

**Selection of a professional consultant for the tasks of financial management assistance to the Tunisian partners and the final reporting of the INTERNATIONAL AUGMENTED MED PROJECT**

**International Augmented Med – “I AM” IA/1.2 /113**

**ENPI CBC MED Programme – Priority 1.2 Sustainable Tourism**

**CUP G18F12000460006**

**CIG Z5016EF5A5**

**Approved with resolution n.982 del 5.11.2015**

## 1. BACKGROUND INFORMATION

The International Augmented Med (I AM) project is an international cooperation project funded by the [2007-2013 ENPI CBC Mediterranean Sea Basin Programme](#). It takes place from 2012 to 2015, is led by the Municipality of Alghero and involves another 13 partner organisations in seven countries around the Mediterranean Sea (Spain, Egypt, Lebanon, Jordan, Palestinian Territories, Tunisia). The total budget is € 3.060.650 of which 90% financed by the ENPI CBCB Med programme (€ 2.754.583,00).

The project is built on the following premise: The Mediterranean area attracts about 30% of international arrivals and tourism receipts, but International competition is threatening its position as a leading destination. Innovation can help maintain and enhance the attractiveness of the Mediterranean destination.

In this context, I AM aims to support the tourism sector in the involved territories, by proposing innovative technologies that are able to enhance the quality of tourism locations, diversify their offer and encourage a more even geographic spread of tourism flows, supporting in particular cultural and rural tourism.

The project promotes the cooperation of experts in the multimedia technology sector and authorities that manage cultural and tourism sites, by developing innovative applications aimed at valorising cultural and natural heritage and to improve the visitors' experience in the involved territories. The project focuses on the use of Augmented Reality (AR), videomapping, multimedia and interactive technologies through the use of mobile applications, 3D reconstructions of archaeological sites, projection shows on historic buildings and interactive video installations. The activities include training workshops, AR festivals, pilot AR applications on cultural and natural sites in each of the seven participating countries and the creation of a network of technical experts interested to provide their services to the cultural/touristic sector.

The project partnership is composed of:

Lead Partner: [Municipality of Alghero](#), Italy

PP01: [University of Genoa](#), Italy

PP02: [Government of Catalonia, Ministry of Culture](#), Spain

PP03: [i2Cat Foundation](#), Spain

PP04: [KonicLab](#), Spain

PP05: [Library of Alexandria](#), Egypt

PP06: [Municipality of Jbeil](#), Lebanon

PP07: [American University of Beirut](#), Lebanon

PP08: [Department of Antiquities](#), Jordan

PP09: [Jordan University of Science and Technologies](#), Jordan

PP10: [Municipality of Al Taybeh](#), Palestine

PP11: [RIWAQ Centre for Architectural Conservation](#), Palestine

PP12: [Regional Commisariat for Tourism of Nabeul-Hammamet](#), Tunisia

PP13: [Association for Geographic Research and Studies](#), Tunisia

**Project objective:** The project aims to bring together experts in two sectors in a cross-sector cooperation system: IT/multimedia and heritage/tourism. It aims to demonstrate the potential of technological applications for the enhancement of heritage sites and for the attraction of visitors, to promote their usage in the heritage and tourism sector and, as such, support the competitiveness of this sector in the Mediterranean region.

## EXPECTED RESULTS

- Increase in tourism flows
- Improved services to tourists
- Enhancement of visitors' experience
- Enhancement of the heritage of involved territories
- Increase in use of advanced technologies to create high visibility events and applications that visitors might share on social media

## PROJECT ACTIVITIES

Experts from the 14 partner organisations cooperate to develop technological applications to enhance ("augment") the visitors' experience of different types of natural and cultural heritage sites. It focuses on the use of Augmented Reality (AR) in a broad sense, including related multimedia and interactive techniques.

