

# Call for Assessors

in the frame of the

## INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME

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SKHU/CFA/1801/01

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## Introduction

Széchenyi Programme Office Nonprofit LLC. on behalf of the Joint Secretariat (hereinafter JS) of the Interreg V-A Slovakia-Hungary Cooperation Programme (hereinafter Programme) in co-operation with the Hungarian Prime Minister's Office (*as Managing Authority*) and Ministry of Agriculture and Rural Development of the Slovak Republic (*as National Authority*) is launching the **Call for assessors - SKHU/CFA/1801/01** (hereinafter Call) to select qualified and experienced professionals to provide sectoral assessment of the submitted applications.

The Interreg V-A Slovakia-Hungary Cooperation Programme operates within the 2014-2020 European Union financial frameworks as the part of the Cohesion Policy. European Commission approved the Programme document by EC Decision C(2015) 6805 on 30 September 2015. The Programme's specific aim 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 overall European Regional and Development Fund support for financing projects within the Interreg V-A Slovakia-Hungary Cooperation Programme is 146 460 448 EUR.

**The aim of the present Call is to select qualified and experienced experts to perform the quality assessment of projects submitted within the Priority Axis 1 – Nature and Culture.**

## Priority Axis

The Priority Axes 1 – Nature and Culture of the Cooperation Programme is generally seeking for the following results:

- 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;
- Increase in the number of visitors in the programme area.
- Support of the vertical and horizontal integration of the border region.

As a result of the projects implemented within the PA1, new, integrated tourist areas with own products and brand will be developed. The interventions will be carried out in an environmentally sound way with a view to guaranteeing the higher attention toward the natural and cultural values of the common region. It is expected that the number of visitors coming from the neighbouring country will significantly grow on each side of the border and long-term, strategic cooperation starts in many small regions for protecting natural and cultural heritage.

## Call for proposals

The Assessors selected within the framework of this Call will be involved in the assessment process for the project applications submitted for the specific Call for Proposal SKHU/1801. The Call is aiming on boosting the cooperation activities among Small and medium sized enterprises [SMEs] within the Programme eligible are.

Each project proposal has to contribute to the Specific objective of the Priority Axis 1. The Specific objectives can be reached through supported actions which serve as a guideline for project generation. The achieved results of the projects must contribute to the Programme result indicator, as the project outputs have to contribute to at least one from the Common and Programme specific output indicators of the Specific objective.

The amount of the available financial allocation within the Call for proposals SKHU/1801 is 10 000 000 EUR from the ERDF while minimum 40 SMEs must be supported. Each project proposal submitted under the SME Call for proposals must hence include minimum one SME involved in the project partnership as carrier of the core eligible actions of the project. For more information please read through the Applicant`s package of the Call available on the Programme`s website [www.skhu.eu](http://www.skhu.eu).

## Tasks of Assessors

Assessors contribute to the selection procedure by carrying out the following tasks:

- participate on assessors training held in Budapest by JS,
- sign the Service contract with the Széchenyi Programme Office Nonprofit LLC,
- learn all relevant documentations and materials provided by the JS,
- cooperate in the process of registration and receiving the access to IMIS 2014-2020,
- taking over the relevant Applications on USB memory stick (if needed),
- perform quality assessment by filling in and submitting the filled in quality grids for relevant Applications through the IMIS 2014-2020 until the given deadline,
- sending feedback on given surface to improve the assessment procedure.

The quality assessment of the project proposals is carried out electronically through the Application Module of IMIS 2014-2020 Monitoring and Information System (IMIS 2014 – 2020). The assessors will be provided with the necessary information on IMIS 2014-2020 usage during the obligatory assessors training organised by the JS.

## 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 Call for Proposal.** Only the candidates fulfilling the following minimum requirements will be taken into consideration:

### Education

Candidates must have college and/or university degree (at least Bachelor's degree, completed with a diploma) in

- economics, business administration, business management and/or
- regional development, spatial planning and/or
- tourism management and/or communication.

### Professional experience

Candidates must have at the closing date for the applications at least 3 years of proven professional experience - following the award of the college and/or university degree - in any of the following fields:

- Business and credit analysis of SMEs
- Economic and trade development or enterprise development targeting SMEs
- Development and promotion of cultural and tourism services and heritage assets
- Development of cross-border marketing or communication products/services
- Regional development

### Language skills

Candidates must be fluent in speaking, reading and writing in English (project proposals are prepared in English and assessors will be asked to write their observations in English). Furthermore candidates must have proficiency in either Hungarian or Slovak language.

### Assets

- Experience in SME development in project management and/or project evaluation and/or SME administration/management.
- 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.

## Remuneration

Assessors are awarded from the Technical Assistance resources of the Programme. The assessor is entitled to a fee of EUR 120 (net) per each project with infrastructure elements and to a fee of EUR 80 (net) per each project without infrastructure elements assessed. Experts receive number of applications according to the subject of the applications and professional competence of the assessor. Legal form of the assessor can be company, private enterprise or private person as well.

## Work schedule

Provisional timeframe of the assessment process is the following:

Time frame	Assessment steps
April 2018	submission of applications; verifying experts' availability;
May 2018	participate on assessors training;
continuously until the closing of the Call	assessment of the projects; delivery of the assessment to the JS;

## Selection procedure

### How to apply

The application process will be managed through electronic correspondence. Candidates are requested to submit the following documents:

- **Application form** (*on predefined excel format published as annex to this Call*);
- **Declaration on conflict of interest** (*on predefined excel format published as annex to this Call*);
- **Motivation letter**
- **Copies of diplomas, certificates** in national languages (*scanned documents*);
- **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 expertise in specific areas.

**Deadline for sending the applications to the present Call for Assessors is  
23 April 2018 | 23:59 CET.**

**The documents shall be sent electronically to the e-mail address:  
[Istrizencova@skhu.eu](mailto:Istrizencova@skhu.eu)**

**Please indicate in the subject the following text:  
“SKHU/CFA/1801/01 - Call for Assessors”**

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

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>

## Assessment

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

## Pool of experts

Applicants fulfilling requirements and selection criteria are included into the Pool of experts [Pool] according to the approval the Managing Authority in agreement with the National Authority. The Pool of Assessors is set up for the period of 2014-2020 and - if necessary - is regularly updated. 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 LLC. as hosting institution of the JS) to award a contract to successful candidates.**

JS in cooperation with MA and NA 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. The Joint Secretariat will inform candidates whether they have been registered in the Pool of Experts or not. The decision of the Selection committee is final and no appeal shall apply.

## **Contracting**

Experts will be requested to perform quality assessment according to their location and professional competence. 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 LLC. and the assessors (companies) or, if employed by a legal person, by an authorised representatives of this entity.

## **Conflict of Interest**

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. Assessors providing quality assessment cannot have any conflict of interest in connection to the selection of the applications. This means, 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; on the other hand assessors cannot participate in the selection procedure as members of the Monitoring Committee.

Assessors are required to sign a Declaration of confidentiality and impartiality according to the template published as annex to this Call proving that there is no conflict of interest between their works and performing the duties of assessor.