CALL FOR ASSESSORS

published in the frame of the

INTERREG V-A HUNGARY-CROATIA
CO-OPERATION PROGRAMME 2014-2020

On behalf of the Joint Secretariat (the JS) of the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 (the Programme) and in co-operation with the Prime Minister’s Office of Hungary acting as Managing Authority (the MA) and the Ministry for Regional Development and EU funds of the Republic of Croatia acting as National Authority (the NA), Széchenyi Programme Office (SzPO) is launching the present Call for Assessors (the Call) to identify and select qualified and experienced professionals to form the Programme’s Pool of Assessors, to be set up for project assessment in the 2014-2020 period. The assessors to be selected within the framework of this Call will be involved in the assessment process of project proposals submitted under the Programme, primarily to the first open call for proposals launched on 29 February 2016. The Pool of Assessors is being set up for the entire period of 2014-2020 and shall be updated as necessary.

The Pool of Assessors compiled through this Call will include only the candidates fulfilling the requested minimum requirements and meeting the selection criteria. Please note that being registered in the Pool of Assessors does not imply any obligations on the SzPO / the JS to award a contract to the successful candidates.

1) INTRODUCTION

The Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 was approved by the European Commission on 7 September 2015. The Programme allocates a total of 60,8 million EUR of EU contribution in this programming period and it offers a wide range of opportunities to the potential beneficiaries in the frame of four open priorities: Economic Development, Sustainable use of Natural and Cultural Assets, Co-operation and Education.
Various activities can be eligible for financing in the priorities opened in the first call for proposals, such as developments in tourism infrastructure, widening the border region’s tourism offer; restoring ecological diversity, construction of small scale nature interpretation infrastructure; co-operation of public bodies, NGOs, companies, citizens and any other entities, creating new or strengthening joined structures and shared processes to ensure the continuity of co-operation effective in the border area; joint projects in preschool, primary and secondary education, adult education and higher education.

The eligible area lies on the south-western and southern borders of Hungary and the northern and north-eastern borders of Croatia. The largest part of the border is the area of the river Drava. On the Croatian side, in addition to the border counties – Međimurska, Koprivničko-križevačka, Virovitičko-podravska and Osječko-baranjska – four other counties (Varaždinska, Bjelovarsko-bilogorska, Požeško-slavonska and Vukovarsko-srijemska županija) participate in the present Programme. The areas eligible on the Hungarian side are the counties of Zala, Somogy and Baranya. All project beneficiaries have to have their seat or a branch office in these border counties in order to be eligible to apply.

More information about the Programme can be found at www.huhr-cbc.com.

2) AIM OF THE CALL

This Call for Assessors aims at creating the Programme’s Pool of Assessors from candidates possessing adequate experience and knowledge in the areas of cross-border co-operation and regional development, furthermore in sectoral fields which are of Programme concern, as well as in the specificities of the Hungary-Croatia border region.

Experts will be contracted depending on the thematic content of the calls for proposals and on the need of expertise by the JS. The JS in co-operation with the MA is entitled to launch further calls for assessors in case it shall be necessary to further 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 are free to resign from the Pool, and also the JS reserves the right to remove experts from the list in case of insufficient performance or if problems arise regarding the impartiality and / or confidentiality of an expert. The Pool will be valid until it is not terminated by the JS, but in any case until 31 December 2023 the latest.
3) TASKS OF THE ASSESSORS

The assessors will perform quality assessment and scoring of project proposals in accordance with the assessment grids and the related Programme documents and procedures. The documents of the first call for proposals are available at the Programme’s website (http://www.huhr-cbc.com/en/list-of-call-for-proposals/). To ensure an impartial, professional and smooth assessment process, an Assessment Manual is being developed and approved.

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 (in Europass format, see http://europass.cedefop.europa.eu/),
- Application Form filled in English,
- Scans of diplomas, certificates and references in the national language.

