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Kotor, 11.07.2019.

Notice of call for expressions of interest for Spec. Sci Experimental biology and biotechnology within FoodForHEALTH project

1. Contracting authority

University of Montenegro, Institute of Marine Biology

2. Registration procedure

The objective of this call for expressions of interest is to set up a list of natural person interested in tasks related to

- Improving the cross-border framework conditions for the valorization of the agri-food and fisheries value-chain (WPT1)
- Pilot project: Food4Health Community Labs (WPT2)
- Supporting SMEs and start ups innovation in the international market (WPT3)

within the project Sustainable and innovative Agro food and fisheries value chain for MSME's cross border market - **FoodForHEALTH**, which is funded through Interreg IPA CBC Italy-Albania-Montenegro programme, project no.357.

Expressions of interest should be submitted in English language by electronic means at the following address: mamilica@ucg.ac.me **by 12:30 CET on Friday, 19 July 2019.**

Any applications received after the set deadline will be rejected.

Inclusion on the list entails no obligation on the part of the Contracting Authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested parties should provide the following:

1. Cover letter indicating their full contact details - in free format
2. CV - in attached format
3. Copy of University degree
4. Copies of reference letters

Any qualifications and experience stated in the respective CV of an expert must be substantiated by supporting documents, such as copies of degrees or diplomas and

employers' certificates, otherwise they may not be taken into account. In addition, for all the references stated in the CVs of the person, the exact duration of the person's project involvement/employment must be indicated in the format "from MM/YY to MM/YY".

4. General description of the procedure and criteria

Natural persons are invited to submit an expression of interest in accordance with the rules set out in this notice.

The Contracting Authority will draw up a list of person who meet the following criteria:

- At least Spec. Sci degree in Experimental biology and biotechnology
- To have recent and at least 3 years work experience in the field of marine biology and biotechnology within scientific institution
- Computer literacy; very good computer skills: MS Office including Excel and PowerPoint, Internet (does not need to be proven by diploma or document with similar value)
- The work experience within the Institute of Marine Biology, Kotor will be considered as advantage

The list resulting from this notice will be used exclusively for tasks to be carried out as Assistance to the Contracting Authority during FoodForHEALTH project implementation, resulting in quality, complete and consistent service delivery in line with the FoodForHEALTH Project application.

The Contracting Authority may propose person to the task on the basis of the qualifications, skills and professional experience necessary and in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interests.

The selected person may receive an invitation from the Contracting Authority to be a part of the project team on FoodForHEALTH project. The tasks and results, to be achieved by the person (Contractor), will be specified in the Terms of Reference for the relevant assignment which will be the part of the Contract.

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the Contracting Authority indicated in point 1, which is also acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for tasks to be carried out as follows:

- execution of the tasks within the fields described at point 7 during **36 months** (maximum to the end of the implementation period of the FoodFor HEALTH project) with the **full time engagement** of the selected candidate.
- the amount of monthly salary will be calculated in line with the relevant Labour Law of Montenegro.

7. Full description of the fields covered by the call for expressions of interest

The Contracting Authority is implementing project **Sustainable and innovative Agro food**

and fisheries value chain for MSME's cross border market - FoodForHEALTH which is funded through Interreg IPA CBC Italy-Albania-Montenegro programme, project no.357.

Improving the cross-border framework conditions for the valorization of the agri-food and fisheries value-chain (WPT1)

To achieve this, the project will foresee the activities that favours the exchange of best practices and the transfer of knowledge. Starting from the analysis of the existing GAPs related to the legal framework on quality schemes and consumer health. This output will lead to the definition of a cross-border policy paper adopted by the local institutional representatives.

Specific tools (Food procurement schemes) for consumer health will complete the cross-border framework of the project among the PPs in order to adopt the cross-border recommendations, commendations. The main focus on the enhancement of the agri-food and fishery value-chain through the definition of a FOOD4HEALTH guidelines addressed to producers. Shared and common rules and guidelines tested during pilot and demonstration activities (Food4Health Labs) and harmonized among the partners. Finally, the enhancement of the project, territories, local products as well as of the Food4Health model model will be encouraged during national fairs.

