



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

**Call for experts
for the set up of a roster of experts for the evaluation of financial capacity of the
private Lead Applicants in the CENTRAL EUROPE Programme**

1. Background

CENTRAL EUROPE is a European Union funding programme that aims to make Central European regions more competitive, innovative, attractive and accessible. CENTRAL EUROPE includes EU countries like Austria, the Czech Republic, Germany, Hungary, Italy, Poland, Slovakia and Slovenia. Additionally, five regions in the Ukraine are involved in the Programme area.

The CENTRAL EUROPE Programme is based on EU Regulations ruling the European Regional Development Funds, namely Regulations (EC) No. No. 1080/200, No 1083/2006, and (EC) No. 1828/2006¹. Its Operational Programme has been approved by the European Commission on 3 December 2007².

CENTRAL EUROPE supports cooperation projects between regions that promote economic, environmental and social development by elaborating joint solutions, concrete outputs and results enabling further implementations such as further initiatives and investments.

The Programme should, hence, play a considerable role in strengthening the development efforts of these countries and their regions, while contributing to an integrated development of the entire Programme area by promoting transnational cooperation projects with mutual benefit, tangible outputs and concrete results.

The programme focuses on four thematic priorities:

- 1) Facilitating innovation across Central Europe;
- 2) Improving accessibility of and within Central Europe;
- 3) Using our environment responsibly;
- 4) Enhancing the competitiveness and attractiveness of cities and regions.

Primary target groups are regional and local authorities, development agencies, universities and research institutes, chambers of commerce, innovation centres and other relevant actors in the field of innovation, economic development and environment, SMEs, as well as all population groups which are affected by the Priorities concerned.

¹ Documents are available on the Programme web site: www.central2013.eu or on: www.eur-lex.europa.eu.

² Copy of the Operational Programme is available at <http://www.central2013.eu/working-with-central/document-center/programme-documents.html>

The Programme is managed by a structure comprising institutions at the European, national and regional levels. Main decision-making body is the Monitoring Committee, which is composed of representatives of the EU Member States located in the Programme area. As Managing Authority, the Department for EU Strategy and Economic Development of the City of Vienna is responsible for the operational management of the Programme. It is supported by a Joint Technical Secretariat (JTS), an international bureau that is also located in Vienna, and a network of Contact Points, that are located in each EU Member State of the CENTRAL EUROPE area.

2. Call for applications for expert evaluators

Within an open Call for Proposals private institutions (both commercial and non commercial organizations) can apply as Lead Applicants within Priority 1 "Facilitating innovation across Central Europe".

The CENTRAL EUROPE Managing Authority through its JTS invites for applications with a view to select financial experts to support the JTS in appraising the financial capacity of private Lead Applicants and their capacity to manage the project budget.

2.1 Profile of the experts

Experts from EU-27 Member States interested in offering their services must have the following qualification profile:

- Have a university degree giving entitlement to undertake postgraduate studies, preferably on business administration;
- Have at least 7 years professional experience (following the award of the university degree) of which at least 3 years acquired in positions related to enterprises' financial performance and liability assessment; the inscription to a national association of business consultants would be an advantage;
- Be familiar with analysis of balance sheets, profit and loss accounts, reclassified annual accounts and audit reports;
- Have proven capability of evaluating the financial capacity and soundness of private organizations (private commercial and not commercial organizations); evaluation experience in this respect under EU Structural Funds Programmes as well as under Programmes directly managed by the European Commission would be an advantage;
- Relevant professional experience in the EU regions covered by the CENTRAL EUROPE programme;
- Be fluent in speaking, reading and writing in English. The knowledge of CENTRAL EUROPE languages will be an asset;
- Have excellent analytical and judgment skills;
- Be computer literate.

2.2 Application and selection procedure

Applicants must submit their candidatures via e-mail; their curriculum vitae must be sent in the European format³; the curriculum vitae will be named "CV Last Name" in the subject line of their email (e.g. CV Smith).

The JTS will build a roster of experts including only those candidates who meet the criteria set out in paragraph 2.1. Inclusion in the roster does not guarantee further involvement in the analysis of the received applications.

