

TERMS OF REFERENCE

for the Black Sea Basin Joint Operational Programme 2014-2020

PROJECT ASSESSORS

1. GENERAL INFORMATION

The Joint Operational Programme “Black Sea Basin 2014-2020” is one of the four maritime basin programs established in the framework of the *European Neighborhood Instrument (ENI) 2014-2020 - Programming document for EU support to ENI Cross-Border Cooperation (2014-2020)*.

The Programme eligible area involves eight countries, some of them including their whole national territory (Armenia, Georgia and R. Moldova), while the others include those regions closest to the Basin (Bulgaria, Greece, Romania, Turkey and Ukraine). The eight countries include three states (Armenia, Greece and R. Moldova) that are not physically on the coast of the Black Sea, but are clearly integrated or connected to the Black Sea Basin in terms of historical, economic, cultural, social and environmental factors. The other five countries (Bulgaria, Georgia, Romania, Turkey, and Ukraine) have direct access to the Black Sea.

The Programme’s **wider objective is to** “improve the welfare of the people in the Black Sea Basin regions through sustainable growth and joint environmental protection”.

Its goal is to establish long-lasting cross-border links within the Black Sea Basin by financing projects which should deliver clear cross-border cooperation impact and benefits, and which demonstrate sustainability of their actions, and synergies and complementarities with other actions in the same field.

The Programme’s **specific objectives** are to:

1. Promote business and entrepreneurship within the Black Sea Basin;
2. Promote coordination of environmental protection and joint reduction of marine litter in the Black Sea Basin.

These two specific objectives will be pursued by means of priorities, which will be implemented as described below:

Specific Objective 1 - Promote business and entrepreneurship within the Black Sea Basin

Priority 1.1 Jointly promote business and entrepreneurship in the tourism and cultural sectors

Priority 1.2 Increase cross-border trade opportunities and modernization in the agricultural and connected sectors

Specific Objective 2 - Promote coordination of environmental protection and joint reduction of marine litter in the Black Sea Basin

Priority 2.1 Improve joint environmental monitoring

Priority 2.2 Promote common awareness-raising and joint actions to reduce river and marine litter.

Detailed information about the Programme is available at the following link <http://blacksea-cbc.net/>.

The implementation of the programme is coordinated by the following structures:

Managing Authority (MA) - the Romanian Ministry of Regional Development and Public Administration is responsible for managing and implementing the Programme in accordance with the principles of sound financial management and for ensuring that the decisions of the Joint Monitoring Committee comply with the applicable laws and requirements.

National Authority (NA) - is the entity appointed by each participating country bearing the ultimate responsibility for supporting the Management Authority in the implementation of the programme in its own territory. The list of the NAs can be found under section 6 - Programme structures and national bodies in the Joint Operational Programme.

Audit Authority (AA) - within the Court of Accounts of Romania. The main responsibilities of the AA consist of ensuring that audits are carried out on the programme management and control systems, on an appropriate sample of projects and on the annual accounts of the programme.

The Audit Authority for the programme will be assisted by a Group of Auditors comprising a representative from each country participating in the programme.

Joint Monitoring Committee (JMC) - is the joint decision-making structure for the programme. The JMC shall follow the programme implementation and progress towards its priorities using the objectively verifiable indicators and related target values defined in the programme and it shall examine all issues affecting the programme performance.

Control Contact Points (CCPs) - Each participating country has appointed one CCP which will support the MA in the control tasks linked to project expenditure verification. The list of the CCPs can be found under section 6 - Programme structures and national bodies in the Joint Operational Programme.

Joint Technical Secretariat (JTS) - is located in Constanta in the South East region of Romania within the South East Regional Development Agency (SERDA). The JTS is responsible for the day-to-day implementation of the Programme according to the provisions of the implementing Framework Agreement concluded between the Managing Authority and the South East Regional Development Agency and according to the provisions of national and EU legislation. The JTS is responsible for fulfilling all the tasks delegated by the MA for the implementation of the Programme to the JMC secretariat, project generation, **evaluation and selection of the projects**, technical, economic and financial monitoring of the projects, information and publicity.

2. PURPOSE

The second Call for Proposals of the Joint Operational Programme Black Sea Basin 2014-2020 is open starting with 1 October 2018. Deadline for submission of proposals is 31 January 2019, 14.00 hrs. Romanian time.

