



Call for Territorial Assessors

in the frame of the

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

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Introduction

The Joint Secretariat of the Interreg V-A Slovakia-Hungary Cooperation Programme on behalf of the Ministry of Foreign Affairs and Trade of Hungary and Ministry of Agriculture and Rural Development of the Slovak Republic is launching call for nomination of the territorial experts into the assessment procedure of the Call for proposals SKHU/1902. The aim of the present Call is to select qualified and experienced territorial experts to perform territorial assessment of the submitted projects.

Selection procedure

The quality of projects is assessed against criteria laid down in the Quality assessment grid available as part of the Applicant's package. The quality assessment is divided into three parts.

The first part is undertaken by the Joint Secretariat. The primary subject of the assessment is whether the project objectives are logically linked to the relevant priority axis and project activities are in line with the supported activities of the related action. Each project is assessed by two programme managers representing both Member States. The maximum points given by the Joint Secretariat are 45 points. The final score is made up from the average of two assessments.

The second part of the quality assessment is undertaken by territorial experts. The primary subject of the assessment is whether the project objectives are in line with the relevant regional development plans and local initiatives. The comprehensive list of the criteria assessed by the Territorial experts is available in the Quality assessment grid. Each project is assessed by as many territorial experts as many regions are affected by the project. A region is affected, if any indicated Beneficiary has its seat/branch office (which is applicable) in it. The maximum points given by the Territorial experts are 20 points. The final score is made up from the average of the assessments. **If an Application receives less than 40 points after the first and second part of the quality assessment, the project shall be rejected.**

If the assignment of the territorial expert fails for any reason (e.g. missing delegation, non-compliance with eligibility criteria), his/her task will be taken over by other assessors in the procedure.

Third part of the quality assessment is performed by external assessors selected from a pool of experts previously approved by the Managing Authority in agreement with the National Authority. The primary subject of the assessment is whether the project objectives are in line with sectoral trends, expected results can be achieved, expenditures are in line with market prices and project outcomes are durable. Each project is assessed by two external assessors representing both Member States. The maximum points given by external assessors are 35 points. The final score is made up from the average of two assessments.

The comprehensive list of the quality criteria for each part is available in the Quality assessment grid. During the evaluation process, assessors shall give short justification to each evaluation criteria of the evaluation grid. The final score is made up from the sum of the average scores from each part.

Tasks of the assessor

The primary subject of the territorial assessment is whether the project objectives are in line with the relevant regional development plans and local initiatives. Territorial experts contribute to the selection procedure by carrying out the following tasks:

- **Learning the Applicant's package**
Each assessor must learn in depth documents published within the framework of the Applicant's package. For more information on the Call for proposals SKHU-1902, please visit the programme website.
- **Participating on assessors training**
Each assessor must participate on assessment training in Budapest organized by the JS. Participating on assessors training is a prerequisite for becoming an assessor.
- **Registering into the IMIS 2014-2020**
Each assessor must register into the Interreg Monitoring and Information System 2014-2020 that enables detailed view of the submitted projects.
- **Performing the territorial assessment of the relevant projects**
Each assessor must perform the territorial assessment for projects in which his/her region is affected. A region is affected by the project, if any indicated Beneficiary has its seat/branch office (which is applicable) in it. The comprehensive list of the criteria assessed by the Territorial experts is available in the Quality assessment grid. Assessors fill in the quality grid electronically in Excel format, which has to be printed, signed, and sent to JS electronically in Excel and pdf format until the given deadline.

Eligibility criteria

Territorial expert(s) has to be delegated by counties or higher territorial units having voting mandate in the Programme's Monitoring Committee. Candidates are preferred to be staff members of the administration body of the delegating county or higher territorial unit.

Education

Candidates are required to have college or university degree (*at least Bachelor's degree, completed with a diploma*).

Professional experience

Candidates must have at the closing date for applications minimum 5 years of professional experience on the field of regional development and/or spatial planning and programming in the relevant county or higher territorial unit area.

Language skills

Candidates must have advanced command of English.

Workload

Estimated number of projects per counties or higher territorial units:

Slovak republic	Priority axis 1	Priority axis 4	Altogether
Košický samosprávny kraj	23	19	42
Nitriansky samosprávny kraj	21	15	36
Banskobystrický samosprávny kraj	13	8	21
Bratislavský samosprávny kraj	10	9	19
Trnavský samosprávny kraj	7	4	11

Hungary	Priority axis 1	Priority axis 4	Altogether
Pest megye	24	22	42
Borsod-Abaúj-Zemplén megye	19	17	36
Győr-Moson-Sopron megye	8	11	19
Nógrád megye	8	8	16
Komárom-Esztergom megye	8	5	13
Heves megye	7	4	11
Szabolcs-Szatmár-Bereg megye	4	1	5

Timeframe

Provisional timeframe of the assessment process is the following:

Task	Date
Participating on assessor's training	19 February 2020 or 20 February 2020
Performing territorial assessment	From 24 February 2020 to 13 March 2020 (3 weeks)

Due to the limited timeframe, counties or higher territorial units having more than 15 projects altogether are recommended to nominate different territorial assessor for each Priority axis.

Remuneration

Territorial experts perform the assessment on honorary basis. Assessment duties of internal staff of the relevant administration body shall be incorporated into the candidate's working schedule. In case the candidate is an external service provider, remuneration shall be ensured by the delegating authority.

Conflict of Interest

For each task, assessors must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Assessors cannot have any conflict of interest in connection to the selection of the applications. This means, they may not be personally involved in project-elaboration, coordination or linked to another projects or activities implemented by the entities submitting project application. Furthermore, assessors have to be independent from the voting member of the Monitoring Committee and 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 attached template proving that there is no conflict of interest between their works and performing the duties of assessor.

Applying

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

- **Curriculum Vitae** (*in CV, candidates must provide evidence that they possess the required skills and sufficient professional experience*);
- **Delegation decree** (*headed paper of the delegating authority signed by the chair or the supervising representative responsible for the regional development or Interreg Programmes*);

Deadline for sending territorial experts' applications to the present Call for nomination of the Territorial Assessors is **17 February 2020 | 23:59 CET.**

The documents shall be sent electronically to the e-mail address: csveres@skhu.eu.

Please indicate in the subject the following text:

“SKHU-CFA-2001 - 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>

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.