



EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

**Call for experts
for the set up of a roster of experts for the project proposals evaluation activities in
the CENTRAL EUROPE Programme.**

1. Background

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

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

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 trans-national 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 centers 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.

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 Member States of the Programme. As

¹ Documents can be downloaded at: 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>

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 the Member States.

2. Call for applications for experts evaluators

The CENTRAL EUROPE Managing Authority through its Joint Technical Secretariat invites for applications with a view to build a roster of experts to support the JTS during the project proposals assessment.

Persons from EU27 member states who are interested in having their name entered into the roster of experts are invited to submit their application in accordance with the rules set out below.

2.1 Field of evaluation

With this call for applications for experts for project assessment the JTS of the CENTRAL EUROPE Programme is looking for experts in the following priority/ areas of intervention that correspond to the 4 Priorities and 14 areas of intervention.

Priority 1: Facilitating Innovation across Central Europe

P1.1 Enhancing framework conditions for innovation

P1.2 Establishing capabilities for the diffusion and application of innovation

P1.3 Fostering knowledge development

Priority 2: Improving Accessibility of and within Central Europe

P2.1 Improving Central Europe's interconnectivity

P2.2 Developing multimodal logistics' cooperation

P2.3 Promoting sustainable and safe mobility

P2.4 Promoting Information and Communication Technologies and alternative solutions for enhancing access

Priority 3: Using our Environment Responsibly

P3.1 Developing a high quality environment by managing and protecting natural resources and heritage

P3.2 Reducing risks and impacts of natural and man-made hazards

P3.3 Supporting the use of renewable energy sources and increasing energy efficiency

P3.4 Supporting environmentally friendly technologies and activities

Priority 4: Enhancing Competitiveness and Attractiveness of Cities and Regions

P4.1 Developing polycentric settlement structures and territorial cooperation

P4.2 Addressing the territorial effects of demographic and social change on urban and regional development

P4.3 Capitalising on cultural resources for more attractive cities and regions

2.2 Profile of the experts

Applicants should have appropriate competence in one or more of the above priorities/fields of interventions.

In particular, experts must:

- have a university degree giving entitlement to undertake postgraduate studies;

- have at least 10 years professional experience (following the award of the university degree) of which at least 3 years acquired in positions related to priorities/fields of intervention;
- Have a good knowledge of aspects relating themes specified on paragraph 2.1;
- Have proven capability of evaluating public investments in the above described areas of intervention;
- Have proven knowledge and experience of project Cycle Management and the logical Framework approach to project design and implementation;
- Previous and good experience in regional development policies, in particular on the SF programmes, transnational or interregional cooperation or in ISPA and PHARE;
- Prior experience in technical and financial assessment of project proposal under EU structural Funds programmes as well as under programmes directly managed by the European Commission, would be a distinct advantage;
- Relevant professional experience in the regions covered by the Central Europe programme;
- Have excellent analytical and judgment skills;
- Be computer literate;
- Be fluent in speaking, reading and writing in English.

Additionally, they should also have a high level of professional experience in the public and private sector in one or more of the following areas or activities:

- A. Development of strategies and instruments for market transformation;
- B. Analysis and monitoring of policy measures and instruments;
- C. Analysis of socio-economic factors (economic, institutional, behavioral, cultural);
- D. Administration, management and/or evaluation of projects or programmes;
- E. Implementation of concrete measures on local, regional, national and/or European level;
- F. Communication, dissemination and promotional activities;
- G. International co-operation.

2.3 Application and selection procedure

Applicants must:

- (a) Download, fill and submit the application form available at: www.central2013.eu
- (b) Submit their curriculum vitae in European format³; the CV will be named "CV Last Name" in the subject line of their email (e.g. CV Smith).

The application might be rejected if the dossier is incomplete.

The experts included in the roster will be informed on the results of the selection.

The JTS will build a roster of experts including only those candidates who meet the criteria set out in 2.2. 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 will invite both all candidates entered into the roster or only some of them based on the number of project applications to be assessed. Invitation of experts will be based on non-discriminatory selection criteria.

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

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

Any interested person may submit an application at any time during the period of validity of the list, with the exception of the last three months before the launch of the last call for proposals.

The JTS will notify the experts about their inclusion in the roster. Selected experts are requested to update their application on yearly basis.

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

2.4.1 Global objective

The aim of the assignment is to allow the JTS:

- to check and select the project proposals that meet the quality criteria described in the application documents;
- to identify those projects to be selected for funding.

2.4.2 Specific objective

In the framework of the criteria established in the Call for proposals under the Central Europe Programme, the specific objective is:

- To assess the technical and financial quality of concept notes and full project proposals.

2.4.3 Requested services

The services requested are the technical and financial quality assessment of eligible proposals.

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

- Acquaintance of relevant programme documents at home (e.g.: Operational Programme, Programme Manual, Application Package etc.)
- Participation in an Inception meeting with the JTS to get information on developed procedures, tools and timetable for the delivery of the services.
- Prior to commencement and to ensure the independence of proposal evaluations, the selected experts - on conclusion of their contract - will have to 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 technical and financial assessment of each project proposal on the basis of the Evaluation Grid provided by the JTS. In particular, each proposal will be assessed and scored according to the indicative following criteria:
 - Relevance
 - Partnership technical and operational capacity
 - Implementation and methodology
 - Quality of outputs and sustainability of the achieved results
 - Budget and cost effectiveness
 - Maximum total score
- The experts will be expected to complete each section of the Evaluation grid with clear comments for each sub-section, duly substantiating the score given at each

stage. The final recommendation for each proposal must be presented in such a way as to provide with sufficient information to justify the selection or rejection of the proposed project for funding by the Central Europe programme.

- Participation in a final meeting with the JTS if requested.

2.4.4 Expected results

One completed evaluation grid for each project application providing a scored assessment of the proposal's technical and financial quality and giving a reasoned recommendation on whether it could be retained or rejected for funding by the Central Europe programme.

All experts are required to uphold the integrity of the evaluation process. No information about the examination, clarification, evaluation or comparison of proposals can be disclosed.

An electronic version of the Evaluation Grid for selected proposals will be made available to the expert.

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 and duration

Most of the services listed at point 2.4.3 to be provided by the experts can be done at their own premises.

Meetings with the JTS will take place in Vienna (Austria) at the JTS premises.

Analysis of the received applications will take place and have to be finalized according to the calendar elaborated by the JTS CENTRAL EUROPE (assessment, revision and meetings).

6. Fee

Contracts will be standard task contracts at a project fee of EUR 500,- (VAT excluded). Travel and accommodation costs will be reimbursed according to the standard rules (e.g.: economic flight tickets).

7. Submission of applications

Interested individuals are invited to send the relevant documentation in English to the following e-mail address:

CENTRAL EUROPE JTS
Museumstrasse, 3/III/A
1070 Vienna, Austria

Fax: ++43 1 4000-99-76141
email: info@central2013.eu

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