# HOOP Legal Advisory Board

## Application Form

The edition of this application form to join the HOOP Legal Advisory Board will take approximatively 25-40 minutes:

* 5’ for Part A “Background Information” (see page 2)
* 3’ for Part B “Selection Criteria” (see page 3)
* 15’-30’ for Part C “Award Criteria” (see page 4)

**MINIMUM REQUIREMENTS FOR APPLICANTS**

* Professional English.
* Documented legal assistance in green public procurement and sustainable procurement, including relevant case law.
* Documented legal assistance in innovation public procurement, with particular reference to relevant case law.
* Documented knowledge on environmental law under the national legal framework you are applying to.
* Understanding of laws, policies and measures at national and EU level which both enable and obstruct the circular economy and production of urban biowaste & wastewater-based products.

**RECOMMENDED ADDITIONAL REQUIREMENTS FOR APPLICANTS (AT LEAST 3)**

* Knowledge of legal context for urban waste collection and management and bio-based product production, including relevant case law.
* Knowledge of the latest, most path-breaking circular economy case studies under the national legal framework you are applying to.
* Understanding of urban biowaste & wastewater services management and obligations for municipality.
* Experience in assisting public bodies on establishing the conditions for the technology design, development, field testing.
* Experience in assisting private entities from the design stage of industrial/building projects through to filing applications for administrative permits.
* Knowledge of national/regional policies on urban biowaste & wastewater-based products management, responsibilities of the concerned departments and future need to enhance legal regime to ensure environmentally sound and sustainable ways of dealing with waste collection to recovery practices.
* Extensive dialogue experience with administrative authorities in conjunction with design offices.
* Knowledge and experience in LCC (life cycle cost) approach.

**PART A - BACKGROUND INFORMATION**

Applicants should note that this requirement is for individuals, and therefore entities wishing to put forward a number of individuals must submit a separate Application Form for each named individual. All personal information supplied will be treated as confidential and will be subject to the General Data Protection Regulation (EU) 2016/679 (GDPR).

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| --- | --- | --- |
|  | Name of individual expert / natural person proposed | Surname, Given name |
|  | Email address of Individual proposed |  |
|  | Telephone number of Individual proposed | Country code + phone number |
|  | Name of Organisation (if applicable) |  |
|  | Address of Registered Office (if applicable) |  |
|  | Company Registered Number (if applicable) |  |
|  | Address for all correspondence (if different to above) |  |
|  | Main Contact - Details for enquiries (name and title) |  |
|  | Main Contact - Telephone number |  |
|  | Main Contact - E-mail address |  |
|  | Nature of Organisation | Sole Trader  Private Limited Company  Public Limited Company  Partnership  Other |
|  | If “other”, please provide details |  |
|  | VAT Registration Number  (or alternative EU registration number) |  |
|  | Name of Authorised Signatory for Contract |  |
|  | Position in Company of Authorised Signatory |  |

**PART B - ELIGIBILITY CRITERIA**

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| **CONFLICT OF INTEREST and CONFIDENTIALITY – PASS/FAIL ONLY** | | | |
| Where potential conflicts of interest are identified and cannot be managed or avoided to the HOOP Consortium’s satisfaction, the Coordinator may exclude the candidate and/or proposed individual from further participation in the project activities. For example, it will not be possible to contract with an individual who has what is deemed by the HOOP Consortium to be a material conflict of interest. | | | |
|  | Are you aware of any conflict of interest as part of your participation in this selection procedure? | | Yes  No |
| *If the answer to the above question is ‘yes’, please provide details and explain how you intend to avoid any such conflicts*.  *The final decision regarding the materiality of a conflict of interest rests with the Coordinator.*  Click or tap here to enter text. | | |
| **B) 2** | Are you responsible for ensuring compliancy with the confidentiality obligations, accepting to sign the non-disclosure agreement in Annex (see page 6)? | | Yes  No |
| AVAILABILITY and QUALIFICATIONS - PASS/FAIL ONLY | | | |
| B) 3 | Are you available for the number of days given in the Call for Interest? | Yes  No | |
| If not, what is the maximum number of days? | ….. | |
| B) 4 | Achievement of a degree in law and qualification for the legal profession | Yes ☐ No ☐ | |
| B) 5 | Achievement of a degree in law **and** qualification for the legal profession in the following member states | * *SPAIN* * *ITALY* * *GREECE* * *THE NETHERLANDS* * *FINLAND* * *PORTUGAL* * *GERMANY* * *NORWAY* | |
| B) 6 | Professional English | Yes ☐ No ☐ | |

