



# Call for Assessors

in the frame of the

## INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME

**Reference number:**  
SKHU/CFA/1702

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## Introduction

Széchenyi Programme Office Nonprofit Ltd. on behalf of the Joint Secretariat of the Interreg V-A Slovakia-Hungary Cooperation Programme in cooperation 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 Call for assessors /SKHU-CFA-1702/ with the aim of choosing qualified territorial and sectorial experts to perform professional assessment of submitted applications.

The Interreg V-A Slovakia-Hungary Cooperation Programme operates within the 2014-2020 European Union [EU] 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 aim of the present Call is to select qualified and experienced territorial and sectorial experts to perform quality assessment of projects submitted for the *Call for proposals* with the reference number *SKHU-1703*.**

## Priority axis

The third priority axis [PA3] of the SKHU Programme – *Promoting sustainable and quality employment and supporting labour mobility* – focuses on the development of key conditions for improving labour mobility and puts emphasis on the integration of the cross-border labour market. PA3 fosters creation of employment opportunities based on endogenous potentials and improves accessibility to job opportunities. As a result, employment level is expected to grow and conditions of the cross-border commuting and accessibility to working places will be improved.

Economic activity and unemployment rate show significant regional differences along the Programme area. The specific objective [SO] of the third priority axis is to decrease employment inequalities among the regions with a view to improving the level of employment in less developed regions. The complexity of the SO determines comprehensive development plans which induce integrated chain of projects including infrastructural and soft activities. Since the expected results require complex interventions, applicants - as a first step - are obliged to create a complex development plans called *Territorial action plan for employment* [TAPE].

Each TAPE has to set and analyse its target area, identify territorial needs and answer these needs by proposing actions in form of interrelated chain of projects with an overall view to create new jobs and enhancing cross-border labour mobility. Each TAPE has to contain minimum three maximum eight project proposals in line with the list of eligible actions. Each project proposal shall be in synergic or complementary relation with minimum one other

project and have to be absolutely necessary for the overall success of the TAPE. For more information regarding the *Call for proposals SKHU-1703* please download the [Application package](#).

**Assessors selected by the current call have to perform the territorial and sectorial assessment of the TAPes submitted until the given deadline.**

## Call for proposals

The *Call for proposals SKHU-1703* is the first round of a two-round selection procedure for the PA3. Submitted applications will be included into the admissibility and quality assessment procedure. The goal of the first round is to choose TAPes that most contribute to achievements of Priority axis' objectives and fulfil further assessment criteria. The first round ends with the decision of the Monitoring Committee stating the list of TAPes to be invited for the restricted Call serving as second round of the selection procedure.

## Selection procedure

### Admissibility assessment

Applications have to be submitted in a predefined paper format signed (and stamped) by relevant LB-CCP until the given deadline. In case the submitted application does not meet the admissibility criteria application is automatically rejected. Applications fulfilling the admissibility criteria are forwarded into quality assessment process.

### Quality assessment

Quality of each application is assessed against a set of criteria laid down in the Quality assessment grid. The evaluation grid of the quality assessment is available as part of the Application package. In order to ensure the coherence between different assessments each Assessor is obliged to perform the assessment according to the Assessor's guide which is the Annex I. of the Quality assessment grid. Quality assessment is divided into three parts according to the competency of different stakeholders.

### **Specific objective assessment (*Programme managers of the Joint secretariat*)**

The first part of quality assessment is accomplished by the Joint Secretariat. Programme managers examine primarily whether the objectives of the submitted applications are in line with the specific objectives of the Priority axis. Secondly, the Joint secretariat examines the basic operational criteria important for smooth implementation. The final score is made up from the average of two individually accomplished assessments.

### **Territorial assessment (*Territorial experts*)**

The second part of the assessment is performed by territorial experts delegated by counties and higher territorial units forming the programme area. Territorial experts examine the TAPE's territorial relevance, coherence with local development plans and integration with

local initiatives. Applications are assessed by territorial experts who are geographically relevant according to the TAPE's target area.

### **Sectorial assessment (*Sectorial experts*)**

Third part of the assessment is performed by sectorial expert selected via present Call for Assessors. Each application is evaluated by two sectorial experts. The maximum points given by sectorial experts are 66 points. The final score is made up from the average of two individually accomplished assessments. Assessors may recommend withdrawing project proposals from the TAPE in case the proposed project has no remarkable synergic or complementary relationship with other projects or does not have any added value to employment or mobility objectives of the TAPE.

### **Decision of the Monitoring Committee**

Monitoring Committee decides on approval of the Applications according to the ranking list of the Applications. Applications receiving all together 65% of the available score (65 points) or more are proposed for financing by taking into account the funds made available by the Monitoring Committee.

**In case the implementation of the TAPE presented in the Application form carries significant risk regarding the implementation, feasibility or sustainability the Application is not in line with the basic principles of the present Call therefore the Monitoring Committee may decide to not approve.**

## Territorial experts

### Tasks

Territorial relevance of the submitted TAPes is examined by territorial experts. The selected assessors examine coherence with local development plans, relevance of the identified territorial needs and integration of the TAPE with different local sectorial initiatives. Experts included into the Pool are requested to perform assessment to geographically relevant<sup>1</sup> Applications.

