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Zagreb, 3 September 2018

## **Invitation to tender**

**for the procurement of services for the assessment of project proposals received  
within the 2<sup>nd</sup> Call for Proposals of Interreg IPA Cross-border Cooperation  
Programme Croatia – Serbia 2014-2020**

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On 3 September 2018, Agency for Regional Development of the Republic of Croatia, Miramarska cesta 22, Zagreb, Croatia – Directorate for Managing Cooperation Programmes – Managing Authority for Interreg IPA Cross-border Cooperation Programme Croatia – Serbia 2014-2020 publishes

## **Invitation to tender**

### **for the assessment of project proposals received within the 2<sup>nd</sup> Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia – Serbia 2014-2020**

Based on the completed procurement, a service contract for the services of the assessment of project proposals received within the 2<sup>nd</sup> Call for Proposals of Interreg IPA Cross-border Cooperation Programme Croatia – Serbia 2014-2020 will be signed.

For the purposes of the delivery of the abovementioned services, external independent experts (assessors) – natural persons are to be contracted. An external independent assessor is considered to be an expert who meets all the eligibility criteria and who is selected by the Agency for Regional Development of the Republic of Croatia (hereinafter: Agency) to implement the quality assessment of the project proposals.

#### **1. Terms of reference**

Terms of reference are Annex 1 to this Invitation to tender.

#### **2. Location of the assignment**

The assessors will use their own space and resources to perform the task. Furthermore, they are obligated to attend at least 2 (two) meetings with the Joint Steering Committee, the Managing Authority and Joint Secretariat which will be held in Zagreb, Republic of Croatia.

#### **3. Duration of the assignment**

The period for the delivery of the services, which are the subject of this Invitation to tender, shall be agreed with the Agency as the Managing Authority of the Programme. The start date of the assignment is envisaged for September 2018.

It is expected that the selected assessors are available at least six (6) months after the date of signing of the service contract.

#### 4. Eligible tenderers

Eligible tenderers are **natural persons** that meet a minimum set of criteria specified in this Invitation to tender. Independent assessors must demonstrate a high level of professional experience in one or more thematic areas covered by the Priority Axes of the Programme.

Tenderers who participated in the 1<sup>st</sup> Call for Proposals as independent assessors and whose service contract was terminated by the Agency due to the assessor's failure to comply with the provisions of the contract, cannot participate in the assessment of project proposals received within the 2<sup>nd</sup> Call for Proposals.

#### 5. Eligibility criteria

The tenderers must meet the following criteria:

- University degree (VSS), level of education which corresponds to completed study (4 years) or equivalent,
- At least five (5) years of professional work experience after acquiring university degree, of which at least three (3) years of relevant experience in the field/s covered by the Priority Axis/Axes of the Programme for which the tender is submitted,
- Experience in managing EU projects (e.g. the experience in the preparation and/or implementation of EU projects, experience in the assessment of the project proposals and/or financial monitoring of EU projects and similar),
- Advanced computer literacy,
- Excellent knowledge of English language.

#### 6. Assets

In addition to the criteria set out in section 5., the following assets will be taken into consideration when selecting the assessors:

- Experience in the assessment of projects financed by the EU funds and/or funds of the other international organizations (e.g., UNDP, World Bank, EBRD, etc.) and/or funds of state institutions (e.g. Ministries, foundations and similar);
- Experience in the assessment of the project proposals (grant scheme) under the European Territorial Cooperation Programmes;
- Experience in the development of Programme documents and/or feasibility studies and/or strategic documents/analysis related to the Programme area;
- Good knowledge of relevant national legislations of the Programme participating countries (Croatia and/or Serbia) and relevant EU regulation;

- Good knowledge of one of the official languages of the Programme participating countries (Croatia, Serbia).

## **7. Information about the tender and procurement conditions**

### **7.1. Content of the tender**

The tender should contain:

1. Application form – filled in and signed (Annex 2),
2. Expert's CV – in Europass format,
3. Evidence of acquired professional qualifications (copy of diploma or equivalent document),
4. Statement of impartiality and availability - filled in and signed (Annex 3),
5. Copy of valid identification document (e.g. identity card, passport).

### **7.2. Preparation of the tender**

The tender should be prepared in English language or in one of the official languages of the Programme participating countries and in Latin alphabet.

The tender should be submitted in electronic form and shall include all individual documents (filled in, signed and scanned) stated to in the content of the tender:

1. Application form (PDF or jpg format),
2. Expert's CV (PDF or jpg format),
3. Evidence of acquired professional qualifications (PDF or jpg format),
4. Statement of impartiality and availability (PDF or jpg format),
5. Copy of valid identification document (PDF or jpg format).

