



REPUBLIKA E SHQIPËRISË

BASHKIA VLORË

08 January, 2021

INTERREG IPA CBC ITALY-ALBANIA-MONTENEGRO

CALL FOR EXPRESSION OF INTEREST

Municipality of Vlore in the framework of the Project “Sustainable Mobility in the Port Cities of the Southern Adriatic Area”/ ACRONYM: **SuMo**”, co –financed by Interreg IPA CBC Italy-Albania-Montenegro issues this call of expression of interest in order to create a list of potential consultants and experts that will be invited to provide support in project management and reporting activities under the following contract:

“TECHNICAL ASSISTANCE IN PROJECT MANAGEMENT AND REPORTING ACTIVITIES”

Scope of work:

The Contractor will provide technical assistance to the Project Team in project activities management of the whole project, financial reporting, administrative rules and project monitoring that aims to ensure high quality of the project results. All activities performed must comply with the Programme rules and regulations, being governed by the specific EU regulations, Guidelines and Manuals.

➤ **Key Expert 1 (Project Manager)**

Qualifications and skills:

- University degree in economics or a relevant, directly related discipline, or equivalent relevant professional experience.
- Excellent command of English language;

General professional experience

- Minimum 5 years of professional experience in project management.

Specific professional experience

- Minimum 3 years of experience in managing & reporting EU funded projects;

Specific tasks:

- Advice and support in the preparation of procurement documents, based on inputs from Contracting Authority in compliance with EU regulations and Interreg IPA CBC Italy-Albania-Montenegro Programme Manual;
- Cooperate with Lead Partner, Project Coordinator and Project Working Group on implementation of project activities issues;

- Cooperate with Lead Partner and National First Level Control Office on financial project implementation issues;
- Prepare and submit interim and final financial reports and/or information related to project;
- Enter into the Programme database information related to the project (financial information, reports, supporting documentation, etc.);

- Assist in preparation of technical and financial supervision system for the ongoing monitoring of progress of the activities, considering timing, achieved and to be reached objectives and all results and outputs indicators of the project;
- Assist in the evaluation of quality, relevance and timeliness about the implementation of project activities;
- Actively cooperate and share information with designated Project Coordinator and Lead Partner;

➤ **Non Key Expert 1 (Administrative rules and reporting)**

Qualifications and skills:

- University degree in economics or a relevant related discipline, or 3 years of equivalent relevant professional experience.
- Excellent command of English language;

General professional experience

- Minimum 2 years of professional experience in administrative rules and reporting.

Specific professional experience

- Minimum 2 years of experience in evaluation/assessment/monitoring of projects funded by the European Union.

Specific tasks:

- Prepare and submit interim and final financial reports and/or information related to project;
- Enter into the Programme database information related to the project (financial information, reports, supporting documentation, etc.);
- Prepare budget reallocation requests if required;

Only short listed candidate will be invited to submit the tender form.

APPLICATION PROCESS

The interested candidates should provide the required documentation no later than **January 15, 2021 16.30**, by registered post or hand delivered to:

**SUMO PROJECT
Municipality of Vlore
Str. "Zigur Lelo", 9400
Vlore, Albania**

DRITAN LELI

MAYOR