



REGIONE AUTONOMA DELLA SARDEGNA

PRESIDENZA

Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme

PUBLIC NOTICE

**FOR THE CONSTITUTION OF A LIST OF EXPERTS WHICH WILL PROVIDE
TECHNICAL ASSISTANCE IN THE MANAGEMENT OF THE “ENPI CBC
MEDITERRANEAN SEA BASIN” PROGRAMME.**

(Approved by determination n. 2/80 of 14.11.2008 of the Director of the Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme)

Art. 1. CONTEXT

In the framework of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013” the Autonomous Region of Sardinia, in its role of Joint Managing Authority, is seeking experts for the constitution of a list for the assignment of collaboration contracts of occasional nature. These experts will be in charge of providing technical and administrative assistance in the management of the Programme. Applicants must be citizens of a European Union Member State or of a partner country eligible to the “ENPI CBC Mediterranean Sea Basin Programme 2007-2013” (Algeria, Palestinian Authority, Egypt, Jordan, Israel, Lebanon, Morocco, Syria, Tunisia).

The “ENPI CBC Mediterranean Sea Basin Programme 2007-2013” is co-financed by the European Union as part of the cross-border cooperation component within the new European Neighbourhood and Partnership Instrument (ENPI). It includes the regions of the European Union and those of the Mediterranean Partner Countries placed along the shores of the Mediterranean Sea. The main goal 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. More information on the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013” is available at: <http://www.regione.sardegna.it/speciali/enpicbc/en/>

Art. 2. PROFILES

The present public notice is aimed at the constitution of a list of experts qualified for following profiles:

- Profile 1. Expert in management of EU programmes



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- Profile 2. Expert in administrative and financial management of EU programmes
- Profile 3. Expert in communication/Arabic language
- Profile 4. Communication assistant
- Profile 5. Expert in events organisation
- Profile 6. Communication assistant/Arabic language
- Profile 7. Expert in management of cooperation programmes

Profile 1. Expert in management of EU programmes

a) Main tasks

- Support the Joint Managing Authority in the preparation of the first call for proposals;
- Support project potential beneficiaries and applicants for the participation to the first call for proposals;
- Contribution to the preparation of the Programme manuals;
- Support in the organisation of the Programme events, with reference to the identification of thematic issues to be discussed as well as to technical and methodological support to the coordination of interventions made by speakers.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- At least 10 years of experience in the field of international/European cooperation programmes/projects - within public administrations and consulting agencies working for public administrations - with particular reference to external aid and/or EU-funded programmes-projects, preferably on cross-border, trans-national or interregional co-operation;
- Excellent knowledge of EU institutions and policies as well as of administrative and financial EU procedures;
- Knowledge of new EU cooperation policies and Euro-Mediterranean relations;
- Excellent command in spoken and written English and French;
- Computer literacy.

c) Advantageous qualifications

- Experience in evaluation of external aid and/or EU-funded projects/programmes;
- Work experience in Mediterranean Partner Countries;
- Teamwork experience in international and multicultural environment;



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- Knowledge of Arabic;
- Knowledge of the objectives and key features of the he “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”;
- Skills in Italian and general knowledge of the Italian administrative system.

Profile 2. Expert in administrative and financial management of EU programmes

a) Main tasks

- Support to the Joint Managing Authority in the definition of administrative and financial procedures for the daily management of the Programme;
- Support to the Joint Managing Authority in the setting up of the Programme computer system for administrative and financial management;
- Support to the Joint Managing Authority in the preparation of the first call for proposals with reference to financial issues and administrative procedures;
- Support to project potential beneficiaries and applicants at the occasion of the launching of the first call for proposals on administrative and financial issues;
- Contribution to the preparation of the Programme manuals;
- Advice Joint Managing Authority for the definition of rules on eligibility of expenditures, public procurement and state aid;
- Collaboration with the Joint Managing Authority in preparing financial reports to be submitted to the Joint Monitoring Committee and to the European Commission.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- At least 5 years of experience in administrative and financial management of international/European cooperation programmes/projects, in particular external aid and/or EU-funded projects/programmes, preferably on cross-border, trans-national or interregional co-operation;
- Good knowledge of EU institutions and policies as well as of administrative and financial EU procedures;
- In-depth knowledge of EU tendering procedures;
- Budget planning, accounting and auditing skills;
- Knowledge of new EU cooperation policies and Euro-Mediterranean relations;



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- Fluency in spoken and written English or French together with a good command of the other language;
- Computer literacy.

c) Advantageous qualifications

- Management of data bases, knowledge of monitoring procedures and systems;
- Experience on audit and evaluation of external aid and/or EU-funded projects/programmes;
- Teamwork experience in international and multicultural environment;
- Knowledge of the objectives and key features of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”;
- Skills in Italian and general knowledge of the Italian administrative system.

