



REPUBLIKA E SHQIPËRISË
MINISTRIA E INFRASTRUKTURËS DHE ENERGJISË
AGJENCIA KOMBËTARE E PLANIFIKIMIT TË TERRITORIT
PROJEKTI ARSINOE/HORIZON2020

EVALUATION COMMITTEE

MEMBER

**WE ARE HAPPY TO INFORM THAT THE TERMS OF
REFERENCE BELOW ARE DEDICATED TO THE COMPOSITION
OF AN
EVALUATION COMMITTEE**

FOR THE SECOND CALL OF INNOVATION

PLEASE READ AND SEND YOU APPLICATION
CV AND EXPERT FEE

BY EMAIL AT:

Arsinoealbania.akpt@gmail.com

In the subject field please identify the specialist category you are applying
for!

The deadline for application is 22 March 2024 (at 23:00)



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PROJEKTI ARSINOE/HORIZON2020

**TERMS OF REFERENCE, DUTIES, RESPONSIBILITIES
FOR PROCUREMENT AND EVALUATOR SPECIALIST,
EVALUATION COMMITTEE
ARSINOE project, Albanian unit
European Green Deal- Horizon 2020**

General description of the Project

ARSINOE project - Climate-resilient regions through systemic solutions and innovations - has been approved and signed by the European Commission in September 2021 and began in October 2021. ARSINOE is a four-year project.

Systems Innovation Approach (SIA) addresses the growing complexity, interdependencies and interconnectedness of modern societies and economies, focusing on the functions of the cross-sectoral system as a whole and on a variety of stakeholders. The Climate Innovation Window (CIW) is the EU reference innovations marketplace for climate adaptation technologies. ARSINOE shapes the pathways to resilience by bringing together SIA and CIW, to build an ecosystem for climate change adaptation solutions. Within the ARSINOE ecosystem, pathways to solutions are co-created and co-designed by stakeholders, who can then select either existing CIW technologies, or technologies by new providers (or a combination) to form an innovation package. Systems Innovation Approach (SIA) addresses the developing complexity, interdependencies and interconnectedness of contemporary societies and economies, covering the functions of the cross-sectoral system as a whole and the respective variety of stakeholders. The Climate Innovation Window (CIW) refers to the European Union's innovations marketplace for climate adaptation technologies.

As of 1 October 2021 and in the next four years, ARSINOE project will develop a methodological framework for the combination of SIA with the CIW for the purpose of creating an ecosystem under a three-tier approach: (a) integrating multi-faceted technological, digital, business, governance and environmental aspects with social innovation for the development of adaptation pathways to climate change, so as to meet EU Green Deal targets for specific regions; (b) linking to CIW to form innovation packages by matching innovators with end-users/regions; (c) fostering the ecosystem sustainability and growth with cross-fertilization and replication across scales, at European level and beyond, using appropriate business models and exploitation-outreach actions.

Nine case-study regions across Europe will demonstrate the ARSINOE three-tier approach as a proof-of-concept with regards to its applicability, replicability, potential and efficacy. These are: (i) Athens metropolitan area (EL), (ii) Mediterranean ports including Port of Piraeus (EL), Limassol (CY) and Valencia (ES), (iii) Main river in Germany (DE), (iv) Transboundary Ohrid-Prespa lakes (MK, AL, EL), (v) Canary Islands (ES), (vi) Transboundary Black Sea including Romania, Bulgaria and Turkey (RO, BG and TR), (vii) Southern Denmark (DK), (viii) Torbay and Devon county (UK) and (ix) the Mediterranean island of Sardinia (IT).



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PROJEKTI ARSINOE/HORIZON2020

The Project Leader of the project is PANEPISTIMIO THESSALIAS (UTH) University of Thessaly, Greece. The project has 41 partners from different countries of Europe such as the Netherlands, Denmark, United Kingdom, France, Germany, Italy, Spain, Turkey, Romania, and North Macedonia. Most of them are universities, research institutions, academic institutes, small and medium-sized enterprises (SMEs), as well as state institutions.

The project is organized and will be developed in 8 working packages (WP), which will extend over a 4-year period. The amount allocated by the EU for the project will be distributed to all partners based on the volume of work performed by each of them.

AKPT/NTPA (National Territorial Planning Agency of Albania) will give its contribution and will be included in WPs (working packages) 1, 5, 6 ((case study Ohrid-Prespa (CS4)), 7 and 8 (for a 4-year period).

A brief explanation on each of the working packages where AKPT/NTPA is involved:

WP 1 is the project management. This package is the general management package related to supporting the coordinator based on a request coming from the European commission, preparing deliverables, and the ethics and procurements procedure.

WP 5 is the package linked to the portfolio of the innovations and support scheme in preparing the open calls for innovation relevant to the case study, launching the call, stocktaking the appropriate innovation for the case study Ohrid-Prespa, updating the climate innovation windows.

WP 6 is the coordination and implementation package of the case study. AKPT/NTPA is in a transboundary case study together with Greece and North Macedonia, and it is responsible for the implementation of the system innovation approach and the resilience framework in CS4.

WP 7 on financial issues and financial instrument is a working package where AKPT/NTPA is in charge of supporting the coordinator and the partners for the co-creation of the pathways of funding requirements and co-development of the funding schemes portfolios.

WP 8 is the working package for impact maximization, dissemination, communication. AKPT/NTPA is responsible for expanding the information of the project, preparing communication channels and disseminating the timeline and the results of the project.

