



CALL FOR APPLICATIONS

COMPARATIVE PROCEDURE FOR THE RECRUITMENT OF AN EXTERNAL EXPERT

CALL no. 3/2020: Selection procedure for the recruitment of an external expert for the position of Program Manager/Team leader within the framework of an e-Government project in the western Balkan area.

1. Introduction

CSI-Piemonte is involved in the implementation of a Technical Assistance project financed by the European Commission with the objective of increasing the availability, quality and number of e-government services aimed at citizens and business in a country of the western Balkan area.

In order to be able to better supervise all activities managed by CSI and related to the aforementioned project, CSI-Piemonte believes it is necessary to recruit an Expert as Program Manager in accordance with the requirements set out in art. 6 of this Call with the function of Team Leader.

2. Task description

The Expert will have the role of Team Leader and will be responsible for coordinating the activities of the project partners, interacting with the beneficiary, as well as guiding the steering committees and ensuring the accurate and correct management of the project in order to achieve the objectives and meeting the deadlines.

In particular, s/he will:

- Organize, coordinate and lead the project team in synergy with CSI-Piemonte;
- Define the plan and the project milestones in agreement with the contracting authority and the beneficiaries;
- Participate in the kick-off and implementation of the service in order to ensure its activity and management;
- Participate in the inception phase and coordinate the project activity with the other experts/component leaders in order to ensure that objectives are met and all milestones are respected;
- Ensure involvement and communication with the project stakeholders;
- Supervise the progress of the project;

- Circulate/disseminate information from/to the contracting authority, beneficiaries and from/to partners;
- Participate and coordinate the steering committee and the project progress;
- Monitor budget compliance and timely delivery;
- Analyse and manage project risks;
- Update the project in case of changing circumstances.

3. Type of contract

This assignment is an external professional assignment and cannot in any way constitute an employment relationship. The assignment will therefore be carried out by the Expert in full autonomy, without any dependent and/or subordinate relationship with CSI-Piemonte.

In any case, the Expert should interact with the competent areas of CSI-Piemonte and maintain a continuous connection in order to agree on the best actions to be taken.

For the assignment of the position, a contract will be stipulated in accordance with the provisions of the Italian civil and tax laws.

4. Duration and place of the assignment

The assignment will start from the date of the contract signature and will have a duration of 36 months and the Expert is expected a commitment of about 300 days in total during the entire period of validity of the project.

In consideration of the nature of the activities and the location of the subjects with whom relationships shall be maintained, it is agreed that the main place of the activity will be in North Macedonia, in Skopje.

5. Remuneration for the assignment

The maximum total estimated remuneration for this assignment is 140,000.00 euros (including tax and social security charges and net of VAT, including 100.00 euros for security charges).

All travel expenses are also included in the above specified remuneration.

The remuneration is fixed and invariable for the whole duration of the contract.

The amount will be invoiced on the basis of monthly reports. The monthly reports will be accompanied by appropriate documentation (report) in which the Expert will describe his/her activity as actually provided and formally approved by the contracting authority.

Payment is paid at the end of the month following the month of the invoice.

6. Requirements for participation in the selection

Experts who meet the following requirements on the expiry date of this call for applications will be admitted to the selection:

- a) **MINIMUM GENERAL REQUIREMENTS (essential for admission to the procedure)**. In the case of foreign Applicants, equivalent declarations apply:

- a. enjoyment of civil and political rights;
- b. no criminal conviction nor record concerning the application of any preventive measure, civil judgement or administrative measure displayed in the register of criminal records;
- c. no pending criminal proceeding;
- d. no business relation with CSI-Piemonte that potentially may generate a conflict of interest;
- e. no matrimonial or kinship relation with any member of the board of directors and employees of CSI-Piemonte;
- f. not to have exercised authoritative or negotiating powers towards CSI-Piemonte on behalf of a public administration (pursuant to article 1, paragraph 2 of Legislative Decree no. 165/01) during the last three years of public employment contract being terminated prior to this procedure.

