

INTERREG IPA II CBC PROGRAMME
“ITALY-ALBANIA-MONTENEGRO 2014 – 2020”

TERMS OF REFERENCE

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

Introduction:

The Interreg IPA CBC Italy-Albania-Montenegro Programme is co-funded by the European Union through the Instrument for Pre-Accession (IPA II). The Programme is managed by Puglia Region - Department for Economic Development, Innovation, Education, Training and Employment. Eligible areas under the Programme are Puglia and Molise regions of Italy, as well as Albania and Montenegro (the whole territory). The Programme’s objective is to promote economic growth and intensify cooperation in the low Adriatic area, by implementing joint actions between national and regional institutional and not-for-profit actors and by fostering smart, inclusive and sustainable development.

The Managing Authority of the Programme is Puglia Region and the Joint Secretariat HQ is located in Bari. 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 Info Point (NIP) Office is established in Tirana. The National Authority is responsible for the functioning of the management and control system in Albania, in particular that the compliance with the applicable EU and national rules is assured for all expenditures of Albanian beneficiaries¹.

General Duties and responsibilities

Main tasks of the National Contact Point (NCP) are to translate the goals of the Cooperation Programme to potential beneficiaries in Albania and serve as national information point for the projects’ preparation and submission phase, and implementation. The National Info Points are synergic with the activities of the Joint Secretariat and the NCP may carry out, in cooperation with the National Authority (SASPAC), the Managing Authority and the Joint Secretariat (JS) in charge of the Cooperation Programme, other specific activities. Activities include both the support to the implementation of the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020 and Interreg IPA South Adriatic Programme 2021-2027.

¹ In compliance with art. 37 (1) of the Commission Implementing Regulation IPA (EU) No 447/2014, recalling article 125 of Regulation (EU) No 1303/2013 and Article 23(1), (2), (4) and (5) of Regulation (EU) No 1299/2013.

The National Info 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), Joint Monitoring Committee/Monitoring Committee (JMC/MC), Certifying Authority (CA), 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 e-MS and JEMS information system used for the management of the Programme;

- Participate in organisation and preparation of JMC/MC meetings and provide support to JMC/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, min 4 years' study in the fields of intervention relevance);
2. At least 3 years' professional experience in management and/or control of EU/other donors, co-financed projects/programmes.
3. Knowledge of relevant EU regulations, Programme rules and national laws and regulations in place;
4. Good knowledge of public procurement procedures (national and PRAG);
5. Very good drafting, presentation and communication skills.
6. 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;
7. A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks;
8. A letter of reference from NIPAC (applicable only for the applicants previously employed in this position or other positions of the programme structures).

Specific professional experience

1. At least 2 years of experience in programme/project management;
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 Programme Itali-Albania – Montenegro:
<https://www.italy-albania-montenegro.eu/>
 - b. Good 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.