



**Hungary-Slovakia-Romania-Ukraine**  
ENPI Cross-border Cooperation Programme



## **CALL FOR ASSESSORS**

published in the frame of

**Hungary-Slovakia-Romania-Ukraine**  
**ENPI CBC Programme**  
**2007-2013**

On behalf of the Hungarian National Development Agency acting as the Joint Managing Authority, VÁTI Nonprofit Kft. hosting the Joint Technical Secretariat (hereinafter JTS) of the Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Cooperation (HU-SK-RO-UA ENPI CBC) Programme 2007-2013, is launching the Call for Assessors to identify and select qualified and experienced professionals to join the Programme's **Pool of Assessors** to be set up for project assessment. The Assessors selected within the framework of this Call will be involved in the assessment process for the project applications submitted under the HU-SK-RO-UA ENPI CBC Programme 2007-2013. The Pool of Assessors will be set up for the period of 2009-2013 and will be regularly updated.

The Pool of Assessors created based on this Call will include only the candidates fulfilling the requested minimum requirements and meeting the selection criteria. Only the assessors registered in the Pool of Assessors will take part in the assessment process. Please note that being registered in the Pool of Assessors does not imply any obligations on VÁTI/JTS to award a contract to the successful candidates.

In order to be eligible applications and applicants have to comply with the criteria listed in the **Terms of Reference** annexed to this call that also contains other important details related to the tasks to be performed.

## TERMS OF REFERENCE (ToR)

### 1. BACKGROUND

#### 1.1. Programme information

The overall objective of the programme was formulated as follows:

*"to intensify and deepen the cooperation in an environmentally, socially and economically sustainable way between Zakarpatska, Ivano-Frankivska and Chernivetska regions of Ukraine and eligible and adjacent areas of Hungary, Romania and Slovakia"*

The achievement of the overall objective of the proposed strategy is envisaged by implementing measures that contribute to the achievement of the objective by their expected results. Foreseen measures are grouped into priorities. The aim of each priority has been established, as follows:

#### **Priority 1.: Promote economic and social development**

*Knowledge transfer and practice-sharing to promote joint developments of businesses and increase touristic attractiveness of the area.*

The measures grouped to address the aim of the priority are the following ones:

- Harmonised development of tourism
- Create better conditions for SME's and business development

#### **Priority 2.: Enhance environmental quality**

*To enhance the quality of air, waters, soil and forestry resources and reduce risks of damages on natural environment*

The measures grouped to address the aim of the priority are the following ones:

- Environmental protection, sustainable use and management of natural resources
- Emergency preparedness

#### **Priority 3.: Increase border efficiency**

*To increase efficiency of border management on the Ukrainian border*

The measure that addresses the aim of the priority is the following one:

- Improvement of border-crossing transport infrastructure and equipment at border controls

**Priority 3. is not a subject of this call for assessors as according to the decision of the Joint Monitoring Committee direct award procedure will be applied for the Priority 3.**

#### **Priority 4.: Support people to people cooperation**

*To improve the effectiveness of public services and increase mutual understanding of various groups of the society*

The measures grouped to address the aim of the priority are the following ones:

- Institutional cooperation
- Small scale “people to people” cooperation

The programme area is located on the Hungarian-Slovak-Romanian-Ukrainian border, and includes the following territorial units: Szabolcs-Szatmár-Bereg and Borsod-Abaúj-Zemplén (Hungary), Košický and Prešovský (Slovakia), Maramureş, Satu-Mare and Suceava (Romania), Zakarpatska, Ivano-Frankivska and Chernivetska (Ukraine). Suceava and Chernivetska are included on the basis of special rules.

The Programme entered into force on 23 September 2008, after the approval of the European Commission. The programme allocates **68.638.283 €** of European Neighbourhood and Partnership Instrument funding for the seven years.

More information about the HU-SK-RO-UA ENPI CBC Programme should be found at [www.huskroua-cbc.net](http://www.huskroua-cbc.net), [www.nfu.hu](http://www.nfu.hu), [www.vati.hu](http://www.vati.hu), [www.build.gov.sk](http://www.build.gov.sk), [www.mdrl.ro](http://www.mdrl.ro), [www.me.gov.ua](http://www.me.gov.ua).

