

**PUBLIC NOTICE No. 2/2021 FOR THE SELECTION OF A PROJECT AND COMMUNICATION  
ASSISTANT WITHIN THE TAMSALL PROJECT – CUP H55F21000060006**

Informest - Service and Documentation Centre for International Economic Cooperation, an association of public bodies with legal personality, established pursuant to art. 2 paragraph 9 of the Law of the State n. 19/91 in order to provide the Friuli Venezia Giulia Region, within the special geographical position of its territory as a cross-border region, with the tools that allow it to develop economic cooperation with Eastern European countries, with registered offices and operating in Gorizia, Via Cadorna 36

**INFORMS THAT**

in execution of the Resolution no. 109 of 4<sup>th</sup> October 2021, a public selection procedure is launched with comparative curricular evaluation and possible interviews, for the assignment of nr. 1 specialized self-employment contract, in the form of collaboration, for the implementation of specific tasks within the TAMSALL project, to be delivered in Libya.

**Background**

TAMSALL is a project aimed at reinforcing Libyan administrative decentralization process through supporting local authorities' capacity building and international relations. The project intends to share with 20 Libyan municipalities tools to improve the offer of public services.

TAMSALL will propose the multilevel governance (MLG) approach as a methodology for planning and managing local services, accompanying target municipalities in testing participated, multi-stakeholder and multilevel dynamics for planning and implementing services at local level in four sectors: environmental services, services for young people, services for an improved communication between the municipalities and its citizens, as well as social and health services.

The MLG approach implies the collaboration of different levels of government in the Country, starting from local administrations; the project will thus promote territorial cooperation among target municipalities, and between them and European local administrations.

TAMSALL will build on the experience of the Nicosia Initiative and is co-funded by the European Commission through the European Neighborhood Instrument.

The project will actively involve eight municipalities already part of the Nicosia Initiative (Tripoli, Zintan, Ghariyan, Tobruk, Benghazi, Sabha, Sirte, Zliten) and another twelve municipalities to be selected from those in the Jabel Nafousa area.

The project structure is based on three Components:

- *Instruments for multilevel governance approach (Component 1):* covers the assessment and benchmarking of Tripoli, Zintan, Ghariyan, Tobruk, Benghazi, Sabha, Sirte, Zliten and Jabel Nafousa municipalities' capacity of providing services in the four sectors identified in TAMSALL, along with the benchmarking of targeted municipalities against their use of the MLG approach and identification of the group of project beneficiaries among them;

- *Multilevel governance approach for development plans and services delivery (Component 2):* consists of training actions on MLG approach for City Managers, technical and administrative staff from beneficiary municipalities, local branches of national government, universities, and main actors at the territorial level;
- *Pilot actions (Component 3):* concerns the implementation of the results of the capacity building activities, through the development or improvement of a local service in each municipality in one of the four sectors identified in TAMSALL: environmental services, services for young people, services for an improved communication between the municipalities and its citizens, social and health services. A feasibility study for setting up a European Grouping of Territorial Cooperation among Libyan municipalities is foreseen as well.

The implementation of project activities has started on the 1<sup>st</sup> January 2021 and will last 33 months.

TAMSALL will be implemented by a European partnership involving ART-ER (in-house company of Emilia-Romagna Region dedicated to sustainable territorial development - Italy), Informest (development and international economic cooperation agency of Friuli Venezia-Giulia Region - Italy) and EURADA (European Association of Development Agencies - Belgium).

Within the framework of the project, Informest is in charge of coordination of Component 3 and of the identification of the following members of the local team: a) Local coordinator of project component 3, b) Project and communication assistant.

## **1. Tasks of the assignment**

Subject of this notice is the assignment of the role of **Project and communication assistant**.

The *Project & Communication Assistant* will support the Local Senior Advisor in the coordination process of all activities under the three Components. In addition, he/she will deal with of all communication activities within targeted municipalities and local communities concerning the main results achieved through the implementation of Traineeship Visits (Activity 7), Capacity Building Actions (Activity 8) and Pilot Actions under Component 3.

