



CALL FOR ASSESSORS
published in the frame of

European Neighbourhood Instrument
Cross-border Cooperation Programme
Poland-Belarus-Ukraine
2014-2020

On behalf of the Ministry of Economic Development of Poland acting as the Managing Authority for the Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020, the Joint Technical Secretariat (hereinafter JTS) of the Programme, is launching the Call for Assessors to identify and select qualified and experienced professionals to join the Programme's Pool of Assessors to be set up for project assessment. The Assessors selected within the framework of this Call will be involved in the assessment process for the project applications submitted under the Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020.

1. BACKGROUND

1.1. Programme information

The overall aim of the Programme is to support cross-border development processes in the borderland of Poland, Belarus and Ukraine. The Programme Strategy responds to the national and regional strategies for socio-economic development which shall be implemented by the strategic objectives of the Programme. The Programming document for EU support to ENI Cross-Border Cooperation (2014-2020) sets out three ENI CBC strategic objectives for CBC activities:

1. Promote economic and social development in regions on both sides of common borders;
2. Address common challenges in environment, public health, safety and security;
3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capital.

The Programme contributes to all of the above mentioned strategic objectives and to the identified regional needs by financing the implementation of non-commercial projects referring to the following four Thematic Objectives (TOs) and related priorities:

1. Promotion of local culture and preservation of historical heritage (TO HERITAGE)
Priority 1.1 Promotion of local culture and history;
Priority 1.2 Promotion and preservation of natural heritage.
2. Improvement of accessibility to the regions, development of sustainable and climate-proof transport and communication networks and systems (TO ACCESSIBILITY)
Priority 2.1 Improvement and development of transport services and infrastructure;
Priority 2.2 Development of ICT infrastructure.
3. Common challenges in the field of safety and security (TO SECURITY)
Priority 3.1 Support to the development of health protection and social services;
Priority 3.2 Addressing common security challenges.



4. Promotion of border management and border security, mobility and migration management (TO BORDERS)

Priority 4.1 Support to border efficiency and security;

Priority 4.2 Improvement of border management operations, customs and visas procedures.

1.2. Aim of the Call

The aim of the Call is to invite interested candidates possessing adequate experience and knowledge in the areas of cross-border cooperation, regional development, Programme specific character and legal basis. By creation of the Pool of Assessors a tool for professional and equitable handling of the assessment process will be introduced. The selected assessors will perform the quality assessment of application forms submitted under the respective Call for Proposals.

The pool will be created for the entire programme implementation period.

2. GENERAL INFORMATION

2.1. Beneficiary

The call is published by the JTS for Poland-Belarus-Ukraine Cross-border Cooperation Programme 2014-2020, located within the Center of European Projects – budgetary unit of the Ministry of Economic Development of Poland.

2.2. Call's objectives

To create a list of assessors who will contribute to a high quality project evaluation process within Poland-Belarus-Ukraine Cross-border Cooperation Programme 2014-2020.

2.3. The tasks to be performed

The external assessors will provide assistance in carrying out the quality evaluation of the proposals and respective documents. The tasks of the external assessors include:

- a) evaluation of the proposals and attached documentation on the basis of evaluation criteria which are provided in the following documents: Rules of Procedures of Project Selection Committee, Evaluation and Assessment Manual, Programme Manual Part I – Applicant published for each Call for Proposals and available at the Programme website: <http://www.pbu2020.eu>;
- b) providing the additional comments regarding evaluation at the request of Project Selection Committee (PSC) and Joint Monitoring Committee (JMC);
- c) in exceptional situations, following the request by the Chairperson - attendance in the meetings of the PSC as the observers to present the results of their assessment and answer questions from PSC members.

The external assessor will be obliged to carry out the assessment of the proposal within 2 working days from the date of its obtaining. If more proposal will be assigned to the assessor, the period for the assessment completion will be counted basing on the same assumption - 2 working days per proposal.

All official Programme documents are published in English language. The assessors will be obliged to complete quality assessment grids in English.



3. PLACE AND DURATION

Unless decided otherwise, the external assessors shall work remotely. They will be provided with sets of electronic versions of applications. The assessors might be invited to perform certain tasks in Warsaw (JTS premises) or other places if necessary.

