



EU SUPPORT TO ROMA INCLUSION
Strengthening Local Communities Towards Roma Inclusion

INSTRUCTIONS FOR THE INTERESTED PARTIES

1. INFORMATION ON SUBMISSION OF THE EXPRESSIONS OF INTEREST

Subject of the Call:

The subject of this Call is:

- Recruitment of independent external experts for assessment of the Grant Scheme “EU SUPPORT TO ROMA INCLUSION – Strengthening Local Communities Towards Roma Inclusion”

The assessment is to be implemented in line with the principles and practice of EU External Action Programmes and PRAG Manual.

Please note that employees of the state and public administration are not allowed to participate as staff/independent external experts for assessment.

The details of the task are available in Annex 1 of this Information – Terms of Reference.
Evaluation grid accompanying the ToRs is annexed herewith as Annex 2 of this Information.

Deadline for submission of the expressions of interest:

The deadline for submission of expressions of interest is **January 23rd, 2019 at 15:00 hrs.** Any expressions of interest received after this deadline will be automatically rejected.

Address and meanings for submission of the expressions of interests:

The interested parties shall provide the following material (in English):

1. Cover letter, indicating their full contact details and fields of expertise in grant schemes proposal evaluation, and the position they are applying for
2. CV, Annex B8h, format available from
<http://ec.europa.eu/europeaid/prag/annexes.do?group=B>

Please note that any qualifications and experience stated in the CV should be substantiated by supporting documents, such as copies of degrees or diplomas and employers' certificates/references, otherwise, they may not be taken into consideration.

The expression of interests will be submitted via post/courier, containing the following information:

- Name and address of the interested party
- Title: Selection of assessors for assessment of the Grant Scheme “EU SUPPORT TO ROMA INCLUSION – Strengthening Local Communities Towards Roma Inclusion”
- Reference number (as indicated in the Letter of invitation)
- The words: “Not to be opened before the tender opening session” and “Ne otvarati pre sastanka za otvaranje ponuda”



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The expressions of interests will be submitted in person, by post or courier service to the following address:

Standing Conference of Towns and Municipalities – National association of Local authorities in Serbia

Makedonska 22, VIII floor

11 000 Belgrade

Republic of Serbia

The interested parties are reminded that in order to be eligible the expressions of interests need to be received by the deadline indicated above.

2. TECHNICAL INFORMATION

Technical requirements of the job are described in detail in the Annex 1 of this Information: Terms of Reference.

Additional information will be provided to assessors before starting of the implementation of tasks in Guidelines for assessors.

3. FINANCIAL INFORMATION

The maximum available amount under this Invitation for expression of interest is 15.300 EUR.

This amount anticipates maximum 102 working days divided to at least two (2) experts, as described in detail in the Terms of Reference.

4. ADDITIONAL INFORMATION

The successful candidates will be selected on the basis of the evaluation criteria set in the ToR (qualifications and skills; general professional experience; specific professional experience), whereby the scoring will be undertaken based on the CVs submitted and interviews scheduled for each candidate. Allocation of points is envisaged as follows:

CV of the expert	60 points
Interview	40 points
TOTAL	100 points

Only successful candidates will be informed of the results of the evaluation procedure in written. The estimated time of response to the tenderers is 20 days from the deadline for submission of expressions of interest. The candidates are reminded that the Contracting Authority for this assignment is **Standing Conference of Towns and Municipalities – National association of Local authorities in Serbia**, in the scope of IPA II 2016.