



**Description of tasks to form a roster of experts for the
evaluation of the received application forms of the call
for proposals**

European Territorial Co-operation 2007 – 2013



1. INTRODUCTION

Background

The South-East Europe Programme 2007 – 2013 supports transnational cooperation projects between partners for the promotion of economic, environmental and social development by elaborating joint solutions, concrete outputs and results, enabling further implementations and further initiatives and investments.

Partner States of the programme are: Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, the former Yugoslav Republic of Macedonia, Republic of Moldova, Greece, Hungary, Italy, Montenegro, Romania, Serbia, Slovakia, Slovenia and Ukraine.

The programme focuses on four thematic priorities:

- 1) Facilitation of Innovation and entrepreneurship;
- 2) Protection and improvement of the environment;
- 3) Improvement of accessibility;
- 4) Development of transnational synergies for sustainable growth areas.

The main beneficiaries and target groups are regional and local authorities, development agencies, universities and research institutes, chambers of commerce, innovation centers and other relevant actors in the field of innovation, economic development and environment.

The project selection is organised through open call for proposals. The first call for proposals, which opened on 05.05.08, the SEE programme follows the open and competitive “*two step procedure*”. In the first step applicants need to fill in and electronically submit an “Expression of interest”, whilst in the second step invited applicants have to submit the full application package. An effective evaluation procedure for the sound and correct ranking of the applications is crucial for the successful implementation of the programme.

More information about the SEE programme is available in the attached Programme Summary as well as at the following link: www.southeast-europe.net

Invitation

The Joint Technical Secretariat (JTS) of the programme is responsible for the technical assessment of the submitted project proposals. However, the JTS does not have at its disposal all the potentially required thematic expertise and therefore depending on the need identified from the submitted proposals, specific experts will be procured to support the JTS in the technical assessment of the application forms.

Hence, the Managing Authority through its JTS invites for applications with a view to build a roster of experts to support the JTS in the project proposals assessment within the 2nd step.

Interested persons are invited to apply in accordance with the provisions of this notice.

The Partner States of the Programme will contribute to the procurement procedure by advertising the tender in their Country.

Scope of the thematic evaluation

The experts will provide the SEE JTS with a technical evaluation of the theme tackled for each application submitted to the programme. This analysis will cover the following issues:

- ***project background***
 1. Has the project background/status quo been realistically explained?
 2. How did the proposal take into consideration all problems/challenges to be addressed? What has not been taken into consideration?
 3. Are there already past or current projects/programmes tackling the addressed problems in a similar way?

- ***project content***
 4. How realistic are the project objectives? Can they be implemented in the set time and with the requested budget?
 5. How innovative are the project objectives? Are they a repetition of already implemented solutions or are they presenting new solutions?
 6. How relevant are the activities foreseen?
 7. How realistic are the expected outputs? Can they be reached through the listed activities and with the requested budget?

- ***project follow-up***
 8. How sustainable are the foreseen results? Are the results indicated feasible to be capitalised?
 9. Are the target groups well addressed? Could the project address different and/or more relevant target groups?

- ***partnership***
 10. Are the appropriate partners involved to solve the issue tackled and are those who need to be consulted/involved included or planned to be so?

In exceptional and justified cases, further additional comments may be requested by the JTS.

2. REQUIRED PROFILE

Formal requirements

Experts must be:

- citizens of the EU and/ or Partner States of the South East Europe Transnational Cooperation Programme;
- entitled to his/her full rights as a citizen.

They have:

- to have an advanced university level degree attested by a diploma;

- to have more than 5 years of proved experience in the fields of expertise indicated below: “competence areas”;
- to have fluency in English both oral and writing.

It is considered as an asset in the selection process:

- thorough knowledge of European policy-making and regional policy, with a special regard to the European Territorial Co-operation Objective;
- in-depth knowledge of the social and economic features of South East Europe, in particular those of the programme area;
- reliability and commitment to timely delivery of high quality outputs and to achieve organizational goals;
- analytical, problem-solving and good communication skills;
- proved knowledge of the rules and procedures of EU cooperation instruments (preferably INTERREG).

Competence areas

Applicants need to demonstrate experience in the following fields of expertise, grouped according to the Priority Axes of the SEE Operational Programme:

Priority 1 Facilitation of Innovation and entrepreneurship

The following type of fields of expertise is needed to be covered:

- cluster development specialist with a knowledge of cluster developments in the SEE region;
- SME support to include start up and financing support;
- research, development and innovation incentive mechanisms;
- science/industrial park development;
- investment incentives;
- in individual cases specific regional development policy expertise related to proposals;
- procurement for innovation;
- Intellectual Property Rights expert with the knowledge of the SEE area;
- High tech industry (advanced engineering, automotive, ICT, plastics, life science, urban technologies).

