



REGIONE AUTONOMA DELLA SARDEGNA

PRESIDENZA

Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme
Operational management Unit

PUBLIC NOTICE

CONSTITUTION OF TWO RANKING LISTS FOR THE AWARDING OF COORDINATED AND CONTINUOUS COLLABORATION CONTRACTS IN SUPPORT OF THE ACTIVITIES OF THE JOINT MANAGING AUTHORITY OF THE 2007-2013 ENPI CBC MEDITERRANEAN SEA BASIN OPERATIONAL PROGRAMME.

Art. 1 Object of the notice

The Joint Managing Authority of the 2007-2013 ENPI CBC Mediterranean Sea Basin Programme, in accordance with the determination No. 43/1005 of 28.04.2011, communicates that a comparative public procedure is launched for the constitution of 2 ranking lists to be used for the awarding of professional mandates (coordinated and continuous collaboration) concerning the following profiles:

1. Expert in communication activities and drafting/revision of texts in Arabic;
2. Expert in communication activities and drafting/revision of texts in English.

The two lists will remain in force for three years and may be used for awarding coordinated and continuous collaboration contracts not exceeding 36 months, renewable only once for a same duration and in any case not exceeding the execution period of the Programme (31st December 2016), according to article 6 bis, comma 2, of the Regional law n. 31 of 13/11/1998, as modified by article 1, comma 44 of the Regional law n. 1 of 14/05/2009 (Budget law of 2009).

The costs related to the above-mentioned coordinated and continuous collaboration contracts will be covered by the dedicated resources foreseen in the Technical Assistance budget of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 (European Union resources).

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, the participation to the selection and the constitution of the lists do not create any obligation for the Regional administration to proceed with the conclusion of contracts and do not open rights for the applicants to be awarded contracts by the Regional administration.

The Regional administration reserves the right to suspend, modify or cancel this comparative procedure and/or not to proceed with the conclusion of the contracts at any time and independently



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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 Requested services

The requested services will support the institutional activities of the Autonomous Region of Sardinia in its functions of Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme, in particular:

- The expert in communication activities and drafting/revision of texts in Arabic (Arabic mother tongue) should be able to take care of the drafting and revision in Arabic of the Programme documents;
- The expert in communication activities and drafting/revision of texts in English (English mother tongue) should be able to take care of the drafting and revision in English of the Programme documents.

The coordinated and continuous collaboration, which will be established on the basis of the ranking lists constituted in the framework of this notice, will be formalized through a contract with the concerned persons. The contract will define the object of the collaboration, its duration, the place of work and any other legal, economic, fiscal aspects as well as retirement benefits. The contract will also specify that the services provided by the expert, on a strictly personal basis, do not create any form of exclusivity and of subordination of the expert towards the regional administration. The expert shall nevertheless take into account the instructions of the responsible director of the Joint Managing Authority, to whom the expert shall refer periodically the results of its activities, in view of the necessary coordination of the services provided with the set goals.

The awarding of a contract does not create a public labour relation with the Autonomous Region of Sardinia.

Art. 3 Remuneration

The annual gross salary, including taxes and pension contribution at the expert's expenses, is established at a maximum of € 48.000 for profiles n. 1 and 2. These amounts will be proportionally reduced for contracts lower than one year.



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The costs incurred during the contract and duly justified will be reimbursed within the limits set for the civil servants of the Regional Administration belonging of the D category.

The place of assignment will be Cagliari with possible meetings taking place in the cooperation area upon communication of the responsible Director. The coordinated and continuous contracts will also define the nature and specific modalities of the execution of the assigned tasks. The remuneration foreseen in the contract will be paid on a monthly basis upon presentation of a report containing the description of the activities carried out and of the objectives fulfilled.

Art. 4 Criteria for the presentation of applications

The persons satisfying to the following criteria as from the deadline of this notice can submit their applications:

- a) citizenship of 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 EEA.
- 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 all the conditions contained in this notice;
- f) possession of the admission criteria corresponding to the profile for which the application is made :

1. Expert in communication activities and drafting/revision of texts in Arabic

- University degree or equivalent diploma;
- Arabic mother tongue;



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- Knowledge of English corresponding to the C1 level of the Common European Framework of Reference for Languages¹ or equivalent;
- Work or professional experience of at least two years - for public administrations and/or public or private entities specialised in international activities - in the framework of institutional information and communication activities and drafting or revision of documents in Arabic or English;
- Computer literacy.

2. Expert in communication activities and drafting/revision of texts in English

- University degree or equivalent diploma;
- English mother tongue;
- Knowledge of French corresponding to the C1 level of the Common European Framework of Reference for Languages² or equivalent;
- Work or professional experience of at least two years - for public administrations and/or public or private entities specialised in international activities - in the framework of institutional information and communication activities and drafting or revision of documents in English or French;
- Computer literacy.

Institutional information and communication activities are those addressed to the media, the external communication addressed to citizens, communities and other bodies, as well as the internal communication within the same body.

The applicants not satisfying to the above-mentioned criteria will be excluded from the selection.

Art. 5 Modalities for the constitution of the ranking lists: profiles and selection criteria

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

² See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.



