

CALL FOR APPLICATIONS

SELECTION PROCEDURE FOR THE RECRUITMENT OF TWO EXTERNAL EXPERTS

CALL No. 01/2021: SELECTION PROCEDURE FOR THE RECRUITMENT OF TWO EXTERNAL EXPERTS within the framework of "Establishment of a complete, functional and well managed Integrated Agricultural Information System in Kosovo"

1. Introduction

CSI Piemonte was awarded the tender for the realization of the project "Capacity Building in relation to the EU Common Market Organization (CMO) and Agricultural Statistics" on 11/12/2019. The project will help Kosovo to support the country's alignment with European Union standards and practices relating to the common organization of agricultural products markets and the implementation of a comprehensive and well-integrated agricultural information system.

The main aims of the project are:

- support Kosovo's alignment with European Union standards and practices relating to the Common Market Organization for Agricultural Products (CMO);
- support Kosovo in the implementation of a complete and well integrated Agricultural Information System.

This procedure is aimed at recruiting two external professional experts for the following positions:

- **International Senior Non-Key-Expert – Agricultural Market Information System** (hereinafter **ISNKE-AMIS**) in possession of the requirements mentioned in this call (see below)
- **International Senior Non-Key-Expert – Farm Accountancy Data Network** (hereinafter **ISNKE-FADN**) in possession of the requirements mentioned in this call (see below)

2. Object of the assignment

The abovementioned experts will be involved in the "Establishment of a complete, functional and well-managed Integrated Agricultural Information System in Kosovo" and will have to carry out the following activities:

- provide a contribution to the definition of the relevant legislation.
- develop the institutional capacity necessary to guarantee the management and functioning of an Integrated Agricultural Information System in line with the EU regulations and practices in force at the time of the execution of the contract.

In particular, concerning the **International Senior Non-Key-Expert – Agricultural Market Information System** (hereinafter **ISKE - AMIS**) - under the responsibility of the Team Leader and Key Expert 2, by way of example and not limited to, the following activities are included:

- Introduction of marketing standards, principles for price collection in agriculture and reporting as required by EU regulations.
- Assessment of the register of traders, markets and prices currently recorded and of the information system for data collection.

- Development of drafts of methodologies for the detection of prices and proposals on the definition of representative markets based on the assessment and in line with the Community Acquis, as well as manuals and reports.

- Conducting a 5-day training program on the methodology of price collection.

The main results to be completed during the ISNKE-AMIS assignment will include:

- documents concerning the methodologies for the collection of prices and proposals on the definition of representative markets on the basis of the valuation and in line with the acquis communautaire, such as manuals and reports.
- draft of the administrative instructions on the Market Information System (hereinafter MIS).
- user specifications for the creation / updating of the MIS, Register / database of traders of agricultural products and agricultural means of production, Market Information System (MIS), etc.
- Training activities

Concerning the **International Senior Non-Key-Expert - Farm Accountancy Data Network** (hereinafter **ISNKE-FADN**) - under the responsibility of the Team Leader and Key Expert 2, by way of example and not limited to, the following activities are included:

- Development of Administrative Instructions on FADN.
- Strengthening the FADN in the form of gap analysis and developing user specifications for necessary updates.
- Conducting a follow up after the finalization of the updates.
- Conducting a 5-day training program that will cover, by way of example and not limited to, the issues of administrative legislation on FADN, as well as quality controls and reporting.

The main results to be completed during the ISNKE-FADN assignment will include:

- Administrative Instructions (or draft law) on the FADN.
- Strengthening the FADN in the form of gap analysis and developing user specifications for necessary updates.
- Report on the follow-up conducted after the finalization of the updates.
- 5-day training activities.

3. Type of contract

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

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

4. Duration and place of the assignment

For each position, the assignment will last for one year from the date of the contract signature.

In consideration of the nature of the activities and the location of the involved subjects with whom relationships will be maintained, it is agreed that the main place of the activity will be in Priština (Kosovo).

However, given the current period characterized by the COVID 19 health emergency, the activities can also be carried out remotely.

It is also specified that in consideration of the nature of the activity, at least 4 missions will take place and the destination of each mission will be indicated in accordance with what has been decided with the Contracting Authority and the Beneficiary.

5. Remuneration for the assignment

Remuneration for the activities described in art. 2 and for the duration set out in art. 4 are as follows:

- **ISKE - AMIS** position euro 29.400,00 including any social security charges, and net of compulsory charges (safety charges equal to € 0). The expected commitment is full time and equal to 60 days/unit.
- **ISNKE-FADN** position euro 19.600,00 including any social security charges, travel expenses and net of legal charges (safety charges equal to € 0). The expected commitment is full time and equal to 40 days/unit.