Applications will be examined and evaluated by the Joint Technical Secretariat with the assistance of assessors according to the following steps:

1. administrative compliance and eligibility check - carried out by assessors nominated from the JTS staff and by NA representatives;
2. quality assessment (technical and financial assessment): this assessment will be carried out by the assessors in accordance with the evaluation criteria set out in Annex 11 - Quality Assessment Grid, of the Guidelines for grant applicants, 2nd Call for Proposals and with the Guidelines for Evaluation and Selection.

In order to perform the quality assessment (technical and financial evaluation) of the applications submitted in the framework of the 2nd Call for Proposals, according to the evaluation and selection criteria set out in the Guidelines for Grant Applicants, it is envisaged to set up a pool of 16 assessors.

The assessors shall have expertise in one or more of the programme thematic fields (entrepreneurship, tourism, culture, agriculture, environment, fisheries and aquaculture), as described below:

Programme priority	thematic expertise required
Priority 1.1 - Jointly promote business and entrepreneurship in the tourism and cultural sectors	entrepreneurship, tourism, culture
Priority 1.2 - Increase cross-border trade opportunities and modernization in the agricultural and connected sectors	entrepreneurship, fisheries, aquaculture, food industry, agro- industry
Priority 2.1 - Improve joint environmental monitoring	environment, entrepreneurship
Priority 2.2 - Promote common awareness-raising and joint actions to reduce river and marine litter	environment, entrepreneurship

In this respect, the JTS - SERDA invites the interested candidates to submit their applications in compliance with the requirements mentioned below. The candidates shall indicate in the email with their application, the priority in each they are interested to be involved during quality assessment, **according to their area of expertise**. In case a candidate is interested and has expertise in more priorities they should specify the priorities in descending order.

Labour contracts with a 3-month duration shall be concluded between the JTS - SE RDA and the selected assessors according to the Romanian legislation into force. According with the workload, the contract duration may be extended with a number of days necessary for finalizing the quality assessment. The indicative timeline for performing the quality assessment (technical and financial assessment) is May - July 2019.

3. TASK

The main task of each assessor is to undertake a quality assessment (technical and financial evaluation) of applications submitted under the 2nd call for proposals of the BSB 2014-2020 JOP and to fill in the assessment Grids, accordingly.

Assessment of applications shall be made exclusively by using the electronic monitoring system of the programme (eMS). eMS is a web application built by the Interact Programme where applications are submitted, assessed, contracted and monitored.

A briefing meeting including a training session on how to perform assessment accordingly in the eMS during the quality assessment process, shall be provided to all selected assessors by the MA/JTS before starting the assessment.

The quality assessment of each application will be carried out by two assessors, in English language, in accordance with the evaluation criteria set out in the Quality Assessment Grid (Annex 11 to the Guidelines for Grant Applicants: <http://blacksea-cbc.net/black-sea-basin-2014-2020/calls-for-proposals/>) and each criteria will be evaluated according to the scores specified in the Grid. In carrying out the evaluation, the assessors must strictly use the eMS Quality Assessment grid. Detailed instructions on how to undertake an evaluation using eMS can also be found in the extract from Interact eMS Manual available on the ENI CBC BSB website: <http://blacksea-cbc.net> and in the Guidelines for Evaluation and Selection of the Applications for the 2nd call for Proposals. Based on the eMS access rights, each assessor will carry out its assigned duties independently, making cross checks of the information included in the application (correlation between different sections and its annexes, as applicable) and the correctness of the information provided in the declarations and in the application.

Assessors have to appraise each sub-criterion with a score, highlighting the strengths and weaknesses of the application, strongly and clearly justifying the score awarded and providing assessment conclusions per each criterion. Assessors are expected to give comments on each criterion and, in their comments, explicitly refer to the elements of analysis under the relevant criteria. The comments on each criterion have to reflect and justify the score given for it. In the comments, assessors must highlight the strengths and weaknesses of the application.

As their comments could be used to provide feedback to applicants, assessors must pay particular attention to clarity, consistency and appropriate level of detailing.

Assessors must draft their comments in English.

The comments and recommendations provided shall be concise, clear, observing the proportionality in terms of activities versus efficient financial management, and Grids containing expressions like “it seems that ..., it looks like..., project activities could lead to ..., it is possible to reach the outcome or results, the project budget seems to be overestimated etc.” will not be accepted by the Chairperson of the Selection Committee.

In case of recommending an application for funding, also recommendations for necessary amendments during the contracting phase should be provided if necessary.

Assessors have to ensure their availability to review their assessments in the following cases:

- numerical inconsistencies;
- comments do not correspond to scores given in evaluation grid (incoherence);
- assessment grids contain formulation or expressions which are vague, as indicated as examples in the previous paragraph;
- the comments and recommendations do not sufficiently justify the awarded score;
- discrepancies, including contradictory comments between the two evaluation grids of the same application;

- failure to apply the assessment rules established in the Guidelines for Evaluation and/or Guidelines for Grant Applicants;
- Grids are of low quality showing superficial consideration of the application.

