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Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013  
Operational management Unit

## PUBLIC NOTICE OF SELECTION

**for the constitution of two ranking lists for the awarding of coordinated and continuous collaboration contracts to support the activities of the Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013:**

**2 experts in programme management and international relations**  
**1 expert in communication activities and drafting/revision of texts in Arabic**

### Art. 1 Object of the notice

In accordance with the determination No. **2107/154 of 04.11.2015** the Joint Managing Authority (JMA) of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 launches a comparative public selection procedure for the constitution of two ranking lists to be used for the awarding of professional mandates (coordinated and continuous collaboration) to support the JMA activities. The selection concerns the following profiles:

- **Experts in programme management and international relations (2 experts)**
- **Expert in communication activities and drafting/revision of texts in Arabic (1 expert)**

The costs related to the above-mentioned coordinated and continuous collaboration contracts will be covered by the dedicated resources foreseen in the Technical Assistance budget of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 (European Union resources).

The publication of this notice, the conduction of the procedure and the constitution of the final ranking lists do not create any obligation for the Regional administration to proceed with the conclusion of contracts and do not open rights for the applicants to be awarded contracts by the Regional administration.

The Regional administration reserves the right to suspend, modify and cancel this comparative procedure at any time and independently of its state of advancement and, in any case to proceed with the conclusion of the contracts exclusively on the basis of the real needs of implementation of the Programme, without giving the right to the concerned persons to obtain any compensation or indemnity from the Administration.

### Art. 2 Description of the activities and requested services

#### Experts in programme management and international relations

The experts will provide specialist assistance to the institutional activities related to the role of the Autonomous Region of Sardinia as Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme, mainly in the following activities:

- management of the closing phase of the Programme, in particular the preparation of final reports to be submitted to the European Commission;



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- coordination with the competent Directorates of the European Commission and with the representatives of the participating countries;
- Monitoring and follow-up of the of the final reporting phase of project.

#### Expert in communication activities and drafting/revision of texts in Arabic

The expert will ensure the necessary support to the Managing Authority for the drafting and revision in Arabic of the ENPI CBC Mediterranean Sea Basin Programme's documents, as well as for the content management of the Programme website and the design of information and communication material.

The Regional administration reserves the right to assign to the experts, whenever necessary, other tasks similar to those listed above and related in any case to the institutional role of the Autonomous Region of Sardinia as Managing Authority, including tasks related to the implementation of the 2014-2020 ENI CBC MED Programme (preparatory actions, etc).

### **Art. 3 Features of the collaboration**

The ranking lists established on the basis of this public notice will remain in force for a maximum period of three years and may be used for awarding **coordinated and continuous collaboration** contracts, which will end on 31 March 2017 at the latest. Such contracts may be extended until a maximum duration of 36 months and renewed only once for the same duration, according to article 6 bis, paragraph 2, of the Regional law n. 31 of 13.11.1998, as modified by article 1, paragraph 44 of the Regional law n. 1 of 14.05.2009 (Budget law of 2009).

The JMA will stipulate the coordinated and continuous collaboration contracts based on the real needs of implementation of the Programme, according to applicable Italian tax and social security laws.

The **annual gross salary**, including taxes and pension contribution to be paid by the collaborator, is established at:

- € 72.000,00 for the expert in programme management and international relations;
- € 48.855,00 for the expert in communication activities and drafting/revision of texts in Arabic.

These annual amounts will be proportionally reduced for contract periods shorter than one year.

The remuneration foreseen by the collaboration contract will be paid through deferred monthly instalments, upon presentation of a report containing the description of the activities carried out by the collaborator and of the objectives achieved.

The place of assignment will be Cagliari (Italy).

Travels may be foreseen in the Programme cooperation area for the fulfilment of the tasks foreseen by the contract, upon request of the responsible Director.

The duly justified mission costs (travel, accommodation, subsistence) incurred during the contract will be reimbursed within the limits set for the civil servants of the Regional Administration.

