



Hungary-Slovakia-Romania-Ukraine
ENPI Cross-border Cooperation Programme



CALL FOR APPLICATION OF BRANCH OFFICE EXPERT POSITIONS

published in the frame of

**Hungary-Slovakia-Romania-Ukraine
ENPI CBC Programme
2007-2013**

On behalf of the Hungarian National Development Agency acting as the Joint Managing Authority (hereinafter JMA), VÁTI Nonprofit Kft. hosting the Joint Technical Secretariat (hereinafter JTS) of the Hungary-Slovakia-Romania-Ukraine ENPI Cross-border Cooperation (HU-SK-RO-UA ENPI CBC) Programme 2007-2013, is launching the Call for Application of Branch Office expert positions to identify and select qualified and experienced professionals to become the Programme's **Ukrainian Branch Office** to be set up in the Zakarpatska region. The experts selected within the framework of this Call will be involved in the information activities to be provided to the potential beneficiaries under the HU-SK-RO-UA ENPI CBC Programme 2007-2013. The Branch Office will be set up in 2010 for the period of 2010-2015.

In order to be eligible applications and applicants have to comply with the criteria listed in the **Terms of Reference** annexed to this call that also contains other important details related to the tasks to be performed.

TERMS OF REFERENCE for setting up and operating a Branch Office in Ukraine

1. BACKGROUND

1.1. Programme information

The objective of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme is to develop and realise cross-border cooperation projects in the specified programme area and to intensify and deepen the cooperation in an environmentally, socially and economically sustainable way between Zakarpatska, Ivano-Frankivska and Chernivetska regions of Ukraine and eligible and adjacent areas of Hungary, Romania and Slovakia. In order to achieve its goals the programme is aiming at setting up and operating a professional and effective Branch Office with educated and experienced staff.

According to the decision of the main joint decision making structure of the Programme (Joint Monitoring Committee) on 19 December 2008 the JTS establishes Branch Offices in Ukraine, Slovakia and Romania for the purpose of informing potential applicants in the border region on activities planned under the Programme.

More information about the HU-SK-RO-UA ENPI CBC Programme should be found at www.huskroua-cbc.net, www.nfu.hu, www.vati.hu, www.build.gov.sk, www.mdrl.ro, www.me.gov.ua.

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, priorities and measures of the Programme concerned, as well as specificities of the Hungary-Slovakia-Romania-Ukraine bordering region for setting up and operating a **Branch Office in Ukraine**. The selected experts of the Branch Office will support the implementation of the Hungary-Slovakia-Romania-Ukraine ENPI CBC Programme in Ukraine.

2. GENERAL INFORMATION

2.1 Description of the task

The overall task of the Branch Office will be to support the JMA and JTS in the Programme implementation in Ukraine, to provide information and promotion activities of the Programme on the Ukrainian side in close cooperation with the JTS, and to ensure good information links and exchanges with the eligible Ukrainian regional and local authorities, NGOs and other eligible stakeholders.

2.2 The tasks to be fulfilled

- Establishing and operating of the JTS Branch Office

Providing premises, equipments, facilities and devices which are necessary to operate the Branch Office and perform its tasks.

- Informing potential applicants in the border region on activities planned under the programme

Information in the Branch Office is provided to all potential beneficiaries and other actors interested in cross-border cooperation. Comprehensive support should be granted to all potential interested applicants on an equal basis and for free of charge. Information support to potential beneficiaries and other actors interested in cross-border cooperation should be provided continuously via telephone and/or e-mail and/or personal consultation.

- Support in the organisation of the JMC and other meetings related to the Programme implementation in Ukraine.

This activity includes in particular the logistic and organisational tasks of the JMC and other important meetings related to the Programme. Ukrainian stakeholders must be informed in time about the meetings. When necessary, the meetings are organised in Ukrainian eligible regions.

