



REGIONE AUTONOMA DELLA SARDEGNA



PRESIDENCY
JOINT MANAGING AUTHORITY OF THE 2007-2013 ENPI CBC
MEDITERRANEAN SEA BASIN PROGRAMME
Operational Management Unit

PUBLIC NOTICE

for the selection of a group of experts in charge of the definition of terms of reference of the first call for proposals on strategic projects of the ENPI CBC Mediterranean Sea Basin Programme

Art. 1 Object of the notice

The Joint Managing Authority (JMA) of the 2007-2013 ENPI CBC Mediterranean Sea Basin Programme, in accordance with determination n. 23/618 of 23/03/2010, communicates that a selection is launched for the selection of 8 thematic experts (occasional and autonomous work contracts for high-level expertise).

Professional profiles required

6 Thematic experts with the following tasks:

1. Definition of policies and promotion of pilot initiatives to support R&D (Research & Development), innovation and technology transfer, with particular attention to SMEs, and promotion of innovating SMEs clusters in the sector of agro-food industry;
2. Definition of policies and promotion of pilot initiatives to support R&D, innovation and technology transfer, with particular attention to SMEs, and promotion of innovating SMEs clusters in the sector of sustainable tourism based on the preservation and enhancement of cultural and natural heritage;
3. Promotion of joint planning methodologies with regard to integrated coastal management including maritime safety;
4. Support to R&D, innovation and technology transfer, with particular attention to SMEs, in relation to waste treatment and recycling;
5. Water management with attention on:
 - The quantity and quality of supply, with a focus on alternative water supplies and wastewater re-use; and/or
 - The efficient use of water resources, with a focus on agricultural use.
6. Definition of policies and promotion of pilot initiatives to support R&D, innovation and technology transfer, with particular attention to SMEs, in the field of solar energy.

1 Team Leader

1 Specialist in programme management procedures

Only one application concerning **one profile** can be presented – **under penalty of exclusion** - by the interested persons on the basis of their professional qualifications.

The publication of this notice and the participation to the selection of do not create any obligation for the Regional Administration to proceed with the conclusion of contracts and do not open rights for the applicants towards the Regional Administration.

40 The Regional Administration reserves the right to suspend, modify or cancel this selection procedure and not to proceed with the conclusion of the contracts at any time and independently of the state of advancement of the procedure, without giving the right to the concerned persons to obtain any compensation or indemnity from the Administration.

Art. 2 Description of the activities

The recruited experts will elaborate specific Terms of Reference for each topic aimed at orientating the process of generation of strategic projects as per article 1.



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The Terms of Reference shall contain a detailed analysis of these topics with particular attention to their cross-border dimension. The draft of the Terms of Reference for the first call for proposals for strategic projects will have to be approved by the Joint Monitoring Committee of the Programme.

Moreover, the recruited experts, the team leader and the specialist in programme management procedures will have:

- a) support the Programme management bodies in defining the project evaluation criteria and drafting the application dossier for the first call for proposals for strategic projects;
- b) work under the supervision of the JMA;
- c) to participate, if required, to coordination meetings with the JMA, as well as to JMC meetings.

In order to obtain specific targeted information on relevant issues concerning the Programme territories, the recruited experts and the team leader will consult with a network of national reference persons identified for each topic by each participating country.

2.1. Tasks of the experts

The experts will be in charge of drafting the content of each topic in order to elaborate the Terms of Reference. In particular they will:

- a) prepare the background analysis and the questionnaires for the consultation of national reference persons;
- b) collect the information received through the national consultation and prepare the draft of the terms of reference for each topic;
- c) cooperate with the team leader and the specialist in order to finalize the text of the Terms of Reference to be approved by the JMC;
- d) support the JMA, together with the team leader and the specialist, in the drafting of the application pack.

2.2. Tasks of the team leader

The team leader will coordinate the work of the recruited experts and will assist the Programme management bodies in the preparation of the first call for proposals for strategic projects. In particular, the team leader will:

- a) make sure that the documents elaborated by the experts respond to the criteria described in this notice and, as the case may be, that they take into consideration the observations formulated by the Programme management bodies;
- b) prepare, if required, synthesis and discussion documents on the work carried out by the experts, as well as mid-term and final reports;
- c) refer to the JMA and the JMC about the progress and the results of the work of the experts;
- d) participate in relevant meetings as required by the JMA.

