



**Central Offices:**  
Melenikitsi, Serres  
TEL.: +030 2321099207  
FAX: +030 2321051861

**Information Offices:**  
Serres, Ypsilantou 4 Str.  
3<sup>rd</sup> floor  
TEL.: +030 2321 0 23640  
FAX: +030 2321051861

**Training Offices:**  
HU.R.MA OFFICE  
Serres, End of Omonoia Str.,  
TEL.: +030 2321 0 23640  
FAX: +030 2321051861



LIFE LONG LEARNING CENTER OF REGION OF CENTRAL MACEDONIA LEVEL 2 - REGIONAL UNIT OF SERRES

Website: [www.kekpkm.gr](http://www.kekpkm.gr)  
E-mail : [info@kekpkm.gr](mailto:info@kekpkm.gr)

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Regional Unit of Serres**

**Central offices:**  
MELENIKITSI, SERRES  
Tel.: +030 2321099207  
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The project is co-funded by  
the European Union and  
by National Funds of the  
participating countries



**Serres, 07/10/2015**

**Pr. No.: 4426**

**CALL FOR EXPRESSION OF INTEREST**

The Life Long Learning Level 2 Center of Region of Central Macedonia – Regional Unit of Serres issue a public call for expression of interest in order to proceed with Expert Services Contract with executives from the Former Yugoslav Republic of Macedonia, in the framework of the implementation of the project 'PARK' in the "Greece-The Former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013" -code P3-003-2014.

The announcement concerns the following positions:

**SCIENTIFIC STAFF FROM THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA:**

ACTION	SHORT DESCRIPTION	CONTRACT DURATION	TYPE OF CONTRACT	AMMOUNT (including VAT)
<b>EXECUTIVE A</b>	<b>THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA COMMUNICATION SUPERVISOR</b>			
Action <u>2.1.:</u> Project Communication plan Deliverable: 2.1.1: 2.500€	RESPONSIBLE FOR THE COMMUNICATION PLAN	From date of signing until 30/09/2016		

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<p><u>Action 2.4.:</u> Web site development and feed up and Joint Web-based Business Promotional Platform and Partnership network</p> <p>Deliverable: 2.4.1: 1.000€</p>	<p>RESPONSIBLE FOR THE WEB SITE DEVELOPMENT AND THE JOINT WEB-BASED BUSINESS PROMOTIONAL PLATFORM AND PARTNERSHIP NETWORK</p>	<p>From date of signing until 30/09/2016</p>	<p>EXPERT SERVICES</p>	<p>5.000€</p>
<p><u>Action 2.5.:</u> Study visits Round table and forum</p> <p>Deliverable 2.5.1: 500€ (1 Round Table in Serres: 250€ 1 Forum in Strumica: 250€)</p> <p>Deliverable 2.5.2: 1.000€ ( Study Visit in Region of Central Macedonia, Greece: 500€ 1 Study Visit in South-East Region, Former Yugoslav Republic of Macedonia: 500€)</p>	<p>RESPONSIBLE FOR THE PLANNING, ORGANIZATION AND IMPLEMENTATION OF THE STUDY VISITS, FORUM AND ROUND TABLE.</p>	<p>From date of signing until 30/09/2016</p>		
<p><b>EXECUTIVE B</b></p>	<p><b>THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA E-LEARNING AND TRAINING SUPERVISOR</b></p>			
<p><u>Action 4.2.:</u> Internet Learning program - E-learning</p> <p>Deliverable: 4.2.: 2.500€</p>	<p>TRAINING SUPERVISOR FOR PARTICIPANTS FROM THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA IN INTERNET E-LEARNING AND MANAGEMENT OF SME TRAINING PROGRAMS</p>	<p>From date of signing until 30/04/2016</p>	<p>EXPERT SERVICES</p>	<p>4.500€</p>
<p><u>Action 4.4.:</u> Training program in GR for participants from Former Yugoslav Republic of Macedonia for management of SME</p> <p>Deliverable: 4.4.: 2.000€</p>		<p>From date of signing until 30/09/2016</p>		