State Aid Compliance Assessment

After filling in the Quality Assessment Grid, the state aid compliance shall be performed according to the questions listed in the eMS Grid, which are identical to those presented in Annex 9 (State Aid compliance assessment grid) of the Guidelines for Applicants. To identify the direct and/or indirect state aid relevant activities, the state-aid compliance assessment will be performed based on the information provided in the application and in Annex 5 - State Aid Self- Assessment Declaration attached to the application. Also, it is recommended that assessors should carefully consult section 2.12 of the Guidelines for Grant Applicants.

4. GENERAL REQUIREMENTS

In carrying out the evaluation, the assessors must:

- Have good knowledge of the ENI CBC Black Sea Basin 2014-2020 Joint Operational Programme (<http://blacksea-cbc.net/black-sea-basin-2014-2020/eu-regulations/>), the Guidelines for Grant Applicants (<http://blacksea-cbc.net/black-sea-basin-2014-2020/calls-for-proposals/>) and the Guidelines for Evaluation and Selection of Applications which shall be provided by the JTS at the beginning of the evaluation process;
- Strictly use the eMS Quality Assessment grid, as annexed to the Guidelines for Grant Applicants;
- Know the content and structure of the application form;
- Strictly comply with the rules defined by the Programme for ensuring the impartiality and the confidentiality of the evaluation process. Assessors must be aware that failure to comply with these rules shall result in exclusion from the evaluation process;
- Immediately inform the SC Chairperson if during the evaluation, she/he discovers being directly or indirectly connected with an application, which she/he has been asked to evaluate and which impairs her/his impartiality;
- Strictly follow the deadlines for finalizing the evaluation of the assigned applications;
- Be available (by skype, email or phone) for the Selection Committee meetings if the Selection Committee requires further explanation on their work.

Assessors must ensure reliability and commitment to deliver high quality outputs in due time.

Each candidate shall submit, together with their CVs and supporting documents, **a Declaration of availability** (Annex 1 to this TORs) stating that the tasks to be performed have been understood by the candidate and that he/she is available for the job and committed to deliver the tasks in time. The number of applications which will be assigned to the selected assessor may vary depending on the thematic scope and number of applications received.

Candidates should also be aware of the provisions of the **Declaration of Impartiality and Confidentiality of the assessors for the Quality assessment**, which will have to be signed in case

recruited (see Annex 2 to this TORs).

5. ASSESSORS' PROFILE

Assessors are required to have:

- ✓ a university level degree certified by a diploma or other document with the same legal value issued by the authorities of the State of domicile or residence (university degree of architecture and/or engineering is required for evaluation of investment/works infrastructure projects);
- ✓ experience in performing quality assessment/technical and financial evaluation of at least 30 projects, including grant applications for funding;
- ✓ experience in quality assessment of projects submitted under European Territorial Cooperation/cross border/transnational/interregional cooperation programs) and Instrument for Pre-accession assistance (IPA)/European Neighbourhood and Partnership Instrument (ENPI)/European Neighbourhood Instrument (ENI) programs;
- ✓ general knowledge on State Aid;
- ✓ experience in one or more thematic fields of 2014-2020 Black Sea Basin Programme (entrepreneurship, tourism, culture, agriculture, environment, fisheries and aquaculture etc);
- ✓ very good command of English language, especially in writing.

The above requirements shall be proved by professional experience and/or studies, as presented in the CV and supporting documents.

The following criteria shall be considered assets in the selection process:

- ✓ good knowledge of European Neighbourhood Policy;
- ✓ experience in assessing projects financed from the European Neighbourhood and Partnership Instrument (ENPI)/ European Neighbourhood Instrument (ENI);
- ✓ experience in assessing the state aid relevance of project proposals' activities;
- ✓ experience in assessing investment/works infrastructure projects.

The above criteria shall be proved by professional experience and/or studies, as presented in the CV and supporting documents.

6. APPLICATION PROCEDURE

Interested applicants shall submit the following documents (PDF format) via e-mail starting with 8th of January 2019 until 08th of February 2019:

- ✓ Resume (CV) (using the Europass format) - in English language, signed (PDF format);
- ✓ Proof of education, professional experience and language knowledge (diplomas, recommendation letters, certificates, work contracts, job descriptions etc) - copies of original documents and unofficial translation in English);
- ✓ Declaration of Availability, signed - (PDF format) - See attached template (Annex 1).