2.3. Tasks of the specialist in programme management procedures

The specialist in programme management procedures will support the JMA in drafting the relevant documents of the call for proposals and the application pack according to the models of the "Practical Guide to contract procedures for EC external actions" (PRAG), available at http://www.enpicbcmmed.eu/documenti/29_153_20090518141102.pdf

40 In particular, the specialist will:

- a) harmonize the draft of ToR elaborated by the experts with PraG requirements and with its formats.
- b) support the JMA in elaborating the relevant documents composing the application pack according to the PraG requirements;
- c) participate in relevant meetings as required by the JMA;
- d) Support the JMA in the follow up of the call for strategic projects until the deadline for the submission of the applications.



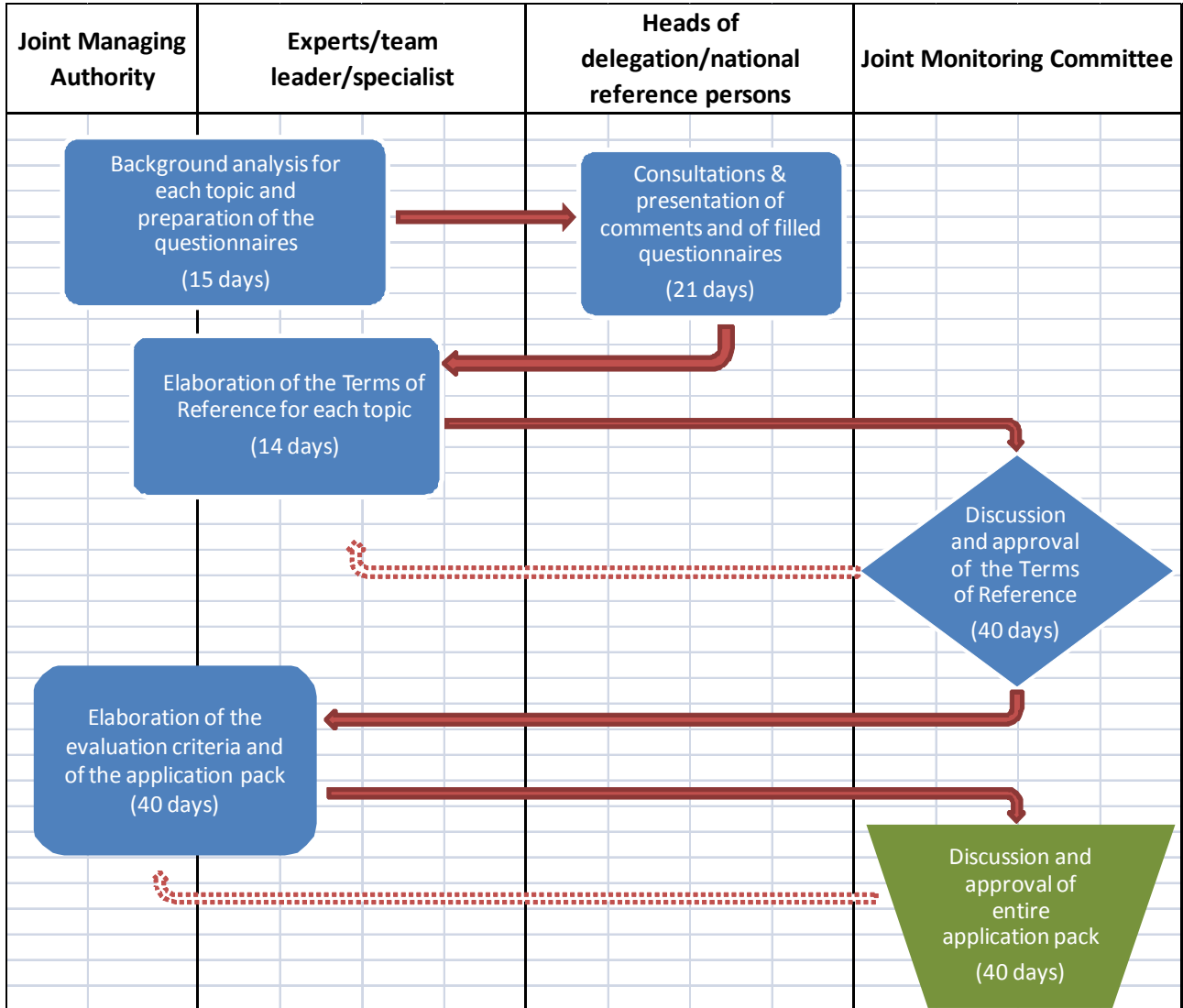
2.4. Summary of activities/outputs and indicative timetable

