

**Name and address of the contracting authority: Consulting and Development Partners - Rr. Paloke Kurti, 1 - 4001 SHKODER - ALBANIA**

**Title of the tender: OPEN INFORMAL CALL PROCEDURE FOR THE IDENTIFICATION OF 1 EXTERNAL EXPERT, FOR THE ROLE OF "FINANCIAL MANAGER" IN THE EUROPEAN PROJECT "COMPLICITIES"**

**Reference number: ITALME 142**

## **INFORMATION FOR THE TENDERER**

### **Description of the Project:**

The CONtemporary art Modeling Peripheries for Livable CITIES – COMPLICITIES project is proposed by a consortium composed by 3 project partners (JP Kulturni Centar Bar - Montenegro, Municipality of Lecce - Italy and CODE Partners - Albania) and 1 associated partner (University of Salento- Italy). Numerous findings show that urban peripheries share similar problems, linked to physical degradation and social tensions. At the same time, suburbs often act as laboratories in which innovative solutions of participatory urban governance take place. COMPLICITIES considers the Area's suburbs as places for innovation, to be activated by Culture and Creative Industries involvement and interaction with human capital. COMPLICITIES aims to create a joint transferable model for the regeneration of suburbs based on the collaboration between local communities and public institutions. The project needs therefore a cross border dimension to develop a new identity for Areas' suburbs, based on the enhancement of their cultural assets. COMPLICITIES will promote positive changes: a new regulatory framework will be implemented, promoting CCIs participation in suburbs' development. The creative excellence of CCIs will be applied for the collaborative development of innovative solutions for urban regeneration. The main outputs will be: the adoption of Common Strategy to foster creative urban regeneration and of Community guidelines acting as local action plans, helping public authorities to achieve a sustainable urban development; the promotion of pilot suburbs as creative hubs for the development of cross-border creative projects, supporting inhabitants in the development of creative initiatives.

### **1. INFORMATION ON SUBMISSION OF THE TENDERS**

#### Subject of the contract:

The subject of this tender is: implementation of works as indicated in the technical information in the point 2 of these information.

#### Deadline for submission of the tenders:

The deadline for submission of tenders is on **Saturday 24/09/2018, at 4:00 pm**. Any tender received after this deadline will be automatically rejected.

#### Address and methods for submission of the tenders:

The tender will be submitted only on line by e-mail, sending as attachment the **CV** and a **cover letter**. Any tenders that will not have the required attachments might be rejected by the contracting authority.

The object of the e-mail message will clearly indicate:

- Title of the tender
- Reference number

The cover letter will clearly indicate:

- Title of the tender
- Reference number
- Name, address, phone number and mail address of the tenderer

Any supporting documentation will be provided as attachment to the e-mail.

The tenderers will be submitted by e-mail to the all the following address:

- [ipa.complicities@gmail.com](mailto:ipa.complicities@gmail.com)
- [Info@codepartners.org](mailto:Info@codepartners.org)
- [codepartners.al@gmail.com](mailto:codepartners.al@gmail.com)

## 2. TECHNICAL INFORMATION

The tenderers are required to provide works as indicated below.

Description of works
<p>The profile that will be found in the context of this assignment will cover the role of Financial Manager of all the activities of the COMPLICITIES project, collaborating actively with all project partners.</p> <p>The main activities involved in the assignment, to be defined in relation to the progress of the project activities, may be:</p> <ul style="list-style-type: none"> <li>● Check adequate documentation of all financial outputs and deliverables produced during the project lifetime;</li> <li>● Check documents proving, for each cost item claimed within the project, the expenditure incurred and the payment made (invoices or other documents of equivalent probative value, extract from a reliable accounting system of the beneficiary, bank statements, etc.);</li> <li>● Check of all certificate of expenditure, i.e. the document certifying the compliance of the expenditure verified by the controller with the principles of eligibility, legality and relevance;</li> <li>● Control report with description of the methodology used for the Administrative verification of expenditure performed by each project partner;</li> <li>● Financial progress reports on the dates and periods indicated on the official project documents and contracts.</li> </ul>
Requirements
<ol style="list-style-type: none"> <li>1. Being a citizen of the pilot areas of the Interreg Program - IPA CBC - Italy - Albania - Montenegro;</li> <li>2. Proven experience of at least 15 years in financial management;</li> <li>3. Significant skills and knowledge regarding the procedures of the European Commission;</li> <li>4. Experience in reporting on European projects;</li> </ol>

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5. Experience in drafting intermediate and final documents for reporting highly complex projects;
6. Good knowledge of written and spoken English;
7. Enjoyment of political rights;
8. The absence of criminal convictions that, unless rehabilitated, can prevent the establishment and/or maintenance of the employment relationship;
9. Not being excluded from the active electorate, not having been dismissed for persistent insufficient performance by a public administration, or for having achieved the employment itself through false declarations or production of false documents or vitiated by invalidity;

Also required:

- Ability to work with a wide range of partners and stakeholders;
- Excellent interpersonal, diplomatic and mediation skills;
- Leadership and team building skills;
- Strong aptitude for problem-solving;
- Availability for short missions in Montenegro, Albania and Italy;

The requirements must be held on the date of expiry of the deadline for the submission of the application for participation in this selection procedure and maintained until the end of the assignment.

The LP reserves the right to proceed with the verification of possession of the required requisites. The defect of the prescribed requirements constitutes a cause of exclusion from the selection.

### Duration and Fee

The assignment will involve a commitment of approximately 24 months. The assignment will presumably start from October, 1<sup>st</sup> 2018.

A total gross amount of € 15.000,00, will be paid to the person in charge, including the related charges.

### 3. ADDITIONAL INFORMATION

#### Special warnings

In order to carry out the activities involved in the assignment, the Financial Manager will be able to make use of all the necessary documents prepared by the LP and project partners and any other material made available to him. The person in charge must undertake to maintain the strictest confidentiality on the information and news learned in carrying out the assignment.

#### Possible presence of the Financial Manager's Assistant

In order to better carry out the activities foreseen by the project, the Financial Manager will be able to make use of an Assistant, indicated by himself. In this case, the project partners will have no further charges and the fee for the Assistant must necessarily be included in the sum allocated to the Financial Manager.

#### Selection criteria

The tenders received will be evaluated according to the criteria of professional skills, professional experience and qualifications.

The Contracting Authority will select the candidate based on the correspondence of the required requisites.