



CALL FOR APPLICATION

FOR SUPPORT EXPERT OF THE UKRAINIAN CONTROL CONTACT POINT

published in the frame of

**Hungary-Slovakia-Romania-Ukraine
ENI CBC 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 (HU-SK-RO-UA ENI CBC) Programme 2014-2020 (hereinafter referred to as Programme), is launching the Call for Application for the position of **Support Expert for the Control Contact Point (CCP) in Ukraine** (Ministry of Finance of Ukraine) in order to identify and select qualified and experienced professional to be engaged in the headquarters of the Ministry of Finance of Ukraine, in Kiev.

The expert selected within the framework of this Call will support the smooth execution of Control Contact Point responsibilities in accordance with the contractual procedures, EU and national specific legislation, provisions of the Framework Agreement, instructions of the Ministry of Finance of Ukraine, Managing Authority and Joint Monitoring Committee decisions in the frame of the HU-SK-RO-UA ENI CBC Programme 2014-2020.

In order to be eligible 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
for selection of the Support Expert of the Ukrainian Control Contact Point

1. BACKGROUND

1.1. Programme information

The objective of the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme is to develop and implement cross-border cooperation projects in the specified programme area and to intensify the cooperation between Zakarpattya, Ivano-Frankivsk and Chernivtsi regions of Ukraine and the eligible and adjacent areas of Hungary, Romania and Slovakia in order to initiate progress on the fields of existing social, economic, infrastructural and environmental difficulties. For achieving its goals the programme is aiming to select a competent and professional person for the position of the Support Expert of the Contact Control Point in Ukraine (Ministry of Finance of Ukraine).

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, thematic objectives and priorities of the Programme concerned as well as the Ukrainian national legislative provisions of cross-border cooperation.

2. GENERAL INFORMATION

2.1 Description of the task

In line with Article 20 and 31 of the ENI CBC Implementing Regulation (EC no. 897/2014) and the Joint Operational Programme document (hereinafter referred to as JOP) the overall task of the Contact Control Point in Ukraine is to support the Managing Authority in its control of the programme obligations.

The selected Support Expert will assist the Contact Control Point in the mentioned above task in particular:

- will be responsible for assisting the CCP in performing the functions related to the organization of verification of costs incurred by the main partners and/or partners (residents) in the implementation of projects in Ukraine in accordance with the Financing agreement of Joint Operational Program of cross-border cooperation and national legislation,
- will ensure cooperation with the State Audit Office of Ukraine, the Public Oversight Body of Audit Activities, the Audit Chamber of Ukraine, the Program bodies of Joint Operational Program of Cross-Border Cooperation and other MCS bodies.

2.2 The tasks to be fulfilled by the hosting institutions

The SZPO hosting the Joint Technical Secretariat transfers the annual contribution received from the Programme to the fees of the Support Expert of the Ukrainian Contact Control Point, or any other costs connected to fulfilling the tasks.

2.3 The tasks to be fulfilled by the Support Expert of the Contact Control Point in Ukraine

- clarification of requests under the Program for the application of national legislation in the areas of taxation, accounting and auditing, remuneration, and other issues;
- participation in the development of documents for project partners under the Program in order to prepare reports;
- participation in the development of documents for independent auditors in order to verify the costs of projects under the Program;
- providing information to potential or individual auditors or other participants, at the request of JTS-IB / MA CCP (including by phone and e-mail);
- participation in the organization of trainings of the independent auditors who have passed competitive selection;
- ensuring cooperation with regulators in the field of external control and audit, their territorial bodies to ensure inspections of project implementation under the Program in the field in accordance with the annual control plan;
- participation in the analysis of reports on audits by independent auditors, taking into account its assessment of compliance with international auditing standards, conducted by the Audit Chamber of Ukraine;
- participation in the formation of the annual plan for monitoring the results of risk analysis to identify ineligible costs;
- participation in the monitoring and control of projects under the Program during all stages of their implementation;
- supporting the MA in preparing the evaluation and selection procedure, ensuring compliance with the specifics of national legislation for their country;
- examine and / or suggest a revision of the program, which may lead to a more effective implementation of the program;
- study the reports of the MA and take appropriate measures at the national level, when necessary;
- study of any disputes brought to the attention of the MA, provision of information on national problems and peculiarities, where appropriate, resolution of disputes, if required by the MA;
- study of annual reports;
- study of annual monitoring and evaluation plans;
- study of annual information and communication plans;
- other issues related to the objectives of the Program;
- supports project evaluation, audit, verification and control missions, provides information and documents, and is responsible for the strict and timely implementation of recommendations in their specific area of activity;
- assists in the monitoring of large infrastructure projects and ensures the efficiency, quality and compliance with the specific procedure of the Program and the financing of the JTS;
- other issues identified by the CCP.

To have a broader view of the Program please check out the programming document on the website: <https://huskroua-cbc.eu/>

2.4 Expected results

The candidate for the position of the Support Expert of the Ukrainian Contact Control Point will be selected by the recruitment committee and will operate for the Ukrainian Contact Control Point (Ministry of Finance in Ukraine).

- Requests under the Program for the application of national legislation in the areas of taxation, accounting and auditing, remuneration, and other issues clarified
- documents for independent auditors in order to verify the costs of projects under the Program developed under the participation of the Support Expert
- information provided to potential or individual auditors or other participants, at the request of JTS-IB / MA CC
- trainings for the independent auditors prepared
- inspections of project implementation under the Program in accordance with the annual control plan done
- monitoring and control of projects under the Program during all stages of their implementation performed under the assistance of the Support Expert
- revision of the program, which may lead to a more effective implementation performed
- reports of the MA checked and appropriate measures at the national level initiated
- disputes brought to the attention of the MA, provision of information on national problems and peculiarities, resolution of disputes, annual reports, annual monitoring and evaluation plan, annual information and communication plans have been studied by the Support Expert.
- project evaluation, audit, verification and control missions supported.

