



# Call for Assessors

in the frame of



**Interreg**  
**Small Projects Fund**



EURÓPSKA ÚNIA

Slovenská republika-Maďarsko

**Interreg V-A Slovakia-Hungary**

**Cooperation Programme**

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## Introduction

The EGTC Via Carpatia, in the frame of the Small Projects Fund implemented in the frame of the Interreg V-A Slovakia - Hungary Cooperation Programme (hereinafter referred to only as the Programme) in cooperation with the Széchenyi Programme Office LLC and the Košice Self-Governing region announces the Call for External Assessors for small projects. The Call for External Assessors is announced for the purpose of selecting qualified and experienced experts to perform quality assessment of submitted applications.

The Interreg V-A Slovakia - Hungary Cooperation Programme is implemented within the framework of the European Union for 2014 - 2020 as part of cohesion policy. The European Commission approved the programming document by the ES decision C (2015) 6805 on 30. September 2015. The goal of the Programme is to achieve cohesion of the Slovak-Hungarian cross - border region through sustainable development of the natural and cultural heritage, by improving accessibility, better job opportunities and support of institutional cooperation and cooperation among people. The total contribution of the European Regional Development Fund to finance projects in the frame of the Small Projects Fund is **5 297 505,50 EUROS.**

The goal of this Call is to select qualified and experienced experts to perform quality assessment of small projects submitted under the Priority Axis 1 and Priority Axis 4.

## Priority Axis 1 Nature and Culture

The Priority Axis 1 Nature and Culture is part of the Interreg V-A Slovakia – Hungary cross-border Cooperation Programme 2014 – 2020 financed through the European Regional Development Fund (hereinafter referred to only as the ERDF) within the 2014 - 2020 programming period. This Priority axis contributes to the investment priority 6c Conserving, protecting, promoting and developing natural and cultural heritage. The SO11 specific objective is to increase the attractiveness of the border area.

## The results of the SO11 specific objective should be:

- Better utilization of the regions endogenous natural and cultural potential in supporting the sustainable development of local economies;

- Increase in social, economic and territorial cohesion by supporting joint cultural activities and activities concerning to nature preserving and protection;
- Improving social, economic and territorial cohesion by supporting joint cultural and nature conservation activities;
- Increase in the number of visitors in the programming area.

As a result of the projects implemented within the PA, new, integrated tourist areas with own products and brand will be developed. The interventions will be carried out in an environmentally sound way with a view to guaranteeing the higher attention toward the natural and cultural values of the common region. It is expected that the number of visitors coming from the neighbouring country will significantly grow on each side of the border and long-term, strategic cooperation starts in many small regions for protecting natural and cultural heritage.

#### **Priority Axis 4 Enhancing cross-border cooperation of public authorities and people living in the border area**

The Priority Axis 4 Enhancing cross-border cooperation of public authorities and people living in the border area is part of the Interreg V-A Slovakia – Hungary Cross-border Cooperation Programme 2014 – 2020 financed by the European Regional Development Fund (hereinafter only referred to as the ERDF) within the 2014 - 2020 programming period. The priority axis contributes to the investment priority 11b Promoting legal and administrative cooperation between citizens and institutions (EÚS-CB). The SO41 specific objective is to improve the level of cross-border inter-institutional cooperation and broadening cross-border cooperation between the citizens.

As a result of the specific objective SO41 internal social cohesion of the programming area will be strengthened and the level of inter-institutional cooperation will be improved.

#### **Further expected results:**

- Strengthened cross-border cooperation between citizens, lively cross-border exchange of experiences,
- Improved of the capacities of the institutions participated in and strengthened interest towards cross-border activities,

- Improve mutual understanding and mutual rapprochement among the ethnic groups living in the region,
- Increase in the number of long-term (institutionalized) partnerships,
- High level of social participation in cross-border activities,
- High number of joint sustainable events, actions covering the major part of the programming region,
- Improved level of bilingualism within the programming region.

## Call to submit applications

Under this call, selected assessors will be engaged in the process of assessing grant applications submitted under a specific call to submit project applications.

The project proposal must contribute to the specific objective of the Priority axis 1 or 4. Specific objectives can be achieved through eligible activities.

