



Programme funded by the
EUROPEAN UNION



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

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 the 2nd call for standard projects

Regione Autonoma della Sardegna

Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme

Operational Management Unit

Call approved by JMA by official act 104/257 of 15.02.2012



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.enpicbmed.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 are selected through calls for proposals (standard and strategic projects). Projects evaluation is carried out by the Projects Selection Committee (PSC), which is composed by 14 members appointed by the Joint Monitoring Committee. In the evaluation phase, the PSC is 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) in the assessment of the project proposals related to the second call 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 Projects Selection Committee in the quality evaluation (technical and financial) of the proposals submitted under the 2nd call for standard projects in accordance with the selection and award criteria approved by the Joint Monitoring Committee and published with the call for proposals.

In particular, the task of the selected assessors will be to:

- carry out the evaluation of each Concept Note assigned to them by the Joint Managing Authority;

and/or

- carry out the evaluation of each Application Form - submitted by the Applicants whose concept note has been pre-selected - assigned to them by the Joint Managing Authority;
- take part in meetings and/or specific training sessions organized by the Joint Managing Authority for the execution of the evaluation tasks.



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

(a) Evaluation Grid of the Project Concept Note

1. RELEVANCE	Reference to CN section(s)	Max Sub-score	30
1.1 How relevant is the proposal at Mediterranean Sea Basin level to the objective of the Programme, and in particular to the Priority and Measure under which it has been submitted? Does the proposal have a real cross-border impact?	1.1/2.1/2.2/2.4	5	
1.2 How relevant from a cross border point of view is the proposal to the particular needs and constraints of the target country(ies) or region(s)?	1.1/2.5	5(x2)*	
1.3 How clearly defined and strategically chosen are the involved final beneficiaries and target groups? Have their needs been clearly defined and does the proposal address them appropriately?	2.6	5	
1.4 How relevant is the partnership in relation to the proposed project, and in particular, to its objectives and expected results?	1.1/2.2/2.3/2.4	5	
1.5 How clearly defined are synergies with other major initiatives and, in particular, EU, ENPI CBC MED and national funded projects addressing the same problem at national and regional level both in EUMC and MPC? Do the main expected results contain any specific added value elements, in particular innovative approaches, best practices, pilot actions, new services?	2.7/2.8	5	
2. DESIGN		Max Sub-score	20
2.1 How coherent is the overall design of the project? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	3.1	5(x2)*	
2.2 Is the project feasible and consistent in relation to the specific objective and expected results?	3.2	5(x2)*	
TOTAL MAXIMUM SCORE			50

(b) Evaluation Grid of the Full Application Form

1. FINANCIAL AND OPERATIONAL CAPACITY (PARTNERSHIP) Minimum threshold: 12	Reference to FAF section(s)	Max Sub-score	20
1.1 Are the Applicant and partners actively involved in the project both in terms of activities and financial contribution?	2/3/5.1/5.2/Annex III Budget/LF	5	
1.2 How well does the partnership integrate technical expertise both in EU Mediterranean Countries and Mediterranean Partner Countries in order to achieve all expected results?	2.1/3.1/3.2/3.4	5	
1.3 Do the Applicant and partners have adequate management resources assigned to the project? (including staff, equipment and ability to handle the budget for the project)	2.1/2.2/3.1/3.4	5	
1.4 Do the Applicant and partners have stable and sufficient sources of finance?	2.3/3.3	5	
2. RELEVANCE		Max Sub-score	30
Score transferred from the Concept Note evaluation			



