

# Call for Assessors

in the frame of the

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

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## Preface

The Joint Secretariat (hereinafter JS) of the Interreg V-A Slovakia-Hungary Cooperation Programme (hereinafter Interreg V-A SK-HU and/or Programme) 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 of Slovak Republic is launching the 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 B-Light Scheme Project Proposal submitted under the Interreg V-A SK-HU. The Pool of Assessors is set up for the period of 2014-2020 and can be 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

The specific aim of the Interreg V-A Slovakia-Hungary Cooperation Programme is to make the Slovak-Hungarian border region more cohesive, environmentally friendly and competitive by sustainable use of natural and cultural heritage, improving accessibility, improving employment opportunities and supporting institutional and people to people cooperation.

The Programme is delivered through four priority axes of particular relevance to the Slovak-Hungarian border region. They respond to the opportunities and challenges identified in the cohesion analysis and they have been defined to facilitate the identification of the main focus for actions of approved projects.

Within the Priority Axis 1 – Nature and culture – the Programme tends to achieve the Specific objective “Increasing of the attractiveness of the border area”. This Specific objective is targeted at better utilization of the regions endogenous natural and cultural potential in supporting the sustainable development of local economies; increase in social, economic and territorial cohesion by supporting joint cultural activities and activities concerning to nature preserving and protection; improving social, economic and territorial cohesion by supporting joint cultural and nature conservation activities; and increase in the number of visitors in the programme area.

In order to achieve the set goals in the PA1 the Programme will introduce a special and innovative SME development funding scheme aimed on fostering linkages between SMEs operating on different sides of the border by supporting joint SME development projects with built-in special local project generation and mentoring mechanisms.

The B-Light Scheme technically acts as one single CBC project implemented by a consortium of project partners that changes (grows) throughout the project period. The project is initiated and launched by the Project partners: the Lead Beneficiary (LB) and the Beneficiary (B) which are enterprise development organizations from the two sides of the border. The PPs submit the B-Light Scheme project proposal and, in case the project was approved by the Monitoring Committee, the LB signs a Subsidy Contract with the Managing Authority. After that, following a selection procedure, SMEs enter the project as B-Light Partners (B-Lights) by signing the Partnership Agreement with the LB. As more and more SMEs enter the Scheme, the partnership grows bigger and bigger.

In the B-Light project, the task of the Lead Beneficiary and Beneficiary is to manage the Scheme and provide different business support and consultancy services to SMEs. The B-lights = SMEs implement joint investment projects to establish new business cooperation.

The maximum overall European Regional and Development Fund (ERDF) support for the B-Light Scheme (including the management costs devoted for the Lead Beneficiary and the Beneficiary as well as the actions implemented by the B-light partners) is 10 000 000 EUR. The B-Light Scheme Application form submitted by the LB and Beneficiary contains the costs related to management of the B-Light Scheme as well as financial allocation for the future B-light partners and their activities. Later, as SMEs enter the partnership, this part of the budget is gradually allocated to them as B-Light Partners.

More information about the Programmes priorities can be found in Interreg V-A Slovakia-Hungary [Co-operation Programme document](#). The goals of the B-Light Scheme are described in details in the Application package of the [Call for the B-Light Scheme Project Proposals](#).

## Aim of the Call

The aim of the Call for assessors is to invite interested candidates possessing adequate experience and knowledge in the areas related to economic and trade development and enterprise development targeting SMEs, sectoral fields that are of Interreg V-A SK-HU B-Light Scheme 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. Successful candidates selected to the List of assessors will be contracted to perform the quality assessment of the B-Light Scheme Project Proposal submitted under the Call for the B-Light Scheme Project Proposals.

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 the B-Light Scheme Project Proposal submitted in the first and second round of the Call for the B-Light Scheme Project Proposals. The quality assessment will be performed 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 Priority Axis 1 in the Interreg V-A SK-HU and by the Application package of the Call for the B-Light Scheme Project Proposals. 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 areas that are targeted by the Priority Axis 1 of the Interreg V-A SK-HU Cooperation Programme and its Specific objective with inevitable focus on the areas related to economic, trade and enterprise development.

### Minimum requirements

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

1. Have a college/university degree in economics and/or business economics and/or business management and/or economics in business administration and management and/or regional policy and/or geography;
2. Have relevant professional experience related to the thematic scope of the Priority Axis 1 (Nature and culture) of the Programme;
3. Be fluent in speaking, reading and writing in English (at least at C1 level) - (B-Light Scheme project proposal is prepared in English and assessors will be asked to write their observations in English);
4. Have adequate computer literacy (MS Office);
5. Have sound professional experience in the regions covered by the Interreg V-A Slovakia-Hungary Cooperation Programme<sup>1</sup> and/or other programmes co-financed by the European Union;

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<sup>1</sup> 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.

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

Applicants are expected to have skills and knowledge appropriate to the field of expertise in accordance with the Priority Axis 1 of the Cooperation Programme. Candidates must have proven expertise in at least two of the following areas:

- economic and trade development or enterprise development targeting SMEs
- development and expansion of the SMEs on national and international markets
- identification of competitive enterprises and business opportunities on national and international markets
- economic analyses and regional development
- SME environment
- SMEs development programmes

### **Additional assets**

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.

After the selection process of applications submitted within the deadline 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**

Successful candidates selected to the List of assessors from the created Pool will be contracted to perform the quality assessment of the B-Light Scheme Project Proposal submitted under the Call for the B-Light Scheme Project Proposals. When assigning the project proposal to successful candidates the account shall also be taken on the geographical balance within both countries. 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 complexness 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 the B-Light Scheme project elaboration or coordination or activities implemented by the entities submitting project application.

## **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 is **15<sup>th</sup> June 2017; 23:59 CET**. Documents shall be sent to the [csveres@skhu.eu](mailto:csveres@skhu.eu).

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

When submitting the 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>