

Forestas

Agenzia forestale regionale pro s'isvilupu de su territòriu e de s'ambiente de sa Sardigna

Agenzia forestale regionale per lo sviluppo del territorio e dell'ambiente della Sardegna



REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

PUBLIC NOTICE

of a comparative public procedure for the awarding of two professional mandates within the framework of the ENI CBC Mediterranean Sea Basin Programme 2014-2020 Project – “Cross Border Living laboratories for Agroforestry – LivingAgro”

Art. 1 “Subject of the notice”

The present procedure concerns the awarding of two professional mandates for the support of the coordination structure of the Project - Cross Border Living laboratories for Agroforestry – LivingAgro within the framework of the ENI CBC Mediterranean Sea Basin Programme 2014-2020 - of which Forestas Agency is the Lead Beneficiary.

The professional mandates concern the following profiles:

1. Financial manager;
2. Communication manager.

The contractors will have to work in close collaboration with the project staff to guarantee the implementation of the project in compliance with the established times and methods. They will carry out their activities personally and without the possibility of delegation to third parties and will have to give their availability to travel throughout the entire territory of the ENI CBC Mediterranean Sea Basin Program 2014-2020.

This procedure is reserved for physical people only.

For what which is not foreseen by this document, reference is made to the ENI CBC Mediterranean Sea Basin Program 2014-2020, adopted by the European Commission with Decision of 17 December 2015 n. C (2015) 913, and the EU legislation referred to therein.

The present procedure and the contracts to be signed will be regulated by the Italian legislation.

Art. 2 “Functions of the financial manager”

The financial manager will provide support to the implementation of the project regarding all of the financial aspects, from the signature of the Grant Contract between Forestas Agency, acting as Lead Beneficiary, and the Managing Authority until the expiration of the obligations arising from the Grant Contract.

Main tasks and activities to be carried out include:

- development and maintenance of a separate accounting system;
- processing and monitoring of spending procedures;
- development of a data collection system and expenses documents aimed at reporting;
- drafting of the Technical Manual on reporting and financial procedures ;

- preparation of progress reports (one every 6 months or according to the different frequency foreseen by the Program) for the part relating to the financial implementation of the project and preparation of a template to be made available to the partners;
- supporting project partners in all financial management documents and verification of expenses;
- supporting auditors in the performance of their duties;
- collection and verification of the documentation of reporting / certification of the project partners and processing the request of payment;
- keeping records of accounting documentation;
- preparation of the necessary reports for the procedures for modifying the project budget and uploading it to the online platform of the Program;
- coordination of the partnership aimed at achieving the expenditure objectives set by the project;
- coordinating the correct exchange of information on financial issues with the partnership and the Managing Authority;
- taking part in meetings among the various project actors, including meetings of the Steering Committee, meetings with the partners responsible for the various components of the project, and with any other body necessary for the implementation of the project.

Art. 3 “Functions of the communication manager”

The communication manager will provide support to the implementation of the project regarding all of the aspects about communication, from the signature of the Grant Contract between Forestas Agency, acting as Lead Beneficiary, and the Managing Authority until the expiration of the obligations arising from the Grant Contract.

Main tasks and activities to be carried out include:

- developing, implementing and updating the communication plan of the project in accordance with the program strategy and in coordination with the stakeholders involved;
- collecting, organizing, editing and disseminating information about the project, including through social media;
- contributing to the drafting and updating of the Quality Assurance and Risk Management Plan of the project, for the part relating to the guidelines on communication and presentation of deliverables;
- drafting and disseminating on a three months' basis a newsletter on project initiatives through the ICT platform of the project and mailing lists;
- drafting material on events;
- developing and creating multimedia tools;
- coordinating and contributing to publications of the project (online and in paper form), including all phases, from the idea to data and information collection, editing and illustration;
- support partners in their activities for disseminating information on the project;
- disseminating information regarding the project events;
- taking part in meetings of the Steering Committee;

- promoting, organizing and taking part in meetings with various project actors, partners responsible for the different components of the project, and with any other body necessary for the implementation of the project.

