



**CALL FOR APPLICATION**  
**FOR SUPPORT EXPERT OF THE UKRAINIAN NATIONAL AUTHORITY**

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 National Authority of Ukraine** (Secretariat of Cabinet of Ministry of Ukraine) in order to identify and select qualified and experienced professional to be engaged in the headquarters of the Secretariat of Cabinet of Ministry of Ukraine, in Kiev.

The expert selected within the framework of this Call will support the smooth execution of National Authority responsibilities in accordance with the contractual procedures, EU and national specific legislation, provisions of the Framework Agreement, instructions of the 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 National Authority**

**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 Ukrainian National Authority.

**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 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 National Authority be responsible for the set up and effective functioning of management and control systems at national level, ensure the overall coordination of the institutions involved at national level in the programme implementation, including, inter alia, the institutions acting as control contact points and as member of the group of auditors, represent its country in the Joint Monitoring Committee as well as be responsible body for implementing the provisions set out in the Financing Agreement.

The selected Support Expert will assist the National Authority in the mentioned above tasks in particular: the NA Support Expert will be responsible for assisting NA in registering of the selected projects and monitoring of grant contracts assigned (for standard projects and/or Large Infrastructure Projects), supports the implementation of the program and contributes to the smooth execution of NA responsibilities in accordance to the contractual procedures, European and national specific legislation, provisions of the Framework Agreement, MA instructions and JMC decisions, incident rules and regulations.

**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 National Authority, or any other costs connected to fulfilling the tasks;

The National Authority of Ukraine (Secretariat of Cabinet of Ministry of Ukraine) provides the premises, equipment, facilities and devices which are necessary to operate and perform tasks for the Support Expert.

### **2.3 The tasks to be fulfilled by the Support Expert of the Ukrainian National Authority**

- Contributes to the elaboration/implementation of NA annual action and monitoring plans, including the implementation of actions of NA. Contributes to drawing up the annual reports/final report on programme implementation.
- Provides to NA and superiors any data (technical, financial, statistic), forecasts, analyses, reports, information and/or materials required in connection with contracting/implementation of projects, is responsible for their accuracy and completeness.
- Supports evaluation, audit, verification and control missions regarding the contracting/implementation of the projects, provides information and documents, is responsible for strictly and timely implementation of recommendations from their specific sphere of activity.
- Assists in the monitoring of the Large Infrastructure Projects and ensures efficiency, quality and compliance with the specific procedure of the Programme defined in the contracts. In this case, informs superiors of any matters affecting the activity, proposing remedial measures/correction. Thus, provides any information and/or materials in connection with progress or detected problems.
- Assists in the state registration of the projects assigned and ensures efficiency, quality and compliance with the specific procedure. Inform superiors of any matters which might affect their activity, propose remedial measures/correction. Provide any information and/or materials in connection with progress or detected problems.
- Assists in the monitoring of grant contracts assigned, including the result-oriented monitoring and the ex-post monitoring, and ensures efficiency, quality and compliance with the specific procedures of the Programme and financed contracts. Inform superiors of any matters affecting the work of the JTS, propose remedial measures/correction. Provide any information and/or materials in connection with progress or detected problems. Provides support to NA throughout the monitoring visits, upon request.
- Assists in providing documents, information, analyses for preparation of the 2020+ programming period, according to requests.

### **2.4 Expected results**

The candidate for the position of the Support Expert of the Ukrainian National Authority will be selected and operate in the seat of the National Authority of Ukraine (Secretariat of Cabinet of Ministry of Ukraine).

- the annual action and monitoring plans, annual reports and final reports of the Programme are elaborated, drawn up with the participation of the Support Expert;

- proposals for working plan, financial plan, use of TA, call for proposals documents sent to the NA;
- the criteria for projects selection, guidance from the legal perspective, requirements for the evaluation and contracting provided to the NA;
- compliance of the programme documents with the national legislation specificities ensured and send to the NA ;
- - proposals to the more effective implementation of the programme sent to the NA;
- any contentious cases brought to the attention by the MA examined, information on national issues and specificities provided to the NA;
- annual information and communication plans examined;
- data, forecasts, analysis, reports, information and/or materials regarding the contracting/implementation of projects will be delivered to the NA;
- evaluation, audit, verification and control missions regarding the contracting/ implementation of the projects are assisted by the Support Expert;
- result oriented and ex-post monitoring of the projects including the Large Infrastructure Projects (LIP) are assisted by the Support Expert; NA is informed about any matters affecting the activity of the LIP and measures for needed corrections;
- NA is assisted in the state registration of the ENI CBC projects, the documents for the state registration are prepared;
- documents for the 2020+ are checked, drafted, provided on the request of the NA;
- other questions relevant to the objectives of the Programme examined on the request of the NA;

### **3.PLACE AND DURATION**

#### **3.1 Place**

The location of performance of the assignment is the seat of the National Authority of Ukraine (Secretariat of Cabinet of Ministry of Ukraine, Kiev), where the expert perform the tasks and duties: Ukraine, 01008, Kyiv, 12/2 M. Hrushevskoho Str.

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 **5<sup>th</sup> of April, 2021** and the implementation period will be **21 months** from the signature of the contract.

The JTS, after consulting the NA and MA may, at its own discretion, extend the engagement in duration, however, it ends at the latest on 31<sup>st</sup> 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. Expertise in the priorities and measures of the Programme is an advantage.

### 4.2 Requirements

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

- long-term studies and a university degree (communication and public relations, law, European studies, regional development, politics, public administration, technical, economics, others)
- at least 1 year experience in the management of EU funded projects/ programmes
- minimum 1 year of experience in the working with international bodies, or local public sector/NGOs bodies

- fluent in spoken and written English (fulfilment of the mandatory criteria must be proved by CV and other relevant documents)
- good knowledge of MS Office - Word, Power Point, Excel (including Pivot Tables, macroses and programming in VBA)

It represents an advantage:

- good knowledge of the programme area and programme requirements
- good knowledge of project management, capacity to propose solutions to increase efficiency during project implementation, knowledge of BPMN
- experience in data acquisition
- good knowledge of software to organize command work (Trello)
- working experience within an international environment
- capacity to organize and prioritize daily tasks
- creative and problem-solving oriented, interested in new working experiences
- good communication skills and good team worker
- willingness to travel and to work overtime if necessary
- good knowledge of legacy concerning ITA coordination and CBC programmes realization in Ukraine
- experience in analysing packages of documents for registration of CBC projects
- experience as a key expert of supporting NA within the ENI programmes

#### **4.3 Selection criteria**

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 National Authority of Ukraine (Secretariat of Cabinet of Ministry 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 Ukrainian National Authority – 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](mailto:call@huskroua-cbc.eu) by **22<sup>nd</sup> of March, 2021** at the latest. Copy of e-mail must be sent to following e-mail addresses:

[Balazs.Zam@mfa.gov.hu](mailto:Balazs.Zam@mfa.gov.hu)

[kharlanov@kmu.gov.ua](mailto:kharlanov@kmu.gov.ua)

[byelokolos@kmu.gov.ua](mailto:byelokolos@kmu.gov.ua)