	Activities	Main involved subjects	Duration ¹	Output
S T E P 1	Background analysis for each topic	Experts under the supervision of the team leader JMA	15 days	Drafting of the SWOT analysis and transmission to the Head of Delegation of each participating country in order to collect their comments on the document. Drafting of the questionnaires for each topic and submission to national reference persons.
	National Consultation	Experts Heads of Delegation National reference persons Team Leader JMA	21 days	Collection of comments on the SWOT analysis and completed questionnaires for each topic.
S T E P 2	Drafting of the ToR for each topic	Experts Team leader Specialist JMA	14 days	Analysis and synthesis of the information received and preparation of the draft ToR for each topic according to the scheme required by the present notice.
	Discussion and approval of the draft of the ToR	JMC JMA	40 days	Approved Text of the ToR
S T E P 3	Elaboration of the evaluation criteria and of the application pack	JMA Specialist Team leader Experts JTS	40 days	Draft of the complete dossier of the call for proposal for strategic projects (including ToR)
	Discussion and approval of the complete dossier of the call for proposal for strategic projects	JMC JMA	40 days	Final dossier of the call for proposal for strategic projects

¹ Expressed in calendar days.



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Art. 3 Working methodology

Step 1. Preliminary analysis

In order to elaborate the draft of Terms of Reference for each one of the above mentioned topics, the experts - under the supervision of the team leader - will carry out a background analysis followed by a consultation of national reference persons.

Background analysis: in-depth context analysis of the Programme cooperation area in relation to the concerned topic, mainly in terms of international, national and regional strategies, existing relevant programmes and projects, main strengths, weaknesses, opportunities and threats (SWOT analysis). The background analysis will be transmitted to the Heads of Delegation in order to receive their comments.

Questionnaires: for the consultation of national reference persons aimed at collecting comments on the SWOT and indications for the elaboration of the Terms of Reference.

Step 2. Drafting of the Terms of Reference

Experts will have to submit - for each topic - a draft document with the following structure:

1. **General Objective:** underlying, clearly and in short, the general objective to be achieved through strategic projects implemented in the framework of the concerned topic.
2. **Specific Objectives:** technical analysis of the concerned topic and identification of specific fields of intervention within which strategic projects could be elaborated. Specific objectives should be described in a very clear and synthetic way.
3. **Expected Results:** description of the outputs envisaged to achieve the specific objectives and measurable on the basis of quantitative and qualitative indicators;
4. **Specific activities:** indicative list of activities to be undertaken in order to achieve the expected results and Programme goals in relation to the selected topic; communication activities aimed at producing the widest territorial impact have to be foreseen.
5. **Potential partners/competence centres:** identification of the most appropriate actors/competence centres for the concerned topic (how the issue is managed in the cooperation area at regional, national and international level).

The draft of the Terms of Reference for each one of the above mentioned topics will then be transmitted to the JMC in order to be approved.

Step 3. Elaboration of the application pack

The experts, the team leader and the specialist will also support the Programme management bodies in the preparation of the project application dossier for the first call for proposals for strategic projects, in accordance with the PRAG and its annexes. In particular, they will provide support in:

- a) defining the project evaluation criteria and preparing the project evaluation grid starting from the PraG requirements and formats (suggesting potential integration or adaptation);
- b) drafting the guidelines for applicants, the concept note form, the full application form and its annexes (including the harmonization of the Standard Grant Contract and its annexes).



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Art. 4 Features of the collaboration

1. The eight ranking lists will remain in force for three years and may be used for awarding autonomous occasional working contract according to article 6 bis, paragraph 2, of the Regional law n. 31 of 13/11/1998 and successive integrations and modifications.
2. The annual gross salary, including all taxes, pension contribution and VAT (as the case may be), is established at a maximum of:
 - a) € 13.569,00 for the profile of Thematic expert;
 - b) € 14.215,00 for the profile of Team Leader;
 - c) € 17.230,00 for the profile of Specialist in programme management procedures.

