

**IPA Adriatic Cross-border
Cooperation Programme
2007–2013**

Strategic Projects

**CALL FOR DRAWING UP A "ROSTER OF
EXPERTS" FOR THE ASSESSMENT OF THE
STRATEGIC PROJECT PROPOSALS**

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Let's grow up together
Adriatic IPA
Cross Border Cooperation 2007-2013



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1. INTRODUCTION

The Instrument for Pre-Accession (IPA) is the financial instrument established by the European Union (EC Regulation n. 1085/2006) to assist Candidate, Countries and Potential Candidate Countries (beneficiary Countries) in their progressive alignment with the standards and policies of the European Union, including where appropriate the *acquis communautaire*, with a view to membership.

Component II of this Instrument finances initiatives of cross-border cooperation among Member States and beneficiary Countries, in order to promote good and neighboring relations, foster stability, security and prosperity in the mutual interest of all the Countries concerned, and to encourage their harmonious, balanced and sustainable development.

The Adriatic Basin is a very important cooperation area for the European Union, for all coastal Member (Greece, Italy and Slovenia) and non-Member States (Albania, Croatia, Bosnia and Herzegovina, Montenegro, Serbia), hereafter "Participating Countries", because of the close historical, geographical, cultural, social and economic linkages.

As stated in the Operational Programme, the general objective of the IPA Adriatic Cross-border Cooperation (CBC) Programme (hereafter, "Programme") is to *strengthen the sustainable development capacity of the Adriatic Region through an agreed strategy of actions among the partners of the eligible territories*.

Under this general objective and each Programme Priority, several themes of strategic importance to the whole Adriatic area have been identified by the Joint Monitoring Committee. For each Programme Priority had been launched a targeted call for proposals with the aim to collect the best strategic project proposals on the "Strategic Themes".

Strategic projects will be selected under a two steps evaluation procedure. Both selection steps are under the responsibility of the Programme Managing Authority (MA), who is assisted by the Programme Joint Technical Secretariat (JTS) to carry out the formal checks, while the quality assessment will be done by assessors selected from the Programme "Roster of Experts" in compliance with the specifications and guidelines set in the Evaluation and Selection Manual for the Strategic Projects.

Calls for Strategic Projects Proposals, Terms of References on Strategic Themes and the relevance annexes are published in the Programme website: www.adriaticpacbc.org.

Programme Participating Countries will widely disseminate this Call within their territories. The notice will be also advertised at least on the Programme web-site: <http://www.adriaticpacbc.org/> and on the contracting authority web-site: www.oics.it.

Candidates who meet the admissibility requirements will be included in the final ranking list of experts. A section of roster for each Programme Priority where experts have competed will be set out.

Candidate's inclusion in the roster does not guarantee further involvement in any activity. Exclusion from being candidate shall be governed under rules set by article 133a of Regulation (EC, Euratom) 2342/2002 as being modified.

2. CONTEST

OICS, a non-profit organization of the Conference of the Italian Regions and Autonomous Provinces, here is operating as a contracting authority on behalf of Abruzzo Region of the Italian Republic. The "*Direzione Affari della Presidenza, Politiche Legislative e Comunitarie Programmazione, Parchi, Territorio, Valutazioni ambientali, Energia - Servizio Attività Internazionali*" - Managing Authority (MA) of the IPA Adriatic CBC Programme - is responsible for setting up the "Roster of Experts" from which will be made the selection of assessors for carrying out the quality assessment of Strategic Projects (both in the 1° step and 2° step selection procedures).

Hence, the contracting authority invites all interested and eligible natural persons having relevant experience in the fields of expertise indicated below and on EU policies as specified hereinafter.

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

The candidates will have the task to carry out the quality assessment in compliance with the evaluation criteria and the procedures described in the Evaluation and Selection Manual for the Strategic Projects.

Expected outcome

Each expert shall deliver one complete "Assessment Grid" for each project proposal/application providing a scored assessment of the proposals' technical, financial and partnership quality, including a thorough justification for the given score.

Only for the first step selection of project proposals, the assessor has to give a reasoned recommendation direct to improve the project proposal where it will be admitted for the second step selection procedure.

The commitment required to the assessor is based on strong reliability and high performance of service required, which must be timely delivered.

3. REQUIRED PROFILE

Eligibility requirements

A candidate is eligible to the "Roster of Experts" if he/she meets the following requirements:

1. is a natural person;
2. is a graduate person with an advanced university level degree (at least 4 years) attested by a diploma;
3. has at least 3 years experience in at least one of the fields of expertise indicated hereinafter;
4. has a good knowledge of English at least corresponding to level C1 of understanding written English of the Common European Framework of Reference for Languages (CEFR)¹.

A self-declaration on appropriate level of knowledge of language required is to be provided. Experiences on the thematic field/s declared needs to be proven (statement, biography, etc.).