Priority 2 Protection and improvement of the environment

The following type of fields of expertise is needed to be covered:

- integrated water resource management, river basin management and planning, integrated flood risk management;
- natural and technological environmental risk protection and management (fires, drought, chemical and/or hazardous contamination, earthquakes, floods);
- managing or studying the management of natural and protected areas, biodiversity and vulnerable ecosystems;
- energy efficiency and renewable energy sources (hydropower, solar, wind, geothermic, biomass, etc.), waste management through recycling, resource (energy, waste, water, air, transport) efficiency.

Priority 3 Improvement of the accessibility

The following type of fields of expertise is needed to be covered:

- primary and secondary transport infrastructures planning (road, air, rail, inland waterways and maritime);
- environmental impact assessment of transport infrastructures;
- transport logistics and multimodality for freight and passengers and intelligent transport systems;
- public transportation planning and management (ticketing, services, etc.);
- information and communication technologies and TEN-ICT;
- e-government solutions for public administrations and application for the SME;
- promotional campaigns and awareness raising towards sustainable transport modes.

Priority 4 Development of transnational synergies for sustainable growth areas

The following type of fields of expertise is needed to be covered:

- tourism development strategies, impact examination;
- spatial planning and development;
- ecotourism, environmental friendly tourism;
- cultural heritage protection and treatment;
- investment preparation;
- environment rehabilitation, habitat reconstruction.

3. APPLICATION PROCEDURE

Submission and selection

The SEE pool of experts set up under this call will be valid until 31 December 2009.

To assist with the creation of a roster of experts, experts need to submit:

- fields of expertise (Annex I. of this Description of Tasks);
- detailed CV in Europass format (other formats will not be considered).

Documents have to be sent electronically to the SEE JTS in Budapest at jts@southeast-europe.net by 30th September 2008.

Partner States of the SEE Programme will widely disseminate this call within their regions and will inform relevant experts to submit applications. The call will be also advertised on the Programme web-site.

Experts who meet the selection criteria will be included in the roster in the fields of expertise that they have responded against. Inclusion in the roster does not guarantee further involvement in the analysis of the received applications.

On the basis of the number of projects applications to be assessed, a Selection Committee composed by the JTS and the Managing Authority will invite a number of candidates entered into the roster. Invitation of experts will be based on non-discriminatory selection criteria. All selected experts will be contracted individually.

Duration and timetable

The roster will be open from 1st of August to the 30th of September 2008.

The deadline of the 2nd step of the call for proposals is expected on 14th November 2008. Eligible applications are expected to be sent by email to the selected experts two weeks after the deadline. It is estimated that the production of one evaluation note will take a maximum of one half day for the expert. The deadline for submitting these evaluation notes will depend on the number of applications to be assessed by the expert.

Fee

The fixed rate for the evaluation will be EUR 200 (excluding VAT) per project evaluation note. In case of additional request from the JTS not related to the questions stated in point “scope of the thematic evaluation”, this rate could go up to EUR 300 (excluding VAT) per project evaluation note.

4. ADDITIONAL INFORMATION

Conflict of interest

To ensure the independence of candidates evaluations and project monitoring and, where appropriate, other tasks, selected independent experts will have to sign a declaration certifying that there is no conflict of interest and that they undertake to inform the Joint Technical Secretariat if any conflict should arise in the course of providing their opinion or carrying out their duties.

Confidentiality

Experts will have to observe complete confidentiality of the information and documents brought to their attention during the evaluation process.

ANNEX I

Field of expertise	Choose the field of competence	Describe shortly relevant experiences
cluster development specialist with a knowledge of cluster developments in the SEE region		
SME support to include start up and financing support		
research, development and innovation incentive mechanisms		
science/industrial park development		
investment incentives		
in individual cases specific regional development policy expertise related to proposals		
procurement for innovation		
Intellectual Property Rights expert with the knowledge of the SEE area		
High tech industry (advanced engineering, automotive, ICT, plastics, life science, urban technologies)		
integrated water resource management		
natural and technological environmental risk protection and management (fires		
managing or studying the management of natural and protected areas		
energy efficiency and renewable energy sources (hydropower		
primary and secondary transport infrastructures planning (road, air, rail, inland waterways and maritime)		
environmental impact assessment of transport infrastructures		
transport logistics and multimodality for freight and passengers and intelligent transport systems		
public transportation planning and management (ticketing, services, etc)		
information and communication technologies and TEN-ICT		
e-government solutions for public administrations and application for the SME		
promotional campaigns and awareness raising towards sustainable transport modes		
tourism development strategies, impact examination		
spatial planning and development		
ecotourism, environmental friendly tourism		
cultural heritage protection and treatment		
investment preparation		
environment rehabilitation, habitat reconstruction		