

# Call for Assessors

in the frame of the

**INTERREG V-A SLOVAKIA-HUNGARY  
COOPERATION PROGRAMME**

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## Preface

On behalf of the Joint Secretariat (hereinafter JS) of the Interreg V-A Slovakia-Hungary Cooperation Programme (hereinafter Interreg V-A SK-HU) and in co-operation with the Hungarian Prime Minister's Office acting as Managing Authority, Széchenyi Programme Office Nonprofit Ltd. and National Authority, Ministry of Agriculture and Rural Development is launching the 1<sup>st</sup> Call for Assessors to identify and select qualified and experienced professionals to join the Interreg V-A SK-HU's Pool of Assessors set up for project assessment. The Assessors selected within the framework of this Call will be involved in the assessment process for the project applications submitted under the Interreg V-A SK-HU. The Pool of Assessors is set up for the period of 2014-2020 and is regularly updated.

The Pool of Assessors created based on this Call will include only 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 on JS and SZPO (Széchenyi Programme Office Nonprofit Ltd. as hosting institution of the JS) to award a contract to the successful candidates.

## Introduction

Interreg V-A SK-HU was approved by the EC Decision C(2015) 6805 on 30<sup>th</sup> September 2015. The overall strategic goal “Contribution to the Union strategy for smart, sustainable and inclusive growth and the achievement of economic, social and territorial cohesion” refers to the Community Strategic Guidelines. The following specific objectives are set within the Interreg V-A SK-HU:

- To increase the attractiveness of the border area;
- Enhancing cross-border mobility;
- Promoting sustainable and quality employment and supporting labour mobility;
- Improving the level of cross border inter-institutional cooperation and broadening cross border cooperation between citizens.

The eligible area of the Interreg V-A SK-HU comprises of the following territorial units: Győr-Moson-Sopron, Komárom-Esztergom, Pest, Nógrád, Heves, Borsod-Abaúj-Zemplén, Szabolcs-Szatmár-Bereg megye, Budapest in Hungary and Bratislava, Trnava, Nitra, Banská Bystrica and Košice Self-governing Regions in Slovakia. The overall European Regional and Development Fund [ERDF] support for financing projects within the Interreg V-A Slovakia-Hungary Cooperation Programme is 146 460 448 EUR.

More information about the Interreg V-A SK-HU should be found at [www.skhu.eu](http://www.skhu.eu).

## Aim of the Call

The aim of the 1<sup>st</sup> Call for assessors is to invite interested candidates possessing adequate experience and knowledge in the areas of cross-border cooperation, regional development, sectoral fields that are of Interreg V-A SK-HU concerned, as well as specificities of the Slovakia – Hungary bordering region and establish the Pool of Assessors. By creation of the Pool of Assessors a tool for professional and equitable handling of the assessment process will be introduced. The selected assessors will perform the quality assessment of application forms submitted under the respective Call for Proposals.

Experts will be contracted depending on the publication of the calls for proposals and the need of expertise by the JS. JS in cooperation with Managing Authority and National Authority is entitled to launch a new Call for Assessors in case of necessity to enlarge the Pool of Assessors during the programming period. However, this can have no effect on the status of the experts already in the pool. Experts will be free to resign from the pool, as well as the JS also reserves the right to remove experts from the list in case of insufficient performance or if problems rise regarding the impartiality and/or confidentiality of an expert. The pool will be valid until it is not terminated by the JS but till the 31st December 2020 the latest.

## Task of Assessors

The Assessors will perform quality assessment and scoring of project applications in accordance with the assessment grids and related Interreg V-A SK-HU documents and procedures. The documents are available at the Interreg V-A SK-HU's website ([www.skhu.eu](http://www.skhu.eu)).

## Selection procedure

Assessors shall be selected on the basis of their professional and technical ability to perform the assessment tasks.

## Application process

Interested candidates are requested to submit the following documents:

- Declarations in English (on predefined excel format);
- Curriculum Vitae in English (Europass format) with detailed information on relevant experience;
- Copies of diplomas, certificates in national languages;
- Further documents proving their skills and expertise if available e.g. reference letter, extract from employment contract, etc.

In the documents, candidates must provide evidence that they possess the required skills, sufficient professional experience and sectoral expertise in the areas identified by the Interreg V-A SK-HU. Further information on application process is described in chapter *Submission of application, deadline* of this Call.

## *Requirements regarding the profiles of the experts*

In order to establish a pool of external experts, the JS is looking for experienced specialists who will form the external assessment team. Prospective independent experts are expected to have the high level of professional experience in the area of projects that can be supported by the Programme's Priority Axes, Investment Priorities and the respective Specific Objectives.