Achieved project results must contribute to the programme and project indicators of results and outputs.

The amount of the disposable financial contribution under the Small Projects Fund is **5 297 505,50 EUROS** from ERDF. Therefore, each project proposal submitted under the call must include at least two partners in project partnership implementing project activities.

For more information please read the documents for the Call for small projects proposals on the website [www.viacarpatia-spf.eu](http://www.viacarpatia-spf.eu).

### A. The tasks of the assessors

The assessors shall perform these tasks:

- participate in the training of assessors, carried out by the employees of EGTC Via Carpatia,
- sign the service contract when assessing projects under the SPF with EGTC Via Carpatia,
- know all relevant documents and materials related to the SPF and the Interreg V-A SKHU Programme,
- perform project quality assessment by filling out and submitting assessment documents of submitted applications within set due date.

The assessors will be provided the necessary information during the mandatory assessors 'training organized by the EGTC Via Carpatia.

## **B. Assessors requirements**

The independent assessors are expected to have a high level of professional experience in the field of projects, which can be supported under the Call for small projects proposals. The applicants must have professional experience and only those applicants will be selected, who meet these minimum requirements:

### **B.1 Education**

The applicants must have a college degree (at least of the 1st level) in at least one of the following fields:

- economy,
- education,
- environment,
- regional development,
- territorial planning,
- natural sciences,
- tourism,
- culture,
- sport.

### **B.2 Professional experience**

The applicants must have at least 3 years of provable professional experience no later than by the due date to submit applications for the selection process (after being awarded a college degree) in any of the following fields:

- socio - economic development,
- development and support of cultural and/or tourist services and/or property of cultural heritage,
- development of cross-border marketing or communication products / services,

- environmental protection,
- regional development and/or natural sciences,
- development of tourism and/or sport.

### **B. 3 Language skills**

The applicants must fluently speak, read and write in the Slovak or the Hungarian language (applications are submitted in Slovak and in Hungarian language).

### **B. 4 Other experience and knowledge**

Except for the requirements stated above, the applicants must have the following experience and knowledge:

- experience with project management and/or project assessment,
- knowledge of requirements set out by the legislation governing the management of the EU funds, especially the European Regional Development Fund,
- have knowledge of their respective national legislation (Slovak and/or Hungarian) in the field of their professional experience,
- important knowledge about the programming area, as well as documents and strategies for regional / local development planning,
- experience in the field of cross-border cooperation is welcome.

### **C. Reward**

The assessors perform their tasks for free. The applications will assign to the assessors based on the subject of the application and professional competence of the assessor. The assessment can be performed only by a private person.

### **D. Work schedule**

The assessor shall assess each application within 30 calendar days after he or she received by from the EGTC Via Carpatia. Projects assessment will take place in the time period of: August 2018 - June 2022. The exact assessment dates will be set based on the dates of the assessment rounds.

## E. Selection process

The applicants shall submit the applications for participation on the selection process in writing by mail or in person at the address of EGTC Via Carpatia.

The applicants are required to submit the following documents:

- application for participation on the selection process,
- curriculum vitae,
- copies of diplomas, certificates in national languages,
- other documents proving their skills and expertise, if available, such as recommendation letter, extract from employment contract,
- extract of criminal records not older than 3 months,
- written consent of the applicant with the processing of his or her personal information provided in the extent of the application and attached documents for the needs of the selection process and the inclusion in the pool of assessors pursuant to the Law No. 18/2018 Coll. on Privacy Policy and the amended of certain Laws. (see Annex od Call).

The applicants must prove in the documents that they have the required skills, additional professional experience and professional knowledge in specific fields.

Applications submitted after the deadline will not be considered.

When submitting the application, consent is given for the personal information provided by the applicant to be processed pursuant to the relevant national and community laws. The condition to submit the application for the position of the assessor under the SPF under the Interreg V-A Slovakia-Hungary Cooperation Program is to understand and accept the current privacy policy. More info available at: <http://www.skhu.eu/privacy-policy>.

The statutory representative of the EGTC Via Carpatia shall select the assessors. The selection process will be performed based on the criteria set in the Call for assessors. EGTC Via Carpatia can ask the candidates, who meet the minimum requirements, to come to a personal interview.

