

NOTICE OF EXPRESSION OF INTEREST FOR THE CREATION OF A LIST OF EXTERNAL EXPERTS TO BE INVOLVED IN THE DEFINITION, PLANNING AND PRESENTATION OF PROPOSALS FOR EUROPEAN CALLS FOR APPLICATIONS

THE LEGAL REPRESENTATIVE
ANNOUNCES THAT

E35 - Foundation for International Projects (hereinafter E35 Foundation), with registered office in Via Vicedomini, 1, Reggio Emilia, Italy, announces the following "Notice of expression of interest for the creation of a list of external experts to be involved in the definition, planning and presentation of proposals for European calls for applications".

In compliance with the principles of economy, transparency, affordability, effectiveness, impartiality, equal treatment, transparency, proportionality and publicity, E35 Foundation intends to create a list of single or associated professionals with proven experience divided into distinct sections based on programmes and topics of interest from which to draw for the assignment of consultancies related to the specific, occasional needs of E35 Foundation.

This notice does not constitute a competitive or otherwise selective procedure and does not envisage ranking lists or the awarding of scores, but is aimed solely at drawing up a list of consultants that E35 Foundation may use to identify professionals it may entrust planning services to in a European context.

The inclusion of a professional in the list does not imply any commitment on the part of E35 Foundation nor any claim/right on the part of the applicant with respect to the awarding of any assignments.

This notice has been drafted and published in English to ensure maximum promotion and visibility at the European and international levels.

WHEREAS

E35 Foundation is a non-profit participation foundation. The Foundation takes its name from the Rome-Amsterdam European road corridor (E35).

E35 Foundation supports the European and international promotion of Reggio Emilia with the aim of attracting economic resources, knowledge and partnerships to support local development policies and to support local authorities and their aggregations, as well as the economic and non-profit fabric of the region.

The Foundation was established in 2015 as a result of a shared project between organisations representing the Reggio Emilia area: The Municipality of Reggio Emilia, the Province of Reggio Emilia, Cassa di Risparmio Pietro Manodori Foundation, Reggio Emilia Chamber of Commerce and C.R.P.A. The mission of E35 Foundation is to strengthen governance and harmonise expertise for the execution of international and European initiatives and projects, especially with respect to the following objectives:

- Promote relevant experience and know-how of the Reggio Emilia territory at an international level.
- Coordinate and create networks, capitalising on the territory's international contacts and relations.
- Identify and screen international funding opportunities consistent with local development plans.
- Support participating members of the Foundation in planning and building strategic partnerships.
- Facilitate the management and reporting of the most complex or strategically relevant initiatives for the territory.
- Facilitate internationalisation processes, promoting international contacts and encouraging participation in projects with an international dimension.
- Assist participating members in defining actions to make the Reggio Emilia area attractive for foreign investment, identifying new development channels for production and research.
- Support international and planning initiatives of local municipalities and their aggregations.

In line with the Sustainable Development Goals, E35 Foundation involves all the entities in the area – institutions, companies, research bodies, civil society, private citizens – in its initiatives and projects, contributing to the promotion of integrated and innovative local programmes.

Within this framework, the connections between the main experiences in the territory and the Foundation are highly relevant.

E35 Foundation is therefore an expression of the city of Reggio Emilia, of the surrounding province and more generally of the Emilia Romagna region where the city is located.

In fact, Reggio Emilia is a medium-sized city (172,000 inhabitants in the municipality, 532,000 in the province). One of the most prosperous and liveable areas in Italy, it is particularly renowned for the quality of its services, agribusiness and industry, and since the post-war period it has been known for its experiences of participation, solidarity and civic engagement. Today the local populace boasts a high percentage of people with a migrant background (almost 18% of the population), coming from more than 100 different countries. Reggio Emilia has always been an open and innovative region that has invested in international relations and partnerships since the late 1960s to innovate and support both local and global development.

