



## CALL FOR ASSESSORS

published in the frame of

### **Hungary-Slovakia-Romania-Ukraine European Neighbourhood Instrument Cross-border Cooperation Programme 2014-2020**

On behalf of the Ministry of Foreign Affairs and Trade of Hungary acting as the Managing Authority (hereinafter referred to as MA), the Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company (hereinafter referred to as SZPO) hosting the Joint Technical Secretariat (hereinafter referred to as JTS) of the Hungary-Slovakia-Romania-Ukraine ENI Cross-border Cooperation Programme 2014-2020 (hereinafter referred to as Programme), is launching the Call for Assessors to identify and select qualified and experienced professionals to join the Programme's **Pool of Assessors**. The Assessors selected within the framework of this Call will be included in the Pool of Assessors with the aim to assess project applications submitted under the HU-SK-RO-UA ENI CBC Programme 2014-2020. The Pool of Assessors is set up for the period of 2014-2020 and will be updated, if needed.

The Pool of Assessors will include only candidates fulfilling the requested requirements and meeting the selection criteria. Only 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 SzPO/JTS to select from the pool and 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.

**Please note that those assessors who received confirmation in 2018 that they have been registered in the Pool of Assessors, do not need to apply again within this Call. The pool of assessors has been set up for the entire 2014-2020 period and will be valid until the 31<sup>st</sup> of December, 2020.**

## TERMS OF REFERENCE (ToR)

### 1. BACKGROUND

#### 1.1. Programme information

The overall objective and vision of the programme was formulated as follows:

*“In 2030 the area along the borders of Ukraine with the three Member States of Hungary, Slovakia and Romania is a cooperative cross-border region that efficiently functions and works together in the field of promotion of local culture and preservation of historical heritage, environmental protection, climate change adaptation and disaster management. The cross-border accessibility among Ukraine and the three Member States does not hinder day-to-day cross-border cooperation, while safety and security and including border management is assured on an adequate level. Cooperation is an integral and natural part of the daily life of the people living and authorities operating here”.*

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 priorities are grouped into priorities. The aim of each priority has been established, as follows:

The Projects financed from the programme budget can be implemented in the following territorial units:

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. Besides the seven core and three adjoining regions the following major social, economic or cultural centres are identified by the Programme: Budapest (Hungary), Debrecen (Hungary), Eger (Hungary), Bratislava (Slovakia), Bucharest (Romania), Cluj Napoca (Romania), Kiev (Ukraine). The above mentioned centres are involved in all priorities of the programme.

The Programme entered into force on 17 December 2015, after the approval of the European Commission. The programme allocates **73.952.000 EUR** of European Neighbourhood Instrument funding for the entire programming period

More information about the HU-SK-RO-UA ENI CBC Programme can be found at

<https://huskroua-cbc.eu/>

#### 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 concern, as well as specificities of the Hungary-Slovakia-Romania-Ukraine bordering region and set up the Pool of Assessors. The selected assessors from the Pool will perform the quality assessment of application forms and their annexes submitted under the respective Calls for Proposals.

Assessors will be contracted depending on the publication of the calls for proposals and the need of expertise by the JTS. On behalf of the MA 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 assessors already in the pool. Assessors will be free to resign from the pool, as well as the JTS also reserves the right to remove assessors from the list in case of insufficient performance or if problems rise regarding the impartiality and/or confidentiality of an assessor. The pool will be valid as long as it is not terminated by the Programme but until the 31<sup>st</sup> December 2020 the latest.

## **2. GENERAL INFORMATION**

### **2.1. Beneficiary**

The call is published by the HU-SK-RO-UA ENI CBC JTS, hosted by Széchenyi Programme Office Nonprofit Llc., 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 assessors who will contribute to a high quality project evaluation and selection process within Hungary-Slovakia-Romania-Ukraine ENI Cross-Border Cooperation Programme 2014-2020.

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

The assessors selected from the database – following the submission of the projects – will provide technical assistance to HU-SK-RO-UA ENI CBC JTS in evaluating the applications and their documentations and in preparing the decision related to the selection of the awarded projects.

- a) Qualitative evaluation of the project proposals using the given evaluation criteria and in the prescribed form published for each Call for Proposals and available at the Programme's website. The assessors shall analyse all professional parts of a project documentation both from a technical and financial point of view in order to assess the correctness and coherence of the documentation. The assessment shall cover, when relevant<sup>1</sup>, the evaluation of the feasibility study and technical documentation (drawings) and/or the economic and financial documentation as well. The assessors shall provide detailed explanation of their evaluation and propose conditions if any.
- 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 Joint Monitoring Committee. Assessors might be invited to the meetings of the JMC to present the results of their assessment and answer questions from JMC members.

To ensure impartial, professional and smooth assessment process assessors will be given proper documentation and guidelines based on the Assessment Manual. Furthermore assessors will be obliged to attend a training regarding the evaluation process and they shall 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

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<sup>1</sup> In case of project with infrastructure component

handed over to the JTS, bearing the signature of the assessor. Assessors will perform quality assessment and scoring of project applications in accordance with the evaluation grids and related Programme documents and procedures. The documents are available at the Programme's website (<https://huskroua-cbc.eu/>). The model of the evaluation grid is to be found in the Guidelines for Grant Applicants of the respective Calls for proposals.