The coordinated and continuous collaboration relation established on the basis of the ranking lists constituted as a result of this public selection procedure will be formalized through a collaboration contract with the concerned person. The contract will define the object of the collaboration and the



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related modalities of execution, its duration, the place of work and any other legal, economic, fiscal and pension aspects. The contract will also specify that the services provided by the collaborator, of a strictly personal nature, do not create any form of exclusivity and of subordination towards the Regional Administration. The collaborator shall nevertheless take into account the instructions of the responsible JMA Director to whom he/she shall refer periodically the results of its activities, in view of the necessary coordination of his/her tasks with the set goals.

The awarding of a contract does not create in any case a public service relation with the Autonomous Region of Sardinia.

In the execution of its tasks, the collaborator is bound to professional secrecy and shall abstain from treating issues in which himself/herself, his/her relatives or his/her relatives in law have an interest.

For the entire duration of his/her mandate, it is forbidden to the collaborator to be engaged in any other mandate or consultancy which may put him/her in a situation of conflict of interest. The failure in observing these obligations or the occurrence, during the execution of his/her mandate, of reasons of incompatibility or conditions of conflict of interest will determine the end of the mandate itself. The collaborator is subject to the incompatibility provisions foreseen by article 53 of the D.Lgs. 165/2001. He/she is also bound to observe the conduct obligations foreseen by the Conduct Code of the Autonomous Region of Sardinia approved by deliberation of the Regional Government No. 3/7 of 31 January 2014.

At the moment of signing the contract, the collaborator shall provide a specific declaration attesting the absence of any cause of incompatibility or conflict of interest in relation to the mandate he/she is going to receive, in accordance with the provisions mentioned above.

#### **Art. 4 Criteria for the submission of applications**

The persons satisfying the following admission criteria by the deadline of this notice can submit their application:

- a. citizenship of Member State of the European Union, a country that is a beneficiary of the ENPI Regulation EC No 1638/2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, a country that is a beneficiary of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) or a Member State of the EEA or a country that is eligible according to articles 8 and 9 of the Regulation (EU) No 236/2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action;
- b. possession of civil and political rights;
- c. absence of sanctions under penal law or of ongoing penal procedures in Italy and abroad;
- d. absence of actions in his/her regards concerning the application of prevention measures, civil decisions and administrative provisions registered in the court records;
- e. never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- f. having not other impediments related to one's working or professional activity;



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- g. knowing and accepting all the conditions contained in this notice;
- h. possession of the following compulsory minimum requirements related to the profile for which the application is made:

Expert in programme management and international relations

- A level of education corresponding to completed university studies attested by a degree (bachelor degree or equivalent);
- At least 7 years of professional experience within or on behalf of public administrations in the management of international/European cooperation programmes, in particular external aid or EU-funded programmes;
- Good knowledge of EU institutions and policies on issues related to Euro-Mediterranean relations, international cooperation and European Territorial Cooperation;
- Knowledge of written and spoken English and French corresponding to the C1 level of the Common European Framework of Reference for Languages<sup>1</sup> or equivalent;
- Good communication and presentation skills;
- Computer literacy;

Expert in communication activities and drafting/revision of texts in Arabic

- A level of education corresponding to completed university studies attested by a degree (bachelor degree or equivalent);
- Arabic mother tongue;
- Knowledge of written and spoken English corresponding to the C1 level of the Common European Framework of Reference for Languages<sup>2</sup> or equivalent;
- At least 2 years of Professional experience - for public administrations and/or public or private entities specialised in international activities - in institutional information and communication activities and drafting or revision of documents in Arabic or English;
- Computer literacy;

Institutional information and communication activities are those addressed to the media, the external communication addressed to citizens, communities and other bodies, as well as the internal communication within the same body.

For the verification of the compulsory minimum requirements specified above in point h. of this article, only the experiences relevant to the profile for which the application is presented will be taken into consideration and assessed.

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<sup>1</sup> See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.

<sup>2</sup> See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.



