

## PUBLIC NOTICE

**For the selection of 1 local coordinator, 1 communication expert, 2 agronomists and 1 agricultural worker for the project "Pro.Tec.T - Product Technologies and Traceability in Albania" AID 10694**

### 1. DESCRIPTION AND PURPOSE

The aim of the project "Product Technologies and Traceability in Albania - Pro.Tec.T" is to support the general development of public and private food safety in Albania, improving the competitiveness of some food supply chains in the regions of Elbasan and Korçë and acting on the value chain and territorial marketing.

The local counterpart for this project, co-financed by AICS (Agenzia Italiana Cooperazione allo Sviluppo - Italian Agency for Development Cooperation), is the Albanian Ministry of Agriculture and Rural Development.

The Umbria Regional Administration is the executing body of the project.

For the implementation of the project, the Umbria Region will use the services of Sviluppumbria S.p.A. - Società Regionale per lo Sviluppo Economico dell'Umbria and of 3A - Parco Tecnologico Agroalimentare dell'Umbria S.c.a.r.l. Both entities are in-house providing companies of the same Regional Administration in their respective specialization field, as identified and regulated by a partnership agreement entered into on 5 September 2018.

In particular, Sviluppumbria S.p.A. will oversee the general coordination of the project management system.

In order to carry out this activity, in compliance with the provisions of Article 7, paragraph 6 of Legislative Decree 165/2001, Sviluppumbria S.p.A., may also seek the collaboration of professionals outside its structure, whenever these professional positions cannot be filled internally. For these reasons, Sviluppumbria S.p.A. is issuing this Notice to activate a procedure for the selection of the following figures:

- 1 Local Coordinator,
- 1 Communication Expert,
- 2 Agronomy Experts in the areas of Elbasan and Korçë respectively
- 1 Agricultural Worker.

The selected candidates will compose the local staff in Albania.

### PROJECT AREAS: AGRICULTURE AND LOCAL DEVELOPMENT

**The general objective of the project** is to support the general development of public and private food safety in Albania.

**The specific objective of the project** is to improve the competitiveness of production chains by acting on the value chain and territorial marketing. The project strategy will follow two strategic lines:

- **Improvement of the value chain;**
- **Integrated promotion and territorial marketing approach.**

## **RECRUITEMENT OF 1 LOCAL COORDINATOR**

### **The Local Coordinator shall:**

- Support the Italian Project Coordinator;
- Be responsible for and coordinate the local project staff, composed of 1 Local Coordinator, 2 Agronomy Experts, 1 Expert in communication and information and 1 Agricultural Worker;
- Be responsible for the execution of all project activities in Albania according to the prescriptions of the attached Logical Framework, project schedule and POG. This responsibility will be shared with the Italian Project Coordinator, to whom the Coordinator will report from time to time according to the procedures established by the Financing Body, Sviluppumbria and the reference regulations;
- Seek support from the financial managers and the secretary of the local office that will be made available by the economic operator selected by Sviluppumbria.

Specifically:

### **The Local Coordinator will be directly responsible, together with the Italian Project Coordinator, for the following project activities in Albania:**

- Provision of equipment to improve the quality of supply chain(s), to be identified in the areas of Korçë and Elbasan;
- On-the-job training to improve the quality of identified supply chains;
- Implementation of a pilot project for the certification of 10 companies/products in the agrifood sector, according to ISO 22000/2005, ISO 22005/2007 (Management systems for food safety and traceability in agrifood chains) and/or other voluntary standards such as "Made with Italy";
- Meetings with beneficiaries and possible stakeholders and organization of two workshops per area on the LEADER/Community-Led Local Development approach;
- Territorial animation aimed at creating two Local Action Groups (LAG);
- Organization of four workshops on LAG management and on opportunities for access to IPA/IPARD funding and follow-up;
- Participation in the transnational part of LEADER+ Umbrian programs;
- Establishment of three producer and/or transformer associations;
- Provision of technical and administrative documentation for the establishment of three producer and/or transformer associations;
- Drafting of production specifications, and
- Transmission to the Albanian Ministry of Agriculture of the documentation required for the submission of applications for product registration to the EU.