Art. 4 “General admission requirements”

Candidates satisfying the following admission requirements by the deadline of this notice can submit their application:

- a. citizenship of Member State of the European Union, a country that is a beneficiary of Regulation (EU) No 232/2014 of the European Parliament and of the Council 11 March 2014 establishing a European Neighbourhood Instrument, a country that is a beneficiary of Regulation (EU) of the European Parliament and of the Council No 231/2014 of 11 March 2014, establishing an Instrument for Pre-Accession Assistance (IPA II) or a Member State of the EEA or a country that is eligible according to articles 8 and 9 of the Regulation (EU) No 236/2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action;
- b. possession of civil and political rights;
- c. absence of sanctions under penal law or of ongoing penal procedures in Italy and abroad;
- d. absence of actions in his/her regards concerning the application of prevention measures, civil decisions and administrative provisions registered in the court records;
- e. never having been deprived nor laid off from public administration and never having been deprived from a position in the public administration for having obtained it by supplying false or absolutely invalid documents;
- f. having not other impediments related to one's working or professional activity;
- g. knowing and accepting all the conditions contained in this notice;
- h. possession of the compulsory minimum requirements related to the profile for which the application is made, as indicated in article 5 e 6 of the present notice.

Art. 5 “Compulsory minimum requirements for the profile of financial manager”

Candidates satisfying the following compulsory minimum requirements by the deadline of this notice can submit their application:

- a level of education corresponding to completed university studies (Master Degree) attested by a diploma;
- at least 5 years of proven experience in the financial management of international cooperation projects and/or EU cooperation projects financed by external aid instruments or by European Territorial Cooperation cross-border, trans-national or inter-regional cooperation programmes;
- at least 2 years of proven experience in the financial management of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013;
- sound knowledge of EU administrative and financial legislation, procedures and tools ;
- sound knowledge of the audit principles and methodologies;
- budget planning and accounting skills;

- project management skills and knowledge of Project Cycle Management methodology;
- good knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020;
- knowledge of written and spoken English corresponding to the B2 level of the Common European Framework of Reference for Languages or equivalent;
- excellent communication and presentation skills;
- computer literacy.

Art. 6 “Compulsory minimum requirements for the profile of communication manager”

Candidates satisfying the following compulsory minimum requirements by the deadline of this notice can submit their application:

- a level of education corresponding to completed university studies (master Degree) attested by a diploma;
- at least 5 years of proven experience in communication activities for international cooperation programmes/projects and/or EU cooperation programmes/projects;
- knowledge of written and spoken English and French corresponding to the B2 level of the Common European Framework of Reference for Languages or equivalent;
- excellent communication and presentation skills;
- excellent ICT skills.

Art. 7 “Selection method”

The comparative procedure will consist in the evaluation of qualifications (training and professional experiences) and in an interview.

It is not required to offer a price reduction on the predetermined amount for the professional mandate.

The evaluation commission will be composed of three members appointed by the General Director. The undocumented eligibility requirements and qualifications through substitutive declaration or suitable certification will not be taken into consideration, determining, respectively, the inadmissibility of the application or the failure to evaluate the qualification.

The score will be awarded based on the criteria indicated below exclusively for candidates who, on the basis of the declarations, are in possession of the general and professional requirements for admission and set in the previous articles 4, 5 and 6.

Only the experiences relevant to the profile for which the application is submitted will be taken into consideration and evaluated.

PROFILE: FINANCIAL MANAGER

ASSESSMENT OF THE CURRICULUM VITAE	SCORES: UP TO 30 POINTS
Specialized university course in a field related to the position of one academic year duration, attested by a diploma following completed university studies	<ul style="list-style-type: none"> • 1 point for First-level course up to a maximum of 1 point • 2 points for second-level course up to a maximum of 2 points.
PhD in a field related to the position	<ul style="list-style-type: none"> • 2 points
Qualification as a Chartered Accountant and Accounting Specialist or auditor	<ul style="list-style-type: none"> • 2 points
Further experience, in addition to the 5 years required as mandatory criterion, in the financial management of international cooperation programmes/projects and/or EU cooperation programmes/projects financed by external aid instruments or by European Territorial Cooperation cross-border, trans-national or inter-regional cooperation programmes	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 8 points
Further experience, in addition to the 2 years required as mandatory criterion, in the financial management of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	3 point for each year (1,5 points for each fraction equal to or higher than six months) up to a maximum of 14 points
Teamwork experience in international and multicultural environment	0,5 points for each fraction equal to or higher than six months up to a maximum of 1 point
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common European Framework of Reference for Languages or equivalent (native speaker or certified)	<ul style="list-style-type: none"> • 1 point
INTERVIEW	UP TO 20 POINTS
<p>Interview on relevant experiences for carrying out the assignment with reference to the tasks to be performed</p> <p>Knowledge of EU administrative and financial legislation, procedures and tools</p> <p>Knowledge of Project Cycle Management methodology</p> <p>Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020</p>	up to a maximum of 20 points