## **DUTIES AND RESPONSIBILITIES**

In the framework of the above actions, the executives will be responsible for the following actions:

### **EXECUTIVE A**

- 1) Regarding deliverable 2.1.1., is responsible for planning, organization, implementation and monitoring of the Communication Plan. According to Annex III of the Information & Publicity Guide for Greek partners, the planning of the Communication Plan concerns objectives, communication activities, communication tools chosen, indicators of achievements, and human and financial resources, according to the Application Form.
- 2) Regarding deliverable 2.4.1., is responsible to inform and increase awareness to entrepreneurs, employees and potential entrepreneurs who want to participate in the common actions of the project.
- 3) Regarding deliverable 2.4.1., is responsible to inform and increase awareness to enterprises and wider auditorium in order to develop networking.
- 4) Regarding deliverable 2.4.1., is responsible for feeding-up and monitoring the enterprises database for the South-East Region of the Former Yugoslav Republic of Macedonia, as well as for recording any other data, according to the Platform's specifications.
- 5) Regarding deliverable 2.4.1., is responsible for planning and organization supportive and networking actions for Business Incubators such as subsidizing and funding opportunities via european, national and other programs.
- 6) Regarding deliverables 2.5.1. and 2.5.2., is responsible for planning, organization, implementation and monitoring study visits, forum and round tables at the Former Yugoslav Republic of Macedonia but also takes part in those implementing at the Region of Central Macedonia in Greece.
- 7) Regarding deliverables 2.5.1. and 2.5.2., is responsible to inform representatives of SMEs, municipalities, chambers, Universities and other local bodies, in order to actively participate in study visits, round tables and forums that will be implemented in the framework of the project.
- 8) Takes part in planning and overall conduct of the project.
- 9) Takes part in meetings for planning actions of the project.
- 10) Takes part in meetings, workshops and conferences in the framework of the program.

### **EXECUTIVE B**

- 1) Training supervisor and responsible for supporting the Internet E-Learning program's participants of the South-East Region of the Former Yugoslav Republic of Macedonia.
- 2) Training supervisor and responsible for the in Management of SME training program's participants of the South-East Region of the Former Yugoslav Republic of Macedonia.
- 3) Responsible to inform and increase awareness to entrepreneurs, employees, potential entrepreneurs and wider auditorium for training courses that Lifelong Learning Center of Region of Central Macedonia – Regional Unit of Serres will run and takes part in their selection as well.
- 4) Takes part in planning, organization, implementation and evaluation of training actions (e-learning & Management of SME).
- 5) Responsible for participants' support in order to actively take part in training courses and in other actions of the project.



- 6) Takes part in planning and overall conduct of the project.
- 7) Takes part in meetings for planning actions of the project.
- 8) Takes part in meetings, workshops and conferences in the framework of the program.

Executives will provide their services via an Expert Services Contract which enters into force on the date of signing. Duration of the Contract cannot surpass the project's duration. In case of project's extension, after the approval of the Programmes' Managing Authority, Contracts may be renewed without any additional financial burden of the L.L.C. of Region of Central Macedonia Level 2 – Regional Unit of Serres. Additionally, executives are obligated to attend to any possible audits by competent authorities within a period of three years after the last project's funding date.

The implementation of the project concerns a period of time beginning on the date of signing the agreement until the closure of the corresponding action, including any extension of the project. After the closure of the actions, the Contract will automatically expire and the second contractor has no right for Contract renewal and/or compensation.

Each executive's maximum overall payment amount will be provided only after the 100% implementation of both the action and the agreed terms, otherwise payment decreases linearly according to the reduction on the project approved budget. Payment amount includes any legal deduction and V.E.T., where needed. All required documents' edition will be in line with the current legislation. The amounts will be paid according to the flow of funds from the European Commission.

