



SERVICES FRAMEWORK CONTRACT

CALL FOR EXPRESSION OF INTEREST FOR SET UP A SHORT LIST OF FINANCIAL MANAGERS

ARTICLE 1 – GENERAL DESCRIPTION

CIHEAM - Mediterranean Agronomic Institute of Bari (hereafter referred to as “CIHEAM Bari “or “Contracting Authority”), in the frame of several initiatives financed by the European Union and by the Italian Agency for Development Cooperation (AICS), invites experts to apply for short-term positions as consultant. A consultant is a recognized authority or specialist in a specific field, temporary engaged by the Contracting Authority in an advisory or consultative activity. The functions of a consultant are results-oriented and normally involve analysing problems, preparing documents, writing reports on topics related to the area of expertise (as per CIHEAM Staff Regulation and Statute of Consultants, Experts and Auxiliary staff).

ARTICLE 2 – PURPOSES

CIHEAM Bari with the financial assistance of projects funding source, intends to select candidates and set up a list of experts as FINANCIAL MANAGERS to provide technical assistance to the Contracting Authority in implementation of the related activities of the Programme involved and support the projects’ financial management. Under the overall supervision of the CIHEAM Bari Line Manager and in collaboration with the Project Management Unit team, the expert supports the correct implementation of the assigned activities and financial reporting of the assigned Programme/Project.

Among the expected activities from the expert that could be requested: to initiate and coordinate the assigned activities to ensure timely and effective delivery of the expected outputs; to fulfil progress and financial reporting obligations, both external for the donor and internal for CIHEAM Bari; to fulfil the CIHEAM Bari administrative and financial rules as well as its ethical clauses; to support the preparation of the annual and final financial reports; in any other financial reporting task and during the Audit procedures (internal and external); to provide overall financial support to the Project Management Unit team, including preparing technical documents and reports; to provide support to the tender evaluation committees, to monitor the execution and closure of contracts, and coordinate any related documentation preparation.

ARTICLE 3– LOGISTICS AND TIMING

3.1 Location

- Contracting authority premises: *CIHEAM BARI, Via Ceglie, 9, 70010 Valenzano (BA), Italy*
- Home based upon approval of the CIHEAM Bari Line Manager
- Field missions (short-term and long term) if required.

3.2 Tentative start date, period of application and eligibility of the framework service contract:

Opening date: 03/06/2024

Expected Number of Working days: subject to needs of the Contracting Authority; extension based on the performance of the expert.

Closing date: 01/06/2028

The eligibility period of this framework service contract is four (4) years. For operational needs related to international cooperation programmes, CIHEAM Bari may decide to renew and/or re-launch the framework contract even before the expiry of this period.

ARTICLE 4– ELIGIBILITY AND INTEGRITY REQUIREMENTS

4.1 Expert(s) engaged by this Call may be of any nationality.

4.2 Applicants will be excluded from participation in this Call if:

- a) they are subject, to the best of their knowledge, to criminal proceedings or have been convicted of a grave professional misconduct, or offences of receiving stolen goods, money laundering, fraudulent insolvency, fraudulent bankruptcy, usury, robbery, crimes against the person committed with violence, extortion;
- b) they are subject to one of the prevention or security measures provided for in anti-mafia legislation.

In order to allow the verification of the possession of these requirements, the eligible applicant may be asked to sign a declaration in lieu of affidavit, in accordance with national legislation, certifying that he/she is not in one of the situations listed above.

ARTICLE 5– QUALIFICATION REQUIREMENTS

1. University degree in Economics, Business Administration, Agricultural Economy or equivalent Certificate of Higher Education or Diploma of Higher Education (level 5/6 European Qualification Framework E.Q.F). Other degrees of the same level may be taken into consideration if accompanied by sector- specific experience);
2. At least 3 years of post-graduate working experience in project financial management;

3. At least 3 years of post-graduate working experience with international organizations and/or governmental aid agencies in financial management related matters;
4. Proficient English user (C1 Level - Common European Framework of Reference);
5. Proficient in written and spoken Italian (C1 Level - Common European Framework of Reference);
6. Proficiency in the use of Microsoft Office applications;
7. Broad Experiences in project management activities.