PROFILE: COMMUNICATION MANAGER

ASSESSMENT OF THE CURRICULUM VITAE	SCORES: UP TO 30 POINTS
Specialized university course in a field related to the position of one academic year duration, attested by a diploma following completed university studies	<ul style="list-style-type: none"> • 1 point for first-level course up to a maximum of 1 point • 2 points for second-level course up to a maximum of 2 points.
PhD in a field related to the position	<ul style="list-style-type: none"> • 2 points
Knowledge of English C1 level of the Common European Framework of Reference for Languages or equivalent (native speaker or certified)	<ul style="list-style-type: none"> • 2 points
Knowledge of French C1 level of the Common European Framework of Reference for Languages or equivalent (native speaker or certified)	<ul style="list-style-type: none"> • 2 points
Knowledge of written and spoken of Arabic corresponding to the B1 level of the Common European Framework of Reference for Languages or equivalent (native speaker or certified)	<ul style="list-style-type: none"> • 2 points
Further experience, in addition to the 5 years required as mandatory criterion, in communication activities for international cooperation programmes/projects and/or EU cooperation programmes/projects	4 point for each year (2 points for each fraction equal to or higher than six months) up to a maximum of 16 points
Professional experience in the framework of cooperation programmes/projects financed within the Cross-Border Cooperation (CBC) component of the European Neighbourhood and Partnership Instrument ENPI 2007-2013	1 point for each year (or 0,5 point for each fraction equal to or higher than six months) up to a maximum of 3 points
Teamwork experience in international and multicultural environment	0,5 points for each fraction equal to or higher than six months up to a maximum of 1 point
INTERVIEW	UP TO 20 POINTS
Interview on relevant experiences for carrying out the assignment with reference to the tasks to be performed Knowledge of the regulatory and operational framework of the cooperation programmes financed under the European Neighbourhood Instrument ENI 2014-2020	up to a maximum of 20 points

Knowledge of methodologies and communication tools	
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Art. 8 “Remuneration”

The gross remuneration for the entire duration of the Project (36 months) for each contract is € 91,000.00 (ninety-one thousand / 00);

This amount is inclusive of VAT (if due) and all social security, tax, insurance and social contributions payable by the contractor, as well as the costs of the Agency.

Payment will be made on a three months basis or within the different frequency negotiated with the contractor, within 30 days of the arrival of the electronic invoice, subject to verification of the regular contributions.

If a service is requested outside the place of work (Cagliari), the Forestas Agency undertakes to pay the reimbursement of expenses incurred, provided that they have been previously approved. Travel expenses will be reimbursed following a supporting note, according to the standard limits and costs for the Forestas Agency officers.

Art. 9 “Duration”

The mandate will last for 3 years. The contract is extended in case of extension of the project's duration and only for its completion. If the extension does not exceed 6 months, the contractor will be required to continue the work without any increase in the total amount. If the extension is longer than 6 months, the parties will negotiate the due fee, which in any case cannot be proportionally higher than what is established by this notice.

Art. 10 “Application procedure”

The application form is preferably written on the model - ATTACHMENT A to this notice - made available on the website of the Forestas Agency: www.sardegnaambiente.it/foreste/albopretorio/

The model declaration on the possession of qualifications and professional experience must be attached to the application form - ATTACHMENT B1 (for the profile of financial manager) and ATTACHMENT B2 for the profile of communication manager.

Under penalty of exclusion, the application must be sent no later than the 24th of June 2019 h. 2 p.m. (Italian time) and exclusively in the following ways:

- by certified e-mail to appalti@pec.forestas.it (this email cannot receive not certified e-mail)
- only for candidates who live abroad by e-mail to: direzione.generale@forestas.it

The subject of the e-mail must contain the following text:

"Contains application for the comparative procedure for the awarding of professional mandate in the framework of the ENI CBC MED Program 2014-2020 - profile _____ - Dr. _____"

All documents must be dated and signed.