3. PLACE AND DURATION

3.1 Place

The most work should be done off-line.

If it is a need the expert can perform the tasks and duties in the premise of Contact Control Point in Ukraine: 12/2 M. Hrushevskoho str., Kyiv, 01008.

The Support Expert may perform visits to the Programme eligible regions in Ukraine and missions abroad if necessary.

3.2 Project duration

The intended commencement date is the **1st of April, 2021** and the implementation period will be **21 months** from the signature of the contract.

The JTS, after consulting the CCP and MA may, at its own discretion, extend the engagement in duration, however, it ends at the latest on 31st of December, 2022. Any subsequent extension of the contract would be subject to satisfactory performance by the Support Expert. This shall be judged, in particular, in terms of the progress towards the achievement of the purpose, and the delivery of the anticipated results.

The JTS reserves the right to terminate the agreement in case of insufficient performance, repeated unavailability or if problems arise regarding the impartiality and/or confidentiality of the expert.

4. SELECTION PROCEDURE

The support expert shall be selected on the basis of his/her professional and technical ability to perform the defined tasks.

4.1 Application process

Interested candidates are requested to submit the following documents via e-mail:

- Curriculum Vitae in English with photo (EU format as it can be found at <http://europass.cedefop.europa.eu/documents/curriculum-vitae>)
- Motivation letter in English
- proof of education, professional experience and language knowledge in national languages (scan only)

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

The motivation letter shall contain the description of the previous experience in the professional field.

Applicants must provide evidence they possess the required skills, sufficient professional experience.

4.2 Requirements

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

- higher education, preferably economic/financial or related fields;
- computer literacy (MS Office - Word, Power Point, Excel)
- good organizational, administrative and communication skills;
- excellent reporting skills;
- initiative and focus on solving problems;
- knowledge of English at the working level (B2), fluency in Ukrainian
- at least 5 years of work experience (preferably in Ukraine), including at least 3 years of experience in verifying financial calculations/expenses.
- He/she must have experience in working with local/regional/national authorities.

Specific professional experience represents an advantage:

- The expert must be familiar with the legal basis of the Program,
- He/she must have a comprehensive knowledge of the procedures of the Program, as well as the national legal framework for projects in Ukraine, in particular related to procurement procedures, charges, tax, labor relations, budget and financial rights.
- He/she must have experience in auditing costs/procedures of Ukrainian legal entities (at least 1 year, 2 audits performed).

- Previous experience with EU-funded projects, as well as an understanding of the reporting rules and reporting requirements of these Programs, will be a strong advantage.

The expert must be independent and free from conflicts of interest in the area of responsibility he/she assumes.

In addition, he/she must:

- be completely independent of other institutions involved in the management and control of the Program;
- be completely independent of the process of preparation and implementation of projects under the Program;
- ensure the correctness and reliability of reporting on implemented measures;
- act in accordance with agreed procedures

The selection of the proper Support Expert shall be managed via **open procedure in line with relevant national legislation of the Managing Authority of the Programme**. Thus, every natural person has the right to apply, if fulfils all requirements.

The recruitment committee consists of the representatives of the following organisations: Managing Authority, Joint Technical Secretariat, concerned Contact Control Point in Ukraine (Ministry of Finance of Ukraine). The recruitment committee's decision shall be reached with consensus. To ensure that selection is in line with the ToR and with other legally binding documents, the MA has a right for veto.

5. FINANCIAL PROVISIONS AND CONTRACTING

Széchenyi Programme Office Consulting and Service Nonprofit Limited Liability Company hosting the Joint Technical Secretariat transfer yearly 80% of the financial contribution as pre-financing. The provision of the financial contribution shall be subject to fulfilment of the obligations under the contract by the Support Expert.

The Support Expert must draw up – in English language – annual reports as well as brief half a year activity reports during the period of implementation of the tasks. Brief activity reports shall be produced every half a year starting from the first half a year, which should be submitted within 10 calendar days of the following month, and will describe activities and actions undertaken by the Support Expert, his results and outcomes within the concerned half year. Copy of materials produced by the Support Expert will be attached to the half a year reports.

According to the decision of the Joint Monitoring Committee of the Programme the indicative yearly allocation foreseen for the 1 person for the position of the Support Expert in Ukraine is 11 500 EUR. This contribution shall cover the personnel costs of the experts, the expenditure related to communication, travel, information, assistance to the NA.

Contract for the position of the Support Expert will be signed between Széchenyi Programme Office Nonprofit Llc. on behalf of JTS and the Support Expert.

6. CONFLICT OF INTEREST

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

7. DEADLINE

All interested candidates shall submit their applications via e-mail with the following subject: "Call for Application of Support Expert of the Contact Control Point in Ukraine (Ministry of Finance of Ukraine) – HU-SK-RO-UA ENI CBC Programme".

The electronic application comprising of

- Curriculum Vitae in English (in EU format),
- Motivation letter in English and
- proof of education, professional experience and language knowledge in national languages (scan only)

must be sent via e-mail to call@huskroua-cbc.eu by **15th of March, 2021** at the latest. Copy of e-mail must be sent to following e-mail addresses:

Balazs.Zam@mfa.gov.hu

admytrenko@minfin.gov.ua

kharlamov@minfin.gov.ua