Profile 3. Expert in communication/Arabic language

a) Main tasks

- Collaboration with the Joint Managing Authority in the management and implementation of the Programme Information and Communication Plan;
- Support to the Joint Managing Authority in the setting up, management and updating of the Programme website;
- Preparation of information materials such as news, press releases, etc., with particular reference to Programme events and calls for proposals;
- Coordination and relationship with the two branch offices (located respectively in Aqaba and Valencia) for the definition of information and communication activities;
- Support in the organisation of awareness-raising events for potential beneficiaries, in cooperation with Regional Capacity Building Initiative (RCBI).

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- From 3 to 5 years experience in the management of information activities/campaigns in international/European cooperation programmes/projects;
- Consolidated knowledge of EU and Mediterranean Partner Countries media environment;
- Experience in producing information material and managing communication tools (e.g. websites);



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- Knowledge of Euro-Mediterranean relations;
- Excellent writing, communication and presentation skills;
- Fluency in spoken and written English or French together with a good command of the other language;
- Arabic mother tongue;
- Computer literacy;
- Availability for travelling in participating countries.

c) Advantageous qualifications

- Teamwork experience in international and multicultural environment;
- Field working experience in the Programme cooperation area with particular reference to Mediterranean Partner Countries;
- Knowledge of the objectives and key features of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”;
- Knowledge of EU Communication and Visibility rules.

Profile 4. Communication assistant

a) Main tasks

- Revising of all documents related to the Programme;
- Support to the drafting and revising of the documents related to the first call for proposals (Guidelines for Applicants, Application Form, Evaluation Grid...);
- Contribution to the development and updating of the Programme website, with particular reference to the drafting of multilingual content;
- Support to the Joint Managing Authority Communication responsible in preparing information material such as newsletters, depliants, press releases (in particular at the occasion of the Programme launching seminar and of the first call for proposals);
- Contribution to the organisation of the Programme meetings and events (seminars, Joint Monitoring Committees, cross border information events) with particular regard to the drafting/revision of the documents to be presented.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- French or English mother tongue and excellent written and spoken knowledge of the other language of the Programme (documented);



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- At least 3 years experience in drafting/revising of documents in English and French, preferably within national and Community institutions;
- Experience in international/European cooperation programmes/projects;
- Experience in revising operational documents;
- Experience in drafting website content;
- Excellent drafting and communication skills;
- Ability to work independently and as part of a team;
- Ability to present ideas in a clear and concise format;
- Excellent knowledge of EU institutions and policies;
- Knowledge of Euro-Mediterranean relations;
- Computer literacy.

c) Advantageous qualifications

- Post-university degree on EU affairs;
- Teamwork experience in international and multicultural environment;
- Knowledge of EU Communication and Visibility rules;
- Knowledge of the objectives and key features of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”;
- Knowledge of Italian language.

Profile 5. Expert in events organisation

a) Main tasks

- Support the Joint Managing Authority in the organisation of the Programme meetings and conferences with reference to administrative and logistical tasks (i.e. relations with suppliers, participants travel and accommodation organisation, etc.);
- Contribution to the preparation of the Joint Monitoring Committee meetings and other relevant events;
- Relationships with the communication expert for the elaboration of information material.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- Administrative skills and office management;
- At least 3 years experience in the organisation of international events;



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- Fluency in spoken and written English or French together with a good command of the other language;
- Good computer skills.

c) Advantageous qualifications

- Knowledge of Arabic;
- Teamwork experience in international and multicultural environment

Profile 6. Communication assistant /Arabic language

a) Main tasks

- Support to the drafting and revising of the Arabic version of the relevant Programme documents, including those related to the first call for proposals;
- Contribution to the development and updating of the Programme website, with particular reference to the drafting of the Arabic content;
- Support to the Joint Managing Authority Communication responsible in preparing information material such as newsletters, depliants, press releases (in particular at the occasion of the Programme launching seminar and of the first call for proposals);
- Contribution to the organisation of the Programme meetings and events (seminars, Joint Monitoring Committees, cross border information events) with particular regard to the drafting/revision of the documents to be presented.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- Arabic mother tongue;
- Documented excellent written and spoken knowledge of English or French;
- At least 3 years experience in drafting/revising of documents in Arabic, preferably within national and international institutions;
- Experience in international/European cooperation programmes/projects;
- Experience in revising operational documents;
- Experience in drafting website content;
- Excellent drafting and communication skills;
- Ability to work independently and as part of a team;
- Ability to present ideas in a clear and concise format;
- Computer literacy.