### **With regard to the activities of project partners, the Local Coordinator will be responsible for:**

- Maintaining constant relations with the local counterpart, beneficiaries, the AICS in Tirana, cooperation agencies, local institutions and other players involved in the project;

- Supporting the field activities of Italian partners, the Executive Secretariat and all Italian experts involved in the project, also based on Albanian-Italian translations and interpreting, and
- Representing the partnership in Albania and in particular in Tirana and the two project areas (Korçë and Elbasan) in respect of project issues.

**With regard to cross-functional activities, the Local Coordinator will be responsible for:**

- Arranging monthly coordination and monitoring meetings (including with distance communication means) with the Italian Project Coordinator and the Italian supervision experts, in order to provide updates on the progress made, highlight criticalities and deviations from the expected results, identify potential risks and suggest possible solutions;
- Ensuring adequate monitoring of on-the-spot activities as set out in the project;
- Collaborating with the Italian Project Coordinator and Sviluppumbria administrative offices on matters concerning the planning and management of activities;
- Collaborating with the local Expert in communication, information and sensitization to ensure adequate project visibility as laid down in the "Guidelines on Visibility" issued by the Italian Agency for Development Cooperation in Tirana;
- Preparing a draft of project narrative and accounting documents (Descriptive and Accounting Reports, Operation Plans);
- Cooperating with the financial managers and the secretary in the local office to ensure proper keeping of accounting documents and logistical organization of activities;
- Supervising the management of supplies, supporting the Italian partners in the handling of procedures for the purchase of goods and equipment and taking care that these are finally transferred to local counterparts, and
- Coordinating the work of the two local Agronomists and the Agricultural Worker in Albania.

### **General minimum requirements for participating in the selection procedure**

Candidates for the position of Local Coordinator must meet the following general minimum requirements in order to be eligible for selection:

- a) To be a resident of Albania;
- b) To enjoy full civil and political rights (not being excluded from the active political electorate);
- c) To have reached the age of majority and not to be over 64 years of age on the date of Notice deadline and, if so required by applicable laws, to have performed the compulsory military service, if any;
- d) Not to have been subject, in Italy or Albania, to:
  - Final condemnations or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may be regarded as hindrance to the establishment and/or maintenance of a civil servant employment relationship;

- Final condemnations or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may hinder the establishment and/or maintenance of a civil servant employment relationship;
- e) Not to have ongoing prosecutions in place, either in Italy or Albania, restricting their freedom of movement and travel to or from either countries, and
- f) To be physically fit for the position to fill and the tasks to perform.

### **Specific minimum requirements**

In addition to the general minimum requirements set out above, applicants must meet the following specific minimum requirements:

### **EDUCATION**

University degree in Agricultural Sciences or in Economic, Legal or Humanistic subjects or a different university degree relevant to the tasks to be performed.

### **PROFESSIONAL EXPERIENCE AND KNOWLEDGE**

- At least 5-year experience in the management of international cooperation projects, even if carried out discontinuously;
- Excellent knowledge of Albanian institutions and past work experience with them;
- Excellent knowledge of the regions of Elbasan and Korçë;
- Excellent knowledge of spoken and written Italian;
- Excellent knowledge of spoken and written Albanian;
- Excellent knowledge of computer programs for word processing and calculation (e.g. Windows Office, Open Office, etc.);
- Excellent knowledge of planning, management and administration tools of Project Cycle Management (Logical Frame Work).

### **Preferential requirements:**

- Past work experience in local and rural economic development fields;
- Past work experience in the regions of Elbasan and Korçë in the fields covered by this project;
- Past study or work experience in Italy or with Italian partners.

In order to be eligible for selection, candidates must meet the minimum (general and specific) requirements for participation when they submit their application.

### **WORKLOAD AND TYPE OF WORK RELATIONSHIP**

Full-time work. No subordinate employment contract will be established.

### **PLACE OF WORK**

The candidate will work in Albania. A workstation will be set up in Tirana in the offices of the Albanian Ministry of Agriculture and Rural Development, whereby the candidate will carry out institutional connection activities with the local counterpart. He/she will pay frequent visits to the structures involved in the project areas, where he/she will coordinate the work of the Albanian staff, using – among others – the support of the local office and its administrative staff (financial manager and secretary).

