
CALL FOR ASSESSORS

published in the frame of

Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013

On behalf of the Ministry of Regional Development of Poland acting as the Joint Managing Authority for the Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013, 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 2007-2013.

1. BACKGROUND

1.1. Programme information

The programme will enable cross-border cooperation by bringing the different actors – people, institutions and organisations, enterprises and communities – closer to each other, in order to better exploit the opportunities offered by the joint development of the cross-border area.

The core objective of the programme is support for cross-border development processes. The programme objectives will be implemented through non-commercial projects within the following priorities:

Priority 1. Increasing competitiveness of the border area

The focus of Priority 1 is on actions promoting and supporting better conditions for entrepreneurship, tourism development and transport connectivity.

Priority 2. Improving the quality of life

The focus of Priority 2 is on management of environmental threats and actions promoting sustainable economic use of natural resources, development of renewable energy sources and energy saving, as well as increasing the efficiency of border infrastructure and procedures and improving border security.

Priority 3. Networking and people-to-people cooperation

The focus of Priority 3 is on actions promoting and supporting cross-border cooperation in terms of institutional capacity building as well as local initiatives supporting people-to-people cooperation.

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.

2. GENERAL INFORMATION

2.1. Beneficiary

The call is published by the JTS for Poland-Belarus-Ukraine Cross-border Cooperation Programme 2007-2013, located within the Center for European Projects – budgetary unit of the Ministry of Regional 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 2007-2013.

2.3. The tasks to be performed

- Quality assessment of the project proposals (application form with all relevant annexes) using the criteria presented in point 2.3 of the Guidelines for Applicants available at the Programme's website: www.pl-by-ua.eu;

- Providing comments concerning the assessment of the project proposals at the request of the JTS;
- Providing assistance to the Project Evaluation Committee and/or to the Joint Monitoring Committee. Assessors might be invited to the meetings of the Committees.

3. PLACE AND DURATION

The place of execution is Warsaw (JTS premises). The assessors might be invited to perform certain tasks in other places if necessary. The pool will be created for the entire programme implementation period.

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 updated 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.

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.

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.

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

*Joint Technical Secretariat
Cross – Border Cooperation Programme Poland-Belarus-Ukraine 2007-2013
Centre for European Projects
39a Domaniewska St.
02-672 Warsaw
Poland*

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

Assessors shall fulfill the following requirements:

- a) University degree;
- b) Fluent knowledge of at least one of the following languages: Polish, Ukrainian, Russian;
- c) Very good command of English;
- d) At least 3 years experience in the field of administration and/or implementation of the programmes/projects financed by the EU (preferable: INTERREG, Phare CBC, Tacis CBC) – including the evaluation of the projects proposals;
- e) At least 3 years experience in the field of minimum one Programme Priority;
- f) Knowledge of the field of the cross-border cooperation;
- g) Knowledge of regional development issues;
- h) Knowledge of the procedures of Polish Public Procurement Law/Practical Guide to contract procedures for EC external actions in the field of conducting tender procedures;
- i) Knowledge of the financial and non financial principles of project development and implementation (budget preparation, eligibility of expenditures, the project cycle management, log frame preparation etc.)
- j) Experience in feasibility studies/financial and economic analysis;
- k) Knowledge of the Programme legal basis.

6. FEE FOR ASSESSORS

According to the decision of the Joint Monitoring Committee the gross fee for the assessment of one project application is 100 EUR.

7. CONFLICT OF INTEREST

All assessors will be obliged to sign a Declaration of Confidentiality and Impartiality proving that there is no conflict of interest between their job and performing the duties of an assessor.



Annex 1 to the Call for assessors

Europass Curriculum Vitae

Insert photograph. Remove heading if not relevant (see instructions)

Personal information

Surname(s) / First name(s)

Surname(s) First name(s)

Address(es)

House number, street name, postcode, city, country

Telephone(s)

(remove if not relevant, see instructions)

Mobile: (remove if not relevant, see instructions)

Fax(es)

(remove if not relevant, see instructions)

E-mail

(remove if not relevant, see instructions)

Nationality

(remove if not relevant, see instructions)

Date of birth

(remove if not relevant, see instructions)

Gender

(remove if not relevant, see instructions)

Desired employment / Occupational field

(remove if not relevant, see instructions)

Work experience

Dates

Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Education and training

Dates

Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

(remove if not relevant, see instructions)

Personal skills and competences

Mother tongue(s)

Specify mother tongue (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment <i>European level (*)</i> Language Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	

(*) *Common European Framework of Reference for Languages*

Social skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Organisational skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Technical skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Computer skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Artistic skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Other skills and competences	Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)
Driving licence	State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions)
Additional information	Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)
Annexes	List any items attached. (Remove heading if not relevant, see instructions)

I hereby agree that you process my personal data included in my job application due to recruitment process carried out by the State Budgetary Unit Centre for European Projects (according to Law on Personal Data Protection of August 29, 1997 – Journal of Laws of the Republic of Poland of 2002 No.101, item 926