

Digital Skills and Jobs Platform - Call for Expression of Interest for topic experts

EXPERTS' CONTRIBUTIONS FOR THE PLATFORM PAPERS SERIES
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1. Background

The [Digital Skills and Jobs Platform](#) is the home of digital skills and jobs in Europe and the heart of the Digital Skills and Jobs Community.

It has been created as one of the initiatives launched under the Connecting Europe Facility Programme to contribute to the [Digital Europe Programme](#) (DIGITAL) – an ambitious EU programme that strives to make Europe more competitive in the global digital economy through digital capacity-building and ensuring a wide use of digital technologies across the EU. Enforcing the digital skills pillar of the programme, the Platform aspires to boost the digital competencies of European society and workforce.

The Digital Skills and Jobs Platform is dedicated to everyone. It provides a wide range of high-quality information, resources and opportunities related to the area of digital skills and jobs across all levels, from very basic to advanced. Up-to-date insights are offered in an accessible way to new users, while more experienced professionals can benefit from targeted content relevant to their field of expertise. Additionally, a collaborative space is available for Community members to network, interact and grow together.

It is within this context that the Digital Skills and Jobs Platform has launched a [call for expression of interests for experts](#) to contribute with the research and drafting of a new series of papers, to be published on the Platform, dedicated to core and highly relevant topics around digital skills and jobs, from a variety of perspectives, including policy, business and various business sectors, target audiences, main technologies etc.

2. The services to be supplied

EUN Partnership (coordinator of the consortium managing the Digital Skills and Jobs Platform – hereby called the Platform team, on behalf of the European Commission) is looking for experts to research and write papers in the area of digital skills and jobs.

- The specific topics of the papers are established by the Platform team, in agreement with the European Commission and based on a detailed business analysis and user needs analysis (please, see below).
- For each paper, a lump sum of 1,000 Euro (excluding VAT) will be paid to the selected and contracted expert.
- The experts selected shall have substantial experience in the topics they apply for, a background including research and analysis activities and specific experience in writing this kind of materials. They should be based in Europe (EEA) and their context of work should be the European context. Finally, they should be able to work in English, and be available to be reached during standard office hours in Europe.
- This Call welcomes expression of interest by individual experts. Application by groups and organisations will not be eligible.
- Each expert can be contracted for a maximum of 2 papers in 2022, for a maximum lump sum of 2,000 Euro (please, see the list below and section 3. *The conditions*).

Each paper will need to respond to the following requirements.

- The content of the paper should be original content and it should not be published in other platforms or publications (please, see also below about the content IPR), while it can be based on available and pre-existing research, studies, and data.
- The content should also follow the core principles of the editorial guidelines of the Digital Skills and Jobs Platform and its criteria (for example relevance, reliability, accessibility, non for profit, transparency, clarity etc.) and provide an independent perspective on the topic.
- The content should also be in line and reflect EU strategic documents, when relevant, which will be also indicated in the process of defining the article scope.
- Language: English (British English)
- Format and content to be provided: core content of the paper (text, images, graphs etc.) and content for one infographic in A4 (text and information), to complement visually the article (The infographics will be then designed by the Platform team).

- Length of the article content: 2,000-3,000 words (references section not included).
- Structure of the infographic content: to be agreed upon confirmation of the expert, based on indications by Platform team and standard graphic format.
- The paper should also be complemented with appropriate references and quote/testimonials when relevant.

For this first call for Digital Skills and Jobs Platform papers, we welcome expressions of interest for the following topics. All the topics should be tackled from the perspective of digital skills and jobs.

1. Digital transformation
2. What are digital skills?
3. What are digital jobs?
4. Artificial intelligence
5. Cybersecurity
6. Programming and development
7. Cloud computing and data
8. Students, young people, employees, and job seekers
9. Digital experts
10. Training providers, schools, and academia
11. SMEs
12. Policy makers

A Second call for Digital Skills and Jobs Platform papers will be published later in 2022, with a new list of topics and the possibility to suggest open topics. Experts selected for the first call can apply again for the second call as well.

The experts will be involved in the following activities.