3. EFFECTIVENESS AND FEASIBILITY		Max Sub-score	20
3.1 According to the Logical Framework, are the proposed activities appropriate, practical, and consistent with the objectives, outputs and expected results?	LF/5.1	5	
3.2 Is the action plan clear and feasible?	5.2	5	
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the project? Is an evaluation foreseen?	LF/5.1	5	
3.4 Is the proposed management and coordination methodology clear and effective in relation to the project activities?	5.1	5	
4. SUSTAINABILITY		Max Sub-score	15
4.1 Is the proposal likely to have a tangible impact on its target groups both in EUMC and MPC?	5.3	5	
4.2 Is the proposal likely to have multiplier effects at a Mediterranean Basin level? (Including scope for replication and extension of the outcome of the project and dissemination of information). In addition, does the project foresee effective actions and strategies to ensure the capitalisation of its results?	5.3/5.1	5	
4.3 Are the expected results of the proposed project sustainable: - financially (how will the activities be financed after the end of the project?) - institutionally (will structures allowing the activities to continue be in place at the end of the project? Will there be “ownership” of the results of the project both in EUMC and MPC?) - at policy level (where applicable) (what will be the structural impact of the project — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)? - environmentally (where applicable) (will the project have a negative/positive environmental impact?)	5.3	5	
5. BUDGET AND COST-EFFECTIVENESS		Max Sub-score	15
5.1 Are the activities appropriately reflected in the budget?	5.1/Annex III Budget	5	
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	Annex III Budget	5	
5.3 Is the budget logically planned and distributed along the duration of the project?	Annex III Budget	5	
TOTAL MAXIMUM SCORE			100

Art. 4. Evaluation fields

Candidates can apply for one or more of the following thematic areas, corresponding to the Programme Priorities addressed by the 2nd call for standard projects¹:

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

¹ For the complete list of the Programme priorities and related measures, please see Appendix.



Art. 5. Necessary requirements

To be included in the roster of experts, applicants **must necessarily 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 corresponding to completed university studies attested by a degree;
- be computer literate;
- have an appropriate knowledge of English or French at least corresponding to level B2 of the Common European Framework of Reference for Languages (CEFR)²;
- have a professional experience of at least 5 years in one or more of the Programme Priorities mentioned above;
- have good knowledge of external aid and/or EU-funded cooperation projects/programmes;
- have a professional experience, in the selected Priorities, in at least one of the countries of the Programme cooperation area;
- have at least two prior experiences in technical and financial evaluation - in view of their selection - of project proposals submitted in response to calls for proposals within the framework of international/EU funded programmes;

Please note that possession of all the requirements must clearly result from the documents submitted by candidates (Request for participation and Curriculum Vitae)³.

Candidates satisfying all the above requirements will be included in the roster.

The number of experts to be recruited from the roster will depend on the number of proposals received per each Priority and their selection will be based on the following criteria:

- Experts with a better knowledge of both languages (English and French) will be preferred;
- In case of choice among two or more assessors having the same knowledge of both languages, the assessor(s) with a higher number of years of professional experience in the selected Priorities will be preferred;
- In case of choice among two or more assessors having the same knowledge of both languages and the same years of experience, the Joint Managing Authority reserves the right to sort the assessors by public lot.

Art. 6. Application procedure

Under penalty of Exclusion, applicants shall submit the following documents, completed in English or French:

1. **Request for participation.** Under penalty of exclusion, it must be hand written signed; the format (Attachment A), available on the Programme website: www.enpicbmed.eu, must be used (other formats will not be considered);

² See the self evaluation grid available at <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

³ The description of prior experiences and tasks should be in line with the CV that will be used as supporting document to prove what stated in the Request for participation.



- 2. Curriculum Vitae** dated and signed according to the European format (Attachment B) available on the Programme website: www.enpicbmed.eu;
- 3.** A copy of a **valid Identification Document** shall be attached to the application.

Applications not including all the above mentioned documents will be automatically rejected.

A cover letter dated and signed, describing briefly the experience, qualifications, skills and motivation to perform the tasks for which the application is submitted, can be attached to the Request for participation (maximum one page in the same language chosen for the drafting of the Request for participation and the CV).

Under penalty of exclusion, the envelope shall be closed and it shall indicate the wording “ENPI CBC Med – Call for Assessors. DO NOT OPEN – NON APRIRE”.

