

## **Specifications for the recruitment of an external expert to support multi-module MED projects**

### **1. Context and purpose of the tender**

#### **1.1. Presentation of the programme**

- European territorial cooperation / Mediterranean area
- Objectives of the programme; concentration, performance, effectiveness

#### **1.2. Presentation of the module approach**

For the 2014-2020 period, the MED cooperation programme allows project partners to setup projects based on different “modules”. These modules correspond to different phases of a public intervention, namely:

- A study phase, with the development of strategies and policies
- A phase to test hypotheses and implement pilot projects
- A phase of transfer to capitalise results at transnational level

For the full implementation of a project, it is necessary that each module is properly implemented in order to start the following one. The transition from one module to another is subject to a formal verification by the Joint secretariat and a project can be stopped if one module is not implemented correctly.

#### **1.3. Purpose of the procurement**

In order to ease project implementation, multi-module MED projects will have to hire an **external expert** that will help them in their activities and support a smooth transition from one module to another (respect of objectives, realisation, deadlines, budget, etc.). These conditions are specified in the contract signed between the Lead Partner and the Managing Authority.

### **2. Presentation of the project**

#### **2.1. Objectives of the project, expected results, types of modules selected**

#### **2.2. Organisation of the project and of the partnership**

#### **2.3. Specific constraints**

### **3. Content and scope of expected support**

#### **3.1. Content of the expected support**

The external expert will provide **evaluative monitoring** including assistance for the good implementation of the project as well as methodological support to identify and anticipate potential difficulties that the project might face.

In his mission, the expert has the following tasks:

- assist the implementation and the sequencing of the modules
- act as facilitator in the exchange within the partnership
- compile the “monitoring form” that should be sent to the JS before the start of a new module
- ensure that the Lead partner duly informs the joint secretariat of any major difficulty met in the implementation of the project (timing, partnership...)
- send to the joint secretariat a “feedback form” at the end of his assignment

During the evaluative monitoring of the project, the expert will pay specific attention to :

- the proper functioning of the partnership
- the budget and the respect of project deadlines
- the achievement of the objectives of the project
- the content and the quality of deliverables and outputs

The external expert shall above all make sure that the project will be able to meet the conditions set by the programme for the transition from one module to another, when the Joint Secretariat proceeds to the verification phase.

The evaluative monitoring requires regular meetings and contacts between the expert, the lead partner and the project partners.

The expert will take part in the monitoring Committee(s) of the project and in some events (to be specified with the expert depending on the needs of the project and available budget). The expert will stay in regular contact with the partners by telephone, mail, videoconference (specify as appropriate).

*Flexible part of the assignment: The frequency and the terms of participation of the expert to the project meetings (monitoring committee, events, workshops, technical meetings...) must be specified by each project according to its needs (and taking into account the additional costs incurred by the participation of the expert to these meetings).*

### **3.2. Methodological framework**

At the launch of each call for projects, project partners are provided with a number of methodological tools by the programme. Some tools can be used at project application stage (support to project application) and others are more convenient for project implementation (tools are available on the website of the programme).

Once the expert has been appointed, he shall assist project partners in the use of these tools that consist of:

- **methodological tools for the preparation and implementation of MED projects** highlighting essential principles to be respected and suggesting orientations and methodological tools. The use of these tools is not compulsory but is recommended by the programme
- A “**monitoring form**” that will allow to report on project progress and propose possible adjustments for its implementation and for the transition to the next module. The monitoring form is completed by the external expert in close relation with the project partners. The partners and the expert shall specify how and when the form will be used (completion of a form for each monitoring committee, at key implementation stage, at mid-term...). The completed form will be transmitted to the Joint Secretariat to report on the progress of the project one month before the start of the next module.
- A table on “**points of attention**” identifying the main difficulties observed in the implementation of 2007-2013 MED projects. For each point, the programme provides guidance on actions to be taken in order to avoid these difficulties or to reduce their impact on the project. The expert may use his own experience in project engineering to anticipate some of the challenges the project may face.

The expert can bring his own experience and provide additional methodological tools according to the type, objectives and project intervention field.

At the end of his mission, the expert will send the Secretariat a form specifying his “**assessment of the project support system**”. This short form must enable the programme to make the necessary improvements to the support system before the launch of subsequent calls for project.

### 3.3. Duration of the assignment

Start of the mission: date of notification to the expert

End of the mission: start of the last module of the project

*Flexible part of the assignment: The programme does not require the expert to be involved in the finalisation of the project. In the tender, the project can specify that the assignment ends after the start of the last module (the second or the third of the project). Project partners may decide that the contract covers the overall implementation of the project if they lack experience in project engineering or if they are faced with specific difficulties.*

### 3.4. Qualifications of the expert

The expert shall have the following skills :

- At least five years’ experience in territorial cooperation programmes
- Experience in project engineering and evaluation of EU projects
- Knowledge of topics covered by the Interreg MED programme

- Proficiency in English and/or French

### **3.5. Budget**

*Recommendation of the programme :*

*Given the differences of expertise costs from one country to another, the programme can provide indications regarding the number of « days » necessary for external assistance.*

*Assistance for a two module project could require approximately two weeks of expertise and assistance; for three modules from twenty to twenty-five days. These numbers of days are indicative and must be adapted depending on the specific needs of the project, the number of trips expected for the expert and the length of expertise (end of the contract at the start of the last module or assistance until the end of the project).*