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c) Advantageous qualifications

- Teamwork experience in international and multicultural environment;
- Knowledge of EU Communication and Visibility rules;
- Knowledge of the objectives and key features of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”;
- Knowledge of EU institutions and policies;
- Knowledge of Euro-Mediterranean relations;
- Knowledge of a third language (English or French)

Profile 7. Expert in management of cooperation programmes

a) Main tasks

- Support project potential beneficiaries and applicants for the participation to the first call for proposals;
- Contribution to the preparation of the Programme documents;
- Support in the organisation of the Programme events in Mediterranean Partner Countries, with reference to the presentation of the strategic and operational aspects related to the first call for proposals.

b) Necessary requirements:

Qualifications, experience and skills

- University degree or equivalent diploma;
- At least 10 years of experience in the field of international/European cooperation programmes/projects - within public administrations and consulting agencies working for public administrations - with particular reference to external aid and/or EU-funded programmes-projects;
- Knowledge of new EU cooperation policies and Euro-Mediterranean relations;
- Excellent command in spoken and written Arabic;
- Good written and spoken knowledge of English or French;
- Computer literacy.

c) Advantageous qualifications

- Work experience in Mediterranean Partner Countries;
- Knowledge of EU institutions and policies as well as of administrative and financial EU procedures
- Experience in evaluation of external aid and/or EU-funded projects/programmes;



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- Teamwork experience in international and multicultural environment;
- Knowledge of a third language (English or French);
- Knowledge of the objectives and key features of the “ENPI CBC Mediterranean Sea Basin Programme 2007 – 2013”.

Art. 3. APPLICATION PROCEDURE

Applications should only refer to one profile among those above-mentioned.

Applications shall be presented filling in the **application form** enclosed to the present guidelines. The application should also contain a CV (drafted in English **or** French), a copy a valid ID as well as a cover letter describing briefly (maximum one page in the same language chosen for the drafting of the CV) the experience, qualifications, skills and motivation for the chosen profile.

Applications should be received **not later than December 19th 2008 at 1 p.m.**

Applications should be sent by certified mail (with return receipt) or delivered by hand, in a closed envelope indicating name and surname of the sender and wording “ENPI CBC Mediterranean Sea Basin 2007-2013 – Public notice. Profile N...” (please indicate the chosen profile, for example “Profile n. 5 – Expert in events organisation”), to the following address:

REGIONE AUTONOMA DELLA SARDEGNA

PRESIDENZA – AUTORITA’ DI GESTIONE COMUNE DEL PROGRAMMA “ENPI CBC BACINO DEL MEDITERRANEO 2007-2013”

VIALE TRENTO 69

09123 - CAGLIARI

In any case, receipt date by the Autonomous Region of Sardinia being used as proof, applications arrived after the deadline will not be considered.

Art. 4. ASSIGNMENT OF THE COLLABORATION CONTRACTS

The evaluation of the applications will be carried out by the dedicated commission established by the Joint Managing Authority, which will list the received applications with the mention “admissible” or “non admissible”.

Applications having the required qualifications will be included in the list of experts within the chosen profile. The inclusion in the list of experts does not bear the right to be assigned a collaboration contract by the Joint Managing Authority.



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The creation of the list 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 list will only serve as a database for the identification of the applicants having the required qualifications for the assignment of collaboration contracts.

The possible assignment of a collaboration contract will be based on the specific needs of the Joint Managing Authority as well as on the skills and qualifications of the applicant while taking into account his/her acceptance of the conditions proposed by the Joint Managing Authority.

A collaboration contract of occasional nature will be concluded between the experts and the Autonomous Region of Sardinia, as Joint Managing Authority of the “ENPI CBC Mediterranean Sea Basin Programme 2007-2013”.

The compensation for the different profiles will be determined on the basis of applicants' experience and qualifications. It will range from a minimum of 200 euro and a maximum of 500 euro per day.

Art. 5. PERSONAL DATA TREATMENT

Personal data submitted by the applicants will be only used for the participation to the present Notice 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. 6. VALIDITY OF THE LIST OF EXPERTS

The database of experts constituted on the basis of the present notice will be valid for the entire duration of the Programme and could be updated through new registrations and integrations following successive public notices published by the Joint Managing Authority in order to meet further needs linked to specific activities to be implemented.

Art. 7. PUBLICITY AND INFORMATION

The present Notice is drafted in Italian, English and French and is published in the three linguistic versions on the Sardinia Region website under section “Servizi al cittadino – Concorsi e selezioni” at the address <http://www.regione.sardegna.it/servizi/cittadino/concorsi>, and section “Speciali – ENPI CBC MED” at the address <http://www.regione.sardegna.it/speciali/enpicbc/>, as well as on the B.U.R.A.S. (Official Bulletin of the Autonomous Region of Sardinia) only in the Italian version.



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In case of problems of interpretation, the Italian version prevails.

For further information, please contact the Joint Managing Authority:

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The Director

Anna Maria Catte