**Call for expression of Interest for the for the establishment of a long list of experts**

**INTRODUCTION**

Funding programmes are designed to support research, development, innovation, and advancement. They represent a great opportunity to get, as well as a challenge to deal with, to maintain and possibly to improve the already achieved results.

The current programmes framework shows a high competitiveness and an increasing complexity in establishing successful partnership.

University of Camerino aims at fostering its participation to funding programmes, especially those related to research and innovation, and at establishing fruitful collaborations at different levels. Therefore, there is the need to define new methods, strategies, and tools to improve the successful participation of University of Camerino to the above-mentioned funding programmes, expanding collaboration opportunities at local, National, European, and International level.

Interested parties are invited to submit an expression of interest in accordance with the rules set out in this notice.

**INFORMATION**

1. **ELIGIBILITY**

This “Call for Expression of Interest” is open for both Natural Persons and Legal Entities.

1. **PURPOSE**

The aim of the call for expression of interest is to establish a Long list to potentially deliver professional services on funding opportunities at International, European, National and local level, by providing advisory, investigating grant options, project designing and management services, especially in the field of research and innovation.

The call for Interest responds to the need to carry out the assessment procedures in compliance with the principles of transparency, publicity, impartiality, and equal opportunities, and also to ensure effectiveness, efficiency, cost-effectiveness and speed of the procedures.

Experts to support the University of Camerino on funding opportunities will be selected only through the long list.

1. **THEMATIC AREAS OF INTEREST**

University of Camerino - in line with its mission and with its activity within the research and innovation sector - invites interested experts to submit an application with respect to the thematic areas of interest as follow:

1. AREA PROPOSAL MANAGEMENT

Main Tasks (interalia):

* Grant identification.
* Consortium recruitment.
* Coordination of project documentation, according to the needs of each programme.
* Application writing, either in full or related to some specific work packages like project management, exploitation and dissemination or monitoring and evaluation.
* Budgeting.
* Proofreading and assessment of eligibility of the proposal, taking into consideration the evaluation criteria of each programme.
* Negotiation with the granting authorities and partners.
* Undertaking any other duties consistent with the role.

1. AREA PROJECT MANAGEMENT

Main Tasks (interalia):

* Working closely with the University of Camerino, in order to secure the smooth administrative and financial management of the project.
* Budget Management and financial planning.
* Drafting reports, defining plans, problems, and resolutions to appropriate levels of management.
* Consortium management.
* Drafting of technical project documents: project management plan, monitoring and evaluation plan, dissemination plan and any other needed document.
* Supporting the in tasks related to deliverable production (e.g. Meeting sign-in sheet)
* Undertaking any other duties consistent with the role.

1. AREA SPECIALIST ACTIVITIES to support project communication, exploitation of results, dissemination, and visibility.

Main Tasks (interalia):

* Handling the design, production, and distribution of dissemination material.
* Fostering knowledge sharing and creation of communities of practices.
* Supporting exploitation of EU project results.
* Undertaking any other duties consistent with the role.

Applicants may apply to as many thematic areas of interest as they wish (in the Form A).

The application by the experts entails the full and complete acceptance of all the conditions set out in this Call for interest.

1. **DEADLINE**

The call for expression of interest remains open for three years from the dispatch of this notice. Applicants can submit their expression of interest anytime throughout the year.

Four cut-off dates per year are planned to update the experts list: end of March, June, September, December. Furthermore, the Selection Committee may also meet as the need arises.

To ensure compliance with the principles referred to in Article 2, the long list will be periodically updated with all the qualified subjects meeting the criteria in this notice.

**PREPARATION AND SUBMISSION OF APPLICATIONS (How to participate)**

1. **LANGUAGE**

Those applications, that foresee an International and European level of work, should be made compulsory in English. For all the other levels of work (local and/or National), Italian could be used.

In the case of conflicting meanings between language versions of the call for interest, the Italian version prevails.

1. **PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS**

To be considered eligible, applicants must satisfy all the criteria as specified below on the submission of applications. The Selection Committee will check whether the applicant meet all requirements.

1. Eligibility Criteria

Means the criteria with which the applicants must comply with and which are contained in Form A hereof.

Due to the nature of the task, those experts working at international and EU level, are eligible only on the condition that he/she has thorough knowledge of English at minimum C1 level (self-assessment based on the Common European Framework of Reference for Languages).

If Legal Entity:

Legal entities, to prove the knowledge of English, must refer to their key figures (of which they enclose the cv) who must meet the mandatory requirements.

1. Criteria relating to technical and professional capacity

Means the criteria with which the applicants must comply with and which are contained in Form B hereof.

1. University Degree or Professional experience

Applicants must have a level of education which corresponds to completed University studies attested by a University Degree or equivalent, where the normal period of University education is 4 years or more.

In the absence of a University Degree, the applicant should demonstrate that he/she has a relevant professional experience of a minimum of 5 years in the area(s) the applicant is applying for.

If Legal Entity:

Legal entities, to prove the educational level, must refer to their key figures (of which they enclose the cv) who must meet the mandatory requirements.

2. Experience

Experts should have a high level of skills, experience, and knowledge in the area they are applying for. University of Camerino looks for the best-fit for each assignment, taking into consideration the area of expertise, discipline, networks, and experience (3 years).