The remuneration also includes any travel expenses.

The remuneration is fixed and invariable for the entire duration of the contract and will be paid 30 days at the end of the month from receipt of the invoice. An invoice will be issued every month according to the advancement of the activity and will be accompanied by the following documents that the Expert must forward to CSI Piemonte:

- Mission Reports including all results in attachment, including Technical Reports, which will provide: (a) initial assessments of the current situation in line with the above; (b) details of the work performed, (c) proposals for next steps/future work, (d) recommendations for further activities.
- Monthly timesheet.

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 THAT ARE ESSENTIAL FOR ADMISSION TO THE PROCEDURE (FOR BOTH POSITIONS):

- A.1) enjoyment of civil and political rights.
- A.2) neither criminal conviction nor record concerning the application of any preventive measure, civil judgement or administrative measure displayed in the register of criminal records.
- A.3) no pending criminal proceeding.
- A.4) no business relation with CSI-Piemonte that potentially may generate a conflict of interest.
- A.5) no marriage or kinship relation with the board of directors and employees of CSI-Piemonte.
- A.6) 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 will indicate:

- citizenship (Italian or other).
- Details about the professional pension fund.
- Details about the insurance policy to cover the risks arising from the exercise of professional activities.

B) MINIMUM PROFESSIONAL REQUIREMENTS (*RELEVANT TO THE POSITION*)

B.1 AGRICULTURAL MARKET INFORMATION SYSTEM (ISNKE-AMIS) POSITION

B.1.1 degree in technical and scientific fields (IT, Economics, Agriculture, Statistics) and/or equivalent in the case of foreign citizens, in the relevant field.

B.1.2 Proven experience, as described in the Curriculum Vitae, of at least 7 years in the management of the agricultural market information system and market standard methodologies, collection, processing and reporting of prices in line with the EU acquis communautaire and management related administrative procedures in the EU member state.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call.

B.1.3. Proven experience, as described in the Curriculum Vitae, of at least 3 years in the development of methodologies for the collection of prices of agricultural products in line with the EU acquis communautaire.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call.

B.1.4 Excellent knowledge of written and oral English as described in the *Curriculum Vitae*.

B.2 FARM ACCOUNTANCY DATA NETWORK (ISNKE-FADN) POSITION

B.2.1 Degree in Agricultural Economics, Agriculture, or Economics.

B.2.2. Proven competence, of at least 7 years, as described in the Curriculum Vitae, in the management of the FADN in the EU Member States.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call.

B.2.3. Recent proven experience (last 3 years) in preparing EU statistics based on FADN data in the EU Member State, as described in the Curriculum Vitae.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call.

B.2.4. Excellent knowledge of written and oral English as described in the *Curriculum Vitae*.

C) PREFERENTIAL REQUIREMENTS: SPECIFIC KNOWLEDGE AND SKILLS

C.1 AGRICULTURAL MARKET INFORMATION SYSTEM (ISNKE-AMIS) POSITION

C.1.1 Work experience of at least 3 years, as described in the Curriculum Vitae, in the Western Balkans region.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.1.2. Work experience of at least 3 years, as described in the Curriculum Vitae, with the Public Administration in international projects or funded by the European Union.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.1.3. Work experience of at least 3 years, as described in the Curriculum Vitae, in Technical Assistance projects in the agricultural sector.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.1.4. Good knowledge of IT tools (Microsoft Office suite products) as described in Curriculum Vitae.

C.1.5. Knowledge of the local language as described in the Curriculum Vitae

C.2 FARM ACCOUNTANCY DATA NETWORK (ISNKE-FADN) POSITION

C.2.1. Work experience of at least 3 years, as described in the Curriculum Vitae, in Kosovo in the FADN field.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.2.2. Work experience of at least 3 years, as described in the Curriculum Vitae, with the Public Administration in international projects or funded by the European Union.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.2.3. Work experience of at least 3 years, as described in the Curriculum Vitae, in Technical Assistance projects in the agricultural sector.

Candidates will provide information relating to the Client, duration (indicating in detail the period "from-to") and subject of the assignment for each past experience relevant to this call;

C.2.4. Good knowledge of IT tools (Microsoft Office suite products) as described in the Curriculum Vitae.

C.2.5. Knowledge of the local language as described in the Curriculum Vitae.