These amounts include all taxes or duties as foreseen by the Italian law both at the expenses of the collaborator and of the Administration. Mission, accommodation, board expenditure necessary for the execution of the contract will be reimbursed upon presentation of supporting documents, until a maximum of € 5.000 awarded as budget.

3. The remuneration foreseen in the contract will be paid through an unique installment upon presentation of the documents (application pack) as well as of a report containing the description of the activities carried out and of the objectives fulfilled.
4. The expert may work at his own premises using his own equipment. He should however liaise and coordinate with the JMA.
5. Missions are foreseen in the Programme cooperation area to carry out the activities set in the contract, upon request of the responsible Director.
6. The practical modalities for carrying out the activities will be specified in the contract.

Art. 5 Criteria for the presentation of applications

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- a) citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;
- b) possession of civil and political rights;
- c) absence of sanctions under penal law or of ongoing penal procedures;;
- d) never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- e) to know and accept of all the conditions contained in this notice;
- f) possession of the admission criteria corresponding to the profile for which the application is made.



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Art. 6 Description of the profiles

EXPERTS

Mandatory qualifications:

- citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;
- have a level of education which corresponds to completed university studies attested by a degree;
- at least 10 years of professional experience in one of the following topics selected for the first call for proposals for strategic projects:
 1. Definition of policies and promotion of pilot initiatives to support R&D (Research & Development), innovation and technology transfer, with particular attention to SMEs, and promotion of innovating SMEs clusters in the sector of agro-food industry;
 2. Definition of policies and promotion of pilot initiatives to support R&D, innovation and technology transfer, with particular attention to SMEs, and promotion of innovating SMEs clusters in the sector of sustainable tourism based on the preservation and enhancement of cultural and natural heritage;
 3. Promotion of joint planning methodologies with regard to integrated coastal management including maritime safety;
 4. Support to R&D, innovation and technology transfer, with particular attention to SMEs, in relation to waste treatment and recycling;
 5. Water management with attention on:
 - The quantity and quality of supply, with a focus on alternative water supplies and wastewater re-use; and/or
 - The efficient use of water resources, with a focus on agricultural use.
 6. Definition of policies and promotion of pilot initiatives to support R&D, innovation and technology transfer, with particular attention to SMEs, in the field of solar energy.
- good knowledge of the sectorial issues at the Mediterranean basin level - proved by professional experience of at least 5 years (within the 10 years requested above) in the drafting of studies, research reports or other documents - in relation to the topic concerned, including in the framework of previous and/or ongoing international or EU-funded cooperation programmes or projects;
- good knowledge of English and French (official Programme languages);
- computer literacy.

Additional qualifications:

- years of relevant professional experience, in addition to the 5 years requested above, in the Programme cooperation area relating to the topic concerned, including in the framework of previous and/or ongoing international or EU-funded cooperation programmes or projects;
- experience in preparing, managing or implementing international or EU-funded cooperation programmes or projects;
- knowledge of Arabic.



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TEAM LEADER

Mandatory qualifications:

- citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;
- have a level of education which corresponds to completed university studies attested by a degree;
- at least 10 years of professional experience in studying and analysing the Programme cooperation area – proved by the drafting of concept papers, preliminary documents or other documents regarding the policies, international cooperation programmes or initiatives (previous and/or ongoing) related to the Mediterranean Basin, including those funded by the EU;
- proven experience in coordinating multidisciplinary teams;
- good knowledge of English and French (official Programme languages);
- computer literacy.

Additional qualifications:

- years of relevant professional experience, in addition to the 10 years requested above, in the Programme cooperation area;

SPECIALIST IN PROGRAMME MANAGEMENT PROCEDURES

Additional qualifications:

- citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;
- have a level of education which corresponds to completed university studies attested by a degree;
- at least 5 years of experience in preparing or managing calls for proposals within international or EU-funded cooperation programmes;
- Proven experience in EC external action grant procedures based on the Practical guide to contract procedures for EC external action (PRAG) and on the Project Cycle Management methodology;
- good knowledge of English and French (official Programme languages);
- computer literacy.

