



UNIVERSITY OF MONTENEGRO  
INSTITUTE OF MARINE BIOLOGY – KOTOR



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**Ref. Staff-SHAREMED-01**

Kotor, 02.03.2020.

**Notice of call for expressions of interest for SHAREMED project coordinator assistant**

**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
- Project management (WP 1)
- Project communication (WP 2)
- Studying (WP 3)
- Testing (WP 4)
- Transferring (WP 5)
- Capitalising (WP 6)

within the project „Sharing and enhancing capabilities to address environmental threats in Mediterranean sea – SHAREMED”, which is funded through INTERREG Mediterranean programme, project no. 6184.

Expressions of interest should be submitted in English language by electronic means at the following address: [kascelanslavica@gmail.com](mailto:kascelanslavica@gmail.com) **by 12:30 CET on Wednesday, 11 March 2020.** **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 2 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, GIS (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
- Scuba diving licence and experience in underwater sampling techniques

The list resulting from this notice will be used exclusively for tasks to be carried out as Assistance to the Contracting Authority during SHAREMED project implementation, resulting in quality, complete and consistent service delivery in line with the SHAREMED 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 SHAREMED 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](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 **27,5 months**

(maximum to the end of the implementation period of the SHAREMED 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 **Sharing and enhancing capabilities to address environmental threats in Mediterranean sea - SHAREMED** which is funded through INTERREG Mediterranean programme, project no.6184.

### ***Project management (WP 1)***

OGS, the Lead Partner (LP), responsible for the management of entire project for the achievement of the expected results, will provide the structure and the plan to manage and coordinate the project. The Steering Committee (SC), with representatives of all PP and chaired by LP, will designate the person responsible for each WPs, address the strategic project decisions, plan the objectives, evaluate trends and implement corrective measures. In case of particular strategical issues or needs, the AP may be invited to participate in the SC meetings. Furthermore, Technical Committee (TC) will be instituted for administrative and financial matters. Each PP will have at least a representative in SC and TC.

Project manager (PM), financial manager (FM) and communication (CM) manager and TC will form a management team (MT). The above-mentioned structure will provide effective sharing of administrative and management processes between the entire partnership avoiding duplication of roles and functions. The LP will be responsible for the contacts with MA and JS on behalf of the partnership. The SC define a detailed work plan that will be updated and steady monitored during the project implementation and it will serve to monitor the progress of tasks, duration and results commensurate with the roles and responsibilities of PP. It is foreseen to realize regular partnership meetings (or webmeeting) for update on financial, administrative and scientific matters, to consider any critical issues, to receive suggestions and to support PP. LP will be created a help desk on line (e-mail, webcall etc) where PPs can receive help on different issues and a web based private platform for communication, documents sharing and archiving.

The LP is going to implement a reporting and evaluation system in order to prevent or detect risk, critical issues and provide corrective actions in accord with SC.

#### **Main activities:**

- 1.1) Managing administrative and financial issues
- 1.2) Day-to-day project management, and administrative and financial Coordination
- 1.3) Monitoring activity and evaluation of the project

### ***Project communication (WP 2)***

The WPC provides a range of measure and strategy designed to inform, promote and disseminate project outcomes to different stakeholder and key actors. Marine ecosystems are exposed to the impact of a number of multiple stressors, resulting from multiple drivers, also acting in different area. A comprehensive assessment of the environmental impacts and its dissemination to key stakeholders is fundamental for a proper integrated management and planning of a marine area. The communication strategy aims to promote the SHAREMED project, objective and results to its stakeholder and to inform and actively engage key users in the project and its activities.

An adaptive communication strategy is essential for continued active engagement with project partners, stakeholders and end-users. In the communication plan will be settled methods and tools to achieve the following key objectives: to inform and update project partners and external stakeholders and end-users on the latest news, events and results; to promote and raise awareness of the SHAREMED project, amongst external stakeholders and potential end-users and to maintain their interest.

Target audiences has been identified, by first, considering uses of the Mediterranean Sea both as a natural resource and of the wide variety of commerce, industry and ecosystem services that it supports and comprise representatives from public, policy, industry, environmental conservation and scientific stakeholder groups. Communication strategy will be tailored toward individual or groups of stakeholder user groups and may be at the local, national or international level depending on the target audience and the communication method. The communication strategy will be evaluated and adjusted as the project progresses. A final event that involves expert, target groups key actors will be foreseen to present the results achieved during the project's lifetime.

**Main activities:**

- 2.1) Coordinating the WP and setting up of common methodology
- 2.2) Delivering information
- 2.3) Contribution to Programme communication
- 2.4) Exchanging information
- 2.5) Transferring of knowledge
- 2.6) Collaborative network
- 2.7) Coordination with MED projects

**Studying (WP 3)**

This WP explores the potentiality of a few promising techniques to improve the observing and assessing capabilities of physical and biological properties of marine systems, with the final aim of providing tools for a more rapid and accurate assessment of marine states and potential impact of environmental threats.

WP activities include from one side studying the possibility to expand current observational capabilities towards the biological dimension, on the other side the use of satellite observations and modelling techniques in order to extrapolate in space-time and to frame in a larger space-time context the observations gathered at fixed points.

