



**ENPI  
CBCMED**  
CROSS-BORDER COOPERATION  
IN THE MEDITERRANEAN



Programme funded by the  
**EUROPEAN UNION**

## **CALL FOR EXPRESSION OF INTEREST**

for the set up of a roster of technical experts (assessors) in charge of the  
evaluation of the project proposals

Only valid for calls for proposals on standard projects

**Regione Autonoma della Sardegna**

**Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme  
Operational Management Unit**

Call approved by Determination N. 37/1703 of 3 December 2009

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## **Art. 1 Background**

The ENPI CBC Mediterranean Sea Basin Programme 2007-2013 is a EU co-financed programme part of the cross-border cooperation component within the European Neighbourhood and Partnership Instrument (ENPI). It involves the regions of the European Union and those of the Mediterranean Partner Countries placed along the shores of the Mediterranean Sea Basin.

The Joint Operational Programme (JOP) has been approved by the European Commission Decision C (2008) 4242 of August 14th, 2008.

The overall objective of the Programme is to contribute to the promotion of a sustainable and harmonious cooperation process at the Mediterranean Basin level by dealing with common issues and enhancing its endogenous potential. The Joint Managing Authority (JMA) of the Programme is the Autonomous Region of Sardinia, located in Cagliari (Italy). More information is available at [www.enpicbcmcd.eu](http://www.enpicbcmcd.eu).

The Programme aims at financing cross-border cooperation projects focusing on four thematic priorities:

1. Promotion of socio-economic development and enhancement of territories;
2. Promotion of environmental sustainability at the basin level;
3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals;
4. Promotion of cultural dialogue and local governance.

Projects financed under the Programme will be selected through calls for proposals. Projects evaluation will be carried out by the Projects Selection Committee (PSC): this joint structure, chaired by the JMA, is composed by seven voting members - representing seven participating countries in the Programme, selected on the basis of a rotation mechanism - and a representative of the European Commission with a consultative status. During the evaluation phase, the PSC will be supported by a team of experts (assessors) recruited by the JMA.

## **Art. 2 Invitation**

The Joint Managing Authority hereby invites applications from natural persons with a view to set up a roster of independent experts (assessors) supporting the Project Selection Committee (PSC) during the assessment of the project proposals related to calls for proposals for standard projects. Interested candidates are invited to apply in accordance with the provisions of this call (see section 6).

## **Art. 3 Description of the assignment**

Selected assessors will assist the PSC in the technical and financial evaluation of the proposals submitted under the different calls in accordance with the Project Evaluation Grid and the selection and award criteria approved by the Joint Monitoring Committee (JMC).

Assessors will have to complete each section of the Project Evaluation Grid (see below) with clear comments for each sub-section, duly substantiating the score given at each stage. The final evaluation for each proposal should contain sufficient information to justify the total score assigned.



## Project Evaluation Grid <sup>1</sup>

<b>Sections</b>
<b>1. Partnership: Technical, financial and operational capacity</b>
1.1 Does the applicant have sufficient and proven experience of project management?
1.2 What is the level of technical expertise of the partnership (in particular, knowledge of the issues to be addressed)? What are the management capacities of the applicant and its partners (in terms of quality of staff, equipment and ability to handle the budget for the project)?
1.3 Is the institutional status of the partnership components adapted to the activities to be implemented?
1.4 Are the tasks of the Project coordinator and Financial manager listed in the Application Form sufficiently detailed?
1.5 Do the applicant and its partners have stable and sufficient financial resources?
1.6 Is the partnership balanced? In particular, does each partner bring a technical and financial contribution to the activities of the project?
<b>2. Relevance</b>
2.1 Is the project proposal relevant to the Programme general objective and to the aims of the Priority for which the application is submitted? In particular does the proposal have a real cross-border impact?
2.2 Is the proposal relevant to the particular needs and constraints of the target territories?
2.3 Are the final beneficiaries and target groups clearly defined and strategically selected? Have their needs been clearly defined and does the project proposal address them appropriately?
2.4 Does the project proposal contain innovative features avoiding duplication and promoting synergies with other current initiatives, policies and strategies implemented in the cooperation area?
<b>3. Methodology</b>
3.1 According to the Logical Framework, are the proposed activities appropriate, practical, and consistent with the objectives and expected results?
3.2 Is the overall design of the project coherent? In particular, does it take into account external factors and the analysis of the problems involved? Is the relation between the activities-outputs-results-objectives well structured?
3.3 Does the proposal contain objectively verifiable and appropriate indicators for measuring the outcome of the project?
3.4 Is the action plan clear, realistic and feasible?
3.5 Is the methodology for management and coordination of the project clearly defined and efficient? In particular, is the proposed approach for internal project monitoring & assessment satisfactory?
3.6 Does the proposed project methodology allow the achievement of the objectives of the Priority/measure(s) for which the application is made?
<b>4. Sustainability</b>
4.1 Is the project likely to have a tangible impact on the target groups?
4.2 Is the project proposal likely to have multiplier effects (including scope for replication and extension of the deliverables, dissemination of information, distribution of publications and maintenance of the project website after the end of the project)?
<ul style="list-style-type: none"> <li>• Are the expected results of the proposed project sustainable:               <ul style="list-style-type: none"> <li>• financially (how will the activities be financed after the Programme funding ends?);</li> <li>• institutionally (will structures allowing the activities to continue be in place at the end of the project? Will there be local and joint "ownership" of the results of the project?);</li> <li>• at level of national and local policies (where applicable) (what will be the structural impact of the project — e.g. will it lead to improved legislation, regulations, planning methods, etc?);</li> <li>• environmentally (if applicable) (will the project have a negative/positive environmental impact?)</li> </ul> </li> <li>• Is the communication strategy clearly defined in order to ensure an efficient and well-targeted dissemination and capitalisation of the project results?</li> </ul>