In addition, the Expert should indicate:

- his/her citizenship (Italian or other);
- not to have matrimonial or second-degree kinship relation (grandparents, parents, children and grandchildren - children of their children, brothers and sisters) with the political/administrative heads of customer organisations (For customer organizations see the CSI-Piemonte website www.csipiemonte.it)

b) MINIMUM PROFESSIONAL REQUIREMENTS (essential for admission to the procedure):

b1) University degree preferably in a scientific-technical field or equivalent in the case of foreign citizens;

b2) proven experience of at least 10 years in the management of IT projects, as described in the *Curriculum Vitae* (please specify the contracting authority, the activity carried out, the assignment period indicating in detail the period "from-to");

b3) proven experience of at least 5 years as Project Manager in international IT projects, as described in the *Curriculum Vitae* (please specify the contracting authority, the beneficiary, the activity carried out, the assignment period indicating in detail the period "from-to");

b4) fluent knowledge of English.

c) PREFERENTIAL REQUIREMENTS: SPECIFIC KNOWLEDGE AND SKILLS

c1) proven experience in the management of at least two complex projects in the field of digitization and e-Gov in favour of Central Bodies, to be detailed in the *Curriculum Vitae* (please specify the contracting authority, the beneficiary, the activity carried out, the assignment period indicating in detail the period "from-to");

c2) proven experience in the management of technical assistance projects with international donors, to be detailed in the *Curriculum Vitae* (please specify the contracting authority, the activity carried out, the assignment period indicating in detail the period "from-to");

c3) previous work experience in the countries of the Balkan area;

c4) experience of at least two years in the context of implementation or verification of Quality management systems;

c5) knowledge of the local language.

7. Participation conditions

In order to participate in the selection, it is necessary to fill in "Form 1 - Application Form" (downloadable from the website www.csipiemonte.it) and to submit the application form with the attachments mentioned in article 8 through one of the following ways:

a) postal service by registered letter with return receipt or by courier addressed to CSI-PIEMONTE - Funzione Organizzativa di I livello Personale, Organizzazione e Comunicazione – Gestione, Sviluppo e Formazione Risorse Umane – Corso Unione Sovietica, 216, 10134 TURIN, Italy. The application form should be signed in original.

b) certified e-mail to the following PEC address: protocollo@cert.csi.it.

In absence of certified e-mail, the application can be submitted by e-mail to the following address: protocollo@cert.csi.it. Proof of receipt is the date of receipt at the abovementioned e-mail address.

The application form must be duly signed with a digital signature or handwritten signature, scanned in pdf format in case of submission by e-mail.

The sealed envelope referred to in point a) should bear the following wording "**Selection procedure for the recruitment of an external expert for the position of Program Manager/Team leader within the framework of an e-Government project in the western Balkan area - Ref. Call 3/2020.**"

The same wording should be indicated in the object of the e-mail message referred to in point b).

The application should arrive no later than **6 July 2020** at 12.00, under penalty of exclusion.

In case of submission by registered letter with return receipt, or courier, the application should reach CSI within the deadline for submission, disclaiming CSI from any responsibility for any delay in delivery.

In case of submission by certified e-mail or e-mail, the application received at the e-mail address referred to in art. 7 point b) will be considered valid in compliance with the abovementioned deadline.

Applications will not be considered and therefore will be excluded if:

- it is received after the deadline indicated in this Call;

- it is not duly signed in original if submitted in paper form, or duly signed with a scanned handwritten signature in pdf format if sent by e-mail, or signed with a digital signature in case of submission by certified e-mail or e-mail.

- it lacks the requirements indicated in this Call;

- it lacks the wording "**Selection procedure for the recruitment of an external expert for the position of Program Manager/Team leader within the framework of an e-Government project in the western Balkan area - Ref. Call 3/2020.**"

8. Necessary documents to be submitted

Each applicant should submit the following documents, in one of the ways indicated in article 7:

- Application form to be filled in pursuant to the Decree of the President of the Italian Republic no. 445/2000 of 28 December 2000 and subsequent amendments and additions, the sample "Form 1 - Application form" is downloadable from the website www.csipiemonte.it in the section of this procedure and should be signed in one of the following ways:

- Handwritten signature if submitted in paper form;
- Handwritten signature in pdf format (scanned signature) if submitted by e-mail;
- Digital signature if submitted by certified e-mail or e-mail;

- copy of a valid identity document or equivalent document for foreign citizens;

- *Curriculum Vitae* in European format signed with handwritten signature (if submitted in paper form or by e-mail, scanned signature in pdf format) or digital signature (if submitted by certified e-mail or e-mail) including a declaration on the truthfulness of the information provided according to the Decree of the President of the Italian Republic no. 445/2000 and subsequent amendments and additions. Concerning the professional experience, the Applicant should specify the contracting authority, the activity carried out, the assignment period indicating in detail the period "from-to".

The submission of the application means full acceptance of the conditions outlined in this Call and full awareness of the autonomous work relationship.

