



**Open Call for Project team Experts  
for the execution of the work called for in the  
Specific Agreement N° CEN/2018-16  
ICT Curriculum Guidelines for e-Competence and Digital Leadership**

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 ICT Curriculum Guidelines for e-Competence and Digital Leadership.

Under this Specific Agreement (N° CEN/2018-16) 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 “ICT Professionalism Digital and Competencies”.

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;
- take care of the procedural work;
- administrate the technical process.

The official starting date of the Grand Agreement is 1st August 2019.

The Project Team will have a total budget of 430 man-days, to be allocated over maximum of 8 paid experts. The applicants shall comply with the requirements of the Terms of Reference (ToR) of the Project Team attached in Annex 1 and submit their application with the form indicated in Annex 2.

**Aim of the agreement**

Multipart Technical Specification (TS) on how to design, develop, maintain, adjust and compare ICT curricula for e-competence and digital leadership, within the European Framework of ICT Professionalism.

**Task of the Project Team**

This call for experts applies to the preparation of deliverables associated with the following tasks as defined in the Project Plan:

Task 1: Project management

Task 2: Stakeholder engagement and dissemination

Task 3: Research and collection of TS requirements

Task 4: Drafting Technical Specifications for curriculum design

Task 5: User Guide development

Task 6: Testing and validation  
Task 7: Technical Specification Finalization  
Task 8: Formal approval process

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 tasks.

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 man-days 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 man-days 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:

- a representative of CEN/TC 428 ICT professionalism and Digital Competences
- a representative of UNINFO
- a representative from the CEN CENELEC Management Centre.

Applicants are expected to indicate what reimbursement rate they request.

Considering that a substantial part of the work could happen electronically, travel and lodging costs incurred in the context of this project are 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	Weigh
Relevant knowledge and Technical Skills	45%
Capability to perform the tasks within the given timelines	10%
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	30%
Equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team	10%
Knowledge of the rules and practices governing CEN technical work	5%

### Application procedure

Interested candidate experts are kindly requested to send by email ([uninfo@uninfo.it](mailto:uninfo@uninfo.it)) the completed form in [Annex 2](#) and related documents [by 17-09-2019](#). 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 'ICT professionalism and Digital Competences'  
UNI/UNINFO

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

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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](#)

## PRIVACY NOTICE ON THE PROCESSING OF YOUR PERSONAL DATA

### 1. Controller

The Controller for this processing is UNINFO, Associated Body of the Italian organisation for standardisation (UNI), with headquarters in Via Sanfront, 1/C – Torino – Italy – VAT Number IT06476530016.

### 2. Why are we asking for your information and what is the lawful basis under the GDPR

Your collected Personal Data (in particular all information included in your resume) will be stored and processed in order to manage your application to the e-Competence selection of experts and, if successful, your participation and activities in the project. Contractual obligation is the legal basis for the processing described.

### 3. Data Transfers

Your personal data will not be communicated to third parties except to organisations or individuals involved or connected to the e-Competence projects (e.g. members of the selection commission, CEN, CENELEC). Personal data will not be resold in any case. The electronic archive is stored in Italy.

### 4. Retention Period

Personal data collected for the purposes described in this notice will be stored strictly until it is necessary for the fulfillment of UNINFO's tasks as coordinator.

### 5. Individuals' rights

Data subjects have the rights specified in Art. 15 of GDPR: the right to be informed, the right of access to your Personal Data, the right to rectification, the right to erasure, the right to restrict processing (to some purposes), the right to data portability and the right to object. Moreover you have the right to file a complaint to the relevant Data Protection Authority.

### 5. How to exercise your rights.

You can exercise your right pursuant to the GDPR at any time, without any formality, sending an email to [uninfo@uninfo.it](mailto:uninfo@uninfo.it)

### 6. Is personal data collection mandatory?

Communication of personal data to UNINFO is not mandatory, however it is necessary to perform expert selection and management of the project.

### 7. Automated decisions and profiling

The processing of Personal Data covered by this notice does not entail any automated decisions or profiling.