<sup>1</sup> Only valid for the first calls for proposals on standard projects.



<b>5. Budget and cost-effectiveness</b>
5.1 Is the ratio between the estimated costs and the expected results satisfactory?
5.2 Is the proposed expenditure necessary for the implementation of the project (including project management and communication strategy)?
5.3 Is the budget logically planned and distributed along the duration of the project?
5.4 Are the budget allocated to each cost category and the activities carried out coherent?

#### **Art. 4 Necessary requirements**

To be included in the roster of experts, applicants must fulfil the following requirements:

- be citizen of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation, a country that is a beneficiary of an Instrument for Pre-Accession Assistance (IPA), or a Member State of the European Economic Area (according to article 21.1 of the Regulation (EC) No 1638/2006 establishing a European Neighbourhood and Partnership Instrument);
- have a level of education which corresponds to completed university studies attested by a degree;
- have a professional experience (at least 5 years) in the public or private sector in one or more of the evaluation fields mentioned in paragraph 5 together with a good knowledge of external aid and/or EU-funded projects/programmes;
- have a good knowledge of both English and French;
- have a prior experience in technical and financial assessment of tenders or project proposals under international/EU funded cooperation programmes;
- be computer literate.

The following elements will be considered as additional assets:

- experience in managing and implementing international/UE cooperation programmes/projects;
- relevant professional experience in the Programme cooperation area, in particular in the Mediterranean Partner Countries.

#### **Art. 5 Evaluation fields**

Applicants will have to provide their expertise in the fields of evaluation related to one or more of the 4 Programme Priorities and 10 Measures as mentioned below.

##### **Priority 1 - Promotion of socio-economic development and enhancement of territories**

Measure 1.1: Support to innovation and research in the process of local development of the Mediterranean Sea Basin countries

Measure 1.2: Strengthening economic clusters creating synergies among potentials of the Mediterranean Sea Basin countries

Measure 1.3: Strengthening the national strategies of territorial planning by integrating the different levels, and promotion of balanced and sustainable socio-economic development



### **Priority 2 - Promotion of environmental sustainability at the basin level**

Measure 2.1: Prevention and reduction of risk factors for the environment and enhancement of natural common heritage

Measure 2.2: Promotion of renewable energy use and improvement of energy efficiency contributing to addressing, among other challenges, climate change

### **Priority 3 - Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals**

Measure 3.1: Support to people flows among territories as a means of cultural, social and economic enrichment

Measure 3.2: Improvement of conditions and modalities of circulation of goods and capitals among the territories

### **Priority 4 - Promotion of cultural dialogue and local governance**

Measure 4.1: Support to mobility, exchanges, training and professionalism of young people

Measure 4.2: Support to the artistic creativity in all its expressions to encourage dialogue among communities

Measure 4.3: Improvement of the governance processes at local level

Applicants should clearly indicate in their application their domain or domains of competence in one or more above mentioned fields .

## **Art. 6 Application procedure**

Applicants shall submit the following documents, completed in English or French:

1. **Application form.** Under penalty of exclusion, it must be used the format (Attachment A), available on the Programme website: [www.enpicbmed.eu](http://www.enpicbmed.eu) (other formats will not be considered);
2. **Curriculum Vitae.** Under penalty of exclusion, it must be used the European format (Attachment B) available on the Programme website: [www.enpicbmed.eu](http://www.enpicbmed.eu) (other formats will not be considered);
3. **A cover letter**, under penalty of exclusion, describing briefly the experience, qualifications, skills and motivation to perform the tasks for which the application is submitted (maximum one page in the same language chosen for the drafting of the Application Form and the CV).

