



Terms of Reference for ST Experts in INTERACT ENPI

Description:

Assisting INTERACT ENPI project to achieve its objectives to improve the management and the implementation of ENPI CBC programmes.

The Project

INTERACT ENPI project is aiming to improve the quality of the management and the implementation of ENPI CBC programmes and thus ensure a better cooperation between the Member States and the Partner Countries.

A. Objectives

INTERACT ENPI project will aim:

1. At contributing to increase the efficiency of programme management
2. At increasing effectiveness of programmes delivery
3. At facilitating the transfer of know-how and the exchange of knowledge amongst programmes

B. Assignment duration

Starting date and assignment duration are variable depending upon the tasks assigned.

C. Target Group

The target groups of INTERACT ENPI are institutions and bodies set up around cross border cooperation at the EU's external borders: Joint Managing Authorities, Joint





Technical Secretariats, Joint Monitoring Committees, Evaluation Committees, National Contact Points, regional and local stakeholders, project beneficiaries.

D. Qualifications

Short term experts should have:

- a relevant university degree
- excellent English and/or French (written and spoken), any other languages spoken in the target region are an advantage
- experience in team working in international technical assistance projects
- knowledge of EU external policies and external funding instruments
- previous experience in providing knowledge and experience between the Neighbourhood Programmes/Phare/Tacis or INTERREG programmes
- proven working experience in projects supported under cross border initiatives, especially in the target region
- project preparation experience
- specific task oriented experience (like: control and audit, training services, content production (incl. online), partnership building and networking, etc)
- Experience of working in the countries targeted by the Project.

SELECTION CRITERIA

Candidates will be assessed against the following:

- relevance of the educational background
- language skills
- experience in international project working
- experience in EU external policies and programmes linked to that
- specific task and assignment oriented experience (like control and audit, training services, content production (incl. online) etc.)

E. Tasks

Tasks of the short term experts vary depending on the assignment. Following types of tasks are envisaged:

- advisory services



- training delivery
- supporting the establishment and development of thematic networks among target groups
- conceiving and carrying out background researches on specific issues and collection of good practices supporting programmes management
- conceiving and producing handbooks and information materials
- producing contents for articles and web sites.

Assignments are related to the management and implementation issues of ENPI CBC programmes. Following types of issues may arise:

Management of programmes

- a. Working plan for management structures, JMC meetings, approval of JMC rules, role of national contact persons
- b. Programme technical assistance including establishing of antennas/branches
- c. Annual financing plan, co-financing issues
- d. Programme monitoring and evaluation system, including programme and project indicators, dissemination and capitalisation
- e. Programme annual audit plan (including risk analysis, sample selection and content of sample checks)
- f. Programme annual implementation report and programme accounts external audit
- g. Programme internal audits
- h. Recoveries
- i. Financing agreements (EC-partner countries)

Call for proposals

- j. Call for proposals process, work programme for calls
- k. Content of the Application Pack, adaptation of PraG forms
- l. Information of potential applicants and their involvement

Selection process

- m. Evaluation Committee and project selection procedures
- n. Assessment of eligibility criteria, evaluation criteria





Contracts

- o. Award of contracts and negotiation of contracts with selected projects
- p. Project contracts, adaptation of PraG forms

Projects

- q. Project identification, partnership building and project development
- r. Project management and monitoring, both financial and activity
- s. Payments from management structures to Lead Partners and from LP to project partners
- t. Expenditure verification reports and selection of auditor
- u. National control systems

Rules and guidelines

- v. Procurement rules (PraG and national rules)
- w. Eligibility of expenditure (PraG)
- x. Communication plan and visibility

F. Expected results

Depending upon the ToR of each assignment. The experts should provide a report of the activities carried out including the outputs delivered within 14 days from the end of the assignment.

G. Venue

Depending upon the assignment.

I. Application and selection procedure

Applicants must: (a) Download, fill and submit the application form available at INTERACT web site (www.interact-eu.net) (b) Submit their curriculum vitae in European format. The application might be rejected if the dossier is incomplete.

The INTERACT ENPI project will build a pool of ST experts including only those candidates who meet the criteria set out in this ToR. Inclusion in the pool does not guarantee contracted assignments.





The experts included in the pool will be informed on the results of the selection. The roster will be valid until the end of 2010.

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