Services covered by this contract will be offered in the context of a consultancy relationship that will not have the character of employment and will involve the execution of the activity by the person in charge without observing a specific timeframe and with the use of its own independent and distinct working tools.

## **2. Selection criteria**

### **1.1 General criteria**

1. Full enjoyment of civil and political rights;
2. She/He shall not have received criminal convictions and / or a state of interdiction and / or prevention or safety measures;
3. She/He shall not be dismissed or dispensed from employment in a Public Administration (otherwise indicate the causes for termination of previous public employment relationships);

4. She/He shall not be in situations of non-transferability / incompatibility referred to in Article 21 of Legislative Decree 39/2013 for the purposes of applying the prohibitions referred to in Article 53, paragraph 16ter of Legislative Decree 165/2001;
5. She/He shall not have any conflict of interest with Informest.

### **1.2 Specific criteria:**

1. Bachelor's degree or equivalent university degree in Law, Economics, Social Science, Political Science, or similar fields;
2. Excellent knowledge of Arabic (C1), oral and written;
3. Excellent knowledge of English (C1), oral and written;
4. Working experience in content creation, social media management, communication and outreach campaigns;
5. Excellent knowledge of the Internet and applications for social communication, analytical tools for measuring the impact of communication;
6. Immediate availability to take over the assignment.

The prescribed requirements shall be met on the expiry date of the deadline set out in this notice for the submission of applications, under penalty of exclusion from the procedure.

The assignment is subject to current legislation on transparency.

### **3. Duration and fee**

The assignment referred to in this notice will take effect upon the signing of the contract and will expire on September 30th, 2023 with the possibility of written extension if Informest deems a reasoned interest.

The flat-rate and all-inclusive fee is equal to € 60,000.00 intended as a spending limit to be borne by Informest (including any ancillary charges, e.g. VAT, contributions, travel, board and lodging).

Reimbursement of travel, board and lodging expenses may be considered, exclusively in the case of missions specifically requested and authorized by Informest.

The payment of the amount foreseen for the assignment will normally take place on a quarterly basis.

The service will be provided without subordination constraints and without the obligation to respect any working hour, the person in charge must in any case ensure the achievement of the agreed working objectives.

### **4. Application procedure**

Experts wishing to apply in the context of this selection must submit the following documentation by the peremptory deadline of October 22, 2021, at 12:00 am (date of receipt):

1. The application form duly signed highlighting the possession of the envisaged requisites (Annex 1 integral part of the announcement);
2. Curriculum Vitae drawn up on a standard *Europass* model, mentioning the professional and educational qualifications possessed, which certifies the indicated requisites, testifies the candidate's professional capacity and working experience;
3. Valid identity document.

Applicants are invited to fill in the envisaged forms indicating precisely titles and experiences able to meet the indicated criteria.

Applications documents shall be submitted:

1. sent by ordinary e-mail (PEO) with reading receipt to Informest email address [protocollo@informest.it](mailto:protocollo@informest.it), with PDF scan of the signed application and the attached documentation.
2. sent by certified e-mail (PEC), to Informest certified e-mail address ([informest@pec.informest.it](mailto:informest@pec.informest.it)), with PDF scan of the signed application and the attached documentation.

PEC emails will be dated according the receipt of submission indicated by the PEC service provider, PEO emails will be dated according to the receipt of the addressee.

The subject of the email must bear the words "**DO NOT OPEN BY THE PROTOCOL OFFICE - PUBLIC NOTICE No. 2/2021 FOR THE SELECTION OF A PROJECT AND COMMUNICATION ASSISTANT WITHIN THE TAMSALL PROJECT – expires on October 22, 2021 at 12.00 am**".

Applications submitted after the deadline, not complete or without signature will be not considered.

Informest reserves the right to carry out checks, even on a sample basis, on the veracity of the declarations presented both during the proceeding and at its conclusion. The false declaration of possession of the requirements may result in the application of the criminal sanctions referred to in art. 76 of the Presidential Decree n. 445 of 28.12.2000 and the forfeiture of the right to assign the selected place.

