



**FormezPa
Centre for services, assistance, studies and training for the modernization of the PA**

**Public notice
for the selection of experts for the IPA-Adriatic CBC Programme Joint Technical Secretariat
to the Abruzzo Region**

Introduction

IPA intends to provide European Union candidate or potential candidate countries with target assistance; IPA prepares, *inter alia*, candidate countries for implementing Structural Funds, the Cohesion Fund and the Agricultural Fund for Rural Development, thus providing specific support to local institutions in introducing as similar procedures to European Structural Funds as possible.

The Abruzzo Region has been assigned the task of Managing Authority of the IPA Adriatic Cross-border Cooperation Programme in the sphere of the cross-border component of the IPA Adriatic 2007 – 2013 financial instrument, which involves 7 Italian Adriatic Regions (IAR), namely Abruzzo, Emilia – Romagna, Friuli Venezia Giulia, Marche, Molise, Puglia, Veneto and some of the territories of the states of Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia.

The Programme envisages 4 Priorities:

- Priority 1 – Economic Social and Institutional Cooperation
- Priority 2 – Natural Resources, Cultural Heritage and Risk Prevention
- Priority 3 – Accessibility and Communication Networks
- Priority 4 – Technical Assistance

In the scope of Priority 4 – Technical Assistance of the IPA ADRIATIC 2007 Programme – a series of activities is envisaged, aiming at delivering technical and operating support to the Managing Authority, which is established within the IPA – Adriatic Territorial Cooperation Service.

The activities of technical assistance must contribute to ensuring the overall efficiency of the administrative action and to solving specific needs, which may emerge during the Programme implementation.

Under the Agreement of November 26, 2013 concluded between the Abruzzo Region and Formez PA for the purpose of realizing the “Activities as in Priority 4 – Technical Assistance of the IPA ADRIATIC 2007-2013 Programme” a range of activities of technical assistance entrusted to Formez PA was identified, which concern among others the issuing of public procurement procedures for recruitment, in compliance with the provisions on vacant professional profiles and contingent professional profiles needed to implement the IPA Adriatic CBC 2007-2013 Programme, which have been approved by JMC (Programme Joint Monitoring Committee) and decided by the Managing Authority.



This Notice takes into account the changes made to the Technical Joint Secretariat staff composition and remunerations as incorporated in the Financial Plan annexed to the Addendum on the Agreements concluded on 26 November 2013 and on 13 January 2015 as approved by DGR (Regional Council Decree) N° 153 of 26 February 2015.

This Notice aims to select **11 Experts**, who will be entrusted by Formez PA with endorsing the carrying out of the Joint Technical Secretariat activities.

The professional profiles to be recruited are structured according to the following profiles:

- | | |
|-------------------|---|
| Profile 1 | n° 1 Coordinator of the Joint Technical Secretariat (senior) |
| Profile 2 | n. 1 Head of the Project Management Unit (senior) |
| Profile 3 | n° 1 Project Manager for Italy for the Project Management Unit - Contact Point (senior) |
| Profile 4 | n° 1 Project Manager for Bosnia and Herzegovina for the Project Management Unit - Contact Point (senior) |
| Profile 5 | n° 1 Project Manager for Croatia for the Project Management Unit – Contact Point (senior) |
| Profile 6 | n° 1 Project Manager for Serbia for the Project Management Unit – Contact Point (senior) |
| Profile 7 | n° 1 Programme Assistant (senior) |
| Profile 8 | n° 1 Administrative Manager (senior) |
| Profile 9 | n° 1 Financial Manager (junior) |
| Profile 10 | n° 1 MIS Manager and Developer (junior) |
| Profile 11 | n° 1 Administrative Expert (junior) |

Applicants may submit their application for more than 1 profile, provided that the specific requirements envisaged for each profile are met.