The project activities are structured into 8 Work Packages, of which four are supporting activities (project management, communications, capitalisation, monitoring & evaluation) and four are technical content activities (training, pilots, festivals, network). To spread information on the technical possibilities and positive impact of these innovative services and to encourage their use, the following main actions are being implemented:

- A pilot project in each of the 7 participating countries (demonstrations of AR applications for heritage sites);
- The active development of a network of AR experts and their on-line community as well as the promotion of this network to a large number of organisations with an interest in heritage sites and tourism promotion in general. Access to the network is free and provided through the registration on the project website ([www.iam-project.eu](http://www.iam-project.eu)) or its LinkedIn group <https://www.linkedin.com/groups/Augmented-Reality-Video-Mapping-Heritage-7446751>. The web portal [www.iam-interactive.eu](http://www.iam-interactive.eu) links both registration channels and presents the results of the I AM pilot projects, whereas the site [www.augmentedheritage.net](http://www.augmentedheritage.net) provides the network with several services and sector-related information.
- A training workshop in each participating country (on new technologies, heritage site enhancement);
- An annual festival to showcase the pilots and similar applications (in 4 of the participating countries);
- Capitalisation meetings in all countries, with institutions, heritage site managers, museum directors etc., to inform them of the technological possibilities and show them the demonstration pilots developed by the I AM project.

## 2. LEAD PARTNER (BENEFICIARY)

Municipality of Alghero (Province of Sassari), Via S. Anna n. 38 – 07041 Alghero SS) Tel. + 39 079 9978880 – [www.comune.alghero.ss.it](http://www.comune.alghero.ss.it)

Person in charge of Project: Pietro Alfonso

Unit Director: Giovanni Salvatore Mulas

### 3. DESCRIPTION OF THE ASSIGNMENT

The Municipality of Alghero aims to assign a contract for technical-financial assistance for the reporting on the funds of Tunisian partners of the I AM project as well as to support the project Beneficiary itself (Municipality of Alghero) in the final reporting of the project as a whole, as detailed below:

- 1) Technical financial management assistance to the Tunisian partners of the project:  
PP12: Regional Commissariat for Tourism of Nabeul-Hammamet, based in Nabeul;  
PP13: Association for Geographic Research and Studies, based in Tunis.

The support will have as its objective to verify expenditure documentation related to costs sustained in the framework of the project, verify produced outputs, including their availability in loco, in line with the indications of the ENPI CBC Med programme, the Programme Manual, the Grant Contract between the Joint Managing Authority (JMA) of the Programme and Municipality of Alghero e annexes, and of the Partnership Agreement between Municipality of Alghero and its Partners;

With reference to PP13 Association for Geographic Research and Studies, considering that its withdrawal from the project has been requested by the I AM Partnership, (*major amendment* requested from the JMA on 26/07/2015), it will be necessary to verify the expenditure documentation, procedures and produced outputs, and to close the accounts, ensuring that as much as possible of its project-related debts are paid out while taking into account, for the eligibility of costs, a reasonable ratio between produced outputs and (human resources) costs to be paid out; the consultant will also ensure that an expenditure verification is implemented (Expenditure Verification Report - EVR).

The support to the Tunisian partners should include the presence of the professional on location (at least one travel as per contract). The Municipality of Alghero will provide the selected candidate with all necessary indications, information on outputs to be produced by the partners, contact persons on location, and the documentation produced thus far by the partners.

- 2) The assistance to the Municipality of Alghero for the Final Report shall consist in:
  - a) Support to the Financial Manager and Financial Assistant for the collection of data and verification of the correct application of the procedures of the ENPI CBC MED financial guidelines;
  - b) Assistance in the production of the final report (collection and verification of financial data)
  - c) Verification of the Expenditure Verification Reports of partners (including the Beneficiary), including the following documents: List of Expenditure and Financial Report, verification that they are complete and coherent with the EVR model and guidelines of the ENPI CBC MED Programme.
  - d) Assistance and support to partners and their auditors (via email/telephone)
  - e) Support in the follow up on requests for integrations from the Joint Technical Secretariat of the ENPI CBC MED Programme, following the submission of the consolidated report.

### 4. METHODOLOGY AND PHASES OF THE ASSIGNMENT

**The Tunisian assistance shall be implemented in three phases.**

- 1) Field research and on location meetings with PP12 team coordinator, financial manager and auditor;
- 2) Field research and on location meetings with PP13 team coordinator, financial manager and auditor;
- 3) On location meetings , if possible, with other members of AREG, service providers, and with representatives of the National Contact Point in Tunisia, if necessary;
- 4) Review of the Partner 12 and partner 13 Interim Reports, EVR by auditors in charge, outputs, list of expenses.
- 5) Development of Final report and its submission and report of conclusions including:

- Assistance and support to both partners for the development of their final list of expenses and final report
- Situation report (including possible remedies achieved) and risk-assessment on outstanding issues on evidence collected of outputs of PP13;
- evaluation of eligibility of costs for the request of the balance payment.