All personal data included in the application will be processed in accordance with current legislation on privacy, as detailed in the information notice published on the institutional website of CIS-Piemonte.

9. Selection procedure

The evaluation of the applications will be carried out by a specific Commission after the receipt of the applications.

The Curriculum Vitae received will be selected on the basis of compliance with the requirements indicated in paragraph 6, relating to the description of the requested professional profile. Candidates who are not in possession of the minimum requirements mentioned in paragraph 6.a and 6.b will not be admitted to the selection. Therefore, we invite applicants to fill in the Curriculum Vitae in a clear way and to detail the activity carried out, as well as the related periods (specifying the period "from - to") and to highlight knowledge and experience as indicated.

The Commission will verify if the application is complete, then if the minimum (general and professional) requirements are met and finally will evaluate the Curriculum Vitae in a comparative way. An interview phase is foreseen with a score aimed at an in-depth analysis regarding what is stated in the Curriculum Vitae.

The date of the interview will be communicated to the admitted Candidates via email or telephone; furthermore, the interview phase will be advertised on the Consortium website.

At the end of the evaluation of the curricula and after the interview, the Commission will proceed to identify the Candidate suitable for carrying out the assignment.

10. Evaluation criteria

The Commission will evaluate the Curriculum Vitae submitted by the candidates with the minimum requirements. Concerning knowledge and skills, the assessment will follow the scores indicated in the chart below.

The maximum overall score for each Candidate is 30/30 points and is divided as follows:

- maximum score for evaluation of the curriculum vitae: 20 points
- maximum score for the interview phase: 10 points

Candidates will be admitted to the interview phase if they obtain a minimum score of 10/20 points in the evaluation of the curriculum vitae.

The maximum overall score for each Candidate is 30/30 points, to be assessed as indicated below:

Evaluation area	Maximum score	Score breakdown	
PREFERENTIAL REQUIREMENTS: SPECIFIC KNOWLEDGE AND SKILLS	20	c1) proven experience in the management of at least two complex projects in the field of digitization and e-Gov in favour of Central Bodies, as described in the Curriculum Vitae (please specify the contracting authority, the beneficiary, the activity carried out, the assignment period indicating in detail the period "from-to");	0-5
		c2) proven experience in the management of technical assistance projects with international donors, as described in the Curriculum Vitae (please specify the contracting authority, the activity carried out, the assignment period indicating in detail the period "from-to");	0-5
		c3) previous work experience in the countries of the Balkan area;	0-5
		c4) experience of at least two years in the context of implementation or verification of Quality management systems;	0-3
		c5) knowledge of the local language.	0-2
Interview	10	In-depth analysis of skills and experiences described in the Curriculum Vitae as well as of the problem solving and team building skills	0-10

At the end of the evaluation process, the Commission will formulate the ranking list of merit for the purpose of conferring the assignment.

The assignment will be awarded to the first classified in the ranking list, among the suitable Candidates.

In the event of renunciation or exclusion due to the outcomes of any possible check on the declarations provided by the Candidate, the assignment will be proposed to the following candidate in the ranking list.

CSI reserves the right not to assign any position if no suitable candidate is selected.

11. Responsible for the procedure

The Responsible for the Procedure is Dr. Riccardo Palumbo

12. Document verification

CSI-Piemonte reserves the right to verify the possession of the requirements indicated in this Call, as well as the qualifications declared, at any time, even after the termination of the selection.

In the event of a mismatch between what has been declared and what has been ascertained, the current legislation on untruthful statements will be applied.

13. Assignment procedure

The assignment of the position is ordered by the Responsible for the procedure, on the basis of the proposal of the Selection Commission after acquiring the authorization of the candidate.

14. Final provisions

The Consortium reserves the right to extend the deadline for submitting applications before its expiration, as well as to reopen the selection, modify, suspend or revoke the procedure for reasons of public interest, or not to continue it in whole or in part, following legislative and/or financial constraints, the change in the organizational needs of the Consortium or the use of different and more suitable selection procedures, in accordance with the provisions of its organizational rules.

15. Access to the documents

Candidates have a right of access to the documents to be exercised in compliance with the provisions of Law no. 241/1990 and subsequent amendments and additions (New rules on administrative procedure and right of access to administrative documents).

16. Advertising and information

The outcome of the selection procedure will be notified through the website www.csipiemonte.it.

Riccardo Palumbo

Responsible for the procedure

Turin, 25 June 2020