- Definition of the final outline and scope of the papers they are selected for, through emails and/or short online calls with the Platform team and possibly the European Commission team, in a collaborative manner.
- Research and drafting of the content for the paper and the related infographic, autonomously, including references validation and proof reading.
- Up to 3 feedback and revision cycles with the Platform team, for each paper (feedback from Platform team and revised version by the expert).
- Final check of the layout/design of each paper and infographic, once delivered by the Platform team designer/s.

The experts will work in close collaboration with the Platform team overseeing the editorial activities of the Platform. The Platform team will provide detailed editorial guidelines, to be followed by the experts (style guide, list of keywords, SEO guidelines, indications on tone and scope of each paper etc.). The final outline and content scope of each paper will be agreed upon signature of the contract and validated by the European Commission.

The content development work is planned to take place in the period March-May 2022. The work is to be delivered by May 2022 (final version of the content for paper and infographic). The exact duration of the engagement would depend on the availability of experts and will be negotiated at the contract preparation stage.

For all outputs:

- The contractors are expected to do the work themselves.
- Experts will be required to waive IPR of content provided to EUN Partnership AISBL. The IPR will be then waived by EUN in favour of the European Commission for the purposes mentioned in the Grant agreement of the Digital Skills and Jobs Platform contract (these clauses will be included and specific in the contract with the expert selected).

The method of appointment of the experts and the contractual conditions are more particularly described in section 3 of this Call.

3. Conditions

To reply to this call, the applicants should express their interest via email, providing the following information and details:

- A Curriculum Vitae in English, including:
 - Information on the expert's education background and work experience.
 - Experience and examples of work carried-out (annexed to the CV or with URLs), similar to the type of tasks and activities outlined in this call for expression of interest (projects, articles, papers, publications etc.).
- The list of topics they express interest for (max. 5 topics in order of preference), each with a short teaser of the potential scope (angle, aspects to focus on etc.), for each selected topic, for maximum 50 words for each topic.

The selection of the successful applicant will be based on the following criteria:

- The experience of the expert in relation to the services to be performed as following:
 - Relevance of the experience in terms of the topics selected.
 - Relevance of the experience in terms of research and analysis activities and in writing independent publications, studies, reports, papers, and articles on the topics selected.
 - Diverse background.
 - Years of experience.
 - Capacity to prove experience related to the European context and scope.
- The assessment of the short teasers for each topic and how this responds and matches the scope and approach of the Digital Skills and Jobs Platform.

The project Evaluation Committee may decide, at its entire discretion, to give a weighting to the various selection criteria.

Please note that the Evaluation Committee is not bound to select if the offers received are not of sufficient quality or for any other business reason. In such circumstances, we may re-issue this Call or cancel it completely.

The project Evaluation Committee may, at its entire discretion, decide to call the highest scoring candidates for an online interview, in order for them to present their offer directly to the Evaluation Committee and to resolve any outstanding issues or questions.

Upon completion of the process of evaluation, the results of the selection will be communicated to all the applicants both successful and unsuccessful. Individual contracts will be signed with the successful applicants. No legal obligation will arise until the expert concerned has signed a contract with EUN Partnership.

4. Exclusion criteria

Applicants will be automatically excluded for selection and from an award if they fall within one of the situations listed below:

- (a) They are subject to a conflict of interest.
- (b) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (c) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata.

(d) They have not fulfilled obligations relating to the payment of, social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established.

(e) They have made false declarations in supplying information required by any public organization as a condition of participation in a procurement procedure or grant award procedure or fail to supply this information.

(f) They have been guilty of grave professional misconduct proven by any means which can be justified.

The applicant shall also be automatically excluded if the application together with attached CV is not received by EUN by the deadline listed in the section, Timescales and Deadlines.

5. Timescale and deadline for expression of interest

This Call is published on Monday 7 March 2022 on: <http://www.eun.org/about/vacancies>

The deadline for receipt of applications is 17.00 CET on 21 March 2022 by e-mail.

Interested experts may send questions until **Monday 14 March 2022 17.00 CET** to the address below and answers will be on the page of the call (above) by **Wednesday 16 March 2022**.

Following evaluation of the submitted expressions of interest, the decision will be communicated via e-mail to the experts which have submitted their expression of interest.

Interested applicants are invited to send their expression of interest with the information requested in 'Section 3 – Conditions' by e-mail to EUN Partnership at the following address:

Galina Misheva – galina.misheva@eun.org