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## Art. 5 Modalities for the selection of candidates and for the constitution of the ranking lists

The selection will be articulated in two different steps:

**1<sup>st</sup> Step:** verification of the formal regularity of the applications received and preselection of the requests by an evaluation Commission established by the JMA. In particular, the Commission will verify the possession of the compulsory admission criteria specified in article 4 of this public notice. Then the Commission will assign the scores on the basis of the selection criteria specified in article 6 of this public notice, up to a maximum of 16 points. The purpose of this first step is that of establishing two preliminary ranking lists, one for each profile, based on the scores assigned. Only the first 10 candidates for each profile, meaning those who will obtain the higher scores, will pass to the second step of the selection, under the condition that they obtain **a score equal to or higher than 8 points**.

**2<sup>nd</sup> Step:** the 10 candidates preselected for each profile will participate in the final interview conducted by an evaluation Commission established by the JMA, supported by English, French and Arabic mother tongue experts. The interview will have the objective of verifying the possession of the knowledge and competences declared by the candidate and it will lead to the attribution of maximum 10 points on the basis of the specific criteria specified in article 6 of this public notice. In order to be included in the final ranking lists, candidates shall obtain **a minimum score of 5 points** during the interview; candidates who will obtain less than 5 points during the interview will be excluded from the selection. The interview will be conducted in English and French, for the profile of Expert in programme management and international relations, or in English, Arabic and Italian (when relevant) for the profile of Expert in communication activities and drafting/revision of texts in Arabic. The JMA will reimburse the duly justified travel costs (accommodation and subsistence excluded) incurred by candidates participating in the final interviews.

The two final ranking lists, one for each profile, will be established on the basis of the total scores awarded in the two evaluation steps, up to a total of **maximum 26 points**.

Only candidates having participated in both steps of the selection will be included in the final ranking lists.

In case of equal scores awarded, priority will be given to the youngest applicant.

During all phases of the selection procedure, at the request of the JMA, candidates shall be able to provide certificates and supporting documents demonstrating the possession of the declared qualifications and experiences. If selected, candidates will have to provide such documentation prior to the signature of the contract with the regional Administration. In any case, before the conclusion of the selection procedure, the evaluation Commission may carry out a verification of the declarations made by the candidates, also through the draw of a sample not higher than 5% (to be rounded up to the higher unit in case of decimals).

Candidates who are unable to document or demonstrate what he/she declared, he/she is excluded from the selection procedure or from the final ranking lists or, in any case, the JMA may not sign the collaboration contract.

Candidates will have to make sure that they have obtained or can obtain the work permit enabling them to work in Italy.



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### **Art. 6 Selection criteria and scoring**

For the candidates who satisfy the admission criteria specified in article 4 of the present notice, the evaluation Commission(s) will proceed in assigning the scores on the basis of the **selection criteria** detailed below.

Only the experiences that are relevant to the profile for which the application is made will be taken into consideration and assessed for the assignation of scores.

### **EXPERT IN PROGRAMME MANAGEMENT AND INTERNATIONAL RELATIONS**

<b>SELECTION CRITERIA</b>	<b>SCORES</b>
<b>Assessment of the curriculum vitae</b>	<b>Maximum total 16 points</b>
Further professional experience, in addition to the 7 years required as minimum admission requirement, in the management of international/European cooperation programmes, in particular external aid or EU-funded programmes, within or on behalf of public administrations	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Professional experience in the framework of the legal and operational framework of the cooperation programmes financed by the European Neighbourhood and Partnership Instrument ENPI CBC 2007-2013	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 4 points
Professional experience in the use of programmes' management and monitoring procedures and systems	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 4 points
Teamwork experience in international and multicultural environment	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 2 points
Professional experience related to Mediterranean Partner Countries <sup>3</sup>	0,5 point for each year or for each fraction equal to or higher than six months, up to a maximum of 3 points
<b>Interview</b>	<b>Maximum total 10 points</b>
Knowledge of European Union institutions and policies on issues related to Euro-Mediterranean relations, international cooperation and European Territorial Cooperation	Maximum 2 points
Knowledge of the of the regulatory and	Maximum 4 points

<sup>3</sup> The following are considered as Mediterranean Partner Countries: Egypt, Israel, Jordan, Lebanon, Palestine, Syria, Tunisia.