The tender shall be considered complete if containing all the information and annexes stated in this Invitation to tender. Tenders that are not submitted by means specified within the specified deadline, which are incomplete and/or are not filled in English language or in one of the official languages of the Programme participating countries in Latin alphabet, will be rejected.

Prior to the signature of the service contract, the Agency may request from the selected tenderer (and the Tenderer is obliged to deliver) evidence of experience specified in the CV (e.g. copy of the electronic record, statement of the former employer with the job description, copy of the employment contract, service contract, contract of the copyright work, etc.).

All tenderer's personal data received within this Invitation to tender shall be used by the Agency solely for the purpose of this Invitation to tender and the Agency is obliged not to distribute it to the third parties, in accordance with positive regulations of European Union and Republic of Croatia.

### 7.3. Submission of tenders

The tender should be submitted in electronic form at the following e-mail address: [zaposljavanje@arr.hr](mailto:zaposljavanje@arr.hr) with reference: „Usluge ocjenjivanja HR-RS“.

### 7.4. The deadline for submission of tenders

The deadline for the submission of tenders is 11 September 2018 by 16:00h.

### 8. Selection of tenderers

Tenders shall be assessed considering the quality which is evaluated according to the criteria indicated in the table below:

<b>A. MINIMUM CRITERIA</b>			
1.	University degree (VSS), level of education which corresponds to completed study (4 years) or an equivalent qualification	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Advanced computer literacy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Excellent knowledge of English (min. C1)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Experience in the management of the EU projects (e.g. experience in the preparation and /or implementation of the EU projects and/or the assessment of the project proposals and/or financial monitoring of the EU projects and similar)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Years of the professional work experience after obtaining the University degree (VSS)	5-7	>7
	<i>Number of points</i>	4	6
6.	Years of the relevant work experience in the field /s covered by the Priority axis/axes of the Programme for which the application is submitted	3-5	>5
	<i>Number of points</i>	6	8
<b>A</b>	<b>POINTS</b>	<b>Max. 14</b>	
<b>B. ADVANTAGES</b>			
7.	Experience in the assessment of projects financed by the EU funds and/or funds of the other international organizations (e.g. UNDP, World Bank, EBRD, etc.) and /or funds of the state institutions (e.g. the Ministries, foundations) – <i>the number of the conducted assessments</i>	1-3	>3
	<i>Number of points</i>	2	4
8.	Experience in the assessment of the project proposals (grant scheme) under the European Territorial Cooperation Programmes – <i>number of conducted assessments within ETC</i>	1-3	>3

<i>programmes</i>			
<i>Number of points</i>		3	5
9.	Experience in the development of program documents and /or feasibility studies and /or strategic documents /analysis related to the Programme area	<input type="checkbox"/> YES (2 points)	<input type="checkbox"/> NO
10.	Good knowledge of relevant national legislations of the Programme participating countries (Croatia and/or Serbia) and relevant EU regulation	<input type="checkbox"/> YES (2 points)	<input type="checkbox"/> NO
11.	Good knowledge of one of the official languages of the Programme participating countries (Croatia, Serbia)	<input type="checkbox"/> YES (1 point)	<input type="checkbox"/> NO
<b>B</b>	<b>POINTS</b>	<b>Max. 14</b>	
<b>A+B</b>	<b>TOTAL SCORE</b>	<b>MAX. 28 POINTS</b>	

In order to be eligible as external assessors, tenderers must meet ALL minimum criteria (criteria 1-6) and achieve at least 10 points.

All tenders that meet the minimum criteria will be ranked separately for the each Programme Priority Axis (4 lists) according to the points achieved.

**Note:** One tenderer may apply as assessor for more than one Priority Axes of the Programme, but can be selected for the assessment of the project proposals in not more than two (2) Programme Priority Axes.

The Agency will make a decision on the selection / cancellation of the procurement procedure within 20 (twenty) days after the deadline for the submission of tenders.

## 9. Contracting and fees

Fees will be paid on the basis of the signed service contract with the selected assessors. By signing the contract, the assessor commits itself to assess all project proposals assigned to him/her in accordance with the given time frame and other instructions.

Assessors' fees for the concerned services are calculated and contracted according to the allocated number of proposals that should be assessed on the quality assessment. The Agency has estimated a unique price of 1,000.00 HRK (total cost of the employer) per project proposal assessed by the assessor (the total amount shall be specified in the Contract). All costs associated with the execution of the concerned service, including travel and accommodation costs, are calculated in the amount of the fee.

## **10. The deadline, method and terms of payment**

The deadline for payment is 30 (thirty) days from the date of fulfilment of all contractual obligations to the Agency. Payment will be made by payment transfer to the bank account of the tenderer.

### ANNEXES

Annex 1. Terms of reference (ToR)

Annex 2. Application form

Annex 3. Statement of impartiality and availability