- Implementation of the communication plan

To contribute to information and publicity actions within the respective territory, especially publication of call for proposals notices in Ukrainian local and regional newspapers relevant to inform potential applicants;

To cooperate in the organisation of and active participation at partner search forums, info days, workshops, conferences, creation of databases etc. within the Programme;

To provide any information or document that is necessary for the management of the Programme;

To contribute to the development of the English and Ukrainian version of the Programme website;

To co-ordinate in advance all its activities with the JTS and to inform the JTS about the achievements regularly

- Collection of data to improve the monitoring of projects

Collecting data for data base on project implemented under the Programme and potential beneficiaries according to the JTS request;

- Other tasks supporting the JMA and JTS in their day-to-day implementation of the Programme, inter alia

Assistance to JMA/JTS in activities related to the translation of all relevant documents into Ukrainian and English;

Support to the JTS in performing formal eligibility check (screen for administrative compliance applications) of projects involving Ukrainian partners;

To take all necessary steps to perform and correctly manage the tasks delegated by the JTS on behalf of JMA;

- To submit annual report in the given format to the JTS within one month after the end of each calendar year and provide information needed for it;

2.3 Expected results

The Branch Office will be established and operating in Uzhgorod, Ukraine. Any interested applicants can apply to the Branch Office to receive comprehensive information support, technical information concerning the Programme eligibility criteria and requirements, as well as how to fill in the application form. An Applicant is also informed about the risk of overlap with other projects funded by the EC or other donors. If necessary, the Ukrainian applicants are assisted with partner search in the EU Member States participating in the programme.

Information about funding possibilities is actively and broadly disseminated to the Ukrainian eligible partners, in particular at the opening of calls for proposals. Comprehensive information in Ukrainian/English is prepared for the Programme website.

The JMA and JTS received the required information and support in implementation of the Programme in Ukraine.

3. PLACE AND DURATION

3.1 Place

The location of performance of the assignment Uzhgorod, Ukraine, where the experts will work within the Branch Office. The project will include visits to the Programme eligible regions in Ukraine and missions abroad if necessary. The experts shall ensure that the Branch Office is adequately supported and equipped.

3.2 Project duration

The intended commencement date is the 1st August 2010 and the implementation period will be 24 months from the signature of the contract.

The JTS, after consulting the JMA may, at its own discretion, extend the project in duration, however, it ends at the latest on 31st December 2015. Any subsequent extension of the contract would be subject to satisfactory performance by the Branch Office. This shall be judged, in particular, in terms of the progress towards the achievement of the project purpose, and the delivery of the anticipated results.

The JTS reserves the right to terminate the agreement in case of insufficient performance, repeated unavailability or if problems arise regarding the impartiality and/or confidentiality of an expert.

4. SELECTION PROCEDURE

The experts shall be selected on the basis of their professional and technical ability to perform the defined tasks.

4.1. Application process

Interested candidates are requested to submit the following documents:

- Curriculum Vitae in English (in EU format as it can be found at http://myeurocv.com/euroCVTemplate_en.doc)
- Motivation letter in English
- Copies of diplomas, certificates and references in national languages

Curriculum Vitae shall comprise of personal information, employment history, education and training, personal skills and competencies.

The motivation letter shall contain the description of the previous experience in the field and of the operational and financial capacity of the candidate's institutional background.

In the documents, applicants must provide evidence that they possess the required skills, sufficient professional experience. Expertise in the priorities and measures of the Programme is an advantage.