#### **1.2. Aim of the Call**

The aim of the Call is to invite interested candidates possessing adequate experience and knowledge in the areas of cross-border cooperation, regional development, sectoral fields that are of Programme concerned, as well as specificities of the Hungary-Slovakia-Romania-Ukraine bordering region and establish the Pool of Assessors. By creation of the Pool of Assessors a tool for professional and equitable handling of the assessment process will be introduced. The selected assessors will perform the quality assessment of application forms submitted under the respective Call for Proposals.

Experts will be contracted depending on the publication of the calls for proposals and the need of expertise by the JTS. On behalf of the JMA the JTS is entitled to launch a new Call for Assessors in case of necessity to enlarge the Pool of Assessors during the programming period. However, this can have no effect on the status of the experts already in the pool. Experts will be free to resign from the pool, as well as the JTS also reserves the right to remove experts from the list in case of insufficient performance or if problems rise regarding the impartiality and/or confidentiality of an expert. The pool will be valid until it is not terminated by the JTS but till the 31<sup>st</sup> December 2014 the latest.

## **2. GENERAL INFORMATION**

### **2.1. Beneficiary**

The call is published by the HU-SK-RO-UA ENPI CBC JTS, hosted by VÁTI Nonprofit Kft., which is also the beneficiary of the procedure.

### **2.2. Call's objectives**

To invite interested candidates possessing adequate experience and knowledge in the areas mentioned in the present ToR and to create a list of project evaluation experts who will contribute to a high quality project evaluation and selection process within Hungary-Slovakia-Romania-Ukraine ENPI Cross-Border Cooperation Programme 2007-2013.

### **2.3. The tasks to be fulfilled**

The experts included in the database – following the submission of the projects – will provide technical assistance to HU-SK-RO-UA ENPI CBC JTS in evaluating the applications and their documentations and in preparing the decision related to the selection of the eligible projects.

- a) Qualitative evaluation of the project proposals using the given criteria and in the prescribed form (in case of scoring, besides the written evaluation, the justification for the awarded points are also needed). The experts shall analyze all professional parts of a project documentation both from a professional and financial point of view in order to assess the correctness and coherence of the documentation. The assessment shall cover when relevant the evaluation of the feasibility study and planning documentation (drawings) and/or the economical and financial documentation as well.
- b) Provide help in the preparation of the decision regarding the acceptance or rejection of the project proposals, part of which is a summary – based on a professional justification - of the project documentation;
- c) To provide further additional comments in exceptional and justified cases at the request of the JTS;
- d) To provide assistance to the Project Selection Committee and/or to the Joint Monitoring Committee. Assessors might be invited to the meetings of the aforementioned Committees.

To ensure impartial, professional and smooth assessment process experts will be given proper documentation and guidelines based on the Assessment Manual. Furthermore experts will have to attend a training regarding the evaluation process and they will have to follow the instructions of the responsible programme managers during the assessment process. The evaluation grids and the professional justification shall be completed both electronically and in written form. The written form shall be handed over to the JTS, bearing the signature of the evaluation expert.

The Assessors will perform quality assessment and scoring of project applications in accordance with the assessment grids and related Programme

documents and procedures. The documents are available at the Programme's website ([www.huskroua-cbc.net](http://www.huskroua-cbc.net)). The model of the evaluation grid is to be found in point 2.3. (page 22.) of the Guidelines for Grant Applicants. To ensure impartial, professional and smooth assessment process, the Assessment Manual will be developed.

## **2.4. Expected results**

A database will be created forming a pool of experts who will provide assistance to the HU-SK-RO-UA ENPI CBC JTS in evaluating and preparing the decision in case of submitted project proposals. All experts that comply with the criteria set in the present call will be included in the database, priority having those with the most expertise and knowledge in the chosen field. The contracting of experts will be linked to the calls for proposals based on the number of projects and the areas of intervention opened, taking into consideration the availability of experts in that given period too. Those with more professional experience will have priority in each case.