## REMUNERATION

Remuneration will amount to 1,800.00 EUR per month, inclusive of all charges and costs, including all travel costs connected with his/her task, and including withholding taxes and social security and insurance contributions according to law at Svilupumbria's or the Coordinator's charge.

Sviluppumbria reserves the right at any time to cancel this assignment for serious breaches.

## TERM

This collaboration will start from the signing of the work assignment up to 30 May 2019, unless specified otherwise, based on the duration of the project execution.

## 2. RECRUITEMENT OF 1 EXPERT IN LOCAL COMMUNICATION, INFORMATION AND SENSITIZATION

The Local Communication Expert shall:

- Support the Local Project Coordinator, and
- Liaise with the Italian Project Coordinator and the Italian communication expert for the implementation of project communication, information and sensitization in Albania.

Specifically, the Local Communication Expert shall:

- Draw up a project communication plan with the aim of informing and raising awareness among companies and target groups, with special regard to the following activities:
  - Implementation of a pilot project for the certification of 10 companies / products in the food industry according to ISO 22000/2005, ISO 22005/2007 (Management systems for food safety and traceability in food supply chains) and/or other voluntary standards such as "Made with Italy";
  - Rural development in the Elbasan and Korçë areas to be supported by the Leader approach, and
  - Promotion of three agrifood products through the preparation of a Community dossier for obtaining the DOP/IGP status.
- Draw up the graphics and contents of project communication and information material in English and Albanian (e.g. invitations, e-vite templates, banners, brochures, newsletters, press releases);
- Supervise the project press office;
- Facilitate awareness raising activities in the area;
- Encourage the involvement and sensitization of beneficiaries and public and private stakeholders on specific project activities and issues, including by organizing press conferences and theme meetings;
- Promote the project dissemination through the exploitation of results, best practices and execution phases, not only locally or in Italy, but also internationally through specialized channels in project issues;

- Promote the establishment of relationships and collaborations with new communication and dissemination channels;
- Encourage communication by also viewing marketing as a tool for the sustainability of project activities;
- Manage the project's social channels, and
- Systematize the experiences of the project.

### **General minimum requirements for participating in the selection procedure**

Candidates for the position of Local Communication Expert must meet the following general minimum requirements to be eligible for selection:

- a. To be a resident of Albania;
- b. To enjoy full civil and political rights (not being excluded from the active political electorate);
- c. To have reached the age of majority and not to be over 64 years of age on the date of Notice deadline and, if so required by applicable laws, to have performed the compulsory military service, if any;
- d. Not to have been subject, in Italy or Albania, to:
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may be regarded as hindrance to the establishment and/or maintenance of a civil servant employment relationship;
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may hinder the establishment and/or maintenance of a civil servant employment relationship;
- e. Not to be have ongoing prosecutions in place, either in Italy or Albania, restricting their freedom of movement and travel to or from either countries, and
- f. To be physically fit for the position to fill and the tasks to perform.

### **Specific minimum requirements**

In addition to the general minimum requirements set out above, applicants must meet the following specific minimum requirements:

#### **EDUCATION**

University degree in Communication Sciences or in Economic, Legal or Humanistic subjects.

#### **PROFESSIONAL EXPERIENCE AND KNOWLEDGE**

- Proven experience of at least 3 years in communication strategies and visibility gained in public administrations, non-governmental entities or the Albanian private sector;
- Very good knowledge of local rural development projects in Albania and of the LEADER/Community-Led Local Development approach;
- Very good knowledge of Albanian institutions;
- Excellent communication and relationship skills with partners, beneficiaries, donors and local institutions;

- Albanian as mother language and excellent mastery of written and spoken English, and
- Ability to manage project communications using an appropriate and specific language for the subjects in question.

**Preferential requirements:**

- Past work experience in international cooperation projects.

**WORKLOAD AND TYPE OF WORK RELATIONSHIP**

Workload will be proportional to the activities required. No subordinate employment contract will be established.

**PLACE OF WORK**

The candidate will work in Albania. A workstation will be set up in Tirana in the offices of the Albanian Ministry of Agriculture and Rural Development, whereby the candidate will carry out institutional connection activities with the local counterpart. He/she will pay frequent visits to the structures involved in the project areas (Elbasan and Korçë) where he/she will carry out communication tasks.