The Municipality of Alghero shall provide all contact details for the field research and online meetings with Partner 12 and Partner 13 and all the documentation and outputs delivered. The selected expert shall provide the Municipality with verbal or written intermediary reports and updates on each phase, if necessary.

**The Final Report assistance to the Municipality of Alghero** shall be carried out through document review and distance cooperation. A meeting with Beneficiary auditor in Alghero may be requested and it must be considered as part of the compensation foreseen in article 8.

## 5 EXPERT'S PROFILE REQUIREMENTS

### 5.1 Eligibility criteria

In order to be considered eligible, candidates must:

- Be citizens of the European Union or an ENI partner country, of a pre-accession country, a member state of the European Economic Area, or a state which is eligible under articles 8 and 9 of EU Regulation 236/2014;
- Have full exercise of their civil and political rights;
- Not have been subject to penal convictions or be subject of penal, civil or administrative judiciary proceedings;
- Not be in any of the cases of incompatibility as foreseen in the relevant regulations for the implementation of the tasks;
- not have a conflict of interest in regard to the activities described in art. 3.

### 5.2 Professional qualifications

The candidate must be able to demonstrate the following minimum qualifications:

- University degree in economics, trade or political sciences (Bachelor's or Masters Degree, equivalent to Italian Laurea, Laurea Magistrale or Laurea Specialistica). For foreign degrees a certificate of equivalence from the competent authorities will be requested.
- Certified or otherwise documented IT skills;
- Excellent knowledge of English written and spoken language (Minimum level C1)<sup>1</sup>;
- Excellent knowledge of the French written and spoken language (Minimum level C1)<sup>2</sup>;
- At least 8 years of experience in the financial management of EU funded projects;
- At least 2 years of experience in financial management of ENPI CBC MED financed projects and their relevant regulations;

It will be considered an added value:

<sup>1</sup> See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

<sup>2</sup> See the self assessment grid at: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

- Previous work experience in one or more countries participating in the project .

The candidates must comply with these criteria and requirements on the date they submit their application. Their compliance must clearly result from the documents submitted with the application (participation request and cv).

## **6. DURATION**

The activities of the assignment must be completed by January 10 2016.

## **7. SELECTION**

The first phase of the selection process will verify whether provided documentation is complete (article 5 of the present notice).

The Municipality of Alghero, in order to speed up the selection process, reserves the right to admit candidates to the selection procedure, postponing the verification of qualifications and criteria of art.5; in any stage of the process the documentation for qualifications and criteria may therefore be requested from the candidate for verification or their existence may be checked directly by the Municipality itself. Failure to deliver any of the requirements will lead to exclusion from the selection process or annulment of the assignment.

Following the evaluation of the CV and the qualifications of candidates, as indicated in the candidate's declaration referred to in ANNEX A, a provisional ranking will be drawn up.

For the evaluation of the CV the following criteria will be applied. The maximum score is 60 points.

- Professional experience as financial manager in EU projects (besides ENPI projects) – 2,5 points for each project up to a maximum of 10 points;
- Professional experience as financial manager of financial management assistance of projects funded by the ENPI CBC MED programme 2007-2013 – 10 points per project up to a maximum of 30 points;
- Number of years of relevant and documented professional experience (beyond the minimum of 8 required) – up to maximum 10 points (2,5 points per each additional year);
- Previous work experience in one or more partner countries of the project – up to a maximum of 10 points (1 point per month for which experience can be documented).

## **POTENTIAL INTERVIEW**

In case of equal scores of candidates in the first three positions of the partial ranking (elaborated on the basis of the scoring criteria in point 7 above), the candidates may be invited for an interview.

The interview aims to ascertain and evaluate the technical and professional qualifications, in particular those required for the implementation of the professional assignment subject of this selection (see point 5 of this notice), and to verify linguistic skills in English and French.

The director indicated in art.2 or the Evaluation Committee, potentially nominated, will have a maximum of 40 points at his/her disposal (40 points for the interview) and at the end of the potential interview he/she will make a comprehensive judgment to assign a final score to the candidate which will form the final ranking which will be valid for 1 year, and which will identify the candidate to be selected.