Applications consisting of CVs and supporting documents (proof of education, professional experience, language knowledge) and the Declaration of Availability should be sent by email to the following email address: recruitment@adrse.ro.

Original documents shall be presented by successful candidates when concluding the labour contract.

Please make sure you send all the requested documents in order to allow a proper evaluation of your professional experience, knowledge, skills and availability and to avoid any delays generated by additional clarifications that might occur during the recruitment process.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS 8th of February 2019

The deadline of 8th of February 2019 (specified above and also in the indicative timetable of the present Terms of Reference) for the submission of applications, subject to receiving within this deadline shall be extended in order to have a sufficient number of applications which could allow the selection of high quality and experienced experts.

In case the deadline will be extended, the information will be posted on the programme website. Nevertheless, please consider **8th of February 2019** as deadline for submitting the applications.

Only applications received by the closing date of this vacancy announcement will be further evaluated.

Please note that the applications shall be submitted online, via e-mail. You must ensure that the e-mail with your application is received in due time, otherwise the application shall not be further evaluated.

7. SELECTION CRITERIA

Assessors will be selected on the basis of the following award criteria:

1. The number of projects over 30 assessed by the assessor;
2. The number of projects assessed by the assessor in a transnational/interregional/cross border cooperation programme.

For the 1st criterion, the assessors must include in their CVs and recommendation letter the proof of the number of assessed projects. The number of projects over 30 will be scored by using the following method: for 31 projects - 1 point; for 32 projects - 2 points; for 33 projects - 3 points etc.

For the 2nd criterion, the assessors must include in their CVs and recommendation letter the proof of the number of assessed projects in a transnational/interregional/cross border cooperation programme. The number of projects will be scored by using the following method: for 1 project - 1 point; for 2 projects - 2 points; for 3 projects - 3 points etc.

The final score will be calculated by adding the total number of points received for criteria 1 and 2.

In case of equal final scores, the following three criteria will be considered:

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- number of assessed projects financed from European Neighbourhood and Partnership Instrument (ENPI)/ European Neighbourhood Instrument (ENI) by counting them and ranking the applicants in descending order;
- number of projects which involved state aid assessment of activities¹, by counting them and ranking the applicants in descending order;
- number of years of professional experience in the thematic fields of the Programme, by counting them and ranking the applicants in descending order.

The assessors who will receive the highest number of points and in case of equality the assessor who will get the highest ranking, will be contacted by the JTS - SERDA. In case one assessor is not available, the next in line will be contacted.

Please note that minimum 1 assessor who has a university degree of architecture and/or engineering and has experience in assessing investment/works infrastructure projects may be selected for each priority, depending on the final list of applications to be assessed in the second evaluation stage.

The successful candidates will be allocated on one of the priorities according to their ranking, the order of their option (as regards the priorities) and the total number of assessors required per each priority.

All candidates will be informed on the results of the evaluation by e-mail, according to the indicative timetable. Following the announcement of the results, any rejected candidate may submit a written complaint, by e-mail, to the address mentioned above, within 2 working days from the date of the email with the official announcement of the results.

The assessment phase shall start on 2nd of May and shall end on 31st of July 2019. Please note that the above-mentioned timeline is indicative and the assessment may start later, once the recruitment and hiring processes have been finalized.

8. CONFLICT OF INTEREST AND CONFIDENTIALITY

To ensure the independence of the quality assessment performed in their capacity as assessors, selected assessors will have to sign a declaration certifying that there is no conflict of interest and that she/he commits to inform the Chairperson of the Selection Committee if any conflict should arise during the assessment phase. A conflict of interest exists if the impartial and objective function of an assessor is jeopardized due to reasons involving family, economic interest or any other pecuniary interest shared with the applicants. Throughout the assessment process the assessors must ensure the confidentiality of the information and documents as provided by the MA/JTS. This shall be certified by the selected assessor by signing a declaration - **see template attached (Annex 2 to the TORs).**

9. LOCATION AND DURATION

A briefing meeting with the MA/JTS representatives will take place in Bucharest or Constanta (Romania) prior to starting the evaluation process. Indicatively, the briefing meeting will be held in the first week of May **2019**.

¹ Within the projects assessed (30 or more) as above-mentioned
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The work shall be performed in Romania, at JTS's headquarters which is located in Constanta, 48 Tomis Blvd or in another location from Romania agreed with the JTS.

Assessors must use functional laptops/desktops of their own, while adequate Internet connection, printers and office materials, consumables shall be ensured by the JTS.