**REMUNERATION**

Remuneration will amount to 600,00 EUR per month, inclusive of all charges and costs, including all travel costs connected with his/her task, and including withholding taxes and social security and insurance contributions according to law at Sviluppumbria's or the Expert's charge.

Sviluppumbria reserves the right at any time to cancel this assignment for serious breaches.

**TERM**

This collaboration will start from the signing of the work assignment to 30 May 2019, unless specified otherwise, based on the duration of the project execution.

**3. RECRUITMENT OF 2 AGRONOMY EXPERTS**

**The 2 selected agronomists shall:**

- Coordinate the working activities to be carried out and will be localized respectively in Korçë and in Elbasan. They will perform their task under the supervision of the Local Coordinator and in close collaboration with Italian experts.

**Specifically:**

The 2 agronomists (each in their respective geographical area) shall:

- Provide coordinating support to the working activities of the pilot project aimed at the certification of 10 companies/products coming from the supply chains that will be identified in the areas of Elbasan and Korçë;

- Provide coordinating support to the working activities for territorial animation and rural development in the Elbasan and Korçë areas, taking the LEADER/Community-Led Local Development approach into account;
- Provide coordinating support to the working activities for the promotion of three typical food products, to be identified in the areas of Elbasan and Korçë, with the preparation of EU dossiers for obtaining the DOP / PGI status;
- Involve beneficiaries, producer groups, individual producers and individual companies in specific project activities, in particular with reference to the good practices and technologies that will be introduced to increase the competitiveness of supply chains;
- Draft studies, analyses and technical reports;
- Facilitate the provision of documents and data to Italian experts, as required for certification and traceability purposes and for the definition of product specifications, and
- Supervise the performance of the Agricultural Worker, who will be involved in activities aimed at increasing the competitiveness of supply chains.

### **General minimum conditions for participation in the selection procedure**

Candidates for the position of **Agronomist** must meet the following general minimum requirements to be eligible for selection:

- a) To be a resident of Albania;
- b) To enjoy full civil and political rights (not being excluded from the active political electorate);
- c) To have reached the age of majority and not to be over 64 years of age on the date of Notice deadline and, if so required by applicable laws, to have performed the compulsory military service, if any;
- d) Not to have been subject, in Italy or Albania, to:
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may be regarded as hindrance to the establishment and/or maintenance of a civil servant employment relationship;
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may hinder the establishment and/or maintenance of a civil servant employment relationship;
- e) Not to be have ongoing prosecutions in place, either in Italy or Albania, restricting their freedom of movement and travel to or from either countries, and
- f) To be physically fit for the position to fill and the tasks to perform.

### **Specific minimum requirements**

In addition to the general minimum requirements set out above, applicants must meet the following specific minimum requirements:

#### **EDUCATION**

University degree in Agricultural Sciences.

## **PROFESSIONAL EXPERIENCE AND KNOWLEDGE**

- Proven professional experience of at least 3 years in the fields of rural development, food safety and in particular in quality agrifood production;
- Knowledge of ISO standards, certification requirements and DOP/IGP products;
- Experience as a field technician;
- Excellent knowledge of the production facilities in Elbasan or Korçë areas;
- Familiarity with quantitative and qualitative analysis, as well as with the drafting of cultivation and economic plans related to crops;
- Albanian as mother language;
- Knowledge of the Italian language.

### **Preferential requirements:**

- To be a resident of Korçë or Elbasan;
- To have knowledge of the production facilities in both Elbasan and Korçë;
- To be familiar with the LEADER/Community-Led Local Development approach;
- To have experience in public-private partnerships in the field of rural development.

## **WORKLOAD AND TYPE OF WORK RELATIONSHIP**

Full-time work. No subordinate employment contract will be established.

## **PLACE OF WORK**

Work will be divided between the 2 Agronomists on a territorial basis: 1 expert will be devoted to Korçë and 1 expert to Elbasan. They will pay visits to the project structures and frequent coordination visits to Tirana.

## **REMUNERATION**

Remuneration will amount to 1,250.00 EUR per month, inclusive of all charges and costs, including all travel costs connected with his/her task, and including withholding taxes and social security and insurance contributions according to law at Sviluppo Umbria's or the Agronomist's charge.