If no interview is necessary, the partial ranking will become final ranking.

## 8. COMPENSATION

The total amount foreseen for the assignment in question amounts to € 12,500.00 (twelve thousand and five hundred Euros / 00) **including any charges payable by the legal professional and by the Municipality, inclusive of VAT, tax and social security contributions and insurance requirements.** The compensation is considered comprehensive and full remuneration of the activities referred to in art. 1. The amounts in question are inclusive of any travel expenses related to the organization of coordination meetings at the Municipality of Alghero and at the Tunisian partners.

The compensation will be paid in three stages: the first one month after the beginning of the assignment and the other two payments will take place at mid-term and end of assignment, the latter upon presentation of proper accounts and reports of the activities and objectives achieved (as described in Article 4), validated by the Municipality's project manager. The method of payment will be specified and detailed in the contract. In the event of termination of the project, for any cause recognized as valid by both parties, the compensation will be paid in proportion to the activity actually performed and reported, according to the ENPI CBC MED 2007-2013 rules.

**Formalization of the selected candidate's appointment:** the appointment will be formalized by the conclusion of contracts of professional collaboration in which the obligations will be specified for the selected expert. Failure to sign will be considered as a withdrawal from the contract.

## 9. HOW TO PRESENT AN APPLICATION

Interested candidates must present the following documents (non-presentation may lead to automatic exclusion from the selection process).

- Participation Request (Annex A)
- Copy of a valid identification document
- CV with date and signature annexed to the Participation request, in European format
- Attested affidavit (Notoriety Act)

The applications, together with the declaration on civil and penal capacity, can be submitted through certified email (PEC) to the following address: [protocollo@pec.comune.alghero.ss.it](mailto:protocollo@pec.comune.alghero.ss.it), **by 10 AM November 16 2015**, and must bear the following indication:

**Selection of a professional consultant for the tasks of financial management assistance  
International Augmented Med – “I AM” IA/1.2 /113 ENPI CBC MED**

The applications may also be sent in closed envelope through registered mail with acknowledgement of receipt **by 10 AM November 16 2015** to the following address **Comune di Alghero Via Sant'Anna 38 07041 Alghero**, and must bear the following indication:

**Public notice for the selection of a professional consultant for the tasks of financial management assistance  
to the Tunisian partners and the final reporting of the International Augmented Med Project**

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**NON APRIRE – DO NOT OPEN**

The deadline is to be considered definitive and any applications received after the deadline will be excluded from the selection process.

The Municipality of Alghero reserves the right to interrupt or cancel at any time and for any reason the selection process.

The Municipality cannot be held responsible for any delays in the submission or failed submission of applications. Candidates must adopt all measures necessary to guarantee the deadline for receipt of the application is respected.

**10. CONFIDENTIALITY**

The consultant is to provide his/her reports only to the Lead Partner, Municipality of Alghero, who may distribute to project Partners and ENPI CBC Med authorities. Any information gathered in verbal or written reports is to be treated as confidential.

**11. TREATMENT OF PERSONAL DATA**

According to Art 13 of the Italian Legislative Decree 196/03, candidates are informed that the data they provide may be subject to treatment by the Municipality of Alghero in the framework of relevant regulations for the purpose of the public notice and selection procedure and for the potential subsequent editing and managing of necessary contracts for the assignment.

**12. FINAL REMARKS**

For anything not expressly provided for by this notice of selection, reference is made to laws, regulations and national contracts, to the Statute and Regulations of the Municipality of Alghero. This notice is issued in compliance with the principle of equal opportunities between men and women, as required by art. 57 of Legislative Decree 165/2001 and Legislative Decree 198/2006.

This notice is published on the website of the City of Alghero and on the bulletin <http://www.comune.alghero.ss.it> as well as <http://www.comune.alghero.ss.it/it/servizi-al-cittadino/Albo/#> until the deadline.

The administration reserves the right to modify or withdraw this procedure at any time, with a reasoned decision.

For information and clarification please contact:

Pietro Alfonso

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Tel: +39 0799978558 available on Tuesday and Wednesday from 10am to 1 pm and from 3pm to 5pm.