

**VACANCY No 1/2016 FOR N. 4 INDEPENDENT EXPERTS ON LOCAL ECONOMIC DEVELOPMENT, GOVERNANCE AND CAPACITY BUILDING AND INSTITUTIONAL STRENGTHENING AND CLUSTERING IN THE FRAME OF THE CONTRACT "Regional Facility for International Cooperation and Partnership - EuropeAid/150248/DH/ACT/ALC"**

INFORMEST in Consortium with Ministry of Industry of Misiones Province (Argentina), Ministry of Work, Employment and Social Security of Paraguay – National Service for Professional Promotion (Paraguay) and Congreso de Intendentes (Uruguay) has submitted a project proposal for the grant "Regional Facility for International Cooperation and Partnership - EuropeAid/150248/DH/ACT/ALC".

The overall objective of the project "Regional Facility for International Cooperation and Partnership" is to contribute to poverty alleviation in the Latin America and Caribbean (LAC) region, and to support South-South and multilateral development cooperation actions in the LAC region.

In particular, the actions will be aimed at contributing to the development and integration process of cross border territories of Argentina, Paraguay and Uruguay that aims at sharing knowledge and experiences in the elaboration of a general strategic framework for local public policies of development and employment creation and in the strengthening of capacities of stakeholders linked to productive sectors of common interests.

Specific objectives are:

- Design of a common strategic vision of integrated and cross border development for the Province of Misiones (Argentina), through a participatory and inclusive process that provides better employment conditions for stakeholders in the region;
- Strengthening cross-border public-private governance developing public policies with common business growth potential;
- Transfer and application of experiences to implement productive projects of the business environment in the form of productive clusters, business networks and value chains.
- Development of schemes under the approach of "training of trainers", based on successful experiences, aimed to generate and / or strengthen capacities corresponding to local labour market;
- Validate and disseminate methodology and action learning matured through the Latin American Network of Regional Policy.

For the development of specific tasks required in the frame of project activities, the Consortium led by INFORMEST is selecting n.4 Key Experts, considering that their involvement is crucial to achieve the project objectives.

The selection procedure will respect the terms and requisites of the present notice.

It will be subjected to the comparative evaluation of the curricula sent by the candidates with proved specialization and specific technical and professional competences.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection and will contact the candidates to the e-mail address or fax number, as indicated in their application forms, no other means of communication will be used.

The contracts with the selected Key Experts will be signed only in case the European Commission will award the grant to Informest.

Further information are provided below:

#### **1. CONTRACTING AUTHORITY**

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: [informest@informest.it](mailto:informest@informest.it)

Website: [www.informest.it](http://www.informest.it)

Responsible for the procedure – also referred as RP: Giuliana Giotti – Administrative officer

#### **2. JOB PROFILE**

Key experts

#### **3. DURATION**

Contract duration: 36 months.

It will be foreseen around 150 w/d in total, to be divided among the 4 Key Experts according to project activities and project documentation, to be spent in the Beneficiary territories (mostly Argentina, in the Misiones Province).

Provisional commencement date: around 2 months after the notification of the award.

Provisional date of award has been indicated for 03/06/2016.

#### **4. DEADLINE FOR SUBMISSION OF THE APPLICATION**

8<sup>th</sup> April 2016 – h 12:30 (Central European time)

#### **5. LOCATION**

The project activities will be conducted in Argentina (Misiones Province). The operational base for the project will be the Ministry of Industry of Misiones Province. On-site-visits are also expected to be organized throughout the country and in the neighboring Paraguay .

Coordination meeting at Gorizia headquarters will be asked.

#### **6. PROFILE, TASKS AND RESPONSIBILITIES**

Key experts will be asked to coordinate the achievement of the proposed results, and will be asked to implement specific activities, as detailed below:

##### **Activity 1 (development strategy for Misiones Province and for crossborder region - )**

- Support in the comparative analysis of the strategic policies of Misiones Province and of the relevant cross-border region;
- Development of the participatory strategy for the region , its validation and creation of the related action plan.

##### **Activity 2 (Strengthening of the governance of local development processes)**

- Support in the elaboration of guidelines for the elaboration and signature of institutional agreements and for the governance of local development processes and generation of employment;
- Support and management of the process for the formulation of 1 cross border agreement to strengthen cooperation in the productive sectors and to exchange practices in labor policies through a shared governance scheme;
- Follow-up actions in the implementation phase of the agreements.

### **Activity 3 (Promotion of local productive system)**

- Analysis of productive sectors of Misiones region and identification of n.2 relevant sectors linked to cross border regions , with development of supporting actions based on EU experience of clusters and enterprises networking;
- Support to the definition of action plans for n.2 productive sectors, with focus and linkages to clusters and networks of enterprises;
- Development of a matching grant;
- Support to the actualization and reinforcement of policies for employment generation and cross border region governance.

### **Activity 4 (Validation, adaptation and transferring of experiences of the Action)**

- Validation of the action and its adaptation to be used in other context and environments

Key experts must guarantee the implementation of the above mentioned actions and ensure the coordination of project partnership and stakeholders, respecting deadlines.

