



CALL FOR ASSESSORS

published in the frame of

HUNGARY-SLOVAKIA CROSS-BORDER CO-OPERATION PROGRAMME 2007 - 2013

On behalf of the Joint Technical Secretariat (hereinafter JTS) of the Hungary - Slovakia Cross Border Co-operation Programme 2007-2013 (HU-SK CBC 2007-2013) and in co-operation with the Hungarian National Development Agency acting as Managing Authority, VÁTI Non-profit Kft. is launching the 2nd 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 and concept notes submitted under the HU-SK CBC Programme 2007-13. The Pool of Assessors has been set up for the period of 2008-2013 and is 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 can take part in the assessment process as external experts. 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.

The candidates who have already applied within the 1st Call for Assessors launched in 2008 can not apply again as their application packages were already assessed. The successful candidates who were included in the Pool of Assessors within the 1st Call for Assessors automatically remain in the Pool and should not reapply again.

1 Introduction

Hungary – Slovakia Cross-border Co-operation Programme 2007-13 was approved by the EC Decision C/2007/6488 on 20th December 2007. The overall strategic goal “Increased level of economic and social integration of the border area” refers to the Community Strategic Guidelines. The following specific objectives are set within the Programme:

- Strengthened economic competitiveness of the border area
- Increased social and cultural coherence among people and communities
- Improved accessibility and communication of the border area
- Natural values protected.

The eligible area of the Programme comprises of the following territorial units: Győr-Moson-Sopron, Komárom-Esztergom, Pest, Nógrád, Heves, Borsod-Abaúj-Zemplén, Szabolcs-Szatmár-Bereg megye, Budapest in Hungary and Bratislava, Trnava, Nitra, Banská Bystrica and Košice Self-governing Regions in Slovakia. The HU-SK CBC Programme is financed under the ERDF with 175,6 million EUR available.

More information about the HU-SK CBC Programme should be found at www.husk-cbc.eu, www.nfu.hu, www.build.gov.sk a www.vati.hu.

2 Aim of the Call

The aim of the 2nd 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 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 and concept notes 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. JTS in cooperation with MA 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 31st December 2015 the latest.

3 Task of Assessors

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.husk-cbc.eu). To ensure impartial, professional and smooth assessment process, the Assessment Manual is developed.

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 (preferably in EU format)
- Application form filled in English
- Copies of diplomas, certificates and references in national languages
- Two Recommendation Letters

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

In the documents, candidates must provide evidence that they possess the required skills, sufficient professional experience and sectoral expertise in the areas identified by the Programme. The Recommendation Letters should be written by persons who previously worked with candidate and be focused on the area(s) under which candidate envisage his/ her assessment duties. Previous experience in those areas should be emphasized and performance of candidate evaluated.

4.2 Minimum requirements

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

- University degree in relevant field
- At least 3 years professional experience related to at least one of the intervention areas of the HU-SK CBC priority axes
- Sound knowledge of cross-border cooperation and/or Structural Funds and/or project implementation
- Proficiency in either Hungarian or Slovak language
- Fluency in English, the assessors will be asked to write their assessment observations in English
- IT literacy

Candidates must have proved expertise in one of the following areas of the Operational Programme:

- Support of cross-border business cooperation
- Co-operation in the field of R&D and innovation
- Tourism development
- Health care facilities
- Networking, partnership development and capacity building
- Cooperation in the labour market and education

- Cooperation between communities
- Protection of the environment
- Improvement of cross-border transport facilities
- Improvement of border crossing across river
- Improvement of cross-border communication channels

Sound knowledge of the requirements set by the legislative regulations related to the management of the EU Structural Funds, especially the European Regional Development Fund. Furthermore, each selected expert shall have knowledge in the national legislation (Hungarian and/or Slovak) 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, project management, regional development, evaluation of projects and skills for compiling a financial and budgetary analysis of proposals will be considered as additional assets.

4.3 Selection criteria

Assessors will be selected by the committee composed of the Managing Authority, National Authority 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 comprises of the candidates who successfully passed the selection process. The Pool of Assessors is valid for the lifetime of the HU-SK CBC Programme 2007 – 13.

After creating the pool of assessors, the candidates fulfilling the minimal requirements can be asked to prove their general knowledge on HU-SK Operational Programme. In this case, assessors will be selected for specific project proposals based on the following criteria:

- Proven skills in at least one of the intervention areas of the HU-SK CBC priority axes or HU-SK cross-border cooperation
- Ability to work in English and either Hungarian or Slovak
- Demonstrated knowledge on HU-SK CBC Programme 2007-13, the regulatory framework of European Territorial Co-operation and the general criteria for application and project selection in the Programme.

Also, candidates can be required to attend training organised by the JTS on the assessment methods and specific requirements before carrying out their assessments.

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

5 Performance of Assessment

The Joint Technical Secretariat in cooperation with the Managing Authority 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 both countries and the field of intervention. 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 Non-profit Kft. on behalf of JTS and the assessors or, if employed by a legal person, by an authorised representatives of this entity. The remuneration of selected assessors will be decided when the contracts are signed taking into account complexity and extent of the assessed project application.

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 CBC Programme. They will be required to sign a Declaration of Confidentiality and Impartiality proving that there is no conflict of interest between their work 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 Non-profit 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 CBC Programme.

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 (preferably in EU format)
- Application form filled in English
- Copies of diplomas, certificates and references in national languages
- Two Recommendation Letters

must be submitted by the **15th October 2009** by post or courier to the following address:

<p style="text-align: center;">JTS of HU-SK CBC Programme VÁTI Nonprofit Kft. Gellérthegy u. 30-32., H-1016 Budapest</p>

Each envelope, besides the name and address of the candidate, must contain the following wording: "Call for Assessors – HU-SK CBC 2007-2013".

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 (preferably in EU format)
- Application form filled in English

must be sent via email to hu-skjts@vati.hu by the 15th October 2009, 16:00 h. at the latest. **Please note that only application packages submitted by post as well as via email will be assessed.**

The 2nd Call for Assessors was published on 29th August 2009.