DUTIES AND RESPONSIBILITIES

The required specialist will work closely with the Project Unit and the General Director of AKPT/NTPA.

The required specialist will be part of the evaluation committee for the evaluation of the Second Innovation Tender closed on 15th of January 2024.

The innovation call opened in November 2023 as an international invitation for participation. For further details, please visit the project website: <https://arsinoe-project.eu/open-calls-2/>.

Based on the responsibilities and engagement as a public authority in the call, we must follow the procurement procedure pursuant to the national regulation as for the Horizon2020 project.

ePRAG regulations/guidelines must be followed for the respective call.



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Specialist duties include, but are not necessarily limited to:

The Procurement specialist will prepare the documentation for the ePRAG tender procedure, relevant for the call and the financial range.

The Procurement specialist will be part of the evaluation committee to supervise the tender procedure and the documents submitted by the applicants.

The Procurement procedure specialist will be responsible for fulfilling the appropriate procedure and the timeline of the procedure before going on with the contract signature.

He/she shall work in close collaboration with the project unit in line with the conditions of the grant agreement, EU regulations and national laws.

He/she shall prepare a database for the applications and the evaluation range according to the guideline.

He/she shall prepare and archive all the supporting documents for each procurement procedure throughout the project lifetime.

He/she shall prepare all the dossier documents for the relevant procedure and be responsible for the selection criteria of the applicants and the winner.

Work experience and qualifications.

A degree in economics, business administration or laws. Familiarity with EU regulations would be an advantage.

Minimum 3 years of experience as a procurement specialist or as part of a steering committee.

Additional experience with procurement in European-funded projects would be an advantage.

Excellent organization and analytical skills.

Familiar with project tenders and procedures, preparation of the documents and recording of the files.

Good command in English.

Self-motivated and led by strong analytical skills.

Ability to work under pressure with several tasks and various deadlines.

Actively generate creative, practical approaches and solutions to overcome challenging situations.

Ability to negotiate and resolve the problems occurring at work.

Use Information Technology effectively as a tool and resource.

Total working hours will be 40 hours. (5 working days)

The work will be carried at the project unit location.

Please provide your hourly fee along with your letter of interest in your application.



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EVALUATION COMMITTEE
ARSINOE project, Albanian unit
European Green Deal- Horizon 2020

General description of the Project

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A brief explanation on each of the working packages where AKPT/NTPA is involved:

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WP 5 is the package linked to the portfolio of the innovations and support scheme in preparing the open calls for innovation relevant to the case study, launching the call, stocktaking the appropriate innovation for the case study Ohrid-Prespa, updating the climate innovation windows.

WP 6 is the coordination and implementation package of the case study. AKPT/NTPA is in a transboundary case study together with Greece and North Macedonia, and it is responsible for the implementation of the system innovation approach and the resilience framework in CS4.

WP 7 on financial issues and financial instrument is a working package where AKPT/NTPA is in charge of supporting the coordinator and the partners for the co-creation of the pathways of funding requirements and co-development of the funding schemes portfolios.

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DUTIES AND RESPONSIBILITIES

The required specialist will work closely with the Project Unit and the General Director of AKPT/NTPA.

The required specialist will be part of the evaluation committee for the evaluation of the Second Innovation Tender closed on 15th of January 2024.

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Specialist duties include, but are not necessarily limited to:

The Innovation specialist will evaluate the proposals of the second call from the technical perspective.

The Innovation specialist will be part of the evaluation committee in the preparation of the negotiation procedures, and if needed, will be in direct contact with the applicants/interviewers.

The Innovation specialist will be responsible to evaluate the items of the questionnaire, the 2-page proposal and preparing additional documents needed for the evaluation and selection of the candidates.

He/she shall work in close collaboration with the project unit in line with the conditions of the grant agreement, scope of the Case Study and focus of the needs in the relevant area.

He/she shall prepare a database for the applications and the evaluation range.

He/she shall prepare and archive all the supporting documents of each applicant.

He/she shall prepare the draft contract, in line with the project requirements and the procedure.

Work experience and qualifications.

A degree in economics, business administration, laws, engineering, or any relevant profile.

Minimum 3 years of experience in the field of innovation and technology. Any relevant experience in a steering committee and participation in other projects calls will be considered an advantage.

Excellent organization and analytical skills.

Familiarity with projects for research and innovation, education, capacity building, etc.

Good command of English.

Self-motivated and led by strong analytical skills.

Ability to work under pressure with several tasks and various deadlines.

Actively generate creative, practical approaches and solutions to overcome challenging situations.

Ability to negotiate and resolve the problems occurring at work.

Total working hours will be 40 hours. (5 working days)

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The innovation financial specialist will be responsible to evaluate the items of the questionnaire, the 2-page proposal and preparing additional documents needed for the evaluation and selection of the candidates.

He/she shall work in close collaboration with the project unit in line with the conditions of the grant agreement, scope of the Case Study and focus of the needs in the relevant area.

He/she shall prepare a database for the applications and the evaluation range.

He/she shall prepare and archive all the supporting documents of each applicant.

Work experience and qualifications.

A degree in economics, business administration, or any relevant profile.

Minimum 3 years of experience in the field of innovation budgeting and technology. Any relevant experience in a steering committee and participation in other projects calls will be considered an advantage.

Excellent organization and analytical skills.

Familiarity with projects for research and innovation, education, capacity building, etc.

Good command of English.

Self-motivated and led by strong analytical skills.

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