Additional qualifications:

- years of relevant professional experience, in addition to the 5 years requested above, in the Programme cooperation area;



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Art. 7 Modalities for the selection and the constitution of the ranking lists

Points will be awarded to applicants as follows:

EXPERTS	
Mandatory qualifications to access the selection process:	
<input type="checkbox"/> citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;	
<input type="checkbox"/> have a level of education which corresponds to completed university studies attested by a degree;	
<input type="checkbox"/> at least 10 years of professional experience in one of the following topics selected for the first call for proposals for strategic projects;	
<input type="checkbox"/> good knowledge of the sectorial issues at the Mediterranean basin level - proved by professional experience of at least 5 years (amongst the 10 years requested above) in the drafting of studies, research reports or other documents - in relation to the topic concerned, including in the framework of previous and/or ongoing international or EU-funded cooperation programmes or projects;	
<input type="checkbox"/> good knowledge of French and English (official Programme languages);	
<input type="checkbox"/> computer literacy.	
Partial or total missing of the above-mentioned skills is reason for exclusion	
(Maximum 27 points)	
years of relevant professional experience, in addition to the 5 years requested above, in the Programme cooperation area relating to the topic concerned, including in the framework of previous and/or ongoing international or EU-funded cooperation programmes or projects	2 points for each year, 1 point of each fraction equal or superior to six months of experience, up to 10 points
experience in preparing, managing or implementing international or EU-funded cooperation programmes or projects	2 points for each experience in the framework of cooperation programmes in which the applicant has participated; 1 point for each experience in the framework of cooperation projects in which the applicant has participated; up to 10 points
Knowledge of French	3 points: advanced level or superior
Knowledge of English	3 points: advanced level or superior
Knowledge of Arabic	1 points: intermediary level



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TEAM LEADER	
Mandatory qualifications to access the selection process:	
<input type="checkbox"/> citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;	
<input type="checkbox"/> have a level of education which corresponds to completed university studies attested by a degree;	
<input type="checkbox"/> at least 10 years of professional experience in studying and analysing the Programme cooperation area – proved by the drafting of concept papers, preliminary documents or other documents regarding the policies, international cooperation programmes or initiatives (previous and/or ongoing) related to the Mediterranean Basin, including those funded by the EU;	
<input type="checkbox"/> proven experience in coordinating multidisciplinary teams	
<input type="checkbox"/> good knowledge of English and French (official Programme languages);	
<input type="checkbox"/> computer literacy	
Partial or total missing of the above-mentioned skills is reason for exclusion	
(Maximum 26 points)	
Years of relevant professional experience, in addition to the 10 years requested above, in the Programme cooperation area	2 points for each year, 1 point of each fraction equal or superior to six months of experience, up to 10 points
Drafting of concept papers, preliminary documents or other documents regarding the policies, international cooperation programmes or initiatives (previous and/or ongoing) related to the Mediterranean Basin, including those funded by the EU	2 points for each concept paper or document drafted in the framework of policies, international cooperation programmes or initiatives, up to 10 points
Knowledge of French	3 points: advanced level or superior
Knowledge of English	3 points: advanced level or superior

SPECIALIST IN PROGRAMME MANAGEMENT PROCEDURES	
Mandatory qualifications to access the selection process:	
<input type="checkbox"/> citizenship of a Member State of the Community, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the European Economic Area;	
<input type="checkbox"/> have a level of education which corresponds to completed university studies attested by a degree;	
<input type="checkbox"/> at least 5 years of experience in preparing or managing calls for proposals within international or EU-funded cooperation programmes;	



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<input type="checkbox"/> Proven experience in EC external action grant procedures based on the Practical guide to contract procedures for EC external action” (PRAG) and on the Project Cycle Management methodology; <input type="checkbox"/> good knowledge of English and French (official Programme languages); <input type="checkbox"/> computer literacy.	
Partial or total missing of the above-mentioned skills is reason for exclusion (Maximum 26 points)	
Years of relevant professional experience, in addition to the 5 years requested above, in the Programme cooperation area	2 points for each year, 1 point of each fraction equal or superior to six months of experience, up to 10 points
Preparation or management of calls for proposals within international or EU-funded cooperation programmes	2 points for each call for proposals prepared or managed in the framework of cooperation programmes in which the applicant has participated, up to 10 points
Knowledge of French	3 points: advanced level or superior
Knowledge of English	3 points: advanced level or superior

- In case of equal scores awarded, priority will be given to the youngest applicant.
- At any stage of the selection process, applicants must be able to provide supporting documents certifying the activities and skills stated in the application upon request of the JMA.
- **Failure to provide the supporting documents certifying the declarations contained in the application will lead to the exclusion from the ranking list and the JMA will not proceed with the conclusion of the contract.**
- The final ranking lists will be approved by determination of the competent Director.
- The final ranking lists will become immediately effective and will be published on the Programme official website www.enpicbcmmed.eu and on the website of the Autonomous Region of Sardinia www.regione.sardegna.it, in the section “Servizi al cittadino – Concorsi e Selezioni”.