# **3. PLACE AND DURATION**

## **3.1. Place**

The place of execution is either Budapest, or the location of the expert. Nevertheless experts might be invited to perform certain tasks in Budapest, Hungary, as well as to Project Selection Committee and/or Joint Monitoring Committee meetings if proved necessary. Before contracting for a specific evaluation period experts will have to go through a training.

## **3.2. Project duration**

The pool will be created for the entire programme implementation period, thus being valid until the 31<sup>st</sup> of December 2014, if not being terminated earlier by the JTS.

Corresponding to the timeframe of the publications of call for proposals, experts will be contracted on an individual basis from the pool based on individual mandatory or service contracts. Experts will be contracted depending on the publication of the calls, the number of projects to be evaluated and the need of expertise by the JTS, respectively the availability of the expert. Experts might remain in the pool for the entire programme period. The pool will be up-dated from time to time; incl. with the publication of new calls for expression of interest in case there will be a shortage of experts.

Experts will be free to resign from the pool, as well as the JTS also reserves the right to remove experts from the list in case of insufficient performance, repeated unavailability or if problems arise regarding the impartiality and/or confidentiality of an expert.

## **4. SELECTION PROCEDURE**

Assessors shall be selected on the basis of their professional and technical ability to perform the assessment tasks.

### **4.1. Application process**

Interested candidates are requested to submit the following documents:

- Curriculum Vitae in English (in EU format as it can be found at [http://myeurocv.com/euroCVTemplate\\_en.doc](http://myeurocv.com/euroCVTemplate_en.doc))
- Application form filled in English
- Copies of diplomas, certificates and references in national languages (the translation of these documents might be requested before the contracting)

Curriculum Vitae shall comprise of personal information, employment history, education and training, personal skills and competencies.

In the documents, applicants must provide evidence that they possess the required skills, sufficient professional experience and sectoral expertise in the areas identified by the Programme.

### **4.2. Minimum requirements**

Only the candidates fulfilling the following minimal requirements will be taken into consideration:

- Be a citizen of an EU, EEA, IPA or ENPI country
- University degree in relevant field
- At least 5 years professional experience related to at least one of the intervention areas of the HU-SK-RO-UA ENPI CBC priority axes
- Sound knowledge of cross-border cooperation and/or EU Funds and/or project implementation
- Demonstrated knowledge on HU-SK-RO-UA ENPI CBC Programme 2007-2013, the regulatory framework of European Neighbourhood and Partnership Instrument and the general criteria for application and project selection in the Programme.
- Fluency in English, the assessors will be asked to write their assessment observations in English (knowledge of English Language shall be proved if possible by any existing document like certificates, diplomas, etc.)
- Proficiency in either Hungarian, Romanian, Slovak or Ukrainian language
- IT literacy

#### **4.3. Professional experience**

Proved expertise in one of the following areas of the Operational Programme:

- Tourism development
- Support of cross-border business cooperation
- Protection of the environment
- Emergency preparedness
- Networking, partnership development and capacity building
- Institutional cooperation
- Cooperation between communities

Sound knowledge of the requirements set by the legislative regulations related to the management of the EU Funds, especially the European Neighbourhood and Partnership Instrument. Furthermore, each selected expert shall have knowledge in the national legislation (Hungarian and/or Slovak and/or Romanian and/or Ukrainian) of the field of his/her professional expertise.

Thorough knowledge of the programme area, as well as the planning and regional/local development documents and strategies is an asset. Experience in the fields of cross-border cooperation, preferably INTERREG, PHARE CBC, TACIS CBC, project management, regional development, evaluation of projects and skills for compiling a financial and budgetary analysis of proposals will be considered as additional assets.

#### **4.4. Selection criteria**

Assessors will be selected within a processed agreed by the Joint Managing Authority, National Authorities and JTS. The Joint Technical Secretariat will inform candidates of whether they have been registered in the Pool of Assessors or whether they have been unsuccessful.