Reggio Emilia is internationally known for its educational approach, promoted and developed by municipal infant toddler centers and early childhood schools (which now respectively accommodate 41% and 92% of the children): developed in the 1970s, the Reggio Emilia Approach is now internationally recognised thanks to the experience of Reggio Children and the Loris Malaguzzi International Centre. The University of Modena and Reggio Emilia has more than 8.000 students, offers high quality “student-friendly” services and promotes courses linked to the new Digital District launched a few months ago together with the Unindustria Reggio Emilia association. SMEs and cooperation play a central role in the local economic system in terms of both production and services to the public, mainly in sectors such as mechanics and mechatronics, agriculture and agribusiness, textiles and personal services. Reggio Emilia is located in the prosperous land of the Po Valley and Italy's renewed Food Valley, well known for its tradition of food products, especially Parmigiano-Reggiano cheese, Balsamic Vinegar, Lambrusco Wine and a wide variety of cured meats. Reggio Emilia has one of the few high-speed railway stations in northern Italy, which makes it possible to reach major cities such as Milan, Rome and other European cities in just a few hours. Climate neutrality is one of the objectives of local development and is increasingly mentioned as a priority in local policy planning documents.

E35 Foundation intends to contribute to the achievement of the results set out in the SDGs framework, proposing targeted actions for each of the 17 goals, promoting local and international partnerships and actions capable of contributing to a new model of sustainability.

E35 Foundation strongly supports and promotes the project for the strengthening of the European Union, favouring the promotion and implementation of the guidelines proposed within the latest European Programming period, with the intention of leveraging all the actors in the area to contribute to the construction of a “new” European identity that looks to a: • Smarter Europe • Greener Europe • More connected Europe • More social Europe • Europe closer to citizens.

For further details on the role and activities promoted by E35 Foundation, please refer to the 2021 Sustainability Report available at the following link: https://e-35.it/wp-content/uploads/2023/01/E35-Bilancio-sostenibilit -2021_web_opt.pdf

The above recitals constitute basic information and references for the subject and scope of the expression of interest.

NOW, THEREFORE

Subject and scope

The services to be entrusted include:

- 1) Analysis and evaluation in terms of opportunity/competitiveness of specific European programmes and calls for applications useful for the definition, development and submission of project proposals for international and European funding calls related in particular to the following topics:
 - Local development and sustainability
 - Ecological and energy transition
 - Innovation and social economy
 - Social and local policies
 - Digitalisation and technological innovation
 - Early childhood, primary, secondary, university and vocational education
 - Rights, inclusion, and equal opportunities
 - Children's/human rights
- 2) Project consultancy (technical and financial) for specific European programmes and calls of particular interest such as: Horizon Europe, Interreg Europe, Central Europe, Interreg Med, Life, Single Market Programme, Intpa, Creative Europe, Urbact and European Urban Initiative, AMIF/FAMI.
- 3) Project consultancy for the definition/launch/search of partnerships and consortia for European projects of interest as specified in points 1) and 2) above.

Requirements for inclusion in the list

Inclusion in the list takes place at the request of the interested professional.

Individual or associated professionals who meet the following requirements may apply for inclusion in the list of external experts:

- Enjoy civil and political rights.
- Not have any criminal convictions and not be the subject of prevention measures, civil decisions or administrative measures recorded in any criminal record.
- Have no pending charges, to the best of one's knowledge.
- Not be ineligible and/or incompatible with respect to the position referred to in the notice, or if some incompatibility exists be willing to promptly eliminate it.
- Have no conflict of interest with respect to E35 Foundation and with respect to the position referred to in this notice.
- Be aware of not being subject to any criminal proceedings.
- If applicable, to be up to date with the payment of taxes and contributions to the revenue agency, social security and accident insurance institutions for my employees (as shown in the DURC Certificate of Social Security Compliance) and the professional social security fund.
- Proven professional experience with European funding programmes and in the topical areas mentioned below and indicated in Annex "1. Application form".
- If applicable, during the last three years of service as an employee or officer in public administrations, to not have exercised authoritative or negotiating powers on behalf of such public administrations.
- No younger than 18 years old
- Educational qualification: University Degree.