### **Minimum requirements**

Only the candidates fulfilling the following minimum requirements will be taken into consideration:

1. Have college and/or university degree (at least Bachelor's degree, completed with a diploma);
2. Have at least 3 years of professional experience - following the award of the college and/or university degree - related to at least one of the thematic fields (Priority Axis/Investment Priority) covered by the Programme;
3. Have experience in the technical and financial assessment of European Territorial Cooperation projects and/or other projects co-financed by the European Union above 100.000 EUR in the framework of grant schemes;
4. Be fluent in speaking, reading and writing in English (at least at C1 level) - (project proposals are prepared in English and assessors will be asked to write their observations in English);
5. Have adequate computer literacy (MS Office);
6. Have extensive knowledge on EU regulations, ERDF rules, project management and have sound professional experience in the regions covered by the Interreg V-A Slovakia-Hungary Cooperation Programme and/or other programmes co-financed by the European Union;
7. Proficiency in either Hungarian or Slovak language.

### **Specific requirements by Priority Axis:**

Applicants are expected to have skills and knowledge appropriate to the field of expertise in which they are asked to assist in accordance with the Priority Axis of the Cooperation Programme. Minimum requirements No. 1 refers to college/university degree which has to be proven in the Priority Axis as follows:

#### *PA1 - Nature and culture*

- have a college/university degree in regional development and/or geography and/or economics in tourism and/or economics in business administration and management and/or sociology and/or transportation engineering and/or engineering and/or architecture engineering and/or vehicle engineering and/or logistic engineering;

#### *PA 2 - Enhancing cross-border mobility*

- have a college/university degree in transportation engineering and/or architectural engineer and/or civil engineering and/or vehicle engineering and/or logistic engineering and/or economics in business administration and management and/or regional development.

#### *PA 3 - Promoting sustainable and quality employment and supporting labour mobility*

- have a college/university degree in regional development and/or geography and/or economics in tourism and/or economics in business administration and management and/or sociology and/or transportation engineering and/or engineering and/or architecture engineering and/or vehicle engineering and/or logistic engineering and/or transportation engineering and/or civil engineering;

#### *PA 4 - Enhancing cross-border cooperation of public authorities and people*

- have a college/university degree in economics and/or sociology and/or public administration and/or marketing and/or communication.

In line with minimum requirements No. 2 the candidates must have proven expertise in one of the following areas of the Interreg V-A SK-HU:

Priority axis and specific objectives	Required expertise/experiences (at least on one of the following fields)
<p><b>PA 1: Nature &amp; Culture</b></p> <p>To increase the attractiveness of the border area</p>	<ul style="list-style-type: none"> <li>- Joint cultural and nature conservation</li> <li>- Protection, restoration and sustainable use of natural sites</li> <li>- Joint activities concerning environmental protection</li> <li>- Joint activities concerning to nature preservation and protection</li> <li>- Water management and conservation of water resources</li> <li>- Cross-border business cooperation</li> <li>- Development and promotion of cultural and tourism services</li> <li>- Setting of cycle tracks and footpaths</li> <li>- Protection, development and promotion of public cultural and heritage assets</li> <li>- Building of access roads and supplementary infrastructure to natural and cultural heritage</li> <li>- Development and promotion of the tourism potential of natural areas</li> <li>- Development of cross-border marketing or communication products/services</li> </ul>
<p><b>PA 2: Enhancing cross-border mobility</b></p> <p>Increasing the density between border crossing points along the Hungarian-Slovak border</p> <p>Improving cross-border public transport services</p> <p>Improving cross-border logistic services</p>	<ul style="list-style-type: none"> <li>- Building of access roads</li> <li>- Building of links to TEN-T road network and nodes</li> <li>- Construction of inland waterways, regional and local ports</li> <li>- Set up urban transport infrastructure and promotion</li> <li>- Development of demand-driven cross-border transport services</li> <li>- Development of intelligent transport systems</li> <li>- Building of business infrastructure for SMEs</li> <li>- Construction of border crossing road infrastructure</li> <li>- Improvement of cross-border public transport facilities</li> <li>- Development of environmentally friendly transport systems</li> <li>- Development of cross-border initiatives in the field of logistics, development of integrated service systems, infrastructure and ICT applications</li> <li>- Improvement of border crossing across rivers</li> <li>- Improvement of multimodal nodes</li> </ul>
<p><b>PA 3: Promoting sustainable and quality employment and supporting labour mobility</b></p> <p>Decreasing employment inequalities among the regions with a view to improving the level of employment within the programming region</p>	<ul style="list-style-type: none"> <li>- Development of access roads</li> <li>- Access to employment for job-seekers and inactive people</li> <li>- Education infrastructure for vocational education /training/adult learning</li> <li>- Local employment initiatives and support for labour mobility</li> <li>- Sustainable integration of young people especially without employment</li> <li>- Self-employment, entrepreneurship and business creation</li> <li>- Active inclusion promoting equal opportunities and active participation</li> <li>- Promoting social entrepreneurship and the social and solidarity economy</li> <li>- Business infrastructure for SMEs</li> <li>- Support to social enterprises</li> </ul>