Sviluppumbria reserves the right at any time to cancel this assignment for serious reasons, having heard the opinion of the Umbrian Regional Administration.

## **TERM**

This collaboration will start from the signing of the work assignment to 30 May 2019, unless specified otherwise, based on the duration of the project execution.

## **4. RECRUITEMENT OF 1 AGRICULTURAL WORKER**

The Agricultural Worker will work in Korçë and Elbasan under the supervision of the Local Coordinator, following the indications of the Agronomy Experts and in close collaboration with Italian experts.

In particular, he/she will take care of the activities aimed at increasing the competitiveness of production chains through the introduction of good practices and technologies.

Candidates for the post of agricultural worker must meet the following general minimum requirements in order to be eligible for selection:

- a. To be a resident of Albania;
- b. To enjoy full civil and political rights (not being excluded from the active political electorate);
- c. To have reached the age of majority and not to be over 64 years of age on the date of Notice deadline and, if so required by applicable laws, to have performed the compulsory military service, if any;
- d. Not to have been subject, in Italy or Albania, to:
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may be regarded as hindrance to the establishment and/or maintenance of a civil servant employment relationship;
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may hinder the establishment and/or maintenance of a civil servant employment relationship;
- e. Not to be have ongoing prosecutions in place, either in Italy or Albania, restricting their freedom of movement and travel to or from either countries, and
- f. To be physically fit for the position to fill and the tasks to perform.

## **WORKLOAD AND TYPE OF WORK RELATIONSHIP**

Workload will be proportional to the activities required. No subordinate employment contract will be established.

## **PLACE OF WORK**

The place of work is in Albania and more precisely in the area of Elbasan or Korçë. Frequent visits will be paid to the structures involved in project activities and to Tirana.

## **REMUNERATION**

Remuneration will amount to 450,00 EUR per month, inclusive of all charges and costs, including all travel costs connected with his/her task, and including withholding taxes and social security and insurance contributions according to law at Sviluppo Umbria's or the Agricultural Worker's charge.

Sviluppumbria reserves the right at any time to cancel this assignment for serious reasons, having heard the opinion of the Umbrian Regional Administration.

## **TERM**

This collaboration will last 5 months, unless specified otherwise based on the duration of the project execution.

## 5. APPLICATION AND DEADLINE FOR SUBMISSION

In order to be eligible to participate in the selection process, the candidates must draw up their application using Annex A) to this Notice, otherwise their application will not be admissible.

In their application, all candidates must declare under their own responsibility:

1. Their surname, first name, tax code, date and place of birth and place of residence (and address);
2. To be a resident of Albania;
3. The municipality in whose electoral rolls they are registered or the reasons for their non-inclusion in or deletion from the electoral rolls;
4. To enjoy full civil and political rights or the reasons for their non-enjoyment;
5. To have reached the age of majority and not to have exceeded 64 years of age, and to have fulfilled any obligations on compulsory military service, if and as provided for by current laws;
6. Not to have been subject, either in Italy or Albania, to:
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may be regarded as hindrance to the establishment and/or maintenance of a civil servant employment relationship;
  - Final convictions or sentences, or prevention or protection measures, or criminal and/or administrative proceedings that may hinder the establishment and/or maintenance of a civil servant employment relationship;
7. Not to be have ongoing prosecutions in place, either in Italy or Albania, restricting their freedom of movement and travel to or from either countries;
8. To be physically fit for the position to be filled and the tasks to be performed;
9. Their educational qualification, with the date and university where it was obtained.

The application form shall be written in Italian and must bear the candidate's signature. No authentication will be required. All unsigned applications will be excluded from selection. False or incorrect statements will result in the candidate's exclusion from the procedure or termination of the work relationship, once established.

Candidates shall attach the following to their application, on penalty of rejection:

1. Curriculum Vitae in European format, drawn up in Italian and signed in original on each page by the candidate, containing:
  - A detailed description of all work periods and employers, in the fields set out in **Specific minimum requirements - Professional experience and knowledge**;
  - A detailed description of past experiences where candidates have gained knowledge of Albanian institutions and of Elbasan and Korçë regions;
  - Any qualifications/certificates, attesting to the candidate's excellent knowledge of the languages required;
  - Any titles/certificates, attesting to the excellent knowledge of computer programs for word processing and calculation, and
2. Copy of the applicant's current identity document.

