



## **ANNOUNCEMENT**

Regarding the necessity to hire external evaluators to participate in the evaluation of the project proposals under Component 2 “Care for children at risk” of Children and Youth at Risk Programme EEA FM 2009 – 2014, The Ministry of Education and Science

### **ANNOUNCES CALL FOR EXPERTS**

to evaluate project proposals of Children and Youth at Risk Programme under EEA FM 2009 - 2014.

#### **BASIC REQUIREMENTS:**

- To be over 18 years;
- Not to be under prohibition;
- To have a bachelor’s degree;
- To have professional experience at least 3 years with managing/preparing/implementing projects and/or experience in evaluating projects;
- Not to have been convicted of abuse connected with their work, or for fraud, or corruption, or involvement in a criminal organization or any other illegal activity affecting the financial interests of Bulgaria and the countries of the European Economic Area;
- To be familiar with the requirements of the Programme Operator for the competition and the objectives of the Component to which the application is;
- At the moment of application the candidates are not in employment contract with the Programme Operator (MES), National Focal Point or other body which administers and/or manages the Financial Mechanism of European Economic Area;
- In the last year not to have been employed by the Programme Operator (MES), National Focal Point or other administering and/or managing entity of the Financial Mechanism of European Economic Area;
- Not employed in the country’s administration;
- Not in position under article 21 and 22 of the Law on prevention and detection of conflict of interests;
- Not a related person with the applicant for a grant under the EEA FM 2009 – 2014 which application shall be evaluated; not in marital, economic and/or political relationship that justify doubts as to his impartiality and objectivity;
- Not in hierarchical relationship with the applicant for a grant under EEA FM 2009 – 2014 or with another member of the commission;
- Not involved in the preparation of project proposals for Components 1 and 2 of the Programme.

#### **SPECIFIC REQUIREMENTS**

- professional area of education – social, economic and legal sciences, engineering sciences, natural sciences, mathematics and informatics;
- good computer skills – MS Office and etc.;
- level of proficiency in English – level C1 in the Common European Framework;
- good knowledge of regulations regarding the provision of grants by the European Economic Area Financial Mechanism and the eligibility of activities, costs under Children and Youth at risk Programme;
- good knowledge of the objectives and priorities of the Children and Youth at Risk Programme



- previous experience in the evaluation of projects under different programmes;
- work experience in implementation of projects.

**REQUIRED DOCUMENTS FOR APPLICATION:**

- signed application ([form](#));
- signed declaration ([form](#));
- CV's ([BG](#)), ([ENG](#));
- Copy of document/s for higher education;
- Copy of documents certifying the professional experience;
- Copy of documents of completed courses (if applicable);
- Other documents which the applicant considers to be particular importance in assessing his candidacy.

**The Programme Operator reserves the right to require additional documents to verify the applicant's experience.**

The application form and supporting documents shall be filled in Bulgarian and English. The CV's is presented both in English and in Bulgarian.

If the applicant's diploma is in another language, he must provide a certified translation. Under “certified translation” should be considered on official translation that is certified by the “Consular relations” in Ministry of Foreign Affair in accordance with paragraph 11 of the “General clarification on execution of documents to and from abroad”.

If the application form includes documents in foreign languages, they must be accompanied by an official translation into Bulgarian. Under “official translation” it should be understand a translation done by a sworn translator on a special form of translation agency and certified by stamp and signed.



HOW TO APPLY

The application form should be submitted within 30 days from the date of publication of this announcement on the website of the Ministry of education and science (MES) - <http://sf.mon.bg/index.php?w=eik-vazhno>

The set of documents must be received at the MES in the announced period, in a sealed envelope in one of the following ways:

1. By post, by registered letter with acknowledgment of receipt;
2. By courier;
3. Delivered by hand in registry office of MES personally or by power of attorney.

The envelope must have the following information:

- Address: 1113 Sofia, 125 “Tsarigradsko shosse”, bl. 5, Ministry of Education and Science, Structural Funds and International Educational Programmes Directorate General;
- Name, address and phone number of the applicant;
- The following indication:

„FOR COMPETITION FOR EXPERTS IN EVALUATION UNDER EEA FM 2009 - 2014.  
DO NOT OPEN!”

PROCEDURE

Each application form is reviewed by a commission.

The competition takes place in the following stages:

1. Verifying the documents for professional experience and qualifications.
2. Interview

**Only the applicants who have successfully completed the previous stage will be invited for the interview.**

I. Verifying documents for professional experience and qualifications.

The commission examines every application which was received on time within 7 calendar days and considers whether the candidate has presented all necessary documents and if the documents certify the fulfillment of all requirements set out in this notice.

**Experts who have not submitted all the required documents or which documents do not confirm the fulfillment of the requirements will not be allowed to participate in the competition.**

The decision of the commission on admission to the competition is presented in a protocol; lists of eligible and ineligible candidates are prepared. The lists are to be signed by the Chairman of the commission and published on the website of the MES: <http://sf.mon.bg/index.php?w=eik-vazhno>

The list of the eligible candidates shall indicate the date, time and venue of the interview.

The list of the ineligible candidates shall indicate the reason for commission’s decision.

Every candidate who was considered not eligible may submit a written complaint to the Head of Programme Operator within 7 calendar days after the publication of the lists. The complaint does not stop the procedure.

Within 7 calendar days the Head of PO must respond to the complaint.

II. The interview



## “CHILDREN AND YOUTH AT RISK”

The competition continues with interview with the eligible candidates. The PO will published time-schedule for the interview in the website: <http://sf.mon.bg/index.php?w=eik-vazhno>.

The candidate will be evaluated on the following evaluation criteria:

- Professional competence – up to 10 p.
- Knowledge of Children and Youth at risk Programme – up to 10 p.
- Knowledge of Component 2 “Children at risk” – up to 20 p.
- Clarity and validity of the responses – up to 20 p.

### III. Rating

Within 7 calendar days after the competition, the list of selected experts will be published on the website of the MES: <http://sf.mon.bg/index.php?w=eik-vazhno>

Within 10 calendar days after publication of the results, candidates can submit written complaints. After this period complaints will not be considered.

The selection of the experts finishes with the preparation of a list of all approved experts for evaluation. The list will be published on the website of the MES: <http://sf.mon.bg/index.php?w=eik-vazhno>

**The inclusion of the expert for evaluation in the list of approved experts does not automatically guarantee participation in the evaluation process and remuneration.  
The Programme Operator reserves the right to announce additional calls for selection of experts.**

### BRIEF DESCRIPTION OF THE ACTIVITY OF EXTERNAL EVALUATORS

The candidates will participate in the evaluation of project proposals for grant under EEA FM 2009 - 2014.

Depending on the number of received project proposals the PO will determine the number of evaluators who will be invited to participate in the evaluation process.

The external evaluators review the project proposal separately and independently of each other in accordance with the pre-defined criteria. If there is more than 30% difference between the scores, PO shall appoint a third external evaluator who will conduct comprehensive and independent evaluation. In this case the average of the two closest evaluations will be used to rank the project proposal.

The remuneration of the experts is 200 BGN for each reviewed and scored project.

Every external evaluator will have no more than 30 calendar days to evaluate and score the assigned projects.

### FOR MORE INFORMATION:

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125 “Tsarigradsko shosse”, bl. 5,  
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