



**Invitation for expression of interest for assessors of applications under the Call for Proposals "Youth, Women and Long-term Unemployed in the Labour Market" within the Operational Programme "Human Resources Development 2012-2013" in Montenegro (Reference Number: EuropeAid/137484/ID/ACT/ME)**

**Location – Europe (Non EU) - Montenegro**

**1. Publication reference**

OP HRD 2012-2013/MNE/TA 4.2/1

**2. Programme title**

Instrument for Pre-Accession Assistance (IPA)

**3. Financing**

Financing Agreement concerning the Operational Programme "Human Resources Development 2012-2013"

**4. Contracting Authority**

The Ministry of Finance, the Directorate for Finance and Contracting of the EU Assistance Funds (also known as Central Finance and Contracting Unit - CFCU)

**5. Nature of contract**

Service contract (fee based).

**6. Purpose of the Invitation**

The aim of this Invitation is to establish a pool of potential assessors and select those who will participate in the evaluation of Concept Notes and/or Full Applications submitted under the Call for Proposals "Youth, Women and Long-term Unemployed in the Labour Market"<sup>1</sup>

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<sup>1</sup>[http://www.mf.gov.me/en/sections/CFCU\\_Tenders/CFCU\\_tenders/open/153437/Call-for-Proposals-for-Grant-](http://www.mf.gov.me/en/sections/CFCU_Tenders/CFCU_tenders/open/153437/Call-for-Proposals-for-Grant-)

published on 16th October 2015. In the process of selection of assessors, the priority will be given to those who have more professional experience in the fields relevant to this CfP.

## **7. Thematic area, the objectives of the Call for Proposals “Youth, Women and Long - term Unemployed in the Labour Market and responsible structures**

### **Thematic area and objectives of the Call for Proposals**

Thematic area of this Invitation is covered with the Call for Proposals (CfP) “Youth, Women and Long-term Unemployed in the Labour Market”, launched within the Priority 1- *Efficient and inclusive active employment policy measures* of the Operational Programme “Human Resources Development” 2012-2013, i.e. its Measure 1.1-*Supporting the implementation of the most productive labour market measures for the labour force quality and employment*. The purpose of the mentioned CfP is to mobilize the relevant actors on the labour market in order to facilitate the access of long-term unemployed persons, with special focus on women and youth, into the labour market, through improving their skills, education and qualification. The possibility to apply under this CfP is given to the following potential applicants: municipalities, NGOs, Employment Agency of Montenegro, employers, licensed training providers and social partners.

### **Responsible structures**

Acting as Contracting Authority for the OP Human Resource Development 2012-2013 in Montenegro, Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) is responsible for launching tenders, calls for proposals, award and implementation of contracts under the OP HRD, and consequently CfP in matter.

The Ministry of Labour and Social Welfare – Division for Programming and Implementation of EU Funds is the Body responsible for management and implementation of the above mentioned priority 1/measure 1.1. of the OP HRD 2012-2013, and consequently involved in implementation of the CfP in matter.

## **8. Objectives of the Invitation and expected results**

### **Objective of the Invitation**

The Contracting Authority hereby invites experts to submit applications to assist the Contracting Authority in the selection of the best proposals received under CfP "Youth, Women and Long-term Unemployed in the Labour Market" and to achieve a transparent, high-quality, complete and coherent selection process of projects in line with the criteria set in the GfA.

Interested candidates are invited to apply in accordance with the provisions of this notice (see section 12).

### **Results to be achieved by the assessor**

Assessors will carry out the technical and financial assessment of concept notes and full applications in accordance with guidelines to be provided by the Contracting Authority, which are based on the published evaluation grids. At least 30 applications are expected to be received by 1st February 2016 when the deadline for submission of applications expires, in line with the published CfP. Each concept note and full application has to be assessed individually by 2 assessors.

These assessments will be used by the Evaluation Committee and Contracting Authority in the process of selecting the best proposals.

## **9. Scope of the work**

### **General**

Selected assessors will be asked to assist the Evaluation Committee and Contracting Authority in the technical and financial assessment of project proposals (concept note and application form with all relevant annexes) in line with the Evaluation Grid as well as selection and award criteria.

Assessors will have to complete each section of the Evaluation Grid given in the GfA with clear comments for each sub-section, duly substantiating the score given at each stage. The final evaluation for each proposal shall be determined in an evaluation report and should contain sufficient information to justify the total score assigned.

### **Specific Activities**

Assessors must provide written technical and financial assessments to the Contracting Authority of concept notes and full applications (this includes the verification of the budget proposed by the applicants for the action, assessing its overall coherence and particularly its cost-effectiveness, with an emphasis on the identification of potential anomalies and/or overpriced items or budget lines and other activities as instructed by the Evaluation Committee and/or Contracting Authority).

At least 2 assessors must assess each concept note and each full application, working independently of each other.

