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Call for assessors

for the Interreg VI-A Hungary–Slovakia Programme

CFA-HUSK-2401

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Introduction

The Joint Secretariat of the Interreg VI-A Hungary-Slovakia Programme on behalf of the Ministry of Foreign Affairs and Trade of Hungary and Ministry of Investment, Regional Development and Informatization of the Slovak Republic is launching Call for assessors to select qualified and experienced professionals to join the Programme's Pool of Assessors.

The Interreg VI-A Hungary-Slovakia Programme operates within the 2021-2027 financial framework of the European Union as a part of the Cohesion Policy. The overall aim of the Programme is to eliminate administrative and legal obstacles on the Hungarian-Slovak border, build up mutual trust between the citizens of Hungary and Slovakia and to make the border region more competitive, inclusive and environmentally friendly. These aims are transformed into different specific objectives described in the Interreg Programme document. External assessors are expected to have high-level, professional experience respective to these objectives. The present Call is addressed to individuals for the establishment of a pool of independent, qualified and experienced experts to support the Managing Authority, National Authority and the Joint Secretariat in the selection process of operations. The present Call can be extended or can be reopened with prior agreement of Managing Authority and National Authority.

The Pool of Assessors created based on this Call will only include the candidates fulfilling the requested minimum requirements and meeting the selection criteria. Only the assessors registered in the Pool of Assessors can take part in the assessment process as external experts. Please note that being registered in the Pool of Assessors does not imply any obligations to award a contract to the successful candidates.

Thematic fields of evaluation

Action 2.4.2 - Complex development of tourism destinations

This action is expected to enhance the overall sustainability (i.e. environmental, economic, social) and competitiveness of the regions' tourism, by providing integrated, interlinked and harmonised touristic offers (e.g., thematic routes, tourist packages etc.). The action is primarily aimed to support eco-, green-, thematic- and MICE (Meetings, incentives, conferencing, exhibitions) tourism which involves visiting natural areas that minimize the environmental impact, sustains the well-being of the local people. The complex tourism experience with supplementary services and easy-to-access digitalized information is expected to contribute to the extension of stay in the region. Moreover, with an integrated approach via Territorial Action Plans built on cooperation among already existing individual developments can support the overall sustainability of recent years' touristic projects. The action supports among others the following cross-border initiatives:

- protection, renovation, reconstruction and valorisation of cultural, historical, religious and natural heritage sites ensuring its sustainable utilization for tourism;
- development of points of interest attracting visitors in the programme area;
- improve the infrastructural background of tourism destinations (parking places, maintenance infrastructure etc.);
- develop the accessibility of tourism destinations by building of roads and bicycle roads;
- creation of new or development of existing market-based tourism services;
- development of thematic routes, joint tourist packages, harmonizing complex tourist offers;
- digitalisation in tourism services (including green and digital upskilling and reskilling);

- establishing the institutional background for regional tourism coordination etc.

Tasks to be accomplished

Task of the **external assessor** is to support the Managing Authority, National Authority and the Joint Secretariat in the selection of operations via ensuring the necessary thematic expertise relevant for the specific objective. This task includes the followings activities:

- participation on briefings and trainings organized by the Joint Secretariat;
- acquaintance of relevant programme documents (e.g. Interreg Programme, Application package, Methodology and criteria for selection of projects etc.);
- participate in setting up of the terms and conditions of the Call for proposals with professional contributions;
- content-wise and financial assessment of project proposals as follows:
 - appraise each criterion of the assessment grid with a score accompanied by a clear qualitative statement in English language justifying the given score;
 - appraise the financial request of the Applicants according to the principles of the sound financial management;
 - discuss the assessment with other assessors in the frame of consensus meeting;
 - provide further additional comments at the request of the JS;
 - provide assistance to the Monitoring Committee;
 - assist the complaint handling procedure if necessary.

Professional requirements

Tourism assessors are expected to have professional experience in the above described thematic fields. Tourism assessors must have

- bachelor's or master's degree relevant to the action of the Programme (preferably Regional tourism management, Tourism destination management, Innovation and management in tourism, Sustainable tourism management, Tourism studies)
- at least 5 years' professional experience acquired in positions related to the selected thematic field and
- excellent analytical and evaluation skills.

Assets

- possess sound knowledge of the national legislation of the field professional expertise;
- have a sound knowledge of cross-border cooperation and/or EU Funds and/or project implementation;
- be fluent in speaking, reading and writing in English;
- be proficient in either Hungarian or Slovak;
- have proper IT literacy necessary to complete the assignment;
- be independent from any Programme bodies and Programme project applicants or beneficiaries involved in the call for proposals.

Prior experience in assessment of project proposals under national, European or international funding programmes as well as under programmes directly managed by the European Commission is considered as an advantage.

Other terms of the assignment

Briefing meetings and trainings with the Joint Secretariat takes place in Budapest at the premises of the Joint Secretariat or may be done on-line. Experts will be required to carry out their tasks remotely using their own tools at their habitual working place. The assessment of the assigned applications shall be performed and finalised online via Interreg+ monitoring system according to a time schedule as agreed with the Managing Authority and the Joint Secretariat. The project proposals subject to the assessment will be available online in the INTERREG+ monitoring system of the Programme.

The number of project proposals which will be assigned to an expert may vary depending on the thematic scope and number of proposals received and will be agreed between the expert and the MA/JS. The assessor is entitled to a fee of 150 € (VAT excluded) per each project.

To ensure the independence of the quality assessment, prior to the signature of the contract the selected expert has to sign a declaration of impartiality certifying that there is no conflict of interest exists and that they undertake to inform the MA/JS if any situation of conflict, even potential, or external attempt to interfere occurs while carrying out their duties. Personal data submitted by the experts will be only used for the participation to the selection procedure and for the possible signature of a contract with the MA/JS.

Applying

Applications have to include the following documents:

- professional CV;
- cover letter, describing the experience, qualifications, skills and motivation to perform the tasks with the reference to the relevant action;
- scanned copies of diplomas and certificates in national languages;
- further documents proving their skills;

In the documents, candidates must provide evidence that they possess the required skills, sufficient professional experience and expertise in specific areas. The Managing Authority reserves the right to ask the candidates fulfilling requirements for participating in personal interviews as well. Applications not including all the above mentioned documents will be rejected.

Deadline for sending the applications is **12/04/2024 | 23:59CET**. The documents shall be sent electronically to the e-mail address: application@skhu.eu. Please indicate in the subject the following text: **“HUSK-2401-CFA”**

When submitting an application within the Interreg VI-A Hungary-Slovakia Programme as a natural person (referred to: the Person) the Person gives consent that within the Interreg VI-A Hungary-Slovakia Programme for its implementation the personal data provided by the Person shall be handled in line with the relevant national and EU regulations. The condition for submitting an application within the Interreg VI-A Hungary-Slovakia Programme is to understand and accept the present privacy policy.

Applicants fulfilling requirements and selection criteria will be assessed by the Selection Committee composed by the Managing Authority, National Authority and Joint Secretariat. Selection process will be conducted based on the criteria set by the current Call for Assessors. Applicants will be informed about the result of the selection process via e-mail in due time.

Selected applicants will be included into the Pool of experts. Please note that being registered in the Pool of Assessors does not imply any obligations on JS and Széchenyi Programme Office Nonprofit LLC. regarding the assignment of project proposals to the selected assessors.