However, FormezPA will assign one contract for each selected candidate on the basis of the scoring obtained in the rankings of merit. In the case of submitting a multiple application, where the applicant results to be ranked as first in more than one ranking of merit, she/he will have to choose the profile for which she/he intends to have a contract.

The requirements for participation and the related tasks for each profile are indicated in Annex A to this Notice, which is its integral and substantial part.



Participation procedure

Art. 1 – Submitting the application

The application for participating in the selection – to be compiled in Italian by Italian citizens and in English by foreign citizens - shall be peremptorily submitted within the deadline 6 May 2015, hour 6 p.m. exclusively via web by Formez PA web site (www.formez.it), by filling in - in a correct and integral manner – all the forms of the on line electronic form available in the Section “**Application for Public Notice Experts for the IPA-Adriatic CBC Programme Joint Technical Secretariat to the Abruzzo Region**”. An automatic e-mail of confirmation will prove evidence of successful registration. On penalty of exclusion, a curriculum vitae will be annexed in European format and only in the English version (both for Italian and foreign citizens) to the application for participation.

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The application for participating in the selection can be alternatively submitted according to the same terms mentioned above, and by filling in the e-form, to the headquarters of Formez PA in Rome, Viale Carlo Marx 15, by means of an *ad hoc* ICT work station available for the applicants to use from 10 a.m. to 1 p.m. every working day.

Once read the information notice provided according to art. 13 of legislative decree N° 196 of 2003 as in subsequent art. 6, the applicant shall give consent to the treatment of their personal data to the intents indicated in the aforementioned information note. Failing that, Formez PA cannot proceed with data treatment.

All applicants who have correctly submitted their application form and curriculum vitae within the deadline, and satisfy the requirements are admitted to the selection procedure.

Participating in the present Public Notice implies the integral and unconditional acceptance of its overall content.

Art. 2. – Application content

On penalty of exclusion, applicants shall declare the following in the application:

- surname, name, tax code, date, place of birth;
- residence with the exact indication of an address and an address to be used for communications;
- to be an Italian citizen or a citizen of one of the European Union member states or of a Country participating in the IPA ADRIATIC CBC Programme (namely Albania, Bosnia and Herzegovina, Croatia, Greece, Montenegro, Serbia and Slovenia);
- not to have been convicted or found guilty of criminal offence against the Public Administration;
- to enjoy civil and political rights;
- not to be banned from public offices by a judgment that has the force of *res judicata*;
- to satisfy all specific requirements for participation as in Annex A for the profile/s for which she/he intends to submit an application.



Art. 3 – Selection procedure and assignment of contracts

A Committee established *ad hoc* by the Abruzzo Region will examine the applications, so as to verify that applicants possess the requirements as in Annex A. The lack of one of the requirements indicated implies being excluded from the selection. As far as assessing the command of English and of the national language spoken in the countries participating in the IPA Adriatic CBC Programme – the latter concerns the selection of the profiles of Project Manager only – is concerned, the Committee will avail itself of experts or mother tongue experts. Furthermore, an expert member will verify ICT skills.

The Committee, once examined the eligibility of the applicants, will assess them through the following steps:

- 1) a first phase focusing on the overall assessment of the curriculum vitae, in order to assess experience on the basis of the criteria laid down in subsequent Art. 4;
- 2) a second phase dedicated to:
 - a. verifying the actual requirements related to ICT skills by means of a practical test;
 - b. verifying the knowledge of the languages required by each profile, as indicated in Annex A, through an individual interview;
 - c. evaluating the technical and administrative knowledge about all topics related to the skills required per profile and the tasks to be carried out, as indicated in Annex A, through an individual interview establishing maximum 30 scores.

Applicants who have obtained a minimum scoring of 21 scores out of 40 in the phase 1) will be admitted to phase 2).

Command of the language and of ICT skills as indicated by Annex A is a necessary condition for sitting the interview as in letter c).

