



FRAMEWORK SERVICE CONTRACT

CALL FOR EXPRESSION OF INTEREST TO CREATE A SHORT LIST OF PROJECT DESIGNERS

ARTICLE 1 – GENERAL DESCRIPTION

CIHEAM - Mediterranean Agronomic Institute of Bari (hereafter referred to as “CIHEAM Bari” or “Contracting Authority”), within the framework of various initiatives financed by the European Union and by International Cooperation Agencies, invites experts to apply for short-term consultancy positions. A consultant is recognised as an authority or specialist in a specific field and is temporarily engaged by the Contracting Authority to provide advisory or consultative services. The role of a consultant is results-oriented and typically involves tasks such as analysing problems, preparing documents, writing reports on topics related to his/her area of expertise (as per *CIHEAM Staff Regulation and Statute of Consultants, Experts and Auxiliary staff*).

ARTICLE 2 – PURPOSES

CIHEAM Bari intends to **select candidates and establish a PROJECT DESIGNERS roster of experts** to develop project proposals in line with CIHEAM Bari's technical approach, financial requirements, and rules, as well as the guidelines set by the Program or the Donor's procedures.

Under the overall supervision of the CIHEAM Bari Line Manager and in collaboration with the Cooperation and Planning Area, the expert will support an effective project planning, including the incorporation of the Results-Based Management (RBM) approach, if required.

The main thematic areas of interest for project proposals include: agri-food, value chains, green and blue economy, natural resources management, plant health, rural and coastal development, agro-ecology, and circular economy.

CIHEAM Bari promotes actions and initiatives that integrate gender-mainstreaming aspects, such as gender equality and women's empowerment, into project activities as horizontal principles. Alongside these principles, CIHEAM Bari prioritizes cross-cutting themes, including research and innovation, social inclusion, digitalization, and sustainable development.

Experts should have the capacity to develop proposals encompassing credit programmes, youth entrepreneurship, renewable energy, training initiatives, social value projects, carbon sequestration,

digitalisation in agriculture, and sustainable development initiatives including the enhancement of culture and tourism.

The expert may be required to carry out the following activities: (a) initiate and coordinate assigned tasks to ensure the timely and effective delivery of expected outputs; (b) fulfil planning obligations, both externally for the donor and internally for CIHEAM Bari; (c) incorporate the principles of the RBM Strategy into the process; (d) define clear and measurable design outcomes that align with the project's overarching goals; (e) ensure that project design activities are monitored and evaluated against agreed-upon results; (f) monitor and document the planning process to maintain accountability and transparency in achieving results; (g) coordinate the preparation of any related technical and/or financial documentation to ensure the timely submission of project proposals.

ARTICLE 3– LOGISTICS AND TIMING

3.1 Location and Duty Station of the Expert

- Contracting Authority Premises: *CIHEAM BARI, Via Ceglie, 9, 70010 Valenzano (BA), Italy*
- Home-Based Work: Upon prior approval from the CIHEAM Bari Line Manager
- Field missions: Short-term and long-term assignments, if required.

3.2 Tentative start date, Application Period, and Eligibility of the Framework Service Contract:

Opening date: 09/01/2025

Expected Number of Working days: Determined by the needs of the Contracting Authority and/or deadline for submitting project proposals.

Closing date: 29/12/2028

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

ARTICLE 4 – ELIGIBILITY AND INTEGRITY REQUIREMENTS

4.1 Experts engaged through this Call may be of any nationality.

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

- a) They are, to the best of their knowledge, subject to criminal proceedings or have been convicted of serious 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 any prevention or security measures outlined in anti-mafia legislation.

To verify compliance with these requirements, eligible applicants may be asked to sign a declaration *in lieu of affidavit*, in accordance with current legislation, certifying that they are not in any of the situations listed above.