Informest assumes no responsibility for the case of dispersion of communications due to inaccurate or unclear transcription of personal data or of the address by the applicants or of failure or late communication of change of address indicated in the application, nor for any postal or telegraphic errors, or in any case attributable to a third party, fortuitous event or force majeure.

## **5. Selection procedure and criteria**

The selection procedure will only be accessed by candidates who meet all the required criteria and whose application will comply with this notice.

The verification of the possession of the requirements and the evaluation of the applications will be carried out by a commission appointed by the Head of the Procedure, made up of three members, one of which in a Secretary role.

For the comparative evaluation of the curricula, the Commission will have a total score of 50 points and will take into account in particular:

- Working experience in content creation, social media management, communication and outreach campaigns in Libya (up to 30/50);
- Working experience in Libya in different social and economic sectors (up to 20/50);

If it deems it necessary, the Commission may invite candidates who have gained a score of 30/50 or more for an interview in order to countercheck the experiences or knowledge declared and the attitude to the position in relation to the subject of the assignment. The interview may assign an additional score up to 25 points.

Informest reserves the right to grant the assignment even in the presence of only one candidacy, as long as it is suitable, as well as reserves the right, if the applications received within the deadline set out in this notice are inadequate, to acquire further candidates.

In consideration of the requirements and limitations determined by the measures to deal with the epidemiological emergency from COVID-19, the body reserves the right to conduct the interviews by means of telematic communication systems.

The outcome of the procedure will be communicated exclusively through publication on the Informest website.

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## **6. Contracting**

Informest will arrange and stipulate the contract with the selected candidate who will be paid the salary provided for in this notice. The assignment will be managed in compliance with the procedures provided for by the Italian reference standards.

The publication of this notice does not bind Informest in any way in the assignment of the assignment. Until the signing of the assignment, Informest may revoke this procedure at its sole discretion without the competitors having any rights whatsoever.

## **7. Personal data management**

Pursuant to art. 13 of Regulation (EU) 2016/679, applicants for this selection are informed that the processing of personal data provided by them or acquired for this purpose by Informest is aimed solely at carrying out the selection and will take place at the offices of the Organization part of authorized personnel, using also computerized procedures, in the ways and within the limits necessary to pursue the aforementioned purposes. The data will be stored in accordance with the rules on the conservation of administrative documentation.

The data controller is Informest in the person of its pro tempore legal representative (Email: [informest@informest.it](mailto:informest@informest.it), PEC: [informest@pec.informest.it](mailto:informest@pec.informest.it), tel. nr. +39 0481 597411).

The provision of such data is necessary to evaluate the participation requirements and the possession of the qualifications and failure to indicate them may preclude such evaluation, with consequent exclusion from the procedure.

The result will be published in accordance with current legislation. There are no communications to third parties except to comply with any requests from the judicial and control bodies.

The interested parties have the right to obtain from Informest, in the cases provided for, access to personal data and the correction or cancellation of the same or the limitation of the processing that concerns them or to oppose the processing (articles 15 et seq. Of the Regulation). The appropriate application is submitted by contacting the Personal Data Protection Officer at [rpd@informest.it](mailto:rpd@informest.it).

Interested parties who believe that the processing of personal data referred to them occurs in violation of the provisions of the Regulation have the right to lodge a complaint, as provided for by art. 77 of the Regulation itself, or to take appropriate judicial offices (Article 79 of the Regulation).

#### **8. Person in charge of the procedure**

The person in charge of the procedure referred to in this public notice is Giuliana Giotti.

Requests for further information on this notice can be sent to the e-mail address: [protocollo@informest.it](mailto:protocollo@informest.it), by October 18, 2021 at 12.00 am.

#### **General information**

This notice, the outcome of the selection and the assignment of the assignment, will be published on the Informest website in the section "Work with us - Notices for tenders - Professional positions abroad". The publication has the value of notification for all legal purposes.

Gorizia, October 6, 2021

Managing Director

Ivan Curzolo

Signed on the original