### **Territorial experts contribute to the selection procedure by carrying out the following tasks:**

- participate on assessors training held in Budapest by JS,
- learn all documentations and materials provided by the JS,
- taking over the relevant Applications on USB memory stick,
- perform quality assessment by filling in quality grids for relevant Applications,
- sending filled quality grids in electronic format to JS until the given deadline,
- handing over the signed and filled quality grids until the given deadline,
- sending feedback on given surface to improve the assessment procedure.

### Eligibility criteria

Territorial experts have 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, but have to be independent from the member of the Programme's Monitoring Committee with voting rights. Candidates 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.

### Education

Candidates are required to have college and/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.

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<sup>1</sup> Geographical relevancy is investigated by the JS according to the extension of the TAPE's target area.

## Language skills

Candidates must have excellent command of spoken and written English<sup>2</sup> at least on level C1.

## Sectorial experts

### Tasks

Sectorial relevance of the submitted TAPes is examined by sectorial experts. Each *Territorial Action Plan for Employment* is assessed by two sectorally relevant experts. The selected assessors examine the overall feasibility of the proposed projects and their coherence with national development plans and initiatives. Experts included into the Pool are asked to perform quality assessment of selected Applications according to their professional competence.

**Sectorial experts contribute to the selection procedure by carrying out the following tasks:**

- participate on assessors training held in Budapest by JS,
- learn all documentations and materials provided by the JS,
- taking over the relevant Applications on USB memory stick,
- perform quality assessment by filling in quality grids for relevant Applications,
- sending filled quality grids in electronic format to JS until the given deadline,
- handing over the signed and filled quality grids until the given deadline,
- sending feedback on given surface to improve the assessment procedure.

### Eligibility criteria

Candidates fulfilling requirements and selection criteria are included into the Pool of experts [Pool] according to the approval of the Managing Authority in agreement with the National Authority.

### Education

Candidates are required to have college and/or university degree (at least Bachelor's degree, completed with a diploma) on the field of:

- Natural sciences – Chemistry
- Natural sciences – Biology
- Natural sciences – Geography  
*(preferably on the field of economic geography and regional development)*
- Natural sciences – Environmental sciences  
*(preferably on the field of nature protection and development of urban and rural areas)*

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<sup>2</sup> Project proposals are prepared in English and assessors will be asked to write their observations in English.

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- Technical sciences – Construction engineering  
*(preferably on the field of road and bridge construction)*
  - Technical sciences – Material sciences and technology
  - Technical sciences – Transport sciences  
*(preferably on the field of human transport)*
  - Technical sciences – Chemical engineering
  - Technical sciences – Agricultural technical sciences
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- Medicine – Management of health services
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- Agricultural sciences - Agronomy
  - Agricultural sciences – Animal sciences
  - Agricultural sciences – Food production sciences
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- Social sciences – Economic sciences  
*(preferably on the field of investment profitability, return of investments)*
  - Social sciences – Law sciences and public administration  
*(preferably on the field of management of public administration, education and social services)*
  - Social sciences – Business administration and management  
*(preferably on the field of management of SMEs and social enterprises)*
  - Social sciences – Sociological sciences  
*(preferably on the field of employment and labour policy)*

## Professional experience

Candidates must have at the closing date for applications minimum 10 years of professional experience on the field responding to their educational background. Candidates must have excellent analytical skills to evaluate sectorial feasibility of the submitted applications. Each candidate shall have knowledge in the national legislation (Hungarian and/or Slovak) of the field of his/her professional expertise.

## Language skills

Candidates must have excellent command of spoken and written English<sup>3</sup> at least on level C1.

## Asset

Candidates have experience in the technical and financial assessment of European Territorial Cooperation projects and/or other projects co-financed by the European Union.

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<sup>3</sup> Project proposals are prepared in English and assessors will be asked to write their observations in English.

## Remuneration

Joint Secretariat *Programme managers* and *Territorial experts* are performing the assessment on honorary basis. According to this if the Territorial expert candidate is internal staff member of the administration body of the delegating county or higher territorial unit assessment duties shall be incorporated into the candidate’s regular working schedule. In case the delegated candidate is external service provider remuneration shall be agreed and ensured by the delegating authority.

Sectorial experts are awarded from the Technical Assistance resources of the Programme. The sectorial expert is entitled to a fee of EUR 120 (net) per each TAPE 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

Time frame	Territorial experts	Sectorial experts
December	submission of applications; verifying experts' availability; appointment of the experts to particular projects;	
January	participate on assessors training; assessment of the projects; delivery of the assessment to the JS;	participate on assessors training; signing contracts with the appointed experts;
February		assessment of the projects; delivery of the assessment to the JS;
March	being available for clarifications;	being available for clarifications;

## Selection process

### 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*);
- **Delegation decree** (*relevant only for Territorial experts - on headed paper of the delegating authority signed by the chair*);
- **Declaration on conflict of interest** (*template attached*);
- **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 sectoral expertise in specific areas.

**Deadline for sending applications to the present Call for Assessors is 15 December 2017 | 23:59 CET. The documents shall be sent electronically to the e-mail address: [csveres@skhu.eu](mailto:csveres@skhu.eu). Please indicate in the subject the following text:**  
**“SKHU-CFA-1702 - 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. 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.**

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.

## **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 Ltd. 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 attached template proving that there is no conflict of interest between their works and performing the duties of assessor.

## **Information**

Afterwards the Joint Secretariat will inform candidates whether they have been registered in the Pool of Experts or whether they have been unsuccessful. The decision of the Selection committee is final and no appeal shall apply.