Pilot project: Food4Health Community Labs (WPT2)

The increasing SMEs' competitiveness in the agri-food and fishery sectors, in particular for those SMEs with a low competitive and innovation level, can be prompted thanks to the creation and/or strengthening of a cluster among different actors of the research, innovation and production chain. The aim is to share know-how and innovations and to establish permanent co-operation on common objectives/interests to achieve. a public call for each area will be published in order to ensure the broadest possible and representative participation of the local actors of the related production chains. This first step will be followed by the organisation of Living Labs in each target area where a participatory innovation need analysis of the production chains will be carried out. These Living labs will also be an opportunity to share ideas and exchange knowledge about technical and marketing solutions for innovating the processing of traditional products for a better appreciation of the cross-border market. This first collaboration and contact between the actors involved will be consolidated by an agreement for the establishment of the clusters specifying the role, commitments and governance of the clusters.

Activity of designing of each Lab will involve stakeholders and would-be users in drawing an executive project (Living Labs) to collect preferences, suggestions and recommendations based on local main products and technical specifications of the pilot plant to meet their operational and organizational needs aiming at involving a broader part of potential Lab users and related services. The first day will be organised for showing and sharing the draft idea (preliminary project) about the recovery of the buildings, which will take into consideration some suggestions collected during the previous activity. Subsequently, the project idea will be modified by the open discussions foreseen in two Local workshops later. The results of the user's involvement will be summarised in the executive projects which will report the details of all technical specifications and requirements in compliance with EU and national legislation.

Creation of local "Food4Health Community Labs" will achieve trough buildings, currently disused and abandoned, which will be eco-efficiently recovered and intended to be used as integrated services centres for supporting the emerging businesses and SMEs in the agri-food and fishery sectors, in particular for the redevelopment of unproductive production chains in depressed areas of the cross-border area (innovative approach). SMEs and any other members of the communities will benefit from incubation and assistance services with the aim of i) improving the quality of production through an innovation-based approach in the local and cross-border market; ii) favouring knowledge and technology transfer; iii)

explaining and applying the scientific results (diversification of production, innovative processing, protection of the environment, etc).The Labs will however adopt the same approach in order to identify and offer a standard set of integrated services for supporting the innovation and competitiveness of SMEs and emerging businesses. In view of the pilot and demonstrative character of the activity, this does not represent a direct aid to the selected companies as it maintains the demonstration priority of the activity always open to other local companies.

The costs related to the use of facilities and pilot services by the target groups (SMEs and the youth) will be covered by INTERREG funds. An adequate management model will be defined to ensure fully operational and financial sustainability of the pilot plants (Sustainability Plan). It will clearly describe the management rules related to the usability of services and plants as well as the commitments of the Management Consortium and the costs of the pilot plant maintenance and services. For awarding purposes, a management plan of the Laboratories (based on the experience gained at the pilot stage) aimed at complying with expressed requirements like technical skills and economic requirements, and incubation activities will be requested and assessed. In other words, it will aim at implementing the management model considered to be adequate to ensure operational and financial sustainability. The implementing body shall also ensure, against no consideration, the free use of the spaces reserved to the public use in line with the specific and explicit aims of the project and the institutional public service purposes of the Entity that owns the buildings. The free use of the spaces that will be previously identified and reserved, will be a further and additional factor related to the use of the structure and of goods designed to supply fee-based services in line with the scope of the project. In order to strengthen the management skills of the F4H Labs managers and ensure the high quality services even after the end of the project, cross-border capacity building for ten managers will be organized.

Supporting SMEs and start ups innovation in the international market (WPT3)

WP T3 will be aimed at supporting MSMEs and start-ups in improving the agri-food quality and safety in compliance with the EU standards in order to increase competitiveness and access to the market. Through the pilot plants implemented in WPT2 it will be possible to organize and practically apply technological transfer activities based on the use of innovative processing technology and processes. These are mainly pilot and demonstration-oriented activities open to all local enterprises.