## F. Pool of assessors

Applicants, who meet the requirements and the selection criteria, are included in the pool of assessors. The pool of assessors is established for the period of 2018-2022 and it is regularly updated if necessary.

Only the assessors included in the pool of assessors can participate in the assessment as external experts. Please note that the registration in the pool of assessors does not equal the obligation of the EGTC Via Carpatia to sign a contract with a successful applicant.

EGTC Via Carpatia is entitled to launch a new call for assessors if there is a need to expand the pool of assessors during the implementation period of the SPF. However, this cannot affect the position of assessors already in the pool. Assessors can be removed from the pool at their own request. At the same time, EGTC Via Carpatia reserves the right to remove assessors from the pool in case of poor performance or should issues arise with respect to the impartiality and / or confidentiality of the applicant. EGTC Via Carpatia will inform the applicants whether they were included in the pool of assessors or not. The decision of the selection committee is final and cannot be appealed.

## **G. Terms and Conditions**

The assessors are required to perform the assessment of quality of small projects based on their professional competence. EGTC Via Carpatia will ensure that applications will be assigned to the assessors in a balanced manner with appropriate rotation. Geographical balance of both countries and in areas of support shall also be taken into consideration. While maintaining the principle of selecting the most qualified assessors, balance between men and women shall be ensured if necessary. Contracts on the performance of the position of the assessor will be signed between the EGTC Via Carpatia and the assessor.

## **H. Conflict of interests**

The assessor must demonstrate appropriate ethical behavior for each performed tasks and he or she must respect confidentiality of information and documents, to which he or she has access. Assessors performing the assessment of quality cannot be in conflict of interest with regard to the selection of submitted applications. This means that the assessors cannot personally participate in the drafting or the coordination of projects or on other projects or activities carried out by subjects submitting an application for a project. On the other hand the assessors cannot participate in the selection process as members of the Monitoring Committee. The assessors are required to sign a confidentiality and impartiality statement before starting their job as an assessor, which proves that there is no conflict of interest between their work positions and performing the assessment of small projects.





The applications of the assessors must be delivered under the Call later than: 07th August 2018

Deliver your applications together with the necessary documents (including a valid phone number and e-mail contact) in a sealed envelope to this address:

**European Grouping of Territorial Cooperation Via Carpatia, Ltd.**

**Námestie Maratónu Mieru 1**

**042 66 Košice**

If you have any questions about the Call for assessors, you can get more information at:  
[info@viacarpattia-spf.eu](mailto:info@viacarpattia-spf.eu)

Please mark your application with the text:

“SKHU/ETA/1801 - Call for Assessors”



## Consent with providing personal data

I, the undersigned....., date of birth: ....., permanent residence ....., pursuant to the Regulation of the European Parliament and Council (EU) 2016/679 z 27.4 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR) and the Law No. 18/2018 Coll. on Privacy Policy and on the amendment of certain laws (hereinafter referred to as the Law), hereby give my consent to the collection, storage and processing of personal data provided by me to the EGTC Via Carpatia, Ltd. organization, ID: 45230030; and I agree to have my personal data processed:

- by the EGTC Via Carpatia organization
- by the EGTC Via Carpatia employee participating on the implementation of the Small Projects Fund
- contractual partners of EGTC Via Carpatia participating on the implementation of the Small Projects Fund

This consent is given until 2030.

The purpose of processing personal data set by the EGTC Via Carpatia organization, for which I give my consent, is the use of my personal data for:

- providing personal data to third parties
- including personal data in the database
- making personal data available to third parties
- disclosing and processing of personal data by third parties under the administrative and qualitative assessment

I declare that I am aware of my rights based on the GDPR and the Law and I declare that all of my data is accurate and true and provided of my own free will.

The EGTC Via Carpatia will process personal data only for the purpose, for which it was collected.

The EGTC Via Carpatia will process personal data as follows:

- automatically using computers and computer programs
- in written form

This consent is the free and conscious expression of the will of the person concerned, the content of which is the approval of the person concerned, with the processing of his or her personal data.

In....., on .....