The assessments must be undertaken in accordance with the guidelines and instructions that will be provided by the Contracting Authority. These are based on the published evaluation grids in the GfA. The overall assessment should be based on the scores obtained under each subheading, added up by heading and the final score is the arithmetical average of the scores given by the assessors. In addition to scores, assessors will have to provide comments on strengths and weaknesses of proposal.

Each concept note and application must be assessed on its own merits and not by comparing different applications.

Assessors are expected to utilize their own knowledge and experience of the sector and project preparation and/or implementation in the analysis of each proposal.

The assessors may be invited by the Contracting Authority and/or the Evaluation Committee to justify and discuss his/her assessment of the proposals.

## **10. Necessary requirements**

Assessors are expected to have skills and knowledge appropriate to the field of expertise in which they are asked to assist (see section 7).

### **Qualifications and skills**

- have a University degree (minimum three-year university degree - bachelor);
- be fluent in speaking, reading and writing in English;
- be computer literate.

### **General professional experience:**

- at least 5 years of professional experience in the field of labour market and employment;

### **Specific professional experience:**

- Experience in assessing applications under calls for proposals financed from the EU or from other national or international donors;
- Experience in the preparation and/or implementation of projects in the fields of labour market and employment;
- Experience under the legislative framework in Montenegro in the field of labour market and employment will be considered as an advantage;
- Experience in dealing with PRAG procedures will be considered as an advantage.

Candidates who meet the qualifications and skills will be selected to be a part of the pool of assessors for the relevant CfP. Selected assessors will be invited by the Contracting Authority to submit a tender/application upon which assessors will be ranked according to the quality of their CV.

## **11. Logistic and timing**

### **Location**

Assessors shall work *in camera*, in the premises of the Contracting Authority. The Contracting Authority is located in Podgorica, Montenegro.

### **Start date and period of implementation**

Assessors shall perform their tasks within the time frame set by the Contracting Authority. This frame shall be coordinated with the duration of the CfP. It is expected that the assignment will start in February 2016 and end in June 2016 (intermittently). The exact duration will depend on the number of proposals received and evaluation proceedings,

## **Duration of missions**

Cumulatively, up to 95 (ninety-five) working days<sup>2</sup> will be allocated for the assessors under this Invitation. Each selected assessor will have to assess at least 4 (four) concept notes and at least 2 (two) full project proposals (applications) per working day.

## **12. Submission of Applications**

Interested applicants shall submit the following documents:

- CV in English as per the Annex I;

**Applications should be sent via email to the following e-mail address: [cfcu@mif.gov.me](mailto:cfcu@mif.gov.me). The deadline for submission of applications is 11<sup>th</sup> January 2016.**

## **13. Contractual arrangements**

Assessors will be contracted individually by the Contracting Authority following the selection for the evaluation tasks. Travel and accommodation costs, wherever applicable, will be covered according to the rules specified in the section 14.

## **14. Fees, travel and accommodation costs**

For the assessment of Concept Notes and/or Full Applications, the assessor will receive following fees (gross):

- 30 EUR per Concept Note,
- 60 EUR per Full Application.

The Contracting Authority will cover travel, accommodation and daily allowance costs for assessors who do not have the residence in Podgorica. Travel costs will be reimbursed up to 100 EUR (most economical fare) based on the evidence of the cost incurred. Accommodation costs will be reimbursed up to 50 EUR per overnight stay based on the evidence of the cost incurred. The daily allowance is fixed to the amount of 18 EUR.

## **15. Conflict of interest and confidentiality**

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<sup>2</sup> Total number of working days depend on number of proposals received and on the evaluation proceedings.

To ensure the independence of proposal evaluation, selected assessors will inform the Contracting Authority of any situation of conflict of interests, even potential, while carrying out their duties.

Namely, in the process of assessment, each assessor has to be completely free from any situation of conflict of interest. Should there be such situation, assessor is obliged to declare it following of which he/she will withdraw from the evaluation of specific Concept Note and/or Application Form and will not participate in any Evaluation Committee deliberations related to such Concept Note and/or Application Form.

Assessors will have to observe complete confidentiality of the information and documents brought to their attention during the whole evaluation process.

## **ANNEX 1**

# CURRICULUM VITAE

**Proposed role in the project:**

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

| Institution<br>(Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|--------------------------------------|-----------------------------------|
|                                      |                                   |
|                                      |                                   |

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

| Language | Reading | Speaking | Writing |
|----------|---------|----------|---------|
|          |         |          |         |
|          |         |          |         |
|          |         |          |         |

Membership of professional bodies:

**Other skills:** (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

**Key qualifications:**(Relevant to the project)

Specific experience in the region:

| Country | Date from - Date to |
|---------|---------------------|
|         |                     |
|         |                     |
|         |                     |

Professional experience

| <b>Date from - Date to</b> | <b>Location</b> | <b>Company &amp; reference person3 (name &amp; contact details)</b> | <b>Position</b> | <b>Description</b> |
|----------------------------|-----------------|---|-----------------|--------------------|
|                            |                 |   |                 |                    |
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Other relevant information (e.g., Publications)

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The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.