The original copies of applications must be sent to the offices of Sviluppumbria S.p.A., via Don Bosco, 11, 06124 Perugia (ITALY) by express courier, or by registered letter with return receipt or to the following certified (PEC) e-mail address [sviluppumbria@legalmail.it](mailto:sviluppumbria@legalmail.it) within 27<sup>st</sup> December 2018.

Compliance with the above deadline will be proven by the date and number of the entry protocol affixed by Sviluppumbria S.p.A.

The envelope shall bear the wording "Public Notice for the selection of \_\_\_\_\_ for the project "Pro.Tec.T - Product Technologies and Traceability in Albania" AID 10694".

All applications received after the deadline will automatically be rejected.

Candidates shall assume all risks with regard to the submission of their application within the specified deadline.

## 6. EVALUATION OF APPLICATIONS AND ASSIGNMENT OF POSITIONS

### Eligibility assessment:

A Committee composed of officials from Sviluppumbria, Parco 3A, the Umbrian Regional Administration and AICS will check whether candidates meet the general minimum requirements from their application and attached documentation, and will decide on their admission to or rejection from the selection.

Candidates may be excluded from the selection because of:

1. Incomplete documentation attached to the application;
2. No signature at the bottom of the application;
3. Incompliance with the general minimum requirements of this Notice, or
4. Submission of the application after the deadline set out in this Notice.

### Merits assessment:

The Committee will verify whether candidates meet the specific minimum requisites set out in this Notice.

To assess the fulfilment of the specific minimum requirements by candidates, the Committee will also take the following sub-criteria and relevant score into consideration:

LOCAL COORDINATOR		
Specific minimum requirements	Sub-criterion	Score
University degree in Agricultural Sciences or in Economic, Legal or Humanistic subjects or other	University degree in Agricultural Sciences	10
	University degree in Economics, Legal or Humanistic subjects	5

university degree relevant to the tasks to be performed.	Other university degree relevant to the tasks involved	<b>3</b>
At least 5 years' experience in the management of international cooperation projects, also if carried out discontinuously	For each preferential year of experience compared to the minimum required (5 years also discontinuously)	<b>1</b>
Excellent knowledge of Albanian institutions and past work experience with them	At least 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Excellent knowledge of the Elbasan and Korçë areas	Residence in one of the two territories	<b>2</b>
Excellent knowledge of spoken and written Italian	Possession of certificates/diplomas /degrees (the score is given for each certificate produced)	<b>1</b>
Excellent knowledge of spoken and written Albanian	Native speaker	<b>1</b>
Very good knowledge of computer programs for word processing and calculation (e.g. Windows Office, Open Office, etc.)	Possession of certificates/diplomas /degrees (the score is given for each certificate produced)	<b>1</b>
Excellent knowledge of planning, management and administration tools in Project Cycle Management (Logical Frame Work)	Possession of certificates/diplomas /degrees (the score is given for each certificate produced)	<b>1</b>
<b>Preferential requirements</b>	<b>Sub-criterion</b>	<b>Score</b>
Past work experience in the local economic development and rural development	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Past work experience in Elbasan and Korçë areas in project fields	Less than 3 years' experience covering both areas	<b>5</b>
	More than 3 years' experience in both areas	<b>10</b>
Past study or work experience in Italy or with Italian partners	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>

<b>EXPERT IN LOCAL COMMUNICATION, INFORMATION AND SENSITIZATION</b>		
<b>Specific minimum requirements</b>	<b>Sub-criterion</b>	<b>Score</b>
University degree in Communication Sciences or in Economic, Legal or Humanistic disciplines	University degree in Communication Sciences	<b>10</b>
	University degree in economics, law and humanities	<b>5</b>
Proven experience of at least 3 years in communication strategies and visibility gained in public administrations, non-governmental entities or the Albanian private sector	For each preferential year of experience compared to the minimum required (3 years)	<b>1</b>
Excellent knowledge of the issues related to local development projects in rural areas in Albania and the LEADER/Community-Led Local Development approach	At least 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Excellent knowledge of Albanian institutions	At least 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Excellent communication and relationship skills with partners, beneficiaries, donors and local institutions;	At least 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Albanian as mother tongue		<b>0</b>
Excellent mastery of spoken and written English	Possession of certificates/diplomas /degrees (the score is given for each certificate produced)	<b>1</b>
Ability to manage project communication using appropriate and specific language for the subject matters in question	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
<b>Preferential requirements</b>	<b>Sub-criterion</b>	<b>Score</b>
Past work experience in international cooperation projects	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>

