

TERMS OF REFERENCE

Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020¹ (hereinafter: the Programme) is a cross-border cooperation programme which overall aim is to strengthen the social, economic and territorial development of the cross-border Programme area through implementation of joint projects and activities. The Programme consists of 4 Priority Axes and respective Specific Objectives:

Priority Axes (PA)	Specific Objectives (SO)
PO 1 - Improving the quality of public social and health services in the Programme area	SO 1.1. To improve the quality of facilities, services and skills in the area of public health and social care
PO 2 - Protecting the environment and biodiversity, improving risk prevention and promoting sustainable energy and energy efficiency	SO 2.1. To enforce integrated cross-border monitoring / management systems for key existing risks and environmental and biodiversity protection SO 2.2. To promote the use of sustainable energy and energy efficiency
PO 3 - Contributing to the development of tourism and preserving cultural and natural heritage	SO 3.1. To strengthen, diversify and integrate the cross-border tourism offer and better manage cultural and natural heritage assets
PO 4 - Enhancing competitiveness and developing business environment in the Programme area	SO 4.1. To improve competitiveness of the Programme area through strengthening cooperation between business support institutions, clusters, education and research organisations and entrepreneurs with aim to develop new products / services / patents / trademarks in the Programme area

Programme area covers 4 counties in the Republic of Croatia and 5 districts in Republic of Serbia.

The Programme overall budget in the financial period 2014-2020 is **40.344.930 EUR**, out of which **34.293.188 EUR** represents EU funds (ERDF/IPA II). The amount of EU funds in euro represents the total amount of EU support (without national co-financing), which is available to applicants from the Programme participating countries. The total amount of available funds within the 2nd Call for Proposals is **15.228.148,85 EUR** (EU funds).

Institutional structure of the Programme

The Managing Authority of the Programme is the Directorate for Managing Cooperation Programmes within the Agency for Regional Development of the Republic of Croatia. The preparation and implementation of the Programme is coordinated by the National Authorities of the participating

¹ More information on the Programme can be found at: <http://www.interreg-croatia-serbia2014-2020.eu/>

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countries: Ministry of Regional Development and EU Funds of the Republic of Croatia and Ministry of European Integrations of the Government of the Republic of Serbia.

Within the 2nd Call for Proposals of the Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020, 111 project proposals (in total) were submitted and will be included in the process of assessment and selection. In line with the Guidelines for Applicants of the 2nd Call for Proposals (Section 4 Assessment and selection of applications), assessment of the project proposals will be conducted in two steps:

1. Administrative compliance and eligibility check;
2. Quality assessment.

Independent assessors will be contracted to conduct a thorough quality assessment of the project proposals that meet all the administrative and eligibility criteria during administrative and eligibility check (step 1). Project proposals will be assessed according to the assessment and selection criteria indicated in section 4.1. of the Guidelines for Applicants (Assessment and Selection), and include three sets of criteria:

- Relevance criteria,
- Operational criteria,
- Sustainability criteria.

Each project proposal must be assessed by at least two (2) assessors (4 eyes principle), working independently. The assessment of project proposals will be carried out through an electronic monitoring system (eMS) on English language. The assessors will be provided with instructions and training on how to use eMS. The assessors will use their own working space and resources to perform the task. The number of project proposals per each assessor, as well as the time frame of the assessment process will be set in the service contract.

During the quality assessment of the project proposals, each assessor must give clear, precise and justified comments on every question in the evaluation grid related to assessment of every project proposal. In addition, each assessor must prepare a summary of the assessment with emphasis on the advantages and disadvantages of each project proposal. The assessor must ensure that comments and scores are compliant and that high scores are not accompanied by negative comments or vice versa. Each assessor must comply with instructions given in the Assessment and selection strategy, the document that will be presented at the Kick off meeting. The assessment results should be presented to the Joint Steering Committee, which is responsible for the verification / approval of the services performed.

The assessor must demonstrate appropriate ethical conduct and respect the confidentiality of all information and documents to which he/she will have access during the performance of the assignment. All assessors must submit a signed Statement of Impartiality and Availability (Annex 3) when applying to this tender. When taking over the assignment, each assessor must guarantee (by signing the Declaration of Impartiality and Confidentiality) that he/she is not in a conflict of interest due to a link with any project and/or project partner or he/she must exclude himself/herself from the assessment process of the respective project proposal and notify the Joint Steering Committee.

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Expected results of the assessment process are the following:

- assessment of project proposals in accordance with the given instructions - completed evaluation grid in English language for each project proposal assigned, including comments;
- evaluation summary with emphasis on the advantages and disadvantages of each project proposal;
- participation on at least two meetings:
 - 1) Kick off meeting with the Managing Authority, the Joint Secretariat and the Joint Steering Committee in Zagreb;
 - 2) Final meeting in order to present the results of the assessment to the Joint Steering Committee in Zagreb.

In case of major shortcomings in the execution of services (e.g. assessment of low quality, services performed unduly, failure to attend meetings, and similar), the Agency may decide to cancel the cooperation with the assessor and not to pay the total contracted amount for services of the concerned independent assessor.