## **REQUIRED AND ADDITIONAL QUALIFICATIONS**

### **EXECUTIVE A**

#### **Required Qualifications**

- 1) University Degree in Engineering or in Economics
- 2) Very good knowledge of the English language
- 3) Computer skills
- 4) The Former Yugoslav Republic of Macedonia South-East Planning Region origin.

#### **Additional Qualifications to be considered as assets**

- 1) Professional experience as manager on in E.U. Funding Programmes' actions.
- 2) Specialized experience in E.U. Funded cross-border Programmes' actions.
- 3) Professional experience on Regional Development actions.

### **EXECUTIVE B**

#### **Required Qualifications**

- 1) Degree in Electrical/Computer Engineering or in Economics
- 2) Very good knowledge of the English language
- 3) Computer skills (in case of degree in Economics)
- 4) The Former Yugoslav Republic of Macedonia South-East Planning Region origin



### **Additional Qualifications to be considered as assets**

- 1) Professional experience as manager on in E.U. Funding Programmes' actions.
- 2) Specialized experience in E.U. Funded cross-border Programmes' actions.
- 3) Experience on Regional Development actions.
- 4) Experience on Networks and Internet support.

### **REQUIRED DOCUMENTATION**

- 1) Application form with photo (available at [www.kekpkm.gr](http://www.kekpkm.gr)).
- 2) C.V.
- 3) I.D. copy
- 4) Copy of the degree certificate
- 5) English language certificate
- 6) Computer skills certificate
- 7) Certificate of The Former Yugoslav Republic of Macedonia South-East Planning Region Origin or any other official document that origin is mentioned.

### **DOCUMENTATION FOR ADDITIONAL QUALIFICATIONS**

- 1) Professional experience should be proven submitting social security documentation, copies of employment contracts or a written confirmation from the employer, along with an English translation. Note that both period of employment/services and the type of contract should be clearly mentioned. In case of self-employment work experience documents may include business/company registration document or proof of business conducted with clients. Work experience concerns time after obtaining the degree.

The preliminary check of application forms' and accompanying documents' validity will be conducted by Committee in the Former Yugoslav Republic of Macedonia, which will compose a qualification summary for each candidate according to the criteria of the present call. Interviews will be performed, in date and time that will be announced to candidates. Interviews will be performed by an Evaluation Committee, with candidates that fulfill the requirements of the announcement. Apart from required qualifications, the overall professional image, the specialized experience, the ability to manage and integrate the programs' actions will be evaluated among others.



<b><u>SCORING TABLE</u></b>	
University Degree (as described above)	200 points
Specialized experience in E.U. Funded cross-border Programmes.	150 points
Professional experience as manager in E.U. Funded Programmes' actions.	150 points
Professional experience on Regional Development actions.	150 points
Professional experience on Networks and Internet support. <b>(Executive B)</b>	150 points
MSc or PhD in relevant disciplines	100 points
English language (C2)	100 points
English language (C1)	50 points
Computer skills <b>(if required)</b>	50 points
The Former Yugoslav Republic of Macedonia South-East Planning Region Origin	100 points
Interview	200 points

**Applications and all required supplemental documents must be submitted at:**

**A).Life Long Learning Center of Region of Central Macedonia Level 2 –  
Regional Unit of Serres:**

Information Offices:

Ypsilantou 4 Str. 3<sup>rd</sup> floor,

62100, Serres, Greece,

TEL.: +030 2321 0 23640, +030 2321 0 45405

09:00-14:00, Monday-Friday

**B).Centre for Development of South-East Planning Region**

St. Boro Dzoni No. 10,

2400, Strumica, The Former Yugoslav Republic of Macedonia,

TEL.: +389 34 340 139

09:00-14:00, Monday-Friday,

from the next day of the publication of the announcement and for fifteen days,

until **23/10/2015**.

No objection(s) deadline may extend beyond three days from the results' announcement.