Assessors will be contracted depending on the publication of the calls, the number of projects to be evaluated and the need of expertise by the JTS. The pool will be up-dated in case of the shortage of assessors.

Assessors will be free to resign from the pool, the JTS also reserves the right to remove assessors from the list in case of insufficient performance, repeated unavailability or if problems arise regarding the impartiality and/or confidentiality of an assessor.

The first round of assessment is planned for the period July-September 2017.

4. SELECTION PROCEDURE

Assessors shall be selected on the basis of their professional and technical ability to perform the assessment tasks.

4.1. Application process

Interested candidates are requested to submit the following documents:

- Curriculum Vitae in English, corresponding to the presented template (Annex 1);
- Copies of diplomas, certificates and references in national languages;
- Statement of a candidate for external assessor corresponding to the presented template (Annex 2).

Curriculum Vitae shall comprise of personal information, employment history, education and trainings, personal skills and competence. The applicants must provide evidence that they possess the required skills, sufficient professional experience and sectoral expertise in the areas identified by the Programme. Curriculum Vitae must include the following declaration signed by the candidate: "I agree for my personal data, contained in the C.V., to be processed for recruitment purposes, in conformity with the Law on Personal Data Protection of 29 August 1997 – Journal of Laws of the Republic of Poland of 2014, item 1182 as amended). I agree my application may be forwarded to the institutions involved in the implementation of the Programme i.e. the Ministry of Economic Development in Poland, Ministry of Economic Development and Trade of Ukraine and Ministry of Foreign Affairs in Belarus."

Please note that applications without above statement will be not considered.

The above mentioned documents shall be sent via e-mail: monika.waskiewicz@cpe.gov.pl and via mail at the address mentioned below:

*Joint Technical Secretariat
Cross – Border Cooperation Programme Poland-Belarus-Ukraine 2014-2020
Centre of European Projects
39a Domaniewska St.
02-672 Warsaw
Poland*

Deadline for submission of applications: April 28th 2017



5. SPECIFIC REQUIREMENTS FOR THE ASSESSORS APPROVED BY THE JOINT MONITORING COMMITTEE OF THE PROGRAMME

The candidate for external assessors may be a person who fulfils all the following criteria:

- a) under penalty of perjury submitted the statement confirming that s-/he:
 - enjoys full civil rights;
 - possess legal capacity;
 - has not been found guilty for an intentional offence or for intentional fiscal offence;
- b) is not involved in the Programme implementation by carrying out tasks of the Programme institutions;
- c) must not be involved in the preparation of proposals to the call for proposals organized within the Programme;
- d) must not be linked to applicants/partners in the projects;
- e) possess:
 - university degree relevant to at least one Thematic Objective of the Programme;
 - fluent knowledge of at least one of the following languages: Polish, Ukrainian, Russian;
 - very good command of English (written and spoken, at least C1 level);
 - at least 3 years experience in the field of administration and/or implementation of international technical assistance programmes/projects (preferably financed by the EU such as ENI, ENPI, INTERREG, Phare CBC, Tacis CBC) – including the evaluation of the projects proposals;
 - experience in the field of the international or cross-border cooperation;
 - experience and knowledge in an area relevant to at least one Thematic Objective of the Programme;
- f) agreed to publish her/his personal data on the List of candidates for assessors/List of assessors and to process these data while creating and modifying both of these Lists.

6. FEE FOR ASSESSORS

Following the project assessment carried out for the Programme, the external assessor shall be entitled to a fee of:

- a) EUR 200 (gross) per each regular project proposal assessed.
- b) EUR 125 (gross) per each assessed project proposal with small budget, i.e. with grant requested minimum 20 000 EUR and maximum 60 000 EUR.

In case the work carried out by the external assessor will be of poor quality, delayed or not in line with the agreement and documents specified in point 2.3 above, the JTS will ask the assessor to amend or complement its assessment. The assessor will have two working days to do so. If he/she will not provide satisfactory amendments/supplements, the JTS will be allowed to cancel the remuneration for the assessment in question.

7. CONFLICT OF INTEREST

All assessors will be obliged to sign a Declaration of Impartiality and Confidentiality (annex 1 to the agreement) proving that there is no conflict of interest between a person performing the duties of an assessor and any applicant or partner in the projects submitted within the call for proposals organized in the Programme.