

**INTERREG URBACT PROGRAMME 2021 – 2027****TERMS OF REFERENCE****Call for the selection of 1 (one) National Urbact Point, located in Tirana****Introduction:**

For the programming period 2021-2027, URBACT IV builds on the legacy of past Programmes and includes even more opportunities for cities to make positive change. The current Programme integrates the crosscutting EU priorities of digital, green and gender-equal policy-making into its activities.

Previously successful types of Networks like Action Planning and Transfer will continue, while a new type of Network will exist to strengthen the connections between the Urban Innovative Action cities with the URBACT Method. For the first time, URBACT supports towns and cities in pre-accession countries to the EU – Albania, Bosnia-Herzegovina, Montenegro, North Macedonia and Serbia. These activities are co-financed by the EU’s Instrument for Pre-Accession Assistance (IPA).

URBACT IV is co-financed by the Member and Partner States, alongside the European Regional Development Fund (ERDF) – with a budget of EUR 79,679 million. The Programme also counts with funding from the Instrument for Pre-Accession Assistance with a budget of EUR 5 million.

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 URBACT is the French National Agency for Territorial Cohesion (*Agence Nationale de la Cohésion des Territoires*). 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 Paris (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 Urbact Point (NUP) is established in Tirana.

**General Duties and responsibilities**



Main tasks of the National URBACT Point (NUP) 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 URBACT Point is synergic with the activities of the Joint Secretariat and the NUP 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 support to the implementation of the Interreg URBACT Programme 2021-2027.

**The National Urbact 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), 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 email, 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 Synergie information 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;
- Organise at least a dedicated info-day or session per year to present URBACT, calls for networks, workshops and sessions on the thematic content and good practices coming from URBACT cities/networks/activities. Joint info-days or sessions with European Urban Initiative Urban Contact Points should be privileged.
- Update the National URBACT Point webpage of the URBACT website at least once a month with news, articles or other materials.
- Contribute to events (stands, public presentation, moderation) organised by other organisations/institutions on urban development like European Urban Initiative, Council of European Municipalities and Regions, and others.
- Use at least one social medium (Twitter, Facebook, LinkedIn, Instagram or other) to communicate and engage with current and potential URBACT beneficiaries.



- Use a national newsletter to communicate the news and events of the URBACT programme (either through existing newsletters or a newsletter created by the National URBACT Point for this reason).
- Produce digital materials (infographics, videos, visuals) to communicate on the URBACT programme activities and calls.
- Translate news/articles/content from EN to national languages when necessary.
- Carry out other activities and outputs that National URBACT Points consider relevant at national level
- Meetings/workshops for URBACT cities to exchange on their challenges and progress in relation to their URBACT activities: URBACT Local Groups, actions, and opportunities for funding integrated action plans or transfer plans.
- Meetings amongst national and local authorities involved in URBACT for possible take up of knowledge/activities or for supporting the work of cities.
- Meetings/sessions amongst URBACT cities and funders (Managing Authorities, European commission's DGs or agencies, sponsors, etc).
- Other meetings or events that enhance the dialogue amongst local authorities, or local authorities and national authorities.
- Communication & dissemination of URBACT calls, activities, thematic content and good practices about integrated urban development
- National networking
- Support to URBACT beneficiary cities
- Coordination with the URBACT Secretariat, National Authorities & EUI Urban Contact Points
- Feeding in the National URBACT Secretariat about national needs and priorities in terms of knowledge management and capacity-building;
- Launching surveys and sharing results to the URBACT Secretariat
- Regular online communication (email correspondence, online collaborative platform, phone calls, webinars).
- One in-person coordination/training meeting per year, when relevant joint or combined with the meeting of the European Urban Initiative Urban Contact Points



- Any other tasks assigned by the superiors.

**Required Qualifications:**

The appointed National URBACT Point has to have:

- Experience with sustainable integrated urban development and knowledge of EU and national policy framework and instruments;
- Experience and capacity to communicate in national language relevant content targeting various audiences through digital communications tools (webpage, newsletters, social media, etc.) and in events;
- Experience and capacity to organise and deliver events at national level (eg URBACT info-days, National Capacity-building seminars, etc.) including designing programmes, inviting speakers, managing registration, etc.
- Capacity to reach out to a large number of local authorities;
- Capacity to dialogue with national authorities responsible for urban policies (relevant ministries, Managing Authorities of Operational Programmes, etc.);
- Capacity to communicate with the URBACT Secretariat and other EN-speaking stakeholders in English.

**Professional requirements:**

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.

**Specific 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 URBACT Programme:  
<https://URBACT.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.