For associations and associated firms, the requirements set out in this article refer to each individual professional. Professionals who file legal proceedings against E35 Foundation or take on tasks in conflict with E35 Foundation's interests while still on the list will be immediately removed.

The following experience and skills will be assessed for inclusion and selection on the list:

- Experience in the definition, development and submission of project proposals for international and European funding programmes, with particular respect to:
 - Interreg
 - Horizon Europe
 - Urbact and European Urban Initiative
 - CERV
 - LIFE
 - Single Market Programme
 - INTPA
 - Erasmus+
 - Creative Europe
 - AMIF/FAMI
 - Previous versions of the programmes listed above
- Planning experience in topical areas related to:
 - Local development and sustainability
 - Ecological and energy transition
 - Innovation and social economy
 - Social and local policies
 - Digitalisation and technological innovation
 - Early childhood, primary, secondary, university and vocational education
 - Rights, inclusion and equal opportunities

- Children's/human rights
- Knowledge of the English language (written and spoken)

Procedure and deadline for submitting expressions of interest

The application, duly signed by the professional (for associated firms, by each professional), must be drafted on plain paper (in Italian or English) using the "Annex A" form and must be accompanied by the following documents:

- Dated and signed CV (in Italian or English), drafted according to the Europass template, proving experience and/or specialisation in the subjects of the specific section of the list for which registration is requested. Specifically, the educational qualifications earned (university degree, master's degree and specialisations) and the experience gained, specifying the information listed in point 2 above relating to the experience and skills requested.
- Photocopy of a valid identification document of the applicant.

The professional must indicate the specific section of the list they wish to be registered under based on their experience and area of specialisation.

The Foundation reserves the right to verify the truthfulness of the declarations and data indicated in the applications and CVs.

The Foundation also reserves the right to check at any time whether the conditions that allowed for registration still exist. False declarations will lead to exclusion from the list and to the application of the sanctions envisaged in Article 76 of Italian Presidential Decree 445/2000. To be included in the list, the expression of interest and supporting documentation must reach E35 Foundation no later than **30/05/2023 at 12.00 am** by email sent to the following address: fondazione@pec.e-35.it

specifying in the subject line of the email: **“EXPRESSION OF INTEREST FOR THE CREATION OF A LIST OF EXTERNAL EXPERTS TO BE INVOLVED IN THE DEFINITION, PLANNING AND PRESENTATION OF PROPOSALS FOR EUROPEAN CALLS FOR APPLICATIONS”**

Decisions of validity shall be based on:

- The date and time of delivery of the email to E35 Foundation's PEC mailbox.

The Foundation accepts no liability for any delays/disruptions in any way attributable to the actions of third parties, fortuitous events or force majeure, nor for the loss of communications due to inaccurate information in the address provided by the participant or failure or delay in communicating a change in the email address indicated in the application.

The application must be completed in accordance with the form attached to this notice, containing: name, surname, place and date of birth, residence and any address other than residence, telephone number, email address.

The application to participate in the selection must be signed, under penalty of exclusion from the procedure. Declarations must be made in a detailed manner so that they can be verified if necessary.

The declarations made by the applicants on the application for participation in the selection and its annexes constitute declarations in lieu of statements in accordance with Italian Presidential Decree no. 445 of 28.12.2000.

Applicants' attention is drawn to the criminal liability that may arise in the event of false declarations: E35 Foundation may check the truthfulness of the aforementioned declarations in lieu of statements in accordance with the provisions of Articles 71 and 72 of Italian Presidential Decree no. 445/2000.

Attachments to the application

The application must be accompanied by:

- Plain paper photocopy of a valid identity document.
- Professional CV in Italian and/or English drafted according to the Europass template, duly signed, clearly indicating the qualifications, experience and skills required and any other information that the applicant deems useful to provide in their own interest in order to allow a full evaluation of their expertise.
Specifically, applicants are requested to provide details of their experience in submitting project proposals to international and European funding calls, specifying the programme and/or call in question and the outcome of the application.
- Cover letter in English (maximum 1 page) describing the applicant's interest and motivation to collaborate with E35 Foundation.
- Privacy policy signed for consent.

