

# **Call for Assessors**

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**INTERREG VI-A NEXT**

**HUNGARY-SLOVAKIA-ROMANIA-UKRAINE PROGRAMME**

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**Ministry of Foreign Affairs and Trade, Hungary**  
as Managing Authority



**Ministry of Investment, Regional Development  
and Informatization of the Slovak Republic**  
as National Authority



**Ministry of Development, Public Works and Administration of Romania**  
as National Authority



**Secretariat of the Cabinet of Ministers of Ukraine**  
as National Authority

## 1. Introduction

The Joint Secretariat of the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme on behalf of the Ministry of Foreign Affairs and Trade of Hungary and Ministry of Investment, Regional Development and Informatization of the Slovak Republic, the Ministry of Development, Public Works and Administration of Romania and the Secretariat of Cabinet of Ministers of Ukraine is launching Call for assessors to identify and select qualified and experienced professionals (as independent external assessors) to join the Programme's Pool of Assessors.

The Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme operates within the 2021-2027 financial framework of the European Union as a part of the Cohesion Policy. Similarly, as the quadrilateral HUSKROUA ENI CBC Programme the new HUSKROUA Interreg NEXT Programme aims at serving the development of the Hungarian-Slovak-Romanian-Ukrainian border region and has a special commitment to catch up with the Ukrainian programme area. These aims are transformed into different specific objectives described in the Interreg Programme document. External assessors are expected to have high-level, professional experience respective to these objectives. The present Call is addressed to individuals for the establishment of a pool of independent, qualified and experienced experts to support the Managing Authority, National Authorities and the Joint Secretariat in the selection process. The present Call can be extended or can be reopened with prior agreement of the Managing Authority.

The Pool of Assessors created based on this Call will only include the candidates fulfilling the requested minimum requirements and meeting the selection criteria. Only the assessors registered in the Pool of Assessors can take part in the assessment process as independent external assessors. Please note that being registered in the Pool of Assessors does not imply any obligations to award a contract to the successful candidates.

## 2. Tasks to be accomplished

Task of the external assessor is to support the Managing Authority and the Joint Secretariat via ensuring the necessary thematic expertise relevant for the specific objective. This task includes the followings activities:

- participation on trainings organized by the MA/JS (in-person, online or hybrid);
- acquaintance of relevant programme documents (e.g. Interreg Programme, regulatory framework of ERDF and NDICI, Application package, Assessment manual etc.);
- content-wise and financial assessment of project proposals as follows:
  - appraise each sub-criterion of the Assessment grid with a score, accompanied by a clear qualitative statement in English language justifying the given score to each criterion;
  - appraise the financial request of the Applicants according to the principles of the sound financial management;
  - provide further additional comments at the request of the JS;
  - provide assistance to the Monitoring Committee
  - assist the complaint handling procedure if necessary.

### 3. Professional requirements

External assessors are expected to have professional experience in thematic fields (Priorities) covered by the following objectives:

**Priority 1      A resilient and green border region**

Objective 1.1    Climate change adaptation, risk prevention (SO 2.4)

Objective 1.2    Biodiversity and reduced pollution (SO 2.7)

**Priority 2      A healthy and attractive border region**

Objective 2.1    Equal access to health care (SO 4.5)

Objective 2.2    Culture and tourism (SO 4.6)

**Priority 3      A cooperating border region**

Objective 3.1    Harmonious neighbourly relations through cooperation (ISO1 b)

Objective 3.2    A safer and more secure Europe (ISO2)

Detailed description of the objectives can be found in the Interreg Programme document and Guidelines for Applicants of the 1st Call for Proposals.

External assessors must have:

- master's degree relevant to the Priority of the Programme;
- at least 5 years professional experience acquired in positions related to the selected Objective;
- excellent analytical and evaluation skills.

### 4. Assets

- possess sound knowledge of the national legislation of the field professional expertise;
- have a sound knowledge of cross-border cooperation and/or EU Funds and/or project implementation;
- be fluent in speaking, reading and writing in English;
- be proficient in either Hungarian, Slovak, Romanian or Ukrainian language;
- have proper IT literacy necessary to complete the assignment;
- be independent from any Programme bodies and Programme project applicants or beneficiaries involved in the call for proposals;

Prior experience in assessment of project proposals under national, European or international funding programmes as well as under programmes directly managed by the European Commission is considered as an advantage.

## 5. Other terms of the assignment

Briefing meeting/trainings will be held by the JS in person, online or hybrid prior to starting the assessment process.

Experts will be required to carry out their tasks remotely using their own tools at their habitual working place. The assessment of the assigned applications shall be performed and finalised online via INTERREG+ monitoring system according to a time schedule as agreed with the MA/JS. The applications subject to the assessment will be available online in the INTERREG+ monitoring system of the Programme.

The number of applications which will be assigned to an expert may vary depending on the thematic scope and number of proposals received and will be agreed between the expert and the MA/JS.

Following the project assessment carried out for the Programme, the external assessor shall be entitled to a fee of:

- a) Net 200 EUR per each Large infrastructure project application assessed.
- b) Net 150 EUR per each Regular project application with investment element assessed.
- c) Net 100 EUR per each regular/small project application only with soft elements.

To ensure the independence of the quality assessment, prior to the signature of the contract the selected expert has to sign a declaration of impartiality certifying that there is no conflict of interest exists and that they undertake to inform the MA/JS if any situation of conflict, even potential, or external attempt to interfere occurs while carrying out their duties.

Personal data submitted by the experts will be only used for the participation to the selection procedure and for the possible signature of a contract with the Széchenyi Programme Office Nonprofit LLC.

## 6. Applying

Applications have to include the following documents:

- Cover letter in English, describing the experience, qualifications, skills and motivation to perform the tasks with the reference to the relevant Priority and objective(s) of the Programme;
- Professional CV in English;
- Scanned copies of diplomas, certificates in national languages ;
- Further documents proving the skills.

In the documents, candidates must provide evidence that they possess the required skills, sufficient professional experience and expertise in specific areas. The Managing Authority reserves the right to ask the candidates fulfilling the minimal requirements for participating in personal/online interviews as well.

Applications not including all the above mentioned documents or submitted above the deadline will be rejected.

**Deadline for sending the applications to the present Call for Assessors is  
30.11.2023 | 23:59 CET**

**The documents shall be sent electronically to the e-mail address:**

[call@huskroua-cbc.eu](mailto:call@huskroua-cbc.eu)

**Please indicate in the subject the following text:**

**“CfA-HUSKROUA-2301”**

When submitting an application within the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme as a natural person (referred to: the Person) the Person gives consent that within the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme for its implementation the personal data provided by the Person shall be handled in line with the relevant national and EU regulations. The condition for submitting an application within the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme is to understand and accept the present privacy policy. Applicants fulfilling requirements and selection criteria will be assessed by the Joint Secretariat and approved by the Managing Authority and National Authorities . Selection process will be conducted based on the criteria set by the current Call for Assessors. Applicants will be informed about the result of the selection process via e-mail in due time. Selected applicants will be included into the Pool of experts. Please note that being registered in the Pool of Assessors does not imply any obligations on JS and Széchenyi Programme Office Nonprofit LLC. regarding the assignment of project proposals to the selected assessors, this being strongly influenced by the number, complexity and topics of the submitted project proposals. Connected to each Call for Proposals and based on the number of projects to be assessed and the specific thematic fields concerned, as well as the availability of assessors a number of assessors will be selected from the pool and contracted by Széchenyi Programme Office Nonprofit LLC. on behalf of the JS.