In order to take the tests as in phase 2), each applicant shall undersign a statement in accordance with the presidential decree 445 of 2000 and subsequent amendments certifying the requirements stated in the application and the annexed curriculum vitae.

The list of applicants admitted to phase 2) and the time schedule of the interviews will be published in Formez PA website (www.formez.it) and in IPA Adriatic web site www.adriaticpacbc.org. The notice publication has, in effect, the value of announcement.

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At the end of phase 2) the Committee will draw up, for each profile, the respective rankings to be published in Formez PA web site (www.formez.it), as well as in IPA Adriatic web site www.adriaticpacbc.org within 15 days from the date of conclusion of the selection interviews. The notice publication has, in effect, the value of announcement.

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Formez PA is entitled to check the truthfulness of the information provided by winning applicants in the application for participation and the curriculum vitae.



For the purpose of assigning the contract, those who win will have to register in the Formez PA Roster of Collaborators.

Art. 4 – Assessment criteria

When assessing the curricula, the Committee will take into account the criteria as indicated below:

Profile 1 Coordinator of the Joint Technical Secretariat (senior)	
Experience (max 40 scores)	
<i>1. At least 10-year work experience in European Union co-funded cross-border and/or transnational and/or interregional projects of which at least 5 years in management of European Union funded programmes <u>in terms</u> of relevance with the required activities.</i>	<i>(max 15 scores)</i>
High level of compliance	From 13 scores to 15 scores
Medium level of compliance	From 8 scores to 12 scores
Sufficient level of compliance	From 1 score to 7 scores
<i>2. Experience in project cycle management aiming at ensuring the smooth implementation and efficient and effective technical, administrative and financial management</i>	<i>(max 15 scores)</i>
High level of compliance	From 13 scores to 15 scores
Medium level of compliance	From 8 scores to 12 scores
Sufficient level of compliance	From 1 score to 7 scores
<i>4. Experience in Team management through the supervision and planning of the members' activities, and performance evaluation related to the assigned tasks</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores

Profile 2 Head of the Project Management Unit (senior)	
Experience (max 40 scores)	



<i>1. At least 5-year work experience in European Union co-funded projects of which 3 years in management of European Union funded cooperation programmes (preferably Interreg/Cards/Phare) in terms of relevance with the required activities.</i>	<i>(max 15 scores)</i>
High level of compliance	From 13 scores to 15 scores
Medium level of compliance	From 8 scores to 12 scores
Sufficient level of compliance	From 1 score to 7 scores
<i>2. Experience in project cycle management aiming at ensuring the smooth implementation and efficient and effective technical, administrative and financial management</i>	<i>(max 15 scores)</i>
High level of compliance	From 13 scores to 15 scores
Medium level of compliance	From 8 scores to 12 scores
Sufficient level of compliance	From 1 score to 7 scores
<i>4. Experience in Team management through the supervision and planning of the members' activities, and performance evaluation related to the assigned tasks</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores

Profiles 3, 4, 5 and 6
Project Manager Italy (senior)
Project Manager Bosnia and Herzegovina (senior)
Project Manager Croatia (senior)
Project Manager Serbia (senior)

Experience
(max 40 scores)

<i>1. Experience in international partnerships by managing institutional contact persons with national and local authorities, evaluation and capitalization of the projects results</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. At least 5-year experience, of which at least 4 in technical and administrative management, including assistance to applicants and projects' beneficiaries in the scope of European Union co-funded cross-border and/or transnational and/or interregional Programmes (Interreg/Cards/Phare), of which</i>	<i>(max 15 scores)</i>



<i>at least 3 years in European Union co-funded cross-border Programmes</i>	
High level of compliance	From 13 scores to 15 scores
Medium level of compliance	From 8 scores to 12 scores
Sufficient level of compliance	From 1 score to 7 scores
<i>3. Experience in project cycle management and preliminary evaluation of European Union co-funded cross-border and/or transnational and/or interregional Programmes (Interreg/Cards/Phare).</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>4. Experience in communication activities through the implementation of web sites and NewsLetters</i>	<i>(max 5 scores)</i>
High level of compliance	5 scores
Medium level of compliance	from 3 scores to 4 scores
Sufficient level of compliance	from 1 score to 2 scores

