

INTERREG IPA ADRIATIC –IONIAN

“IPA ADRION” 2021-2027

TERMS OF REFERENCE

Call for the selection of one (1) National Contact Point

Introduction:

The Interreg IPA Adriatic – Ionian "IPA ADRION" 2021-2027 Programme is co-funded by the European Union through the Instrument for Pre-Accession (IPA III). The IPA ADRION Programme is a European transnational programme that invests in regional innovation systems, cultural and natural heritage protection, environmental resilience, sustainable transport and capacity building. By bringing together 10 Partner States across the Adriatic-Ionian region, IPA ADRION fosters European integration and acts as policy driver for the benefit of more than 70 million people. IPA ADRION provides with a funding scheme for public authorities (local, regional and national bodies), research institutions, NGOs, and private companies. The Programme launches Call for Proposals, which cover a wide range of topics according to its thematic priorities. IPA ADRION has a total budget of 160,810 million euros.

The Programme is under the management of the Emilia-Romagna Region, Directorate General for Resources, Europe, Innovation, and Institutions. The eligible area of the programme encompasses ten countries: four EU Member States (Croatia, Greece, Italy, and Slovenia), five non-EU Partner States (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, and Serbia) and one third country (San Marino). The program's main objective is to improve the region's attractiveness, competitiveness, and connectivity in order to grow the economy and create jobs. It also aims to protect the environment and guarantee healthy, balanced marine and coastal ecosystems in the Adriatic-Ionian region by implementing joint initiatives between national and regional institutional and non-profit entities and by creating digital tools.

The Managing Authority of the Programme is the Emilia-Romagna Region, and the Joint Secretariat HQ is situated in Bologna, Italy. In Albania, the State Agency for Strategic Programming and Aid Coordination (SASPAC) serves as the National Authority responsible for coordinating the Programme, with a National Contact Point (NCP) located in Tirana. The National Authority's responsibilities include overseeing Albania's management and control system, ensuring that all expenditures by Albanian beneficiaries conform to applicable European Union (PRAG) and National Rules.

General Duties and responsibilities

The National Contact Point (NCP) provides to the national potential beneficiaries in Albania with information on the Programme, Calls for Project-Proposals and administrative requirements for the submission of applications. The NCP support the beneficiaries during project implementation, facilitate the communication, 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:

1. Assistance to project generation, application and implementation process

- Providing information on the Programme and CfPs to potential applicants and assisting them during the application process. Assistance will be provided through organisation of Info days and trainings on preparation of project proposals in relation to each CfP as well as via phone, e-mail communication and personalised meetings;
- Assisting the project beneficiaries during implementation of their activities: providing information and guidelines to project partners on the procedures and rules set up by ADRION programme, including support in reporting through JEMS. Assistance will be provided through organisation of implementation seminars and specialized trainings (e.g. PRAG) as well as via phone, e-mail communication and personalised meetings;
- Support to the Lead Partners with national level procedures and regulations
- Networking and close cooperation with other NCPs in order to assist (potential) grant applicants in their partner search, i.e. enabling (potential) grant applicants in their search for partners in the ADRION area; and enabling assistance to (potential) project applicants from other participating countries in their search for partners;
- Administrative assistance to the First Level Control Office in performing on the spot checks and participating to relevant meetings and/or seminars.

2. Information and awareness raising activities

- Organisation of information and visibility events on national level;
- Dissemination of information related to the Programme and CfPs through NCP and NA's social networks and website announcements;
- Preparation and dissemination of information materials about IPA ADRION programme, promoting results achieved by projects implemented, including preparation of programme brochures and leaflets and integration with information of national relevance;

- Preparation and dissemination of the Programme promotional materials in conjunction with national info-days and other visibility, training or networking events.

3. Participation in transnational programme activities

- Support to the MA/JS in developing and amending the IPA ADRION programme documents;
- Participation to the national representatives (MC members and delegated members/experts) in the Monitoring Committee, NCP meetings, meetings of the Working Group of Controllers, annual conferences, capitalisation and capacity building activities organised by the JS (LP seminars, thematic trainings and seminars, etc.);
- Support to MA/JS and MC in performing their tasks related to evaluation of CfPs (assessment of AF, especially in relation to the eligibility check of project partners);
- Support to the JS in the organisation and implementation of transnational events, transnational trainings/seminars and transnational meetings at country level;
- Support to the MA/JS and MC and the National Authority through project visits in monitoring the progress of approved applications.

4. Implementation of the TA project

- TA project administration support

Required Qualifications

1. A university degree (or equivalent diploma) involving a minimum of 5 years of study in fields relevant to the intervention;
2. At least 3 years of professional experience in the management and/or control of EU or other donor co-financed projects/programs;
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 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. Contestants/participants are expected to have a good knowledge of the Interreg IPA Adriatic – Ionian "IPA ADRION" 2021-2027:
<https://www.interreg-ipa-adrion.eu/>
- b. Good Knowledge of PRAG Rules:
<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>
- c. Good knowledge of the Albanian Labor Code:
<https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>
- d. Good knowledge of the Albanian Ethical Code:
<http://dap.gov.al/legjislacioni/per-administraten-publike/44-ligj-nr-9131-date-08-09-2003-per-rregullat-e-etikes-ne-administraten-publike>

2. *Evaluation.*

- a. Their qualification will be based on 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. Oral testing: up to 25 points.
 - b3. Written testing: up to 60 points.

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