The qualifications, experience and skills required must be possessed by the deadline for submission of applications and must clearly result from the application form. All the declarations are made according to

articles 46 and 47 of the D.P.R. n. 445/2000, accompanied by a copy of an identity document. (The identity document is not necessary only if the documentation is digitally signed and transmitted via PEC).

The legal checks on the possession of the requirements will be carried out. Without prejudice to the penal sanctions provided for by art. 76 of the D.P.R. 28.12.2000 n. 445 in case of false declarations, the candidate will lose any benefits obtained as a result of false declaration.

Candidates who are not resident in Italy must produce the documentation in an appropriate equivalent manner according to the legislation of the country they are from.

Art. 11 “Participation restrictions and causes of exclusion”

The candidates must be able, if required, to produce the supporting documentation certifying the activities declared in the application.

The impossibility of certifying what is declared implies the faculty, by the Administration, not to proceed with the establishment of the professional mandate.

In the period of validity of the contract the contractor must undertake not to perform any incompatible professional service, in relation to the object, methods and timing of execution, with the activity object of the aforementioned contract.

Art. 12 “ Ranking list”

Following the completion of the comparative procedure, the final ranking list of the candidates for each profile will be formed. The final ranking lists will be published on the website of the Forestas Agency. This form of advertising will replace any other communication to candidates regarding the results of the procedure.

The ranking lists will remain valid for three years starting from the date of publication and may be used for any replacements during the project and/or for the assignment of other professional mandates of the same profile for similar programmes and/or projects.

Art. 13 “Results and confidentiality”

The contractor during the mandate will maintain, with any unauthorized person, the secrecy about information and confidential documents he/she may become aware of in the performance of the present contract.

Art. 14 “Penalties”

In the event of a delay in the fulfillment of the duties of the present assignment, the Agency will invite the contractor, with a written request, to fulfill the duties within 5 days.

If the contractor does not comply within the indicated period, the Agency will impose a penalty equal to € 50.00 for each day of delay.

Art. 15 “Termination of the contract”

In the event of serious non-performance by the contractor, the Agency will contest the non-fulfilment giving 15 days to fulfill. Once the periode has expired, the contract will be terminated in accordance with the

provisions of article 1453 of the Italian Civil Code. In this case, once the appropriate checks have been carried out, only the part of the service duly performed will be paid for.

The violation of the obligations foreseen by the Conduct Code of the Autonomous Region of Sardinia approved by deliberation of the Regional Government No. 3/7 of 31 January 2014 and by the Plan for the Prevention of Corruption 2019/2021 prepared by the Forestas Agency is also considered a cause of termination of the contract.

Art. 16 “ Withdrawal ”

The withdrawal is regulated according to the provisions of the art. 2237 Civil Code.

The contractor can also withdraw before the deadline for a right cause, giving a notice of at least 30 (thirty) days. In case of failure to give notice, the Forestas Agency will keep the amount corresponding to the period of notice not given.

In any case, the contractor is required to ensure all necessary communication (written and oral) and support to the substitute in order to prevent any damage.

Art. 17 “Registration of the contract”

Regarding the type of contract, it will be a private writing to be registered in the case of use according to art. 5, paragraph 2, of the D.P.R. n. 634 of 10/26/, with the expenses to be paid by the requesting party. There are no stamp fees according to Article 25 of the Table, Annex B, annexed to the D.P.R. n. 642 of 10/26/1972.

Art. 18 “Jurisdiction”

The arbitration is not permitted to the parties. Any disputes that may arise in the execution of the obligations will be referred to the competent judge. The competent court is in Cagliari.

Art. 19 “Processing of personal data”

The data collected will be processed, also with IT tools, in accordance with the European Regulation on the protection of personal data (Regulation UE / 2016/679), exclusively within the procedure regulated by this notice.

Art. 20 “Miscellaneous and final provisions”

This notice is edited in Italian and English and published on the official website of Forestas. In case of differences among the two versions, the Italian version shall prevail.

Forestas has the right to modify, extend, suspend or revoke entirely or partially the selection procedure described in the present notice. The participation in the selection procedure implies the implicit and unconditional acceptance of all the provisions of this public notice.

For any further information and clarification, please contact Forestas: giupinna@forestas.it

The head of the Unit

Dora Soru