4.2. Requirements

Only the candidates fulfilling the following minimum requirements will be taken into consideration:

- Be a citizen of an EU, EEA, IPA or ENPI Programme country
- Relevant university degree
- At least 5 years professional experience (preferably in Ukraine) in working with local/regional authorities as well as with civil society organisations and in organisation and providing trainings, developing information activities.
- Sound knowledge of the requirements set by the legislative regulations related to the management of the EU Funds, especially the European Neighbourhood and Partnership Instrument
- Demonstrated knowledge on HU-SK-RO-UA ENPI CBC Programme 2007-2013, the regulatory framework of European Neighbourhood and Partnership Instrument
- Knowledge of the relevant Ukrainian legislation
- Fluency in Ukrainian and English; knowledge of the other languages of the programme area (Slovak, Romanian, Hungarian) is an advantage
- Organisational, management and communication skills
- Initiative and problem-solving oriented
- Negotiation skills
- IT literacy
- Having institutional background (legal personality) in order to receive Community contribution, to sign financing agreement on setting up and operating the Branch Office and implement the relevant Technical Assistance project.

Thorough knowledge of the programme area, as well as the planning and regional/local development documents and strategies is an asset. Experience in the fields of cross-border cooperation, preferably INTERREG, PHARE CBC, TACIS CBC, project management, regional development, evaluation of projects and skills for compiling a financial and budgetary analysis of proposals will be considered as additional assets.

4.3. Selection criteria

The selection procedure is an **open procedure**. Thus, every natural person – with institutional background – has the right to apply, if fulfils all requirements.

The recruitment committee consists of the representatives of the following organisations: JMA, JTS, Ministry of Economy of Ukraine, Zakarpatska Region, Ivano-Frankivska Region. In the recruitment committee decisions are taken by consensus. To ensure that selection is in line with the ToR and with other legally binding documents, the JMA has a right for veto.

5. FINANCIAL PROVISIONS AND CONTRACTING

The organisation hosting the JTS shall transfer yearly 80% of the financial contribution as pre-financing. The provision of the financial contribution shall be subject to fulfilment of the obligations under the contracts/agreements by the Branch Office. The Branch Office must draw up – in English language – annual reports as well as brief quarterly activity reports during the period of implementation of the tasks. Brief quarterly activity reports shall be produced starting from the first quarter, which should be submitted within 10 calendar days of the following month, and will describe activities and actions undertaken by the project team within reporting quarter, their results and outcomes. Copy of materials produced by the Branch Office will be attached to quarterly reports.

According to the decision of the Joint Monitoring Committee of the Programme the indicative yearly allocation foreseen for the Ukrainian Branch Office with two experts is 20.000 EUR. This community contribution shall cover the personnel costs of the experts, the office accommodation, and expenditure related to equipments, facilities and devices which are necessary to operate the Branch Office and perform its tasks.

Contracts/agreements will be signed between VÁTI Nonprofit Kft. on behalf of JTS and the authorized representatives of the organisation of the selected experts.

6. CONFLICT OF INTEREST

For each task performed, the experts selected must demonstrate appropriate ethical conduct and must respect the confidentiality of the information and documents to which they will have access. Furthermore, experts may not be personally involved in project elaboration or coordination or linked to another projects or activities implemented by the entities submitting project application under HU-SK-RO-UA ENPI CBC Programme.

Members or employees of the programme implementing bodies may not submit applications under this Call and are excluded from the selection process.

7. DEADLINE

The interested candidates have to submit their applications in one original paper version as well as via e-mail. The paper version comprising of:

- Curriculum Vitae in English (in EU format)
- Motivation letter in English
- Copies of diplomas, certificates and references in national languages

must be submitted by the 12th of July 2010 by post or courier to the following address:

JTS of HU-SK-RO-UA ENPI CBC Programme
VÁTI Nonprofit Kft.
Gellérthegy u. 30-32., H-1016 Budapest

Each envelope, besides the name and address of the applicant, must contain the following wording: "Call for Application of Branch Office Expert Positions – HU-SK-RO-UA ENPI CBC Programme".

Evidence of timely submission by post or courier service will be constituted by the date of dispatch, the postmark or the date of the deposit slip.

The electronic version comprising of:

- Curriculum Vitae in English (in EU format)
- Motivation letter in English

must be sent via e-mail to info@huskroua-cbc.net by the 12th of July 2010, 16:00 at the latest.