Economic Operators, Contractors and Experts

Are you an Economic Operator, Contractor or Expert?

Following a **call for proposal** for a grant by the European Commission in the field of external action, **External Assessors** are assigned by Team Leaders to assess and evaluate the propositions submitted, and communicate the results of their assessment of the proposals to the European Commission.

Consult the **External Assessors User Manual** to learn how to:

1. **Define an assessment team**;
2. **Assign calls** to team leaders and individual assessors;
3. **Encode evaluations**, **revise scores** and **send the finalised evaluations** for calls for proposals to the EC.

Public Procurement Procedures

If you are an Economic Operator who has been awarded a Contract as part of a **Public Procurement Procedure** (open/restricted/negotiated procedure, in *direct management*), please view the dedicated online documentation on the **Funding & Tenders Portal eProcurement wiki**.

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- **Participant Registration (PIC Registration) and User Roles**
- **Manage My Area (manage Organisation details)**
- **Find and Participate in a Call**
- **Manage My Invitations**
- **Manage My Submissions**

Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020 and EOM 2021

Invitation and Submission

As of the **24/01/2020**, the contracting procedures under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020 and EOM 2021, **are managed in OPSYS**.

Shortlisted **Framework Contractors** receive an *invitation to submit a tender proposal* via the **Funding & Tenders Portal** > **Manage My Area** account (once logged-in). After *acknowledging the invitation*, *expressing willingness* to participate in the tender, *creating and submitting* a proposal via **eSubmission**, the Contractors are automatically notified by OPSYS if the proposal submitted has been *awarded*, *reserved* or *rejected* by the **Evaluation Committee**.

- **Acknowledge Invitation**
- **Express Willingness to Participate**
- **Create and Submit an Offer**

Contract Management

Please consult **Manage My Contracts** for all information concerning the **management of Specific Contracts** (e.g. award notifications, expert availability, signature of the contract, manage deliverables, amendments, etc.).

For all other Framework Contracts, the Framework Contractors must follow the existing procedures specified in the Guidelines, General Conditions and Terms of Reference of the relevant Framework Contract.

When working under **indirect management**, the European Commission usually signs a **Contribution Agreement** with the person or entity entrusted with the implementation of EU funds.

From the **2nd of October 2023**, EC Operational Managers can choose to launch certain types of **Contribution Agreements** under EU External Actions through **OPSYS**. The participation in the **initial phase** of this rollout in OPSYS is on a **voluntary basis**.

From the 01/02/2024, the encoding of Contribution Agreements in OPSYS will become mandatory.

During this voluntary phase and as an **entrusted partner** of the European Commission, and following your prior agreement with the Contracting Authority, you will be able to sign (with or without e-signature) and manage your Contribution Agreements entirely from the **Funding and Tender Opportunities Portal** – the single entry point for all external partners of the EC.

blocked URL View Contribution Agreements in OPSYS

The **Results-Oriented Monitoring (ROM)** is an IT application used as a *tool to prepare and manage the full cycle of mission reviews* for the **Results-Oriented Monitoring of Projects and Programmes**, from the preparation of the work plan, through to the finalisation of the ROM review and response of the European Commission services.

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- **ROM in OPSYS**
- **ROM Workplan**

- **ROM Reviews**
- **ROM Experts**

All ROM reviews created in the legacy system **ROM module** will continue to be managed in that system until completion (**ROM module documentation** – legacy system).

EU External Action has adopted a robust evaluation approach where the quality of an evaluation depends on the application of the appropriate **methodology and professional standards**. Part of this approach included the development of the Evaluation tool and library (**EVAL**), which is used for the management of project and programme, geographic, thematic or strategic evaluations contracted by DG INTPA, DG NEAR and FPI (both in Headquarters and in Delegations), as well as evaluations done by external partners.

As of **September 2023**, the EVAL tool is integrated into OPSYS (**OPSYS EVAL**), and following the issuing of the related instruction note, **all new evaluations are created and managed in OPSYS**.

All evaluations that were created in the legacy system **EVAL module** (that have reached the "Inception" phase) will continue to be managed in that system until completion (view corresponding **EVAL module documentation** for legacy systems).

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