Candidates must not fall under one of cases listed in articles 93 and 94 of Regulation (EC, Euratom) 1605/2002 as being modified or having been sentenced in the last 5 years for:

- a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995²;
- b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union or official of the Programme Participating Countries, drawn up by the Council Act of 26 May 1997³ or cases of exaction towards any people or organization;
- c) cases of involvement in a criminal organization, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council⁴;
- d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC⁵.
- e) cases of unlawful awarding of public contract where the expert has been member of the Evaluation Committee and has contributed with gross negligence or with malicious intent to the criminal event.

Candidates shall provide a declaration of honor in the form required by this Call, duly signed and dated, stating that they are not in one of the situations referred to in Article 93 and 94 of the Regulation (EC, Euratom) 1605/2002 as being modified.

In compliance with paragraph II.2.1. of EC Decision 2034/2007, the rule of nationality does not apply to the candidates taking part in this Call. This provision is without prejudice to the qualitative and financial requirements set out in the Community's procurement rules.

¹ See the self evaluation grid available at <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

² OJ C 316, 27.11.1995, p. 48.

³ OJ C 195, 25.6.1997, p. 1.

⁴ OJ L 351, 29.12.1998, p. 1.

⁵ OJ L 166, 28.6.1991, p. 77.

Competence areas

General knowledge of the environmental, social and/or economic features of Programme Participating Countries territories will be appreciated, in particular those of the Programme area.

On the other hand, a deep knowledge and experience is required in at least one of the **fields of expertise** covered by the following Strategic Themes envisaged by the three Calls for Strategic Projects Proposals of the IPA Adriatic CBC Programme:

Programme Priority 1:

- A) Innovation as key for economic development in the Adriatic area.

Programme Priority 2:

- A. Improving marine, coastal and delta rivers environment by joint management in the Adriatic area.
- B. Protection from ballast water pollution in the Adriatic area.
- C. Integrated and sustainable management of drinking water resources in the Adriatic area.
- D. Protection and prevention of natural risks in the Adriatic area, with particular attention to fire risk.
- E. Tourism with emphasis on sustainable management and marketing of natural and cultural resources in the Adriatic area.

Programme Priority 3:

- A. Improvement of integrated plans aimed at multi-modal solutions, especially links between coastal zones and hinterland in the Adriatic area, including improvement of port, airport systems and connected services.
- B. Promotion of common models on sustainable transport services to improve links in the Adriatic area including improvement of port, airport systems and connected services.

Candidates must possess excellent analytical skills to evaluate projects as required.

Candidates are invited to refer only to the Strategic Themes annexed to the three Calls for Strategic Projects Proposals published in the Programme website.

The final list of candidates admitted to the "Roster of Experts", arranged in sections according to the fields of expertise corresponding to the Strategic themes, will be approved and published on the Programme website. The contracting authority reserves the right to verify the truthfulness of the information reported in the curricula by requiring evidence documents and through interviews of expert.

4. APPLICATION PROCEDURE

Submission of candidacy

Candidates have to submit:

- a request for participation: it must be clearly indicated previous experience and rank of knowledge as regard the professional qualification criteria set above, as well as, field of expertise referring each Strategic Theme of which the expert is interested to compete. Candidates have to use the Application Form published together with the present Call;
- detailed CV in Europass format - <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> (other formats will not be taken into consideration).

These two documents have to be sent electronically to the contracting authority at roster-experts@adriaticpacbc.org within the expired date on 03th of October 2012.

5. SELECTION PROCEDURE

For each assessor position as refers to a Strategic Theme, the Selection Committee will draw by sort at least three candidates listed under the same section of roster. Where it is not possible to draw the minimum number of candidates above specified, the contracting authority may invite to contract all potential candidates admitted to the roster section list for a single contracting position. It is possible also to contract only one candidate where he/she will be the only one admitted to the roster section interested or when he/she was the only one interested to contract.

Invitation to contract will be based on a lot having regard also to EU anti-discriminatory and equal opportunity policy.

The number of assessors to be recruited from the roster will depend on the number of proposals received per each Priority. The expert interested to contract will be selected on the base of the best candidate professional skills and on the professional requirements.

The selection of interested candidates to contract will be based on the following criteria:

Criteria		Range of scoring
1	proven experience in the evaluation of projects (both technical and financial) within several calls for proposals of European Programmes: European Territorial Cooperation Objective 3, IPA, CIP Interreg III Strands, CARDS, PHARE, NPI, FP6 or FP7	From 0 to 4, assigning one point for experience in each different Programme (max. 4) and up to 4 points for evaluation of different calls
2	proven knowledge of European thematic policy, with a special regard to EU Structural funds	From 1 to 2, for European thematic policy and max. 2 points for EU Structural funds
3	proven knowledge of IPA regulations, with a special regard to the IPA Cross-border Cooperation Component	From 1 to 2, for IPA regulations and additional max. 1 point for IPA CBC Component
4	Experience in field/s of expertise and Programme/s which interest/s one or more Participating Countries	Years of experience: 3-5 years - 2 points 6-10 years – 4 points Above 10 years – 8 points Experience in more than one field - 1 point, per extra field up to 3 points Experience in additional Programme Participating Countries- 1 point per extra country, up to 4 points
5	Academics published essays in internationally recognized journals and/or expert contributions to EC, UN, OECD or other publications in the field/s of expertise	From 0 to 2, where 0 points are for any publication and 2 points are for more than 3 publications
Total scoring		From 5 to 32

In case of choice among qualified assessors having the same scoring, the assessor with a higher score in the professional qualification criterion No. 4 will be preferred. In case of further equality, the preference will be given to assessor with the higher score in the professional qualification criterion No. 1.