Art. 8 Modalities for the presentation of applications and deadline

The applications shall be submitted in English or French using the request for participation (Annex A_EN or Annex A_FR) annexed to this notice and available on www.regione.sardegna.it/servizi/cittadino/concorsi and www.enpicbcmmed.eu.

Applications shall be sent, under penalty of exclusion, by recorded delivery mail or by private-courier service within **19/04/2010** or delivered by hand (Monday to Friday – excluding public holidays – from 8 am to 2 pm) within 2 pm of **19/04/2010**, in **a closed envelope** indicating the name and surname of the sender and the wording **“DO NOT OPEN/NON APRIRE - ENPI CBC Mediterranean Sea Basin 2007-2013 – public procedure comparative for profile “_____”** (indicate the profile for which the application is made: **Expert/ Team leader/Specialist in programme management procedures**), to the following address:

REGIONE AUTONOMA DELLA SARDEGNA - PRESIDENZA
AUTORITA' DI GESTIONE COMUNE DEL PROGRAMMA
“ENPI CBC BACINO DEL MEDITERRANEO 2007-2013”
VIA BACAREDDA 184, 09127 CAGLIARI - ITALY

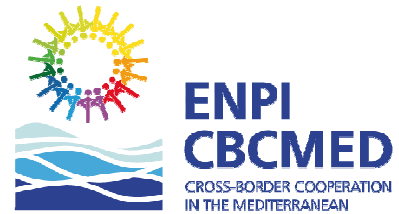
Applications sent (as evidenced by the postmark) or delivered by hand after the above-mentioned deadline will not be taken into consideration.

In any case, under penalty of exclusion, applications, duly sent within 19/04/2010, shall be received by the JMA within 15 days from the above-mentioned deadline.

The JMA cannot be in any case held responsible for possible late delivery or loss of applications. Applicants shall take all measures to ensure the respect of the date of receipt by the JMA.



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The requests for participation shall be originally signed, under penalty of exclusion. The signature is not subject to authentication.

The following documents shall be attached to the request for participation, **under penalty of exclusion**:

- 1. CV in English or French**, duly dated and signed (drafted according to the model, Annex B_EN or Annex B_FR), specifying the experience in the sector for which the application is submitted as well as the education;
2. non-authenticated photocopy of **Identification Document**;
- 3. a cover letter**, duly dated and signed, briefly describing (maximum one page in French or English) the experience and qualifications requested in article 6 of the present notice.

The declarations contained in the application are subject to controls, as per D.P.R 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445 of 28.12.2000 in case of false declarations, if the controls reveal that the content of the declarations is false, the concerned person will be deprived from the benefits possibly acquired.

The non-respect of the modalities for the presentation of the applications set out in the present article will lead to the exclusion from the selection.

Art. 9 Treatment of personal data

According to the D.Lgs. 196/2003, the data submitted in the framework of this notice will be collected and used only for the purpose of the selection procedure as well as for the management of the possible contracts resulting from this notice. The transmission of personal data is mandatory for the assessment of the applications, under penalty of exclusion.

Art. 10 Publication of the notice and results of the selection

This notice is elaborated in Italian, English and French and published on the official website of the Programme www.enpicbmed.eu (only in English and French) and on the website of the Autonomous Region of Sardinia www.regione.sardegna.it, in the section « Servizi al cittadino – Concorsi e selezioni », in Italian, English and French. The results of the procedure will be published on these two websites. In case of differences among the three versions, the Italian version prevails.

Art. 11 Various and final provisions

The JMA reserves the right to modify, extend, suspend or revoke entirely or partially this notice. The participation in the selection procedure involves the implicit and unconditional acceptance of the provisions of this notice.

For any further information, please contact the JMA by telephone +39 070 606 2482/7069, Fax +39 070 400 359 or by e-mail: enpi.management@regione.sardegna.it.

The Head of Unit

Anna Paola Mura