The laptops/desktops used by the assessors must be functional in order to allow them to carry out the required tasks.

The assessment of the assigned applications will have to be performed and finalized (submission of filled-in assessment grids by eMS) according to a time schedule agreed with JTS.

10. TERMS OF EMPLOYMENT

a. Type of contract

Assessors shall perform their tasks in the framework of full-time - flexible hours labour contracts concluded with SE RDA, as Joint Technical Secretariat, under the Romanian law. The labour contracts will have 3-month duration, **starting May 2019** (indicatively). If needed, according with the workload, the contract duration may be extended with a number of days necessary for finalizing the quality assessment.

These Terms of Reference shall be annex to the labour contract.

b. Location

The work shall be performed in Romania, at JTS's headquarters which is located in Constanta, 48 Tomis Blvd or in another location from Romania agreed with the JTS.

c. Monthly salary and installment payment

The monthly net amount paid according to the labour contract, after deduction of all common charges (taxes, social charges), shall be 1.500 Euro paid in Romanian lei at the exchange rate of the Commission applicable in the month the labour contract is concluded (the monthly exchange rates of the Commission are published on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm). The amount is fixed and is not subject to any negotiation with the Employer.

A fixed installment payment of 1.200 Euro (net amount) shall be paid once to non-residents in order to facilitate their relocation to Romania. The instalment shall be paid with the first salary payment, after obtaining the work permit and the individual identification code.

d. Specific terms of employment

d.1) The selected assessors from EU countries shall undertake the following steps:

The own statement as concerns the residency in Romania shall be submitted to the General Inspectorate for Immigration in Constanta;

- A certificate for recognition of studies shall be issued by the National Ministry of Education. If the case may be, selected assessors should prepare a set of documents to be submitted to the National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence

of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities, attached herewith);

- The individual labour contract shall be signed with the respective assessor. The execution of tasks may start immediately after the signature of the labour contract;
- A registration certificate is needed for getting the individual identification code. The needed documents shall be submitted to the General Inspectorate for Immigration Constanta after signature of the labour contract in Romania.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the assessors.

d2) The selected assessors from non-EU countries shall undertake the following steps:

- A letter for confirming the employment of the non-EU citizens according with the Order no 25/26.08.2014, art. 3 (2c) (with no mandatory condition of obtaining the employment notice) shall be issued by the General Inspectorate for Immigration Constanta;
- The long stay visa for employment purposes shall be obtained. In order to get the long stay visa for employment, selected assessors shall submit to the Romanian Embassies/Consular Offices from their country of origin/residence an application file. It is mandatory to make proof of the renting contract in order to demonstrate the residency in Romania;
- A certificate for recognition of studies shall be issued by the National Ministry of Education. If the case may be, selected assessors should prepare a set of documents to be submitted to the National Ministry of Education. SE RDA shall assist them in submitting the documents and getting the certificate of recognition of studies. Please note that the procedures of recognition and equivalence of bachelor diplomas does not apply to diplomas obtained in well-known, prestigious universities (please consult the list of well-known, prestigious universities, attached herewith);
- The individual labour contract shall be signed with the respective assessor. The execution of tasks may start immediately after the signature of the labour contract;
- The work permit shall be obtained by submitting the necessary documents to the General Inspectorate for Immigration Constanta. The issuance of the work permit is done in Romania, by Romanian authorities. Based on the work permit, the assessors will obtain individual identification codes which will be used for labour contract taxation purposes.

IMPORTANT!!

In the absence of the individual identification code, no payments can be made by SE RDA to the assessors.

d.3) For Romanian citizens or for other citizens with legal working rights in Romania, the labour contract shall be signed after the submission of the following documents:

- Identity Card - in copy;
- Work certificate proving length of service starting 01.01.2011 until present;

- Medical certificate issued by an occupational health medical practitioner stating that the respective person is clinically healthy and capable of work and has no record of chronic and neuropsychological diseases.
- Criminal record.

11. INDICATIVE TIMETABLE FOR RECRUITMENT

	DATE	TIME
Deadline for submission of job applications (CVs and supporting documents) by email	8 th of February 2019	23:59 hrs. (Romania time)
Information to applicants regarding the results of selection of submitted job applications (by email)	15 th of February 2019	23:59 hrs. (Romania time)
Submission of complaints regarding the results of the selection procedure	2 working days from the date of the email with the official announcement of the results.	23:59 hrs. (Romania time)
Analysis of complaints and communication of results	2 working days from the date of receiving the complaints	23:59 hrs. (Romania time)
Signing of individual labour contracts	Starting with February 2019	n/a