The Pool of Assessors will comprise of the candidates who successfully passed the selection process. The Pool of Assessors will be valid for the whole programming period of the HU-SK-RO-UA ENPI CBC Programme 2007-2013.

After creating the pool of assessors, the candidates fulfilling the minimal requirements shall be asked to prove their general knowledge on HU-SK-RO-UA ENPI CBC Operational Programme. Assessors shall be selected based on the following criteria:

- Proven skills in at least one of the intervention areas of the HU-SK-RO-UA ENPI CBC priority axes
- Ability to work in English and either Hungarian, Slovak, Romanian or Ukrainian

Each candidate application will be judged according to the above mentioned criteria.

## **5. CONTRACTING AND ASSIGNMENT OF WORK**

Inclusion in the database does not automatically mean that an order is issued for expert services, this being strongly influenced by the number, complexity and topics of the submitted project proposals. Connected to each evaluation session and based on the number of projects to be evaluated and the specific fields of intervention concerned, as well as the availability of experts a number of experts will be selected from the pool and contracted through individual mandatory or service contracts for that specific evaluation session by VÁTI Nonprofit Kft. on behalf of the JTS.

In each case the time when an order for services is issued will depend on the timeframe of publishing the call for proposals. The JTS is the one liable for selecting the experts for evaluation of the proposals from the created database and the selection shall be done by taking the most qualified experts first.

The experts will have to sign a statement of availability when entering the pool of experts.

On behalf of the Joint Managing Authority the Joint Technical Secretariat will ensure that project applications are assigned to assessors in a balanced manner with an appropriate rotation. Account shall also be taken on the geographical balance between the countries and the measures of the programme. Whilst maintaining the principle of choosing the most qualified experts, where appropriate, a balance between men and women will be ensured.

Service contracts will be signed between VÁTI Nonprofit Kft. on behalf of JTS and the assessors or, if employed by a legal person, by an authorized representatives of this entity. The remuneration of selected assessors will be decided when the contracts are signed taking into account complexness and extent of the assessed project application.

According to the decision of the Joint Monitoring Committee the gross fee (including VAT) offered for the evaluation of the soft projects is 80 EUR and that for investment projects is 150 EUR.

## **6. CONFLICT OF INTEREST**

In order to ensure the impartiality of assessors, the assessors should be independent from the institutional structure of the HU-SK-RO-UA ENPI CBC Programme. They will be required to sign a Declaration of Confidentiality and Impartiality proving that there is no conflict of interest between their job and performing the duties of assessor. The Declaration of Confidentiality and Impartiality will be an annexes to the contract concluded between the evaluator expert and the VÁTI Nonprofit Kft. - JTS.

For each task performed, the assessor selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Furthermore, assessors may not be personally involved in project elaboration or coordination or linked to another projects or activities implemented by the entities submitting project application under HU-SK-RO-UA ENPI CBC Programme.

Members or employees of the programme implementing bodies may not submit applications under this Call for Assessors and are excluded from the selection process.

## **7. DEADLINE**

The interested candidates have to submit their applications in one original paper version as well as via email. The paper version comprising of:

- Curriculum Vitae in English (in EU format)
- Application form filled in English
- Copies of diplomas, certificates and references in national languages

must be submitted by the 19<sup>th</sup> October 2009 by post or courier to the following address:

**JTS of HU-SK-RO-UA ENPI CBC Programme  
VÁTI Nonprofit Kft.  
Gellérthegy u. 30-32., H-1016 Budapest**

Each envelope, besides the name and address of the applicant, must contain the following wording: "Call for Assessors – HU-SK CBC 2007-2013" and "Not to be opened before the opening session!".

Evidence of timely submission by post or courier service will be constituted by the date of dispatch, the postmark or the date of the deposit slip.

The electronic version comprising of:

- Curriculum Vitae in English (in EU format)
- Application form filled in English

must be sent via email to [info@huskroua-cbc.net](mailto:info@huskroua-cbc.net) by the 19<sup>th</sup> October 2009, 16:00 at the latest.