

INTERREG EURO-MED PROGRAMME 2021 – 2027

TERMS OF REFERENCE

Call for the selection of 1 (one) National Contact Point, located in Tirana

Introduction:

The Interreg Euro-MED Programme supports cooperation across Mediterranean borders. The Programme brings together partners from 69 regions of 14 countries from the Northern shore of the Mediterranean, among which 10 EU countries (Bulgaria, Cyprus, Croatia, France, Greece, Italy, Malta, Portugal, Slovenia and Spain) plus 4 IPA candidate countries (Albania, Bosnia and Herzegovina, Montenegro and North Macedonia), with a common objective: a climate neutral and resilient society for the benefit of its citizens. The Interreg Euro-MED Programme is a European territorial cooperation programme at transnational level. Its general objective is contained both in the word "cooperation" and in the three adjectives that define it by regulation: territorial, European, transnational. This will constitute the general objective of Interreg Euro-MED: to promote joint reflection in order to implement shared solutions and thus strengthen the cohesion of our European area. Albania participates in this programme with its whole territory.

The Managing Authority (MA) of the Programme is responsible for managing and implementing the programme on behalf of the participating partner countries. The managing authority of Interreg Euro-MED is the Provence Alpes Cote d'Azur Region. The Joint Secretariat (JS) provides information to potential beneficiaries, instructs the projects applications and supports partners in the implementation of their projects. Managing Authority and Joint Secretariat are both based in Marseille (France). In Albania, the National Authority in charge for the coordination of the Programme is the State Agency for Strategic Programming and Aid Coordination (SASPAC) while a National Contact Point (NCP) is established in Tirana.

General Duties and responsibilities

The National Contact Points (NCP) provides national potential beneficiaries with information on the Programme, calls for projects and administrative requirements for the submission of applications. They also support beneficiaries during project implementation and facilitate the communication and re-use of knowledge's, experiences and project results. Each partner country has a National Contact Point who can support potential partners and beneficiaries in their local languages.

The National Contact Point shall perform the following main tasks:

- Assist and offer technical expertise to the National Authority (State Agency for Strategic Programming and Aid Coordination/SASPAC) in the framework of the management and implementation of the Programme in Albania;
- Act as a first “contact point” for Albanian potential beneficiaries and provide them with information, advice and support;
- Assist in the implementation of the Communication Strategy of the Programme in Albania, with the scope of promoting, informing and disseminating the Programme and its results;
- Assist the National Authority in its communication with the other structures of the Programme such as: the Managing Authority (MA), Joint Secretariat (JS), Monitoring Committee (MC), Accounting Authority (AcA), Audit Authority (AA) or any other structures which are involved in the implementation of the Programme;
- Assist the undertaking of initiatives and activities for the implementation of the Programme, including the organization of “partner search events” to support the establishment of partnerships between different actors of participating countries, part of the eligible territories of the Programme; info sessions for potential beneficiaries toward the generation of quality project-ideas for the fulfilment of the objectives of the Programme; trainings during the phases of the implementation of projects funded by the Programme; the updating of the information and implementing documents of the Programme, in coordination with the Joint Secretariat as applicable;
- Assist in maintaining contacts with national, regional or local institutions or with the respective networks, in order to meet the objectives of the Programme;
- Offer information and expertise for potential beneficiaries of the Programme (through e-mail, telephone, meetings, info sessions, seminars, workshops, trainings) and disseminate information and explanatory materials on the requirements, criteria or regulations of the Programme related to eligibility of applicants, eligibility of expenditures and priorities of the Programme and also assist for the establishment of partnerships in the Programme area;
- Assist and offer expertise (through e-mail, telephone, meetings, info sessions, seminars workshops, trainings) for the final beneficiaries of operations under the Programme during the implementation of the projects, including reporting on the activities or financial management of the projects, in close cooperation with the First Level Control Office;
- Prepare reports, statistics and information on the progress and implementation of the Programme in Albania at any time required by the National Authority;
- Support the Managing Authority / Joint Secretariat and National Authority on the development and implementation of tools at Programme and project level concerning project implementation, monitoring and reporting;
- Support the MA/JS in the insertion and processing of project/Programme data in the JEMS monitoring system used for the management of the Programme;
- Participate in organisation and preparation of MC meetings and provide support to MC in its functions;

Support the Albanian National Authority in all its functions and tasks, deriving from the agreements, regulations and other applicable rules and procedures for the participation in the Programme;

- Contribute to maximize information and publicity actions within the respective Country;
- Act as link among beneficiaries and bodies in charge, at national level, of the implementation of the Cooperation Programme;
- Any other tasks assigned by the superiors.

Required Qualifications

1. University Degree (University Degree or Diploma, minimum 4 years' study in the fields of intervention relevance);
2. Experience in management and knowledge of projects
3. Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;
4. Very good drafting, presentation and communication skills.
5. Advanced level of English language, both spoken and written (at least C1); able to prepare documents in standard English and communicate effectively with relevant authorities, when needed;
6. A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks or similar capacities.

Specific professional experience

1. At least 2 years of experience in programme/project management or similar management capacities
2. Experience related to project monitoring and/or reporting and financial management;
3. Good writing, facilitation and communication skills;
4. Very good computer skills: MS Office including Excel, Access and PowerPoint, Internet;
5. Very good communication skills, creative and problem-solving oriented.

Administrative Elements

1. *Contesters/participants will be asked to have:*
 - a. Good Knowledge of the Interreg Euro-MED Programme: <https://interreg-euro-med.eu/>
 - b. General Knowledge of PRAG Rules:
<https://wikis.ec.europa.eu/display/ExactExternalWiki>
 - c. Good knowledge of the Albanian Labor Code: <https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>

2. *Evaluation.*

- a. Their qualification will be done based upon the above **qualification requirements**.
- b. Contesters/participants qualified to enter the test will be evaluated based on the following norms:
 - b1. Dossier: up to 15 points.
 - b2. Written testing: up to 60 points.
 - b3. Oral testing: up to 25 points.

The final selection will be for the best of those who reach more than 70 points in total.