Priority axis and specific objectives	Required expertise/experiences (at least on one of the following fields)
<b>PA 4: Enhancing cross-border cooperation of public authorities and people living in the border area</b>	<ul style="list-style-type: none"> <li>- Networking, partnership development and capacity building</li> <li>- Social participation in cross-border activities</li> <li>- Cooperation between communities</li> <li>- Investment in institutional capacity and in the efficiency of public administrations and public services</li> <li>- Cross border inter-institutional cooperation</li> <li>- Long-term (institutionalised) partnerships</li> <li>- Cooperation between citizens and institutions</li> <li>- Cooperation between public institutions</li> <li>- Development of cross-border marketing or communication products/services</li> </ul>
Improving the level of cross border inter-institutional cooperation and broadening cross border cooperation between citizens.	

Sound knowledge of the requirements set by the legislative regulations related to the management of the EU Structural Funds, especially the European Regional Development Fund. Furthermore, each selected expert shall have knowledge in the national legislation (Hungarian and/or Slovak) of the field of his/her professional expertise.

Thorough knowledge of the programme area, as well as the planning and regional/local development documents and strategies is an asset. Experience in the fields of cross-border cooperation, project management, regional development, evaluation of projects and skills for compiling a financial and budgetary analysis of proposals will be considered as additional assets.

## Selection criteria

Assessors will be selected 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.

The application submitted after deadline will not be considered for evaluation and selection.

The Managing Authority reserves the right to ask the candidates fulfilling the minimal requirements for participating in personal interviews as well.

Afterwards the Joint Secretariat will inform candidates whether they have been registered in the Pool of Assessors or whether they have been unsuccessful. The decision of the Selection committee is final and no appeal shall apply. The Pool of Assessors comprises of the candidates who successfully passed the selection process.

Also, candidates can be required to attend training organised by the JS on the assessment methods and specific requirements before carrying out their assessments.

Each candidate application will be judged according to the above mentioned criteria.

## Performance of Assessment

The Joint Secretariat will ensure that project applications are assigned to assessors in a balanced manner with an appropriate rotation. Account shall also be taken on the geographical balance within both countries and the field of intervention. Whilst maintaining the principle of choosing the most qualified experts, where appropriate, a balance between men and women will be ensured.

Service contracts will be signed between Széchenyi Programme Office Nonprofit Ltd. and the assessors (companies) or, if employed by a legal person, by an authorised representatives of this entity. The remuneration of selected assessors will be decided when the contracts are signed taking into account complexity and extent of the assessed project application.

## Conflict of Interest

In order to ensure the impartiality of assessors, the assessors should be independent from the institutional structure of the Interreg V-A SK-HU and the host organization of the JS (Széchenyi Programme Office Nonprofit Ltd.). They will be required to sign a Declaration of confidentiality and impartiality proving that there is no conflict of interest between their work and performing the duties of assessor. The Declaration of confidentiality and impartiality will be an annex to the contract concluded between the assessor and the Széchenyi Programme Office Nonprofit Ltd.

For each task performed, the assessor selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Furthermore, assessors may not be personally involved in project elaboration or coordination or linked to another projects or activities implemented by the entities submitting project application under the relevant Priority Axis/ Specific Objective of Interreg V-A SK-HU.

## Submission of applications, deadline

The application process will be managed through electronic surface ([csveres@skhu.eu](mailto:csveres@skhu.eu)) to enable sufficient and manageable way of data collection and database creation from candidates. This database and submitted supporting documents will be used during selection procedure of assessors.

Candidates must send the following documents to prove that they possess the required skills, sufficient professional experience and sectoral expertise in the areas identified:

- Declarations in English (on predefined excel format);
- Curriculum Vitae in English (Europass format) with detailed information on relevant experience;

- Copies of diplomas, certificates in national languages (scanned version);
- Further documents proving their skills and expertise if available e.g. reference letter, extract from employment contract, etc.

Deadline for sending applications to the present Call for Proposals is **2 December 2016 23:59 CET**. The documents shall be sent to the [csveres@skhu.eu](mailto:csveres@skhu.eu).

Please indicate in the subject the following text: **'Call for Assessors'**

When submitting an application within the Interreg V-A Slovakia-Hungary Cooperation Programme as a natural person (referred to: the Person) gives consent that within the Interreg V-A Slovakia-Hungary Cooperation Programme for its implementation the personal data provided by the Person shall be handled in line with the relevant national and community laws.

The condition for submitting an application within the Interreg V-A Slovakia-Hungary Cooperation Programme is to understand and accept the present privacy policy.

Further information: <http://www.skhu.eu/privacy-policy>