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operational framework of the cooperation programmes financed under the European Neighbourhood and Partnership Instrument ENPI CBC 2007-2013	
Communication and presentation skills	Maximum 2 points
Knowledge in the field of programmes' management and monitoring procedures and systems	Maximum 1 point
Knowledge of Project Cycle Management methodology and project management skills	Maximum 1 point

#### EXPERT IN COMMUNICATION ACTIVITIES AND DRAFTING/REVISION OF TEXTS IN ARABIC

SELECTION CRITERIA	SCORES
<b>Assessment of the curriculum vitae</b>	<b>Maximum total 16 points</b>
Further professional experience, in addition to the 2 years required as minimum admission requirement, in institutional information and communication activities and drafting or revision of documents in Arabic or English for public administrations and/or public or private entities specialised in international activities	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 4 points
Professional experience in institutional information and communication activities and drafting or revision of documents in Arabic or English in the framework of international/European cooperation programmes/projects, in particular external aid or EU-funded programmes/projects	2 points for each year (or 1 point for each fraction equal to or higher than six months) up to a maximum of 6 points
Professional experience in content drafting for multi-linguistic websites dedicated to international/European cooperation programmes/projects, in particular external aid or EU-funded programmes/projects	2 points for each year (or 1 point for each fraction equal to or higher than six months) up to a maximum of 6 points
<b>Interview</b>	<b>Maximum total 10 points</b>
Clearness and precision in communication and presentation in Arabic	Maximum 4 points
Clearness and precision in communication and presentation in English	Maximum 3 points
Knowledge of strategies and tools for the institutional communication	Maximum 2 points



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Knowledge of Italian corresponding to the B2 level of the Common European Framework of Reference for Languages <sup>4</sup> or equivalent	1 point
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#### Art. 7 Modalities for the submission of applications and deadline

Under penalty of exclusion, applicants shall submit the following documents completed **in English or French** for the profile of Expert in programme management and international relations and **in English** for the profile of Expert in communication activities and drafting/revision of texts in Arabic:

1. **Request for participation**, including the necessary elements for the assessment of the candidate's competences and experiences. The related format (Attachment A to the present notice) is available on the website [www.regione.sardegna.it/servizi/cittadino/concorsi/](http://www.regione.sardegna.it/servizi/cittadino/concorsi/) and on the website [www.enpicbmed.eu](http://www.enpicbmed.eu); applications submitted using other formats or in other languages will not be taken into consideration. Under penalty of exclusion, the submitted request for participation must bear the candidate's hand written signature.
2. **Copy of a valid Identification Document.**

Moreover, a **Cover letter** of maximum one page shall be annexed to the Request for participation. It shall be duly dated and signed and it shall describe briefly the motivation as well as the experiences, competences and qualifications declared by the candidate. The letter must be drafted: **in English or French** for the profile of Expert in programme management and international relations; **in English and Arabic** for the profile of Expert in communication activities and drafting/revision of texts in Arabic.

Under penalty of exclusion, a candidate wishing to apply for both profiles shall fill in two separate Requests for participation according to the respective formats annexed to the present notice (Attachment A). In this case, each Request for participation shall be sent, together with its related annexes, in a separate envelope according to the instructions provided below.

Candidates shall possess the requested qualifications, experiences and competences by the deadline for the submission of applications. These qualifications, experiences and competences shall clearly result from the Request for participation.

The declarations contained in the application are subject to controls, as per D.P.R n. 445/2000 and successive modifications and integrations. On top of the penal sanctions foreseen by article 76 of D.P.R n. 445/2000 in case of false declarations, if the controls reveal that the content of the declarations is false, the concerned person will be deprived from the benefits possibly acquired.