<b>AGRONOMY EXPERT</b>		
<b>Specific minimum requirements</b>	<b>Sub-criterion</b>	<b>Score</b>
University degree in Agricultural Sciences		<b>0</b>
At least 3 years' professional experience in the field of rural development, food safety and in particular in quality agrifood production	For each preferential year of experience compared to the minimum required (3 years)	<b>1</b>
Knowledge of ISO standards, certification requirements and DOP/IGP products	Less than 3 years' experience	
	More than 3 years' experience	
Experience as a field technician	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Excellent knowledge of the production facilities in Elbasan or Korçë	At least 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Familiarity with quantitative and qualitative analysis, as well as with the drafting of cultivation and economic plans related to crops	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Albanian as mother tongue		<b>0</b>
Knowledge of the Italian language	Possession of certificates/diplomas /degrees (the score is given for each certificate produced)	<b>1</b>
<b>Preferential requirements</b>	<b>Sub-criterion</b>	<b>Score</b>
Residence in Elbasan or Korçë		<b>5</b>
Knowledge of the production facilities of Elbasan and Korçë areas	Work experience of less than 3 years covering both areas	<b>5</b>
	Work experience of more than 3 years in both areas	<b>10</b>
Knowledge of the LEADER/Community-Led Local Development approach	Less than 3 years' experience	<b>5</b>
	More than 3 years' experience	<b>10</b>
Experience of public-private partnerships in the field of rural development	Less than 3 years' experience	<b>5</b>
	Less than 3 years' experience	<b>10</b>

With regard to the position of Agricultural Worker, assessment will focus on the work experience gained (5 scores if less than 5 years, 10 scores if more than 5 and 5 score for residence in one of the areas concerned, because specific minimum requirements are not specified).

If required, applicants must be able to produce supporting documents certifying what they have stated in the application and in the annexes thereto.

The Committee shall, at its sole discretion, select the person(s) to whom the assignment is to be made, in compliance with the principles of non-discrimination, equal opportunities, proportionality and transparency, based on a comparative assessment among the applications received and the relevance of their curriculum vitae with respect to the service required, taking into account the scores awarded.

If the Committee considers that two or more applicants are potentially eligible for the position, they may, on their own initiative and without any obligation, call the candidates to carry out a further assessment interview.

The Committee will then propose a ranking based on the results of the evaluation process.

The Committee also reserve the right to assign the task also if no more than one application has been submitted.

## 5. PERSONAL DATA PROCESSING

### PRIVACY POLICY

The Data Controller is SVILUPPUMBRIA S.p.A., in the person of its temporary legal representative.

Via Don Bosco, n.11 - 06124 PERUGIA  
E-mail address: [svilpg@sviluppumbria.it](mailto:svilpg@sviluppumbria.it)  
Tel. 07556811  
Fax 0755722454

Contact details of the Data Protection Officer  
Ufficio del Responsabile della Protezione dei Dati / Data Protection Officer ("DPO")  
Via Don Bosco, n.11 - 06124 PERUGIA  
E-mail address: [privacy@sviluppumbria.it](mailto:privacy@sviluppumbria.it)  
Tel. 07556811  
Fax 0755722454

### **Purpose and legal basis of data processing**

All voluntarily provided personal data will be processed without the candidate's consent exclusively:

- a) for purposes strictly related to the selection and assignment of the task laid down in the Notice, as well as the execution of the activities included in the assigned task (invoicing, payments, reporting, etc.);
- b) to meet the reporting requirements for EU funds covering project expenses;
- c) to comply with transparency requirements;
- d) to handle disputes and debt collection procedures, to prevent fraud and illegal activities;

e) to exercise the rights and legitimate interests of the holder or third parties, for example the right of defense in court;

f) for purposes strictly related to check/inspections by the European Union.