ARTICLE 6- PREFERRED QUALIFICATIONS:

- a) Post-graduate diplomas (University Master, PhD or other Higher Education Courses recognized in the sector of interest) additional to the minimum requirements indicated in Article 5, point 5.1 above.
- b) Previous experience with Italian Cooperation, EU and/or EU-funded projects, including knowledge of EU communication and visibility procedures and requirements.
- c) Similar professional experience carried out in Mediterranean Countries.

ARTICLE 7 – MODALITIES FOR PRESENTATION

- 7.1 Applicants shall express their interest by submitting the following documents (no additional documents are requested at this stage):
- a) *dated and signed Curriculum Vitae in English (Europass format is recommended), including authorization to process personal data.*
 - b) *scanned copy of a valid Identification Document.*
 - c) *completed, signed, Annex A - Information about collecting, storing and processing personal data.*
- 7.2 The object must bear the following reference: *CALL FOR FINANCIAL MANAGERS* .
- 7.3 Documents should be submitted: by email (PDF format not editable, enclosed in an electronic outer cover note with the reference as per point 7.2 at the following email address: cv@iamb.it)
- 7.4 The deadline for the submission is 01/06/2028 (11:59 pm CET TIME) as evidenced by the date and time of the email as recorded in the system of the recipient. It is encouraged to express the interest well before the deadline date, since heavy internet traffic or connection problems could lead to difficulties in submission).
- 7.5 All interested applicants shall be already registered/are invited to register a personal profile on CIHEAM BARI ROSTER OF EXPERTS (<https://cv.iamb.iamb.it>), selecting the “curriculum type” field (ref.: CALL FOR INTEREST) and specifying the “title” (ref.: *CALL FOR FINANCIAL MANAGERS*).

7.6 The Contracting Authority is not liable for any incorrect, inaccurate, incomplete, damaged, lost, delayed, misdirected or intercepted entries, or for any incorrectly submitted or received applications, unreadable, damaged, lost, delayed, misdirected or intercepted. In addition, CIHEAM Bari is not liable for applications that, for any reason, are not received, or electronic or other communications that are delayed, or other technical problems related to the submission and uploading of applications.

ARTICLE 8– RULES FOR THE REGISTRATION IN THE LIST

8.1 The Contracting Authority will first evaluate the following:

- a) Eligibility as per Article 4.
- b) Qualification requirements as per Article 5 and 6.

8.2 Eligible applicants, meeting all qualification requirements, will then be inserted in the list in alphabetic order. The list does not represent any classification and the related insertion does not imply any rights to be committed the contracting authority to implement the contract.

ARTICLE 9– SELECTION PROCEDURE

9.1 Eligible applicants, meeting the relevant qualification requirements, may be invited for a short interview, then an award letter will be issued to the selected applicant, meanwhile, a reserve-list will be established for applicants, keeping their application in the reserve-list.

ARTICLE 10- PERSONAL DATA

10.1. Applying to this call the applicants explicitly authorize CIHEAM Bari to the processing of their personal data for the management and monitoring of this Call for expression of interest, in compliance with the principles of lawfulness, fairness and confidentiality requirements, in recognition that on 5 July 2019 the CIHEAM adopted the “Security of the Information and Personal Data Protection Policy”, inspired by the same principles stated in the EU Regulation 679/2016 – General Data Protection Regulation and subsequent amendments and additions.

ARTICLE 11– FINAL PROVISIONS

11.1 CIHEAM Bari reserves the right to revoke the announcement for any reasons, discretionally evaluated, and not to proceed with the assignment due to the lack of candidates’ adequate requirements or the availability of financial resources.

ARTICLE 12– LIST OF ANNEXES:

- a) Information about collecting, storing and processing personal data.
- b) Procedure for the definition of specific contracts