



Interreg
Hungary – Croatia



Co-funded by
the European Union

Call for Assessors

Interreg VI-A Hungary-Croatia Programme

#HUHR2401

Version: 1-00

Approved: 22-11-2024

Entered into force: 22-11-2024

Published by:



REPUBLIKA HRVATSKA
Ministarstvo regionalnoga razvoja
i fondova Europske unije

Ministry of Regional Development and EU Funds of the Republic of Croatia
as Managing Authority and Croatian National Authority



KÜLGAZDASÁGI ÉS
KÜLÜGYMINISZTERIUM

Ministry of Foreign Affairs and Trade of Hungary
as Hungarian National Authority



SZÉCHENYI
PROGRAMIRODA

Széchenyi Program Office LLC.
as the hosting body of the Joint Secretariat
1053 Budapest
Szép utca 2. | 4. emelet
Hungary
www.huhr-cbc.com | info@huhr-cbc.com

1. Introduction

The Joint Secretariat (JS) of the Interreg VI-A Hungary-Croatia Programme 2021-2027, on behalf of the Ministry of Regional Development and EU Funds of the Republic of Croatia and of the Ministry of Foreign Affairs and Trade of Hungary is launching a Call for Assessors to identify and select qualified and experienced professionals to join the Programme's Pool of Assessors.

The Interreg VI-A Hungary-Croatia Programme operates within the 2021-2027 financial framework of the European Union as a part of the Cohesion Policy. The overall aim of the Programme is to eliminate administrative and legal obstacles on the Hungarian-Croatian border, build up mutual trust between the citizens of Hungary and Croatia and to make the border region more competitive, green, connected and inclusive.

These aims are transformed into different Priorities and, within them, Specific Objectives, described in the Interreg Programme document, available at the bottom of this sub-page of the programme website: <http://www.huhr-cbc.com/en/planning-of-the-2021-2027-programme>.

External assessors are expected to have high-level, professional experience respective to these objectives. The present Call is addressed to individuals for the establishment of a pool of independent, qualified and experienced experts to support the Managing Authority, the two National Authorities and the JS in the project selection process.

The assignment of the applications to the external assessors will ensure transparency and balanced representation of the participating Member States, while respecting equality of opportunities and non-discrimination principles.

The Pool of Assessors created based on this Call will only include the candidates fulfilling the requested minimum requirements and meeting the selection criteria. Only the assessors accepted into the Pool of Assessors can take part in the assessment process as external experts. Please note however that being registered in the Pool of Assessors does not imply any obligations to award a contract to the successful candidates.

The present Pool of Assessors is established for the entire 2021-2027 programming period and shall be used when assessing its open calls for proposals, e.g. CfP No. HUHR/2401 but also any eventual later calls, until the period ends.

2. Tasks to be accomplished

The task of the external assessor is to support the Managing Authority, the National Authorities and the JS in the selection of projects via ensuring the necessary thematic expertise relevant for the given Specific Objective. This task includes the followings activities:

- participation on briefing meeting or trainings organised by the MA/JS (in-person, online or hybrid);
- acquaintance of relevant programme documents (e.g. Interreg Programme, the regulatory framework of ERDF, Assessment Manual, application package and its Quality assessment grids etc.);
- content-wise and financial assessment of applications as follows:

- appraise each sub-criterion of the assessment grid with a score accompanied by a clear qualitative statement in English language (highlighting the strengths and weaknesses of the application), justifying the given score as well as providing assessment conclusions per criterion;
- appraise the financial request of the applicants according to the principles of sound financial management;
- discuss the assessment with other assessors in the frame of a consensus meeting (if needed);
- provide help in the preparation of the decision regarding the acceptance or rejection of the applications;
- provide further additional comments at the request of the JS;
- provide assistance to the Monitoring Committee (if needed);
- assist the complaint handling procedure (if needed).