Under penalty of exclusion, applications **shall be received by the JMA by 4 December 2015 at 1.00 pm** by certified mail with return receipt, private-courier service or delivered by hand (hand delivery is possible in the following hours - excluding public holidays: Monday to Friday from 9.00 am to 1.00 pm; Tuesday and Wednesday from 4.00 pm to 6.00 pm) to the following address:

<sup>4</sup> See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>.





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**Autorità di Gestione Comune del Programma “ENPI CBC Bacino del Mediterraneo”  
Regione Autonoma della Sardegna – Presidenza  
Via Bacaredda 184 - 09127 Cagliari (Italy).**

Applications received after the above-mentioned deadline will not be taken into consideration. **The stamp put by the JMA attesting the receipt is considered as proof of delivery.** The postage date (postmark or accompanying note issued by the postal office or private courier) is not taken into consideration.

The JMA cannot be in any case held responsible for possible late delivery or loss of applications caused by errors in postal delivery or caused by third parties, unforeseeable circumstances or force majeure. Applicants shall thus take all measures to ensure the fulfilment of the deadline for receipt by the JMA.

Under penalty of exclusion, the request for participation shall arrive in a closed envelope together with the attachments. The sealed envelope containing the request shall indicate outwards the candidate's name and surname, together with the following wording:

**“ENPI CBC MED – Selection of JMA experts  
DO NOT OPEN – NON APRIRE  
PROFILE ‘PROGRAMME MANAGEMENT’ [or] ‘COMMUNICATION’”**

#### **Art. 8 Treatment of personal data**

According to the D.Lgs. 196/2003, the data submitted by the applicants will be collected and used only for the purpose of the present selection procedure as well as for the management of the possible coordinated and continuous collaboration contracts established on the basis of the ranking lists resulting from this selection. The transmission of personal data is mandatory for the comparative assessment of the applications, under penalty of exclusion from the selection.

The Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007-2013 is responsible for the treatment of such data.

#### **Art. 9 Publication of the notice and results of the selection**

This notice is edited in Italian, English and French and published on the official website of the Programme [www.enpicbcmmed.eu](http://www.enpicbcmmed.eu) (only in English and French) and on the website of the Autonomous Region of Sardinia in the section « Servizi al cittadino – Concorsi e selezioni » [www.regione.sardegna.it/servizi/cittadino/concorsi/](http://www.regione.sardegna.it/servizi/cittadino/concorsi/) (in Italian, English and French); an extract is also published on the Official Journal of the Autonomous Region of Sardinia (“BURAS”).

In case of differences among the three versions, the Italian version prevails.

The results of each of the two steps of the procedure will be approved by determination of the Head of the Operational Management Unit of the JMA and will be published on these two websites; an extract will also be published on the BURAS. The publication on the two above mentioned websites counts as official notification to the candidates and replaces any other communication on the results of the procedure.



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#### **Art. 10 Various and final provisions**

The JMA has the right to modify, extend, suspend or revoke entirely or partially the selection procedure described in the present notice. The participation in the selection procedure implies the implicit and unconditional acceptance of all the provisions of this public notice.

For what is not specified in the present notice, the provisions concerning public employment competitions apply, when relevant.

For any further information and clarification, please contact the JMA at: [enpi.management@regione.sardegna.it](mailto:enpi.management@regione.sardegna.it), Tel (+39)0642045919 / (+39)0706062657, Fax (+39)070400359, or visit the website of the Programme ([www.enpicbcmmed.eu](http://www.enpicbcmmed.eu)). All questions - to be necessarily formulated in English or French - and the related answers will be published (pdf document) in English and French on the Programme website ([www.enpicbcmmed.eu](http://www.enpicbcmmed.eu)), in the page dedicated to this selection procedure.

#### **Art. 11 Person in charge of the procedure**

The person in charge of this selection procedure is Ms Maria Maddalena Mameli, Operational management Unit of the Joint Managing Authority of the ENPI CBC Mediterranean Sea Basin Programme 2007/2013.

**The Head of the Operational management Unit**

Franco Sardi