The Selection Committee will be composed of MA, contracting authority representative and the representatives of Participating Countries with voting rights as member of Programme JMC. The contracting authority representative will be the Chairperson of Selection Committee without voting right.

6. TERMS OF CONTRACT

The selected assessor will be contracted after that the awarding notice has been sent together with the copy of contract.

Where the selected assessor does not sign the contract, the contracting authority will offer the contract to the first successful candidate with the highest score in descending order having regard to the ranking list.

An extension of the service's contract for expert assessor is possible only one time and in compliance with the following terms.

The contract will be governed under the in force Italian applicable law. Contracts will be burdened with taxes and social or insurance overheads as required by the applicable law.

Each assessor will receive the Strategic Project Proposals by email. If necessary, the assessor will travel to the JTS premises in L'Aquila in order to meet with the JTS staff.

The assessment required will be carried out within 30 days or within a different term where authorized by the Programme MA from the assignment of list of projects to evaluate.

The fixed rate for the evaluation tasks will be:

- EUR 150,00 (VAT, other duties and taxes excluded) per each Strategic Project Proposal assessment grid (1st step quality assessment);
- EUR 300,00 (VAT, other duties and taxes excluded) per each full Strategic Project assessment grid (2nd step quality assessment).

Travel and accommodation costs incurred by the assessors, necessary for a meeting with the JTS staff for discussing the outcomes of the assessment, have to be authorized by the contracting authority staff and will be reimbursed according to Programme rules (only real costs as economic flight tickets, accommodation; meals, local taxi, etc.).

7. ADDITIONAL INFORMATION

Conflict of interest

All assessors will be expected to sign a Declaration of Impartiality and Confidentiality as provided at the Programme website: www.adriaticpacbc.org

The role of assessor is also incompatible with :

- being a voting or a non-voting member of the Programme Joint Monitoring Committee;
- being or having been a member of Programme Task Force for Strategic Projects
- being personally involved in strategic project elaboration or linked to other projects or activities implemented by the entities submitting project applications as expert or with administrative functions;
- being permanently or temporally employed by the OICS or by Managing Authority or by any JMC administration authority member;
- being technical assistance/national contact point/person in charge of giving general information to potential applicants for the IPA Adriatic CBC Programme.

Any assessor who has a potential conflict of interest due to a link with any applicant must declare it and submit the matter to the MA. Any assessor who withdraws from the evaluation for whatever reason will be replaced immediately by the following expert in the selected ranking list.

Confidentiality

For each task performed, the assessors must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. No information about the examination, clarification, evaluation or comparison of proposals can be disclosed. To ensure an impartial, professional and smooth assessment process experts will be given proper guidelines.

Data Treatment

Personal data will be collected by contracting authority and treated in compliance with the IPA Adriatic CBC Programme privacy statement:

http://www.adriaticpacbc.org/download/LEGAL_FRAMEWORK/privacy/Privacy_statement.pdf

The "Roster of Experts" will be at disposal of Abruzzo Region of the Italian Republic, "*Direzione Affari della Presidenza, Politiche Legislative e Comunitarie Programmazione, Parchi, Territorio, Valutazioni ambientali, Energia - Servizio Attività Internazionali*", as Managing Authority of the IPA Adriatic CBC Programme.

Language

English is the language used for this Call and for carrying out the contract obligation. Any information using other language than English will not be taken into consideration.

Responsible of procedure and durability of the Roster

The Director in charge of contracting authority is the person responsible for the selection procedures of this Call.

The IPA Adriatic CBC Programme pool of assessors set up under this Call will be valid until 31 December 2013.

Compliant procedure

Without prejudice to any right of candidates, a complaint against the results of selection procedures may be settled in amicable way before the MA. For this purpose, the complainant shall communicate in writing the complaint and its grounds to the JTS.

In any case, the contracting authority will reply within 45 calendar days from the receipt date of the complaint.

The Regional Administrative Court of Rome – Italy is competent for proceedings concerning this Call having regarded the procedural enforcing rules and terms set in articles 29, 30 or 31 of Legislative Decree No 104/2010 of Italian Republic.

Without any express reserve or refuse by the candidate regarding the disclosure of his/her confidential information, the contracting authority is entitled to allow the complainant to have access to any information reported in the CV and selection procedure report, in compliance with Decree of Italian Republic President No. 184/2006 ruling the access to acts.