



Call for Expert

16 October 2018

TERMS OF REFERENCE

Project BleuTourMed_C3

Position: Project Assistant

Introduction

BleuTourMed_C3 (Maritime and Coastal Sustainable Tourism in the Mediterranean - Community building, Communication and Capitalisation) is an ETC project financed by the Interreg Mediterranean Programme 2014-2020.

The project is built on a transnational partnership with strong knowledge and experience on integrated coastal management and sustainable tourism policies, BLETourMed_C3 aims at supporting and ensuring synergies between a community of 14 MED modular projects with the objective of creating a cluster of projects able to enhance jointly solutions for the protection and promotion of natural and cultural resources in the Med area through a coherent strategy of Community Building, Communication & Capitalisation.

The project is developing community building activities aiming at collecting the main results of the Modular Projects(MPs) and stimulating the co-ownership of data and results among them. It is also responsible for the Communication and Capitalisation strategy.

[Link to BleuTourMed_C3 project](#)

Objective of the Call

The objective of this call is to appoint a **project assistant** that will support the Adriatic Ionian Euroregion (AIE) in implementing its commitments within the framework of BleuTourMed_C3.

More precisely, s/he will support the AIE in performing the following tasks:

- Assisting the project manager in organizing project activities and two capitalization events;
- Liaising with project partners;
- Performing communication duties;
- Attending project meetings;

- Assisting the project manager in the elaboration of financial and activity reports;
- Traveling within the territories covered by the project in order to participate to project activities.

It is expected that the assistant will be required to participate in project meetings or events relevant to the fulfilment of the objectives of the specific call (including virtual meetings).

Details of the call

- Type of contract: Contract for the provision of certain services;
- Period: from 1 November 2018 to 31 April 2019;
- Place of Service: Territories covered by the Euroregion, Offices of the Secretariat;
- Remuneration: The proposal of bid by the expert must respect the following **remuneration ceiling: 5.000 Euro** (VAT included);
- Kind of remuneration: The fee comprises the time dedicated by the assistant to his/her tasks;
- Participation in project meetings will be covered by the Euroregion in terms of all travel costs incurred in by the project assistant.

Selection Criteria and Application Process

1. Eligibility

- Applicants shall be citizens from Adriatic Ionian countries (see the countries of the member of the Euroregion on www.adriaticioninaeuroregion.eu)
- Citizens in possession of her/his full civil and political rights. S/he must not have been convicted by any law enforcement organization, civil, criminal or judicial body.

2. Experience and required skills of the applicant

The Applicants shall be inserted in the internal database of CVs of the Adriatic Ionian Euroregion and should have the following experience and skills:

University Education, sound knowledge of the main regional and local authorities of the AIE and MED area, their policies and mechanisms. Proven knowledge and expertise of EU Projects. Able to work independently as well as within team dynamics. Good communication skills (especially in public speaking). Good in English, and proven capacity to comfortably express her/himself in Italian.

3. Selection process

To apply candidates may only submit their offers including the economic proposal for the contract by a letter addressed to the Secretariat of the Adriatic Ionian Euroregion, using the FORM in attachment via email to: secretariat@adriaticionianeuroregion.eu

The deadline for sending the bid is **23 October 2018**.

As subcontractor, the AIE will award the contract on the basis of the best value for money following this method:

- The AIE will invite at least 3 possible applicants through its internal database and archive of CVs. The candidates will be shortlisted by the Secretariat based on the experience

required;

- Applicants should address the economic offers respecting all the terms of this call;
- The AIE will award the contract on the basis of the **best economic offer** taking in to account the eligibility criteria;
- The results of the selection process will be communicated to the awarded candidate.

In case of similar economic offer, the AIE will contact the applicants and interview them by skype or phone to evaluate their motivation. A maximum of 3 applicants can be interviewed.

Contact

For more information on the call, please contact the Secretariat:

e-mail: secretariat@adriaticionianeuroregion.eu

Ph: 0039 0874 314 674 / 347

www.adriaticioninaeuroregion.eu

Annex

Bid Form