If Legal Entity:

Legal Entities Applicants must have a level of experience which corresponds at least to 5 years of experience (from the date of foundation). In the absence of this experience frame time, the applicant can produce the CV of its expert/s (as Physical Person/s) to demonstrate that he/she has professional experience and that the Legal entity can support a client in these activities.

1. **SUBMISSIONS OF EXPRESSION OF INTEREST**

To participate in the procedure, the full application package shall be sent by e-mail to protocollo@pec.unicam.it

The full application package includes the following documents (mandatory):

* Form A duly completed and signed.
* Form B duly completed and signed.
* A Pdf version of an up-to-date (reflecting situation at the time of submitting the application) curriculum vitae (CV) of Applicant or Key Persons of the Legal Entity formally collaborating with the organization/company (Preferable format Europass <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).The CV must be duly signed and complete with the GDPR 2016 Regulation.
* Legible copy of a valid personal identity card or passport – in case of natural person – or legal representative and CV providers’ identity card/s or passport/s – in case of legal entity.
* Any other document needed in compliance with the Legislative Decree n. 50/2016 and subsequent amendments and additions.
* As this regard, please consult the following link: <https://espd.eop.bg/espd-web/filter?lang=it>

(you can select IT or EN)

Important Notes:

* Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but may be requested at a later stage of the procedure. UNICAM reserves the right to verify the authenticity of the data indicated in the curricula and to request supporting documents at any time.
* The subject line of the application e-mails to be sent to the above e-mail account MUST contain the following reference:

*Long List Projects/ Area Ricerca/ Full Name of Applicant*

**ADMISSION TO THE LONG LIST**

1. **SELECTION CRITERIA**

Applications will be analysed by a Selection Committee established by University of Camerino.

Experts will be inserted in the Long list based on their proven professional and technical abilities to perform the tasks related to the area he/she is applying for.

The Selection Committee will check the validity and eligibility criteria of all applications. The criteria will be checked against the data provided in applicants’ applications Forms A and B plus the CV.

Screening process will be repeated periodically to review the incoming applications and expand the list accordingly. Persons, companies, or organizations inserted on the long list have the obligation to communicate any change that may occur over the time with respect to the criteria of exclusion and eligibility to UNICAM. Any change will be subject to further evaluation.

University of Camerino applies a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Please note: The professional experience will only be considered if it constitutes genuine and effective work, is remunerated, involves a subordinate relationship or the supply of a service.

For more information about the application, please contact: area.ricerca@unicam.it

1. **INCLUSION IN THE LONG LIST**

Applicants meeting all the criteria specified in art. 6 will be included in the Long list of University of Camerino. It may be possible to choose an expert from outside the list, provided the selection is transparent. In such cases, the expert will be invited to sign-up to the Long list.

The Long list will be published on website of the University of Camerino, at the address: www.unicam.it, in the section "transparent administration" under the "tenders and contracts" section, and it will have the value of notification to interested parties.

Inclusion on the list entails no obligation on University of Camerino concerning the conclusion of contracts, nor providing for any ranking of professional figures.

University of Camerino does not guarantee that any consultancy services will be procured as a result of this Call for Expression of Interest. The likely assignment will be expressly regulated in a specific contract in which the methods, times and remuneration will be established.

1. **CONFLICT OF INTEREST**

At the time of the likely assignment, the applicant must explicitly declare that there are not conflicts of interest between the services for which she/he receives the assignment and her/his other possible professional activities. The applicant must also undertake to guarantee the maximum confidentiality in the processing the information and documents of which they will become aware in case of assignment.

1. **EXCLUSION GROUNDS**

Applicants will be excluded if:

1. are found in one of the causes of exclusion pursuant to art. 80, Legislative Decree no. 50/2016, and subsequent amendments, in the parts applicable to it. As this regard, please consult the following link:

(IT) <https://www.codiceappalti.it/DLGS_50_2016/Art__80__Motivi_di_esclusione/8459>

(EN) <https://www.codiceappalti.it/Italian_Procurement_Code/Art__80__Exclusion_grounds/9675>

(b) there are impediments to the exercise of the profession and the stipulation of contracts with the Public Administration.

(c) Have produced documentation containing untrue information.

(d) They have not fulfilled the tasks entrusted to them with punctuality and diligence.

(e) It is forbidden for self-employed professionals to submit a formal request for registration, if the same request is received from a legal entity of which the professional is a director-partner, employee or coordinated and continuous collaborator. The same prohibition also applies in the event that the registration of a legal entity, of which the individual professional is a director-shareholder, employee or coordinated and continuous collaborator, has already been formalized in the long-list.

Applicants are responsible for the completeness, clarity and authenticity of the information, data and attachments provided.

Applicants will provide a declaration on their honour, through the Form A, stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

1. **INFORMATION ON PROCESSING OF PERSONAL DATA**

Pursuant to Article 13 of the European Regulation no. 679/2016 Personal data provided to University of Camerino and come into University of Camerino’s disposal in applying this call will be treated in accordance with the Unicam Privacy Policy in compliance with Regulation (EU) 2016/679 and the subsequent national transposing laws.

The data processing controller is University of Camerino and can be contacted at: [protocollo@pec.unicam.it](mailto:protocollo@pec.unicam.it) The Privacy Policy of the University of Camerino can be checked at: https://www.unicam.it/privacy-policy