ARTICLE 5– MINIMUM QUALIFICATION REQUIREMENTS

- a) University degree or equivalent Certificate of Higher Education or a Diploma of Higher Education (level 5/6 of the European Qualification Framework E.Q.F). Other degrees at the same level may be considered if supported by relevant sector- specific experience;
- b) At least 2 years of post-graduate work experience in drafting project proposals;
- c) At least 2 years of post-graduate work experience with international organisations and/or governmental aid agencies, specifically in project proposal drafting;
- d) Proficiency in written and spoken English (C1 Level - Common European Framework of Reference);
- e) Proficiency in written and spoken Italian (C1 Level - Common European Framework of Reference);
- f) Proficiency in Microsoft Office applications;
- g) Proven experience in project management activities.

ARTICLE 6- PREFERRED QUALIFICATIONS:

- a) Advanced academic qualifications such as post-graduate diplomas (e.g., master's degree, PhD or other higher education certifications) in fields relevant to the sector of interest, beyond the minimum requirements specified in Article 5, Section 5.1.
- b) Previous experience in project identification, formulation, implementation, and application of the RBM approach, particularly with the Italian Cooperation, the EU and/or EU-funded projects, including familiarity with relevant procedures and donor requirements.
- c) Proficiency in French (C1 Level - Common European Framework of Reference).

ARTICLE 7 – SUBMISSION PROCEDURE

7.1 Applicants are required to express their interest by providing the following documents. No additional materials are required at this stage:

- a) *A dated and signed Curriculum Vitae in English (Europass format is recommended), including authorization to process personal data.*
- b) *A scanned copy of a valid PASSPORT.*
- c) *A completed and signed Annex A form, detailing information about the collection, storage, and processing of personal data.*

7.2 The subject line of the submission email must include the following reference: “CALL FOR PROJECT DESIGNERS.”

7.3 Documents listed in Section 7.1.a must be submitted in non-editable PDF format and include the reference specified in Section 7.2. Submissions should be sent via email to: cv@iamb.it.

7.4 The deadline for submission is **29 December 2028, at 11:59 PM CET**. The submission time will be determined based on the date and time recorded by the recipient's email system.

7.5 All interested applicants must register or ensure they are registered with a personal profile on the CIHEAM Bari Roster of Experts platform (<https://cviamb.iamb.it>). Applicants should select the “curriculum type” field (reference: CALL FOR INTEREST) and specify the “title” field (reference: CALL FOR PROJECT DESIGNERS).

7.6 The Contracting Authority shall not be held responsible for any applications that are incorrect, inaccurate, incomplete, damaged, lost, delayed, misdirected, or intercepted. This includes applications that are incorrectly submitted or received, unreadable, or otherwise compromised. Furthermore, CIHEAM Bari is not liable for any applications that are not received for any reason,

delays in electronic or other communications, or technical issues related to the submission or uploading of applications.

ARTICLE 8– RULES FOR REGISTRATION IN THE LIST

8.1 The Contracting Authority will evaluate applicants based on the following criteria:

- a) Eligibility as specified in Article 4.
- b) Qualification requirements outlined in Articles 5 and 6.

8.2 Applicants deemed eligible and meeting all qualification requirements will be added to the LIST OF EXPERTS in alphabetical order. The list does not constitute a ranking, nor does inclusion imply any entitlement to a specific contract assignment.

ARTICLE 9– SELECTION PROCEDURE

9.1 Eligible applicants who meet the minimum qualification requirements may be invited to submit a bid. The Contracting Authority will evaluate at least three selected profiles, which may also be interviewed and included in a reserve list. Following the evaluation, a candidate will be appointed, and an award letter will be issued to the selected applicant.

ARTICLE 10- PERSONAL DATA

10.1. By applying to this call, applicants explicitly authorise CIHEAM Bari to process their personal data for the purpose of managing and monitoring this Call for expression of interest. This processing will be carried out in accordance with the principles of lawfulness, fairness and confidentiality. Applicants should note that on 5 July 2019, CIHEAM adopted the “Security of the Information and Personal Data Protection Policy”, which adheres to 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 this announcement at its discretion for any reason, including but not limited to a lack of adequately qualified candidates, insufficient financial resources, or any other valid justification.

ARTICLE 12– LIST OF ANNEXES:

- a) Information regarding the collection, storage and processing of personal data.
- b) Procedure for the definition of specific contracts.