The legal basis for data processing pursuant to Article 6 of EU Regulation 679/2016 is:

Regarding point (a), data processing is needed for completing the selection of candidates and for executing the contract in the event of award.

Regarding points (b), (c) and (d), (g), data processing is needed to fulfil a legal obligation.

Regarding points (e) and (f), data processing is needed in order to pursue the legitimate interest of the holder.

### **Categories of persons to whom personal data may be communicated or who may come to know them as managers or assignees.**

In addition to the Data Controller's employees in charge of processing, data may be communicated to parties external to Svilupumbria, also as joint data processing controllers, however as needed for the purposes of data processing, and may also be communicated to parties working as external controllers pursuant to art. 28 of EU Regulation 679/2016.

Some data will be disseminated through publication on the institutional website of Svilupumbria pursuant to Legislative Decree 33/2013 on information transparency; some data may be transmitted to involved parties entitled to access the records.

### **Methods of data processing**

In relation to the purposes mentioned above, data processing will be carried out using computer and manual methods. In any case, the logical and physical security of data and, in general, the confidentiality of personal data processed will be guaranteed by putting in place all necessary technical and organizational measures to ensure their security. Data will not be disclosed, unless previously anonymized.

### **Data transfer abroad**

For the purposes of completing this personnel selection, data will not be transferred to non-EU countries.

### **Duration of data processing**

Personal data collected for the purposes indicated above will be processed and stored for the strictly necessary time corresponding to the duration of the contract, compulsory limitation periods as well as further legal obligations.

### **Rights of the data subject**

In accordance with the provisions of Chapter III, Section I of EU Regulation 679/2016, candidates may exercise the rights indicated therein, and in particular:

Right of access: to obtain confirmation that personal data concerning them are / are not being processed and, if so, receive information relating especially to the purposes of processing, the categories of personal data processed and the storage period, as well as the recipients to whom data may be disclosed (Article 15, GDPR)

Right of rectification: to obtain, without undue delay, the rectification of inaccurate personal data concerning them and the integration of incomplete personal data (Article 16, GDPR)

Right to deletion: to obtain, without undue delay, the deletion of personal data concerning them, in the cases provided for in the GDPR (Article 17, GDPR)

Right to limitation: to obtain from any co-owners the limitation of data processing, in the cases provided for by the GDPR (Article 18, GDPR)

Right to portability: to receive personal data concerning them that were provided to co-owners, in a structured, commonly used and readable format by an automatic device, and

obtain that data are transmitted to another holder without hindrance, in the cases provided for in the GDPR (Article 20, GDPR)

Right to object: to oppose to the processing of personal data concerning them, unless there are legitimate grounds for the co-owners to continue the processing (Article 21, GDPR)

Right to complain to the supervisory authority: to complain to the Autorità Garante per la protezione dei dati personali, Piazza di Montecitorio n. 121, 00186, Roma (RM).

Candidates may exercise these rights by simply sending a request by e-mail to the Data Protection Officer at [privacy@sviluppumbria.it](mailto:privacy@sviluppumbria.it).

## 6. PUBLICITY

This Notice is published in Italian and English on the following sites:

[www.sviluppumbria.it](http://www.sviluppumbria.it)

[www.aicstirana.org](http://www.aicstirana.org)

## 7. SOLE PERSON RESPONSIBLE FOR THE PROCEEDINGS

The sole person responsible for the proceedings is Mauro Marini

## 8. FINAL CLAUSE

This Notice is in no way binding on Sviluppumbria or the Regional Administration concerned.

This Notice may be modified, suspended or revoked for administrative and/or legal reasons by Sviluppumbria or the Umbrian Regional Administration, and the candidates who have submitted an application will not be entitled to make any claim.

Participation in this selection implies full and unconditional acceptance of all the provisions contained in this Notice and in all annexes.

For anything not expressly provided for in this Notice, the applicable provisions of the Italian Civil Code shall apply.

## INFORMATION

Information on this Notice is available on the websites [www.sviluppumbria.it](http://www.sviluppumbria.it) and [www.aicstirana.org](http://www.aicstirana.org)