3. Professional requirements

External assessors are expected to have professional experience in thematic fields covered by the following specific objectives (SO):

- SO 2.1 Promoting energy efficiency and reducing greenhouse gas emissions
- SO 2.2 Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches
- SO 4.1 Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation
- SO 4.2 Improving access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training
- ISO 1 b) Enhance efficient public administration by promoting legal and administrative cooperation and cooperation between citizens, civil society actors and institutions, in particular with a view to resolving legal and other obstacles in border regions
- ISO 1 c) Build up mutual trust, in particular by encouraging people-to-people actions

Detailed description of the Specific Objectives can be found in the Interreg Programme document. External assessors must have:

- master's degree relevant to at least one of the above-listed SO-s (at least 4 years of higher education studies, completed with a diploma);
- at least 5 years professional experience acquired in positions related to the selected thematic field;
- excellent analytical and evaluation skills.

4. Assets

External assessors should:

- possess sound knowledge of the national legislation in the field of professional expertise;
- have sound knowledge of cross-border cooperation and/or EU funds and/or project implementation;
- be fluent in speaking, reading and writing in English;
- be proficient in either Hungarian or Croatian;
- have proper IT literacy necessary to complete the assignment;
- be independent from any of the Programme's implementing bodies and from project applicants involved in the call for proposals.

Prior experience in assessment of applications / project proposals under national, European or international funding programmes, as well as under programmes directly managed by the European Commission, is considered as an advantage.

5. Other terms of the assignment

The briefing meeting/training with the JS takes place in Budapest at the JS premises or may be done online prior to starting the quality assessment process.

Experts will be required to carry out their tasks remotely using their own tools at their habitual working place. The assessment of the assigned applications shall be performed and finalised online, via the INTERREG+ monitoring system, according to a time schedule as agreed with the MA/JS. The applications subject to the assessment will be available online in INTERREG+.

The number of applications which will be assigned to a given expert may vary depending on the thematic scope and number of applications received, and will be agreed between the expert and the MA/JS.

The assessor is entitled to a fee of **300 EUR** (VAT included) per each application in case of projects with a works component, and to a fee of **200 EUR** (VAT included) per each application that does not contain physical construction (so-called 'soft project').

To ensure the independence of the quality assessment, prior to the signature of the contract the selected expert has to sign a declaration of impartiality certifying that there is no conflict of interest, and that they undertake to inform the MA/JS if any situation of conflict, even potential, or any external attempt to interfere occurs while carrying out the assessment task.

A conflict of interest exists if the impartial and objective function of an assessor is jeopardized for reasons involving family, emotional life or political affinity, economic interest or any other shared interest with the project applicants.

Personal data submitted by the experts will be used exclusively for the participation in the selection procedure and for the possible signature of a contract with the MA/JS.

6. Applying

Applications have to include the following documents:

- cover letter, describing the experience, qualifications, skills and motivation to perform the tasks for which the assessor is applying, with the reference to the relevant SO / SO-s of the Programme;
- Europass CV of the applicant expert, highlighting his or her relevant experience;
- copies of diplomas, certificates in national languages (scanned documents);
- further documents proving his or her skills and expertise if available, e.g. reference letter, extract from employment contract etc.

In the documents, candidates must provide evidence that they possess the required skills, sufficient professional experience and expertise in specific areas. The Managing Authority reserves the right to ask the candidates fulfilling the minimal requirements to participate in personal interviews as well.

Applications not including all the above mentioned documents, or submitted after the deadline will be automatically rejected.

**Deadline for sending the applications to the present Call for Assessors is
23 December 2024 | 23:59 CET.**

The documents shall be sent electronically to the following address:

dr. Márton SZÚCS, Head of JS
szucs@huhr-cbc.com

**Please indicate in the subject the following text:
'HUHR-2401 - Call for Assessors'**

When submitting an application within the Interreg VI-A Hungary-Croatia Programme as a natural person (referred to as 'the Person') the Person gives consent that within the Programme, for its implementation, the personal data provided by the Person shall be handled in line with the relevant national and EU regulations. The condition for submitting an application within the Programme is to understand and accept the present privacy policy. Further information: <http://www.huhr-cbc.com/en/privacy-policy>

Applicants fulfilling requirements and selection criteria will be assessed by the Selection Committee composed of the Managing Authority, the National Authorities and the JS. Selection process will be conducted based on the criteria set by the current Call for Assessors. Applicants will be informed about the result of the selection process via e-mail in due time.

Selected applicants will be included into the Pool of Experts. Please note that being registered in the Pool of Assessors does not imply any obligations on JS and Széchenyi Program Office Nonprofit LLC. regarding the assignment of applications to the selected assessors.