Curricula Vitae shall comprise 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 thematic areas of the Programme identified in Section 4.3 of the present Call.

4.2 Minimum requirements

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

- University degree in relevant field (at least 4 years of university studies, completed with a diploma),
- At least 3 years of proven professional experience related to at least one of the Programme’s Specific Objectives as listed in Section 4.3 of this Call,
- Demonstrated, sound knowledge of cross-border co-operation and / or ERDF rules and / or project management,
- Proficiency in either Hungarian or Croatian language,
- Proficiency in English (project proposals are prepared in English and assessors will be asked to write their assessment observations in English),
- IT literacy.

4.3 Professional experience

Proven expertise is required in one or more of the following thematic areas of the Programme:

- Conserving, protecting, promoting and developing natural and cultural heritage:
  Component 1 – Bicycle paths
  Component 2 – Tourism attractions
  Component 3 – Thematic routes and other tourism products

- Protecting and restoring biodiversity and soil, promoting ecosystem services, including through Natura 2000, and green infrastructure:
  Restoring the ecological diversity in the border area

- Promoting legal and administrative co-operation, and co-operation between citizens and institutions:
  Component 1 – Thematic co-operation
  Component 2 – People-to-people co-operation

- Investing in education, training and vocational training for skills and lifelong learning by developing and implementing joint education, vocational training and training schemes:
  Component 1 – Co-operation in higher education
  Component 2 – Co-operation in preschool, primary and secondary education and adult education

Demonstrated sound knowledge of the requirements set by the legislative regulations related to the management of EU funds, especially of the ERDF, is required. Furthermore, each selected expert shall have knowledge in the national legislation (Hungarian and / or Croatian) of the field of his or her professional expertise.
4.4 Assets

Next to the requirements formulated in Sections 4.2 and 4.3 the following will be considered assets in the selection of the candidates:

- Thorough knowledge of the eligible Programme area and/or of Hungarian-Croatian EU-funded co-operation programmes of the past,
- Knowledge of the planning- and/or strategic development documents of the border region on regional-, county- or local level,
- Experience in project assessment and in compiling a financial and budgetary analysis of project proposals.
- Experience with (technical and economic) feasibility studies / cost-benefit analyses, financial plans / technical and construction documentation / environmental assessment.

4.5 Selection

Assessors will be selected upon joint consent among the MA, of the NA and of the JS. The Pool of Assessors will comprise the candidates who successfully passed the selection process. The Pool of Assessors is valid for the lifetime of the Programme.

5) PERFORMANCE OF THE PROJECT ASSESSMENT

The JS in cooperation with the MA and the NA will ensure that project proposals are assigned to the assessors in a balanced manner with an appropriate rotation. Account shall also be taken of the geographical balance between both countries and the thematic field. 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 SzPO on behalf of the JS and the assessors or, if employed by a legal person, by an authorised representative of that entity. The remuneration of selected assessors will be decided upon when the contracts are signed, taking into account the complexity and size of the individual project proposals to be assessed.
6) CONFLICT OF INTEREST

In order to ensure the impartiality of external assessors they should be independent from the institutional structure of the Programme. Assessors 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 annex to the contract concluded between the assessor and the SzPO / the JS.

For each task performed, the assessor selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which he or she will have access. Furthermore, assessors may not be personally involved in project elaboration or co-ordination and may not be linked to other projects or activities implemented by the entities submitting or implementing a project proposal under the Programme.

7) DEADLINE

The interested candidates have to submit their applications only in electronic form. The following files:

- Curriculum Vitae in English (in Europass format, see http://europass.cedefop.europa.eu/), signed and scanned (PDF or JPG),
- Application Form filled in in English, signed and scanned (PDF or JPG) and also in Word format (DOC or DOCX),
- Scans of diplomas, certificates and references in the national language,

have to be sent by 30 June 2016, 17.00 CET the latest to the following e-mail address:

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