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 in the dedicated section) 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 to CSI-PIEMONTE - Funzione Organizzativa di Primo Livello Personale, Organizzazione e Comunicazione - Gestione, Sviluppo e Formazione Risorse Umane, C.so Unione Sovietica 216 – 10134 TURIN, Italy. The application form will 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 will 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) will bear the following wording "**Selection procedure for the recruitment of two external experts within the framework of "Establishment of a complete, functional and well managed Integrated Agricultural Information System in Kosovo" Ref. CALL 1/2021 – and expressly indicate the position for which you apply.**

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

The application should arrive no later than 6th June 2021 at 12.00 a.m.

In case of submission by registered letter with return receipt, 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:

- 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.
- lacking the requirements indicated in this Call.
- lacking the wording **Selection procedure for the recruitment of two external experts within the framework of "Establishment of a complete, functional and well managed Integrated Agricultural Information System in Kosovo" Ref. CALL 1/2021** – in the subject of the e-mail message and in the paper envelope.

8. Necessary documents to be submitted

Each applicant will 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 will be signed in one of the following ways:
 - o Handwritten signature if submitted in paper form.
 - o 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 will 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 CSI-Piemonte.

9. Selection procedure

The evaluation of the applications will be carried out by a specific Commission after the receipt of the applications. The evaluation of the candidates will be carried out by a specific Commission of selection, appointed by the Director General of CSI, after the receipt of the applications for participation.

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 do not meet the minimum requirements indicated above (see §6) will not be admitted to the selection. We therefore invite you to clearly fill in the Curriculum Vitae, accurately detail the activities carried out, as well as the periods to which they refer and highlight knowledge and experience as indicated above.

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.

There is the possibility of a non-evaluative interview phase without assignment of a score, aimed at providing clarifications regarding what is stated in the Curriculum Vitae. The call for the interview will be communicated to the admitted candidates via email or telephone; the interview phase will also be publicized on the Consortium's website.

At the end of the evaluation of the Curriculum Vitae and any interviews, the Commission will formulate a ranking list of merit for each position on the basis of the evaluation criteria indicated in the following paragraph.

10. Evaluation criteria

The assessment will be carried out by comparing the Curriculum Vitae and the score will be recognized in reference to professional "skills" and "experience" in positions similar to the applied position.

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

| AGRICULTURAL MARKET INFORMATION SYSTEM (ISNKE-AMIS) | | | | |
|---|----------------------|------------------------|--|-------|
| POSITION | | | | |
| Evaluation area | Maximum score | Score breakdown | | |
| Preferential requirements: Specific knowledge and skills (See § 6, letter C) | 30 | C.1.1 | Work experience of at least 3 years, as described in the Curriculum Vitae, in the Western Balkans region. | 0 - 8 |
| | | C.1.2 | Work experience of at least 3 years, as described in the Curriculum Vitae, with the Public Administration in international projects or funded by the European Union. | 0 - 8 |
| | | C.1.3. | Work experience of at least 3 years, as described in the Curriculum Vitae, in Technical Assistance projects in the agricultural sector. | 0 - 7 |
| | | C.1.4 | Good knowledge of IT tools (Microsoft Office suite products). | 0 - 5 |
| | | C.1.5 | C.1.5. Knowledge of the local language | 0 - 2 |

| FARM ACCOUNTANCY DATA NETWORK (ISNKE-FADN) | | | | |
|---|----------------------|------------------------|--|-------|
| POSITION | | | | |
| Evaluation area | Maximum score | Score breakdown | | |
| Preferential requirements: Specific knowledge and skills (See § 6, letter C) | 30 | C.2.1 | Work experience of at least 3 years, as described in the Curriculum Vitae, in Kosovo in the FADN field. | 0 - 8 |
| | | C.2.2 | Work experience of at least 3 years, as described in the Curriculum Vitae, with the Public Administration in international projects or funded by the European Union. | 0 - 8 |
| | | C.2.3. | Work experience of at least 3 years, as described in the Curriculum Vitae, in Technical Assistance projects in the agricultural sector. | 0 - 7 |
| | | C.2.4 | Good knowledge of IT tools (Microsoft Office suite products). | 0 - 5 |
| | | C.2.5 | C.1.5. Knowledge of the local language | 0 - 2 |

11. Responsible for the procedure

The Responsible for the Procedure is Dr. Riccardo Palumbo, Head of National and International Activities Development Office.

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 Director-General.

For each position, the assignment will be awarded to the first classified in the merit ranking of candidates admitted to the selection. 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.

For each position, CSI also reserves the right to confer the assignment even in the presence of a single application, as long as it is considered suitable, as well as reserves the right not to assign any assignment, in the event that no suitable candidate results from the selection.

14. 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).

15. Advertising and information

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

16. 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.

Riccardo Palumbo
International and National Activities Development Office
Digital signature
*Pursuant to art. 20 Legislative Decree no. 82/2005
and subsequent amendments and additions*