**All the documents must be duly dated and originally signed, under penalty of exclusion.**

A copy of a **valid Identification Document** shall be attached to the application.

Under penalty of exclusion, applications should be sent by **11 January 2010**, by certified mail (with return receipt), private-courier service or delivered by hand (Monday to Friday, from 10.00 to 13.00, and, only on Tuesday and Wednesday, from 16.00 to 18.00), in a closed envelope indicating name, surname and address of the sender and wording “ENPI CBC Med – Call for Assessors” to the following address:



**Regione Autonoma della Sardegna – Presidenza**  
**Autorità di Gestione Comune del Programma “ENPI Bacino del Mediterraneo”**  
**Via Bacaredda 184 - 09127 Cagliari (Italy)**

The postmark or international express courier accompanying note will be considered proof of postage date.

**Applications incomplete or not sent within the set deadline will not be accepted.**

The declarations contained in the application are subject to controls, as per D.P.R 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445 of 28.12.2000 in case of false declarations, if the controls reveal that the content of the declarations is false, the concerned person will be deprived from the benefits possibly acquired.

The non-respect of the terms and modalities for the presentation of the applications lead to the exclusion from the selection.

**Art. 7 Selection procedure and assignment of contracts**

A dedicated commission, established by the JMA , will check the formal regularity of the submitted applications and will exclude the applicants who do not satisfy to the necessary requirements foreseen in article 4 of this call. Only experts having the required qualifications (see par. 4) will be included in the roster. The inclusion in the roster of experts does not bear the right to be assigned any contract by the Joint Managing Authority.

The selection process will ensure transparency and balanced representation of participating countries, while respecting equality of opportunities and non-discrimination principles.

Before signing the contract with the JMA, the selected candidates may be requested to present supporting documents (i.e., copy of university degree, certificates of working experience, etc.). The JMA may not sign the contracts with the candidates who will not be able to certify the declarations contained in the application and in the CV.

The number of assessors to be contracted will depend on the specific needs of the Joint Managing Authority in consideration of the number of projects proposals received.

The creation of the roster of experts does not give rise neither to any selection procedure nor to the attribution of a score for the quality of the applications and does not establish any ranking. This roster will only serve as a database for the identification of the applicants having the required qualifications for the assignment of contracts.

**Art. 8 Validity of the roster**

The roster of experts, constituted on the basis of the present call, will be valid for 4 years after its publication. It may be updated on a yearly basis.



### **Art. 9 Fees**

Once selected, experts will be contracted individually by the JMA following their selection for evaluation tasks. The fixed rate for the evaluation will be EUR 250 (VAT excluded, other duties and taxes included) per project evaluation note.

Travel and accommodation costs, where applicable, will be reimbursed according to the rules applicable to the staff of the JMA.

### **Art. 10 Working modalities**

Assessors might be requested to carry out their work either at the JMA premises in Cagliari or at their habitual working place, taking into consideration the specific needs related to the evaluation procedure, according to the calendar fixed by the PSC, mostly using their own equipments.

Meetings with the JMA and PSC members will normally take place in Cagliari or Rome in the start up or final phase of the evaluation.

### **Art. 11 Conflict of interest**

At the time of the appointment, selected assessors are required to sign a declaration that no conflict of interest exists and that they undertake to inform the JMA if any situation of conflict, even potential, arises while carrying out their duties.

They must be independent and must not enter or have entered either in technical assistance to the Programme nor in the preparation phase of standard projects involved.

### **Art. 12 Confidentiality**

Assessors will have to observe complete confidentiality of the information and documents brought to their attention during the whole evaluation process as well as on the results of the evaluation. To this regards, they will have to sign a declaration of confidentiality in which they commit not to disclose any information related to the projects evaluation process.

### **Art. 13 Personal data treatment**

Personal data submitted by the applicants will be only used for the participation to the present call and for the possible signature of a contract with the Joint Managing Authority, according to the Italian law in force (Legislative Decree N. 196/2003).

### **Art. 14 Publication of the call and results of the selection**

This call is elaborated in English and French and published on the official website of the Programme [www.enpicbmed.eu](http://www.enpicbmed.eu). In case of differences among the two versions, the english version prevails.

The results of the procedure will be published on the Programme website.



### **Art. 15 Various and final provisions**

The JMA reserves the right to modify, extend, suspend entirely or partially or revoke this call. The participation in the selection procedure involves the implicit and unconditional acceptance of the provisions of this call.

For any further information, please contact the JMA by email [enpi.med@regione.sardegna.it](mailto:enpi.med@regione.sardegna.it) or visit the website of the Programme [www.enpicbmed.eu](http://www.enpicbmed.eu).

**The Head of the  
Operational Management Unit  
Joint Managing Authority**  
Anna Paola Mura