Under penalty of exclusion, applications shall be sent by **the 7th of March 2012**, 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), 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)

Applications sent or delivered by hand after the above-mentioned deadline will not be taken into consideration. The postmark or international express courier accompanying note is considered proof of postage date.

In any case, under penalty of exclusion, applications duly sent within the deadline of the 7th March 2012 shall be received by the JMA **no later than 21st March 2012**. The JMA cannot be in any case held responsible for possible late delivery or loss of applications. Applicants shall thus take all measures to ensure the respect of the deadline for receipt.

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 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 5 of this call. Only experts having the required qualifications (see art. 5) 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 3 years after its publication.

Art. 9. Fees

Once selected, experts will be contracted individually by the JMA. The fixed rate for the evaluation tasks will be:

- EUR 100.00 (VAT, other duties and taxes included) per each Concept Note evaluated;
- EUR 250.00 (VAT, other duties and taxes included) per each Full Application Form evaluated.

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

10. Working modalities

Assessors might be requested to carry out their work at their habitual working place according to the calendar fixed by the PSC, using their own equipments.

Meetings with the JMA and PSC members could take place in Cagliari or Rome in the start up or final phase of the evaluation. Selected assessors have to consider the availability for a one-day-training session to be held in Rome indicatively in April 2012 for the evaluation of the Concept Note and one-day training session to be held in Rome in October 2012 for the evaluation of the Full Application Form.

11. Conflict of interest

Assessors must be independent and must not enter or have provided technical assistance to the projects submitted under the second call for standard projects. They shall not assess applications submitted by institutions or individuals with whom they have a personal link and they shall engage themselves not to offer their services to successful project applicants or partners that they have assessed.

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

The role of external assessor is incompatible with:

- being a voting or a non-voting member of the Projects Selection Committee and of the Joint Monitoring Committee;



- being permanently or temporarily employed by the Joint Managing Authority, the Joint Technical Secretariat or the Branch Offices;
- being national contact point/person in charge of giving general information to potential applicants;
- being/having been employed by or providing/having provided (in the past one year) any services to projects submitted under the the second call for standard projects (meaning by/to project applicants, partners or subjects involved in project activities as associates, subcontractors, beneficiaries of sub-grants or other);
- providing/having provided technical assistance to the ENPI CBC MED managing structures⁴.

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.

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 available, in English and French, on the official website of the Programme: 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.management@regione.sardegna.it or visit the website of the Programme: www.enpicbmed.eu.

Art.16 Person in charge of the procedure

The person in charge of the competition procedure, as per this Announcement, is the officer Maria Giovanna Pinna – Operational and Mangament Unit of the Joint Managing Authority - e-mail: mgpinna@regione.sardegna.it Tel +39 070 606 2309 - Fax +39 070 400359.

The Director of the Operational Management Unit
Anna Paola Mura

⁴ Being part of the roster of selected assessors for the previous calls for proposals (standard and strategic projects) is not considered incompatible.



APPENDIX – List of programme priorities and related measures

PRIORITIES	MEASURES
1. Promotion of socio-economic development and enhancement of territories	1.1 Support to innovation and research in the process of local development of the Mediterranean Sea Basin countries
	1.2 Strengthening economic clusters creating synergies among potentials of the Mediterranean Sea Basin countries
	1.3 Strengthening the national strategies of territorial planning by integrating the different levels, and promotion of balanced and sustainable socio-economic development
2. Promotion of environmental sustainability at the basin level	2.1 Prevention and reduction of risk factors for the environment and enhancement of natural common heritage
	2.2 Promotion of renewable energies use and improvement of energy efficiency contributing to addressing, among other challenges, climate change
3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals	3.1 Support to people flows among territories as a means of cultural, social and economic enrichment
	3.2 Improvement of conditions and modalities of circulation of goods and capitals among the territories
4. Promotion of cultural dialogue and local governance	4.1 Support to mobility, exchanges, training and professionalism of young people
	4.2 Support to the artistic creativity in all its expressions to encourage dialogue among communities
	4.3 Improvement of governance processes at local level