**PART C - AWARD CRITERIA**

|  |  |
| --- | --- |
| **The following rules will be applied to all submissions**:   * Response limits must be adhered to – additional information provided over these limits will not be evaluated; * Font sizes must be legible with a minimum size of 10 points; * Each individual question is scored solely on the contents of that response alone and pertinent information provided in other questions will not be considered; * General company literature / brochures or marketing material should not be provided and will not be evaluated; * Web links should not be used unless specifically requested; | |
| **GENERAL SKILLS AND EXPERIENCE - Weighting 20%** | |
| **Please provide, as a separate document, a brief CV.** | |
| C) 1 | Candidates must clearly demonstrate to have the necessary skills and experience to provide consultancy and contributions within the HOOP Legal Advisory board.  The CV should provide a general statement of the individual’s relevant experience and knowledge:   * Past and present roles and responsibilities; * Relevant qualifications/accreditations/memberships; * Professional legal activities.   **Response limit: 10 sides of A4.** Scoring criteria:   * Quality of the individual’s experience and qualifications. |
| **EXPERIENCE AND RESULTS IN SPECIFIC FIELDS - Weighting 80%** | |
| C) 2 | **Describe experience and results achieved in the fields listed below and provide relevant links for detailed info.**  The description should provide information on the following:   1. Documented legal assistance in green public procurement and sustainable procurement, including relevant case law. 2. Documented legal assistance in innovation public procurement, with particular reference to relevant case law. 3. Documented knowledge on environmental law under the national legal framework you are applying to. 4. Understanding of laws, policies and measures at national and EU level which both enable and obstruct the circular economy and production of urban biowaste & wastewater-based products   The description should provide information on the following (at **least 3 out of 8 topics**):   1. Knowledge of legal context for urban waste collection and management and bio-based product production, including relevant case law. 2. Knowledge of the latest, most path-breaking circular economy case studies under the national legal framework you are applying to. 3. Understanding of urban biowaste & wastewater services management and obligations for municipality. 4. Experience in assisting public bodies on establishing the conditions for the technology design, development, field testing. 5. Experience in assisting private entities from the design stage of industrial/building projects through to filing applications for administrative permits. 6. Knowledge of national/regional policies on urban biowaste & wastewater-based products management, responsibilities of the concerned departments and future need to enhance legal regime to ensure environmentally sound and sustainable ways of dealing with waste collection to recovery practices. 7. Extensive dialogue experience with administrative authorities in conjunction with design offices. 8. Knowledge and experience in LCC (life cycle cost) approach.   **Response limit: 10 sides of A4** Scoring criteria:   * Strength and completeness of knowledge and experiences |

**ANNEX - TEMPLATE DECLARATION**

**CONFIDENTIALITY AND NON-DISCLOSURE UNDERTAKING**

BY

(1) **[ FULL NAME INCLUDING TITLE ]** residing at **[ FULL ADDRESS INCLUDING POSTCODE AND COUNTRY ]**, (the “Recipient”).

IN FAVOUR OF

The Coordinator “CETENMA” and “Sara Bedin” acting also in the name and on behalf of the other partners of HOOP Consortium:

CONSIDERING THAT

1. (A) The HOOP Consortium and partners intend to disclose certain Information (as defined below) to the Recipient for the purpose of determining potential conflicts of interest in relation to the HOOP Project Development Assistance (**“Purpose”**).
2. (B) It is vital to the commercial interests of the Consortium that the Recipient recognises the strictly confidential nature, as well as ownership, of the Information to which the Recipient may have access or which may be disclosed in furtherance of the Purpose.
3. (C) The Recipient hereby UNDERTAKES to fulfil and observe all of the terms and conditions of this Undertaking regardless of whether the Information is disclosed before or after the date of this Undertaking:
4. 1.1 The Recipient shall keep the Information strictly confidential and shall exercise at least the same degree of care as he exercises in respect of his own confidential information that he does not wish to be disclosed and will not use the Information for his own benefit or for the benefit of any other party or for any purposes other than those required or permitted by this Undertaking.
5. 2.2 The Recipient shall:
   1. 2.2.1 not disclose or divulge the Information to any third party person or organisation without the prior written consent of the Consortium or as expressly provided for in this Undertaking;
   2. 2.2.2 not use or exploit the Information for any purpose, except for the Purpose;
   3. 2.2.3 conspicuously label, where possible, all Information received by the Recipient as being the confidential information of the Consortium;
   4. 2.2.4 not copy, reproduce or store any Information or any part of it except as is strictly required for the Purpose or as otherwise expressly provided for in this Undertaking;
   5. 2.2.5 use all reasonable care to protect the Information from unauthorised use, harm, theft, exploitation, manipulation, modification, interference, misuse, misappropriation, copy or disclosure whatsoever, except as specifically authorised by the Consortium in writing; and
   6. 2.2.6 upon demand, inform the Consortium of the location of the Information and the measures that have been taken to preserve confidentiality.
6. 2.3 Information disclosed by the HOOP Consortium or partner(s) shall remain their sole and exclusive property. Save as expressly provided for in this Undertaking, no disclosure of Information shall be deemed to constitute, by implication or otherwise, the grant to the Recipient of any licence, title or right (including any intellectual property rights) in such Information.

2.4 The Recipient’s obligations under Clauses 2.1 and 2.2 shall not extend to any part of the Information that the Recipient can demonstrate by reference to written records to the Consortium’s reasonable satisfaction:

* 1. 2.4.1 was or is in the public domain or publicly known at the time of disclosure;
  2. 2.4.2 has lawfully become part of the public domain or has become publicly known after disclosure by publication or otherwise, provided that this is not due to any unauthorised act or any breach of this Undertaking by the Recipient;
  3. 2.4.3 was or is lawfully in the Recipient’s possession or readily available to the Recipient from another source, without restrictions in respect of disclosure or use; or
  4. 2.4.4 has been independently developed or acquired by or on behalf of the Recipient without reference to or reliance upon such Information or by a breach of this Undertaking.

2.5 The Recipient shall not make any announcement or otherwise disclose to any person the terms of this Undertaking without the prior written consent of the Company.

2.6 The Recipient shall, within two (2) months of completion of the Purpose or (if earlier) within thirty (30) days of receipt of a written request from the Consortium to do so:

1. 2.6.1 Return to the Company or destroy all Information and all copies in any form whatsoever;
2. 2.6.2 delete all Information from all retrieval systems and databases, or destroy the same; and
3. 2.6.3 certify in writing to the Company that he has complied with the requirements of this Clause 2.6.