Incubator activities addressed to smallholders and SMEs will be developed in the 5 food4healthlabs that will have demonstration purposes of innovative production techniques and processes to improve quality and safety of the main traditional food products of any area involved in the project. The innovative approach results from the collaboration between the technical-scientific staff and the local micro-enterprises that will be selected through an open call advertised over the whole eligible area and promoted also through the organization of 3 demonstration events per pilot area). Five enterprises per each incubation activity cycle will be. Three cycles for each pilot are envisaged and will involve 15 enterprises per each pilot area. The selected enterprises will benefit from an entrepreneurial support program (including specialized lab staff and mentors) subdivided into three phases: i) knowledge and skills transfer – shared phase; ii) direct application on the pilot plants with the support of the specialized mentors per product chain - individual phase; iii) pre-exit, where the enterprise works autonomously under the mentor's supervision. It is worth considering the pilot and demonstration nature of this activity that, though incubating only 5 enterprises per 6-month incubation cycle for logistic and technical reasons, doesn't represent a direct aid to the selected enterprises since its priority is the demonstration of the activity open to all the other local enterprises.

Supporting actions for the creation and development of innovative enterprises and start-up will be achieved through an action of involving young people to be encouraged to the creation of an enterprise will be promoted by supporting their business idea linked to the enhancement of agri-food and fishery products. The coaching programme will consist in transferring

entrepreneurship-knowledge (how to set up and manage an enterprise, business model canvas, market, financial sustainability) and application approaches by using pilot plants to transform the ideas into prototypes or services. Three 6-month cycles per food4healthlab are envisaged, three months of which as direct support in transferring knowledge and developing business ideas (individual approach through coaching and mentoring) and three months of incubation with collective coach support. At the end of each coaching cycle, an additional investor day will be organized, namely, an event in each food4healthlab to which investors and senior enterprises will be invited to present the results of the start-ups and develop forms of collaboration and financing (dl3.2.2 "Investor day"). In order to favour cross-border interaction and to increase opportunities for development of the three best start-ups per coaching cycle, a cross-border event will be organized one for every country involved in the project.

The food4health web platform becomes the main tool for sharing information and knowledge and for creating collaboration between young people, businesses, research centers and other key players. Important targets that will be involved through the platform are: - students approaching the end of their schooling and about to enter the job market; - enterprises generally interested in developing new products or production processes concerning traditional products by the pilot plants; - research bodies that can develop activities in line with the enterprises' needs thanks to the F4H platform aims also to address the smallholders and SMEs in order to facilitate participation in exhibitions and demonstration events planned in the project. The implementation and continuous populating of the food4health web platform represent a major tool for the whole program area in order to transfer and share knowledge and services targeted to develop entrepreneurship and competitiveness of enterprises. For this reason, a participatory methodological approach will be used for the design of the platform in order to listen to the needs of stakeholders and the main users of the tool. Moreover, the platform will be open source thus ensuring access to all stakeholders. The activity of codesign and development of the platform includes targeted meetings with the enterprises and public bodies (research bodies, municipalities, authorities responsible for human health and education, doctors, etc.) and private entities (ex. catering services) to identify and develop contents and services that may support the process to improve quality and safety of food products and the quality of life and human wellbeing. The major though not exhaustive themes of the contents and services supplied by the platform are: traceability of products origin, food education, innovation demand and supply, animation of virtual community of practices, database start-up and innovative SMEs. After the phase of design and technological development of the platform, all partners will be involved in the implementation of contents and their continuous update.

8. Place of delivery

Location of the assignments will be in Institute of Marine Biology, Kotor, Montenegro.

9. Exclusion criteria

Interested individuals shall be excluded from participation if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent Authority of a Member State of the European Union, of a Candidate Countries¹ or of a country of the European Economic Area (EEA) or which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify including by decisions of the European Investment

Bank and international organisations;

- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity;
- (f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- (g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

¹ as listed on <http://ec.europa.eu/environment/enlarg/candidates.htm>