year]

[Name of project] is a [description of project] project whose aims are:

1. [Detailed description of aims]

[NAME OF PROJECT] is a project of [Name of centre].

If appropriate: In this project, (name of centre) is collaborating with [number of partners], with the special collaboration of [if there are any, name of organisation/institution]. The partners in the project are:

1. [Name of centre], [Place]
[Website]
2. [Add all participating centres, following the structure above]

I. Open Call

This is a call for professionals, organisations and businesses for the selection of the best solution and terms to carry out the services/works of [describe the project] which are described below:

- Include description, time limits, etc.
- Results expected

The selection will be carried out by [name of entity/space/centre/institution/museum] managing the selection process] [if more than one partner is carrying out the selection process: so state] which will choose the offer best suited to the given circumstances of each case, taking into account the projects proposed.

Interested candidates should send their curriculum vitae highlighting the aspects of greatest interest and relevance, and including a summary of their professional career and a proposal for the service of works to be carried out to which this open call relates. The CV will not be a part of the selection process although it will be seen and read by the panel.

II. Candidates

The award is intended for adult professionals [state the area of professional activity supported by the grant] or legally constituted organisations [if there are any conditions, state them].

III. Value of the contract

The contracted professional, organisation or business will receive [total amount: €XX.XX] with taxes [included/excluded]. The payment includes all expenses to be incurred (transport, accommodation, etc.) and will be paid in two instalments, [XX]% on commencement and [XX]% on completion).

IV. Terms and conditions

Candidates should pay special attention to [describe aspects to be particularly borne in mind], and will accept obligations to:

1. Professionals must demonstrate that they are familiar with and understand the project.
2. Period of delivery/performance: from [day] [month] [year] until [day] [month] [year].
3. Date of delivery: [day] [month] [year].
4. A full-time commitment is not required.
5. The organisations may disseminate the [projects/study/service] and the results obtained.
6. [Add any other points thought to be necessary to complete the paragraph]

V. Submission of documents

The documents must be sent by e-mail in digital format to [e-mail address of the centre to which interested parties must communicate their candidacy], with subject [title of subject for the e-mail] and must include in a single document in [pdf/doc] format of less than [X] MB:

1. Application form
2. A summary of professional career (limit [X,XXX] characters, including spaces) [we recommend no more than 1,500 characters]. The text must be in the [language in which the text must be delivered] language.
3. Proposal for the service or works to be carried out and financial proposal in the [language in which the text must be delivered] language with a limit of [X,XXX] characters, including spaces [we recommend no more than 2,500 characters].
4. All applicants must accept the terms and conditions of the open call.

Any question relating to this open call must be made to [name of the entity/space/centre/institution/museum] [If there are more partners: detail method of communication for each partner] by e-mail with subject [title of subject of e-mail].

VI. Deadlines for submission of applications and announcement of the decision

The last day for submission of applications is [day] [month] [year].

The result of the selection process will be announced [number of days] days after that date on the website(s) of the participating centre(s). The selected candidate will be informed by e-mail and telephone.

VII. Evaluation criteria

This is a competitive process for the awarding of a contract to the proposal that provides the best value for money or, as appropriate, the proposal that offers the lowest price.

The following aspects will be positively evaluated:

1. Proposed methodology to carry out the commission or work to be carried out
2. The ability to communicate in [language], as well as the language spoken in the town/country/region of the contractor.
3. Financial proposal. The budget must be reasonable, justifiable and must comply with the applicable tax requirements and employee benefit legislation.
4. Description of the professional profile of people who will work on the commission
5. [Add any other points thought to be necessary to complete the paragraph]

VIII. Selection process and final decision

Once the period for submission of applications has come to an end, all applications will be reviewed and applicants who have not included all the required documents or who have not complied with the terms and conditions set will be disqualified.

The panel is composed of x members from [name of entity/space/centre/institution/museum].
[If there are other partners: so state].

The panel will evaluate proposals in accordance with the criteria stated in this document and will communicate the outcome of the selection process through official channels.

In the event that none of the applicants is considered satisfactory, the panel may select a professional, organisation or business by invitation.

IX. Acceptance of the terms and conditions

Applicants accept the terms and conditions and will respect the panel's decision, as well as any change that may arise as a result of external factors.

[Logo of centre] [Name/code name of project]
[If there are more, add the logo of each centre]

[NAME OF PROJECT]

FORM

1. Details of applicant

Name and surnames: [Name and surnames]

Fiscal identification (National ID/Foreigner ID/Passport): [ID number] Valid until: [date]

Home address: [Address]

Country of residence: [Country]

Nationality: [nationality]

Telephone: [Telephone number]

E-mail: [E-mail]

Date of birth: [day-month-year]

Sex: [male/female]

2. Short version of applicant's CV. Description of professional profile
3. Proposal for the process and expected result in the [language in which the text must be delivered] language with a limit of X,XXX characters, including spaces [we recommend no more than 2,500 characters].
4. Financial proposal
5. All applicants must accept the terms and conditions of the open call.

[NAME AND SURNAMENES OF THE APPLICANT]

[SIGNATURE]

In [place] on [day] [month] [year]