Profile 7	
Programme Assistant (senior)	
Experience	
(max 40 scores)	
<i>1. Experience in managing communication via web, as well as in implementing communication plans</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. Experience in administrative documentation management for preparing acts and documents for the European Commission</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>3. At least 5-year work experience in the sphere of European Union-funded Programmes</i>	<i>(max 20 scores)</i>
High level of compliance	From 16 scores to 20 scores
Medium level of compliance	From 10 scores to 15 scores
Sufficient level of compliance	From 5 scores to 9 scores



**Profile 8
Administrative Manager Senior**

**Experiences
(max 40 scores)**

<i>1. At least 5-year postgraduate experience, of which at least 4 years gained in technical and administrative management, including preparation of public procedures and appraisal of eligibility of expenditure at level of European Union co-funded cross-border and/or transnational and/or interregional Programmes management (INTERREG/CARDS/PHARE), of which at least 3 years gained in managing EU co-funded cross-border Programmes (INTERREG/CARDS/PHARE)</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. Experience in administrative management, related to financial and programming issues in order to prepare acts and documents for the European Commission and the JMC</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>3. Experience in project cycle management and evaluation of European Union co-funded cross-border and/or transnational and/or interregional Programmes (Interreg/Cards/Phare).</i>	<i>(max 20 scores)</i>
High level of compliance	From 16 scores to 20 scores
Medium level of compliance	From 10 scores to 15 scores
Sufficient level of compliance	From 5 scores to 9 scores

**Profile 9
Financial Manager (junior)**

**Experiences
(max 40 scores)**

<i>1. At least 5-year professional experience in financial management, monitoring, appraisal of eligibility of expenditure of European Union co-funded cross-border and/or transnational and/or interregional projects, of which at least 1 year of experience gained in European Union co-funded cross-border Programmes (INTERREG/CARDS/PHARE)</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores



Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. Experience in administrative file management as regards financial and programming issues, in order to prepare deeds and documents for the European Commission</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>3. Experience in project cycle management and evaluation of European Union co-funded cross-border and/or transnational and/or interregional Programmes (Interreg/Cards/Phare).</i>	<i>(max 20 scores)</i>
High level of compliance	From 16 scores to 20 scores
Medium level of compliance	From 10 scores to 15 scores
Sufficient level of compliance	From 5 scores to 9 scores

Profile 10
MIS Manager and Developer (junior)

Experiences
(max 40 scores)

<i>1. At least 5-year professional experience in Data Base management, data processing and system analysis, software development, management information system (M.I.S.), data administration, software engineering, network design or programming, including experience as a supervisor</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. Experience in the field of technologies and program languages of management information systems (MIS)</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>3. Experience in management systems and monitoring of European Union funded Programmes</i>	<i>(max 20 scores)</i>
High level of compliance	From 16 scores to 20 scores
Medium level of compliance	From 10 scores to 15 scores
Sufficient level of compliance	From 5 scores to 9 scores

Profile 11
Administrative Assistant Expert (junior)



Experiences (max 40 scores)	
<i>1. At least 3-year professional experience in technical and administrative management of European Commission co-funded projects</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>2. Experience in preparing administration deeds, programming documents, project management and accounting</i>	<i>(max 10 scores)</i>
High level of compliance	From 8 scores to 10 scores
Medium level of compliance	From 4 scores to 7 scores
Sufficient level of compliance	From 1 score to 3 scores
<i>3. Experience in Institutional Communication with national and international public bodies</i>	<i>(max 20 scores)</i>
High level of compliance	From 16 scores to 20 scores
Medium level of compliance	From 10 scores to 15 scores
Sufficient level of compliance	From 5 scores to 9 scores

Art. 5 – Duration of contract and remuneration

Winning applicants will be assigned to a task to be carried out according to the terms and conditions included therein.