Creation of the list

Once the deadline for the submission of expressions of interest has passed, the list of external experts will be drawn up in alphabetical order and divided into separate sections according to subject matter, interests expressed and proven experience. Inclusion in the list does not entail the assumption of any obligation on the part of E35 Foundation towards the professionals listed nor the attribution of any right on the part of the professionals with regard to any assignment.

Possible assignments

The list drawn up pursuant to Article 4 above may be drawn from by E35 Foundation when it is necessary to participate in calls for applications and projects of interest, proceeding with direct awarding or special request for an estimate, in compliance with the indications set out in the internal *Rules for purchases and assignments for amounts below the thresholds of Community relevance and for the management of reimbursement of expenses and payments*.

Individual appointments will be made by E35 Foundation by its own resolution.

The choice of the professional to be appointed shall be made on the basis of the following criteria:

1. Specific expertise of the contractor with respect to the characteristics and content of the assignment, also inferred from the number of jobs already performed by the professional similar to those being assigned.
2. Professional experience of the appointee with respect to the complexity of the task.
3. Cases of consequentiality and complementarity with other assignments on the same or similar subjects.

4. If the professional has already provided professional services to E35 Foundation, the work performed, the availability and cooperation shown by the professional and the outcome of the disputes handled will also be taken into account.
5. Principle of rotation among those on the list for assignments of minor import (serial or of small value).

In the event of a substantial equivalence of multiple professionals for the assignment of a specific task, the cost of the service derived from a specific cost estimate requested from the professional will be taken into account.

When making the assignment, the professional must sign both the assignment specifications with attached cost estimate and a document declaring:

- The non-existence of a conflict of interest with regard to the assignment in question.
- A commitment to not accept assignments from public or private third parties that conflict with the request for consultancy expressed by E35 Foundation for the entire duration of the professional relationship, under penalty of revocation of the assignment awarded.
- To agree to observe the organisation's Code of Conduct as far as it applies.
- To ensure their personal availability including by providing a mobile phone number.

Direct assignment

E35 Foundation reserves the right to appoint professionals who are not on the list in cases where the exceptional nature, importance and/or complexity of the task or consultancy call for highly specialised professional services, such as those provided by renowned professionals who are experts in the field, or otherwise make different choices that are necessary and/or manifestly appropriate. E35 Foundation may in any case proceed with a direct awarding of the assignment in cases of extreme urgency, or in accordance with *the Rules for purchases and assignments for amounts below the thresholds of Community relevance and for the management of reimbursement of expenses and payments*.

Validity of the list

The list of consultants thus created is valid for three years (2023-2025).

Removal from the list

Removal from the list of professionals is ordered if one of the following conditions occurs:

- The consultant submits a written request
- Loss of necessary requisites
- Late delivery and lack of diligence in the performance of an assigned task
- Existence of causes of incompatibility
- False declarations in the application for admission to the list

Processing of personal data

Pursuant to European Regulation no. 679/2016 and Italian Legislative Decree no. 196/2003 and subsequent amendments, E35 Foundation for International Projects agrees to respect the confidential nature of the information provided by the applicant.

All data provided shall be processed only for purposes connected with and instrumental to this selection and possible hiring, in compliance with current provisions.

Applicants may exercise their right to access the personal data processed at any time, requesting that the data be updated, corrected and supplemented, deleted, transformed into anonymous form, or blocked if processed in breach of the law.

More information on data processing can be found in the Privacy Policy in Annex 2.

Reggio Emilia, 03/05/2023

E35 FOUNDATION FOR INTERNATIONAL PROJECTS

The Legal Representative

Alessia Ciarrocchi

For information please contact +39 0522 444424.

Annexes:

Annex 1: Application form

Annex 2: Privacy policy