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A commission appointed by the Head of the Operational Management Unit of the JMA will be in charge of establishing the ranking lists (one for each profile) on the basis of the assessment of the application documents - applying the criteria and scores indicated below - and of a successive interview.

The commission will first check the **formal regularity** of the submitted applications and will exclude the applicants who do not satisfy to the admission criteria foreseen in article 4 of this notice. The commission will then **examine the qualifications** in order to draft a ranking of the applications in decreasing order, on the basis of the scores mentioned below, awarding a maximum of 18 points for each profile.

CRITERIA FOR THE EXAMINATION OF QUALIFICATIONS	SCORES
Profile 1. Expert in communication activities and drafting/revision of texts in Arabic	Maximum 18 points
Work or professional experience in institutional information and communication activities and drafting or revision of texts in Arabic or English for public administrations and/or public or private entities specialised in international activities in the framework of transnational and/or cross-border cooperation programmes/projects	2 points for each year of experience (or 1 point for each fraction equal or superior to six months) up to a maximum of 6 points
Work or professional experience in content drafting for multi-linguistic websites dedicated to transnational and/or cross-border cooperation programmes	2 points for each year of experience (or 1 point for each fraction equal or superior to six months) up to a maximum of 6 points
Experience in programming phases related to transnational and/or cross-border cooperation programmes	1 point for each year of experience (or 0,50 point for each fraction equal or superior to six months) up to a maximum of 3 points
Master degree in international relations and /or in the EU sector	1 point for each master up to a maximum of 2 points
Knowledge of Italian	0,5 point: intermediate level 1 point: advanced level or superior



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Profile 2. Expert in communication activities and drafting/revision of texts in English	Maximum 18 points
Work or professional experience in institutional information and communication activities and drafting or revision of texts in English or French for public administrations and/or public or private entities specialised in international activities in the framework of transnational and/or cross-border cooperation programmes/projects	2 points for each year of experience (or 1 point for each fraction equal or superior to six months) up to a maximum of 6 points
Work or professional experience in content drafting for multi-linguistic websites dedicated to transnational and/or cross-border cooperation programmes	2 points for each year of experience (or 1 point for each fraction equal or superior to six months) up to a maximum of 6 points
Experience in programming phases related to transnational and/or cross-border cooperation programmes	1 point for each year of experience (or 0,50 point for each fraction equal or superior to six months) up to a maximum of 3 points
Master degree in international relations and/or in the EU sector	1 point for each master up to a maximum of 2 points
Knowledge of Italian	0,5 point: intermediate level 1 point: advanced level or superior

Only the applicants satisfying to the criteria contained in article 4 and having obtained a score equal to or higher than 8 points in the evaluation of the qualifications will be called on for an **interview**. The interview will focus on the declarations and experiences contained in the application documents and a maximum of 12 points will be awarded based on the following criteria:

CRITERIA FOR THE EVALUATION OF THE INTERVIEW	SCORES (maximum)
Degree of clearness and precision of the presentation skills in the mother tongue	4 maximum
Degree of clearness and precision of the presentation skills in the second language	3 maximum
Knowledge of strategies and tools for the institutional communication	5 maximum



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The final ranking lists will be established on the basis of the total scores awarded in the two evaluation steps (qualifications and interview), up to a maximum of 30 points. Only candidates having sustained the interview will be included in the final ranking lists.

In case of equal scores awarded, priority will be given to the youngest applicant.

The final lists will be approved by determination of the Head of the Operational Management Unit of the JMA. They will become immediately effective and will be published on the Autonomous Region of Sardinia website (www.regione.sardegna.it) in the section "Servizi al cittadino - Concorsi e selezioni", as well as on the Programme website (www.enpicbcmmed.eu).

Upon request, before the signature of the contracts, participants shall be able to provide supporting documents certifying the activities declared in the application. The JMA may not sign the contracts with the candidates who will not be able to certify the declarations contained in the application.

Art. 6 Modalities for the presentation of the applications and deadline

The applications shall be submitted in English or French using the request for participation (attachment A_EN or attachment 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, within **the 27th May 2011** by recorded delivery mail or by private-courier service or delivered by hand (Monday to Friday – excluding public holidays – from 8.00 to 14.00) **in a closed envelope** indicating the name and surname of the sender and the wording "DO NOT OPEN - ENPI CBC Mediterranean Sea Basin 2007-2013 – Public comparative procedure for profile n° "....." (indicate the number of the profile for which the application is made), 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**



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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 the deadline of the 27th May 2011 **shall be received by the JMA within 15 calendar 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 thus take all measures to ensure the respect of the above-mentioned deadline for receipt.

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 European model, attachment B_EN or attachment B_FR), specifying the experience in the sector for which the application is made 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 4 and article 5 of the present notice.

The declarations contained in the application are subject to controls, as per D.P.R n. 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445/2000 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 mentioned in the present Article leads to the exclusion from the selection.

Art. 7 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 coordinated and continuous collaboration contracts resulting from this notice. The



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transmission of personal data is mandatory for the comparative assessment of the applications, under penalty of exclusion.

Art. 8 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.enpicbcmmed.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. 9 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 or clarification, please contact the JMA by phone +39 070 606 2079 / 5428 or by email enpi.management@regione.sardegna.it.

The Head of Unit

Anna Paola Mura