The place for carrying out the contract will be, for all Profiles, at the premises of the Managing Authority located in L'Aquila at Abruzzo Region offices.

Remunerations of the contracts are indicated in the following table, it being understood that the expiry date is no later than on 31 December 2016, except for the deliberate extension of the contract duration in the case a further Addendum between the Abruzzo Region – Managing Authority and Formez PA is undersigned, so as to be able to fulfil the completion of the IPA Adriatic CBC Programme activities.

PROFILE	Annual remuneration
Coordinator of the Joint Technical Secretariat (senior)	€ 54,000
Head of the Project Management Unit (senior)	€ 45,000
Project Manager Italy (senior)	€ 45,000



Project Manager Bosnia and Herzegovina (senior)	€ 45,000
Project Manager Croatia (senior)	€ 45,000
Project Manager Serbia (senior)	€ 45,000
Programme Assistant (senior)	€ 40,000
Administrative Manager (senior)	€ 45,000
Financial Manager (junior)	€ 35,000
MIS Manager and Developer (junior)	€ 30,000
Administrative Expert (junior)	€ 30,000

Remunerations include any tax burden, VAT, as well as deduction of tax and social security and insurance contributions as envisaged by law to be paid by the experts, apart from mobility expenses.

The experts shall work under the functional, programming, organizational and working coordination of the IPA Adriatic CBC Programme Managing Authority of the Abruzzo Region. The organization of the activities and the methods for their implementation shall be indicated in the collaboration contract concluded between the experts and Formez PA.

Those who at the time of publication of this Notice are exposed to conflicts of interests – even of legal nature – with Formez PA cannot conclude a contract.

Those who at the time of signing the contract have a (public or private) employment contract cannot conclude a contract.

Furthermore, it being understood that those who at the time of signing the contract have other collaboration and/or consultancy contracts with the Abruzzo Region or partner bodies of the IPA ADRIATIC CBC Programme or Formez PA, cannot conclude a contract.

For this purpose, the signing of the contract shall be subject to the submission – on the part of the selected applicant – of a statement in accordance with the presidential decree 445 of 2000 and subsequent amendments certifying that impediments as mentioned above do not apply.



Assigning a contract to those who at the time of signing the contract have other collaboration and/or consultancy contracts with different bodies to those mentioned above, shall be subject to a preliminary appraisal by Formez PA and the Managing Authority of the Abruzzo Region as regards the compliance of this/these contract/s with the commitment required to carry out the activities covered by this Public Notice.

In case the emergence of the aforementioned impediments is certified during the period of validity of the contract, the latter shall be terminated. Furthermore, it is understood that also the emergence of these impediments following the date of the signing of the contract shall imply the termination of the contract.

The contractors shall fulfil the standards of Formez PA ethical code, as well as the work duties envisaged by the code of ethics of the Abruzzo Region.

It being understood that the signing of contracts and their effectiveness are subject to the subscription of the Addendum as in the introduction, and that the participation in this selection and an instrumental positioning in the ranking do not give the right to conclude a contract.

Art. 5 – Treatment of personal data

Applicants' personal details - about which Formez PA will be reported for the purpose of this Notice - will be collected and treated for the only purpose as provided by the Italian law enacted and allowed, and in accordance with the provisions included in the legislation in force on protection of personal data (legislative decree N° 196 of 2003 and subsequent amendments).

Art. 6 – Information and publicity

This Public Notice is published on Formez PA web site (www.formez.it) and on the web sites of the Abruzzo Region and of the IPA Adriatic Programme.

Further information may be required via e-mail to ipaadriatic@formez.it.

The Responsible Official is Giampaolo Teodori.

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Director of Operations
(Marco Villani)