## **2.4. Expected results**

A database will be created forming a pool of assessors who may be requested to provide assistance to the HU-SK-RO-UA ENI CBC JTS in evaluating and preparing the decision in case of submitted project proposals. All assessors that comply with the criteria set in the present call will be included in the database, but priority of selection will be given to those with the most expertise and knowledge in the chosen field. The contracting of assessors will be linked to the call for proposals based on the number of projects and the areas of intervention opened, taking into consideration the availability of assessors 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 assessor. Nevertheless assessors might be invited to perform certain tasks in Budapest, Hungary, as well as to Joint Monitoring Committee meetings if proved necessary. Before contracting for a specific evaluation period assessors will have to attend a training which will be delivered by the JTS.

### **3.2. Project duration**

The pool has been created for the entire programme implementation period, thus being valid until the 31<sup>st</sup> of December 2020 if not being terminated earlier by the JTS.

Corresponding to the timeframe of the publications of call for proposals, assessors will be contracted on an individual basis from the pool based on individual mandatory or service contracts. Assessors will be contracted depending on the publication of the calls, the number of projects to be evaluated and the need of expertise, respectively the availability of the assessor. Assessors might remain in the pool for the entire programme period. The pool will be updated if needed from time to time; incl. with the publication of new calls for expression of interest in case there will be a shortage of assessors.

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

## **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 with photo (EU format as it can be found at)

<http://europass.cedefop.europa.eu/documents/curriculum-vitae>

- Application form filled in English
- Proof of education, professional experience and language knowledge (scan only)

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. Requirements**

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

- College and/or University degree (at least Bachelor degree completed with a diploma) relevant to the Priorities of the Programme;
- At least 3 years of professional experience related to at least one of the intervention areas of the HU-SK-RO-UA ENI CBC priorities
- Experience in the assessment of European Territorial Cooperation projects and/or other projects financed by the European Union with grant amount above 100.000 EUR.
- Sound knowledge of cross-border cooperation and/or EU Funds and/or project implementation
- Demonstrated knowledge on HU-SK-RO-UA ENI CBC Programme 2014-2020, the regulatory framework of European Neighbourhood Instrument and the general criteria for application and project selection in the Programme.
- Fluency in English (speaking, reading, writing), since the assessors will be asked to understand the project elaborated in English and write their assessment observations in English (knowledge of English language shall be proved by any existing document e.g. 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 Joint Operational Programme:

- Promoting local culture and historical heritage along with tourism functions (TO3-P1);
- Preservation and sustainable use of common natural values (TO6-P1);
- Energy efficiency and the use of renewable energy resources (TO6-P1);
- Waste management and wastewater treatment (TO6-P1);
- Development of transport infrastructure (TO7-P1);
- Prevention of natural and man-made disasters (TO8-P1);
- Emergency situations (TO8-P1);
- Support to the development of health (TO8-P2).

Sound knowledge of the requirements set by the regulations related to the management of the EU Funds, especially the European Neighbourhood Instrument. Furthermore, each selected assessor 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 ETC, IPA CBC, ENPI CBC, ENI CBC, 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.

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

Assessors will be selected from the Pool of Assessors based on the evaluation of the requirements defined in the Terms of Reference.

The final pool of assessors shall be approved by the National Authorities. The JTS will inform candidates if they have been registered in the Pool of Assessors or whether they have been unsuccessful.

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

Inclusion in the database does not automatically mean that an order is issued for assessment 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 assessors a number of assessors will be selected from the pool and contracted through individual mandatory or service contracts for that specific evaluation session by Széchenyi Programme Office Nonprofit Llc., 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 assessors for evaluation of the proposals from the created database and the selection shall be done by taking the most qualified assessors first.

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

On behalf of the Managing Authority the Joint Technical Secretariat will ensure that project applications are assigned to assessors in a balanced manner. 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 assessors, where appropriate, a balance between men and women will be ensured.

Service contracts will be signed between Széchenyi Programme Office Nonprofit Llc 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 complexity and extent of the assessed project application.

Following the project assessment carried out for the Programme, the external assessor shall be entitled to a fee of:

- a) .
- b) Net 150 EUR per each regular project application with investment element assessed.
- c) Net 100 EUR per each regular project application only with soft elements

assessed.

In case the work carried out by the external assessor will be of poor quality, delayed or not in line with the contract and documents specified in point 2.3 above, the JTS will ask the assessor to amend or complement its assessment. The assessor will have two working days to do so. If he/she will not provide satisfactory amendments/completions, the JTS will be allowed to cancel the remuneration for the assessment in question and to withdraw the assessor from the pool.

## **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 ENI 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 annex to the contract concluded between the assessor and the Széchenyi Programme Office Nonprofit Llc - 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 ENI CBC Programme.

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

## **7. DEADLINE**

Interested candidates have to submit their scanned applications via e-mail. The application comprising of

- Application form filled in English
- Curriculum Vitae in English with photo (EU format as it can be found at <http://europass.cedefop.europa.eu/documents/curriculum-vitae>)
- Proof of education, professional experience and language knowledge

must be submitted by the **31<sup>st</sup> of January, 2020**

via e-mail to [call@huskroua-cbc.eu](mailto:call@huskroua-cbc.eu)

The above mentioned documents and the **full version of the present call** can be downloaded from:

<https://huskroua-cbc.eu/>

More information on the HU-SK-RO-UA ENI CBC Programme can be found at: <https://huskroua-cbc.eu/>