Key experts would have excellent organizational and interpersonal skills as well as analytical skills and ability to work under time pressure.

To perform such activities long term missions will be required (15 days minimum).

## **7. REQUIRED COMPETENCES**

### **Qualification and skills**

- o Master university degree or equivalent in the relevant sector
- o Excellent communication and interpersonal skills
- o Excellent command of spoken and written Spanish language
- o Excellent knowledge on the EU, its policies and European integration process
- o Advanced PC skills (MS Office, particularly MS Excel, MS Word, MS Project and MS Power Point)
- o Able to work under time pressure and within short deadlines
- o Good command of spoken and written English language will be an asset

3

### **General professional experience**

- o At least 10 years of proven professional experience in project management, including team management
- o Good knowledge about EU Cooperation Programmes;
- o Experience in previous similar projects in the relevant topics of local economic development, governance and capacity building and institutional strengthening and clustering

### **Specific professional experience**

- o Experience as expert of at least 5 projects over the last 10 years
- o Knowledge of the socio-economic and political environment of the countries involved in the project (Argentina, Uruguay and Paraguay) and of the cross border region
- o Specific professional experience of at least 10 projects over the last 10 years in the relevant sectors of local economic development, governance and capacity building and institutional strengthening and clustering in the LAC region

## **8. APPLICATION FORMAT AND DETAILS TO BE PROVIDED**

Application must be submitted using the forms available at the following internet address:

<http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx>; together with

1. Application form duly signed demonstrating possession of the requirements as per above using the format published on the vacancy announcement page and forming a substantial part of the present notice,
2. Curriculum Vitae (Europass format enclosed on the vacancy announcement).

In case of assignment of the contract, Informest may reserve the right to require any qualification, skills and experience stated in the respective CV with substantiated by supporting documents (with accurate translation in English), such as copies of degrees or diplomas and employers' certificates.

INFORMEST has the rights to extend or rebid the deadline for the submission of applications as well as the to suspend, modify and revoke the procedure for the present selection in any time and whatever the state of progress. To this attempt the interested parties cannot wield any claim to compensation or indemnity. The publication of the present notice does not imply any obligation for INFORMEST to award the position neither for the applicant any right to obtain reimbursement or performance from the Agency itself. The candidate shall communicate, by writing, any change related to the address that may occur, after the submission of the application, in order to allow INFORMEST to communicate the selection results. INFORMEST will not be responsible in case of loss of documents due to wrong indication of contacts or to late or undelivered communication of address change or because of postal or telegraphical disservice not ascribable to INFORMEST.

#### **9. HOW APPLICATIONS MAY BE SUBMITTED**

Application must be submitted exclusively in ENGLISH by one of the following means:

- fax +39 0481 537204, e-mail: [informest@informest.it](mailto:informest@informest.it) with confirmation of receipt, recorded deliver (official postal service) or hand delivered (including courier services) to INFORMEST, via Cadorna 36, 34170 Gorizia (Italy). The subject "VACANCY No 01/2016 FOR N. 4 INDEPENDENT EXPERTS ON LOCAL ECONOMIC DEVELOPMENT, GOVERNANCE AND CAPACITY BUILDING AND INSTITUTIONAL STRENGTHENING AND CLUSTERING IN THE FRAME OF THE CONTRACT "Regional Facility for International Cooperation and Partnership - EuropeAid/150248/DH/ACT/ALC" must be clearly marked on the envelope/e-mail/fax containing the application form.

Any application received by other means and/or after the deadline will not be considered. Any incomplete application will lead to its rejection.

#### **10. SELECTION CRITERIA**

The selection criteria is based on the comparison of CVs following the criteria listed in point 7 of the present announcement.

The comparative evaluation is under responsibility of a Commission appointed by the responsible of the procedure and composed by two members and a secretary. The decision of the Commission is incontestable.

At the end of the evaluation, the Commission indicates the selected candidates.

If more than 5 candidates meet the above mentioned criteria an interview shall be organized at Informest.

The exact date and time will be communicated directly to the candidates.

Upon signature the responsible of the procedure approves the ranking.

In case the selected candidate rejects to sign the contract, INFORMEST will scan the ranking.

INFORMEST has the right not to assign the work in case it considers that no applicant fulfill the requested criteria.

The position can be awarded even though just one application is received.

#### **11. TREATMENT OF PERSONAL DATA**

The application must contain the authorization for the treatment of personal data, according to D.Lgs. 196/2003 s.m.i., for the purpose linked to the execution of the procedures concerning the present selection, as specified in the privacy note on INFORMEST website, which is part of the present public selection notice.

#### **12. RESPONSIBILITY OF THE PROCEDURE**

The responsible of the procedure of the present notice (RP) is Mrs. Giuliana Giotti, Administrative officer.

Requests for further information on the present vacancy may be asked by the deadline of 4<sup>th</sup> April 2016 to the following e-mail address: [informest@informest.it](mailto:informest@informest.it)

**Date:** March, 23<sup>th</sup> 2016

Giuliana Giotti  