Each time an evaluation activity relating to the CENTRAL EUROPE Programme has to be carried out, the JTS is entitled to invite either all candidates entered into the roster or only some of them based on the number of project applications to be assessed and/or the individual specific qualification profile (e.g. language skills).
Invitation of experts will be based on non-discriminatory selection criteria (see point 4).

The roster will be valid for no more than 2 years from the date of publication of the present call for experts.

Any interested person may submit an application at any time during the period of validity of the list.

The number of the pre-selected experts the JTS will invite is based on the number of project applications to be assessed.

The pre-selected experts will be informed on the results of the selection. As to the evaluation of the 2nd Call for Project Proposals 2009, the experts will receive a communication from the JTS and an invitation for the evaluation activities within the end of March 2009.

2.3 Description of the assignment for the support in the evaluation of the CENTRAL EUROPE.

2.3.1 Global objective

The aim of the assignment is to allow the JTS to verify that:

- the private Lead Applicant does/does not have the financial capacity to incur its expenditure in advance;
- the private Lead Applicant does/does not have the capacity to manage the project budget along the project duration.

2.3.2 Specific objective

In the framework of the criteria established in the Call for Proposals under the CENTRAL EUROPE Programme, the specific objective is to carry out the financial viability check of the private Lead Applicants.

2.3.3 Requested services

The services to be executed under the guidance and coordination of the JTS are the following:

- Participation in an Inception meeting with the JTS to get information on procedures, tools and timetable for the delivery of the services.

³ The European curriculum vitae can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

- Prior to commencement and to ensure the independence of evaluations, the selected experts - before the service contract is signed by the Managing Authority - will sign a declaration certifying that they have no conflict of interests for the analysis concerned and that they without delay will inform the JTS if such conflict of interests should emerge during the course of the evaluation. There is a conflict of interests where the impartial and objective exercise of the functions of an evaluator is compromised for reasons involving family, emotional life or political affinity, economic interest or any other shared interest with the project applicants. Throughout the evaluation process, the evaluators must demonstrate the appropriate devotion to duty and observe the confidentiality of the information and documents brought to their attention during the process.
- The experts will carry out a written assessment of the financial documents submitted by the private Lead Applicants. In particular, the experts will check the compliance and the consistency of the submitted documents by the private Lead Applicants in accordance with the rules set up for the 2nd Call for Proposals. The financial capacity check will be carried out through the analysis of a Simplified Financial Statement (filled-in by the private Lead Applicant) and the additional financial documents submitted by the private Lead Applicant. The assessment is performed using an evaluation grid developed by the JTS; the financial capacity of the private Lead Applicant will be assessed according to the following financial ratios:
 - Subvention rate;
 - Liquidity rate;
 - Debt rate;
 - Operating profit rate.

2.3.4 Expected results

Per each project proposal with a private Lead Applicant the external experts are asked to provide in written the financial assessment including a reasoned and objective statement on whether the private Lead Applicant can be retained or rejected.

3. Use of tools

Selected experts are expected to use their own laptop/computers.

4. Equal Opportunities

Equal opportunities policy without distinction on the grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation will be applied.

5. Location of the implementation of the services and duration

The services listed at point 2.3.3 and related results as in 2.3.4 to be provided by the experts can be done at their own premises.

However, external experts can be asked to come to Vienna to discuss the results of their assessment with the JTS.

Analysis of the private Lead Applicants financial capacity have to be finalized according to the calendar elaborated by the JTS.

6. Fee

Contracts will be standard task contracts at a project fee of EUR 300,- (VAT excluded). Travel and accommodation costs will be reimbursed according to the standard rules that will be defined in the contracting documents (e.g.: economic flight tickets).

7. Submission of applications

Interested individuals are invited to send their CV to the following e-mail address:

CENTRAL EUROPE JTS
Museumstrasse, 3/III/A
1070 Vienna, Austria
Tel: 0043 1 4000 76142
email: info@central2013.eu

In the subject of the correspondence please quote "CENTRAL EUROPE call for experts - private Lead Applicants Financial Evaluation".