Activities include combining expertise and experiences and undertaking joint efforts to:

- i) improve the quality of radar systems for measuring surface ocean currents;
- ii) implementation of novel approaches for detection of selected groups and species in benthic and pelagic ecosystems using both state-of-the-art visual observation and molecular methods (environmental DNA (eDNA) detection and DNA metabarcoding);
- iii) development of analysis to exploit new high resolution satellites products;
- iv) development of state of the art operational physical-biogeochemical forecast systems.

Health of the Mediterranean Sea will also be screened from an ecotoxicological perspective. Different techniques will be studied in different pilot sites, depending on site-specific properties and state of the existing observing systems. Each activity is led by a responsible partner, and made with the contribution of several partners, as detailed in the activity description below.

WP3 will capitalise on the results of many previous projects (including Copernicus program, Tara Ocean, and several INTERREG projects) and will provide input to WP4 and WP6, where the technological maturity of WP3 methods will be assessed and, at least in the modelling case, tested.

**Main activities:**

- 3.1) Developing a relocatable high resolution short-term forecasting system for the marine environment
- 3.2) Enhance and expand monitoring capabilities of physical properties
- 3.3) Enhance and expand monitoring capabilities of biological properties
- 3.4) Enhance and expand capabilities to use satellite observations

**Testing (WP 4)**

The potential of project approach in enhancing evaluation capabilities and supporting governance framework will be tested and demonstrated in selected transnational areas in which there are different concentrations of observation capabilities, and that are

representative of different physical conditions present in the Med. In particular, beside the Mediterranean as a whole (MED) we will consider as case studies: the Northwest Med (NWM), the North Adriatic (NA), and the Sicily Channel (SC).

Each site will implement a common procedure to:

- define the state of the art and identify existing and/or potential regional strategies;
- develop and implement a framework for cooperation and sharing of existing data and knowledge, integration of results of existing observing capabilities, joint assessment of environmental risk related hazards, set up of a dedicated web-portal for visualisation of assessment on environmental state and other results.

Enhancement of observation/assessing capabilities will also be tested by actual implementation and testing of the activities studied in WP3 that will produce results mature enough. In the following, the activity is described along methodological cross-sites tasks, in order to stress similarities, favour exchange of information, and facilitate intercomparison, but (when appropriate) it will be actually subdivided and organized in site specific subtasks (matrix site vs activity). All activities within each site will be tracked and coordinated by a person (site-champion).

Partner participants to each specific subtasks referring to NA case are: OGS (lead), NIB, KIP, UOM, LaMMA; to SC : UoM (lead), OGS, LaMMA; to NWM : AMU (lead), CSIC, LaMMA. All partners contribute to activities at the Mediterranean basin scale.

WP4 activities capitalise on previous projects results (e.g., Copernicus, FMODnet, HarmoNIA) and on WP3 results, and will provide input for WP5 (transferring) and WP6 (capitalisation).

**Main activities:**

- 4.1) Background information and identification of regional strategies for each case study site
- 4.2) Implementation of a cooperation framework to share data and Information
- 4.3) Production of the Atlas of ecosystem status, pressures and environmental hazard index
- 4.4) Integration, consolidation and improvement of joint observation Capabilities
- 4.5) Actual implementation of trans-national short-term forecasting Systems
- 4.6) Connectivity and pollutant transport
- 4.7) Testing of and assessing potentiality and RTL of new technologies studied WP3

**Transferring (WP 5)**

In this WP the project partnership will support transferring of tools, knowledge, and procedures developed and implemented in WP3 and WP4. We will organise schools, on “tools, data bases and knowledge to address and assess pollution and environmental threats in Mediterranean water”. The first school will be organised in Portugal by IPMA approximately at M19 and will cover also approaches and results studied and tested in WP3 and WP4. The project partnership will promote and favour the participation of project partner and regional authorities from all countries in the Med area by offering partial/total fellowships towards travelling and stay costs.

Furthermore, the project partnership will organise national technical events in each of the participating country, targeting local policy makers, and resulting in a training on general concepts of hazards, project approaches and tools. In each meeting, it is foreseen the participation of at least 4 policy makers at local, regional, and national level (equivalent to training no less than 50 persons in the Med area).

Additionally the project partnership will organise a workshop specifically targeted to transfer tools and results of the project towards southern coast of the Mediterranean, possibly jointly organised with Union for Mediterranean, UfM, and the 5+5 Dialog, to be held in Malta and it will include specific lessons on the Advanced Master in Sustainable Blue Growth and the Summer School on Sustainable Blue Economy, jointly organised by OGS and other partners and to be held tentatively in Trieste in summer 2021. The project partnership will present the project results in the context of EU initiatives (e.g. BLUEMED; WESTMED; EUSAIR and similar), in collaboration with WP2 and WP6.

Finally, the project partnership will implement the tested relocatable system in the third case study and, possibly, a fourth area. The transferring of other project results developed in WP3

and WP4 is described within WP6, since it is a contribution to capitalisation, too.

**Main activities:**

- 5.1) Transfer of the relocatable short term forecasting system to other study sites
- 5.2) First school on "Addressing and assessing pollution and environmental threats in Mediterranean"
- 5.3) Organization of national training events and international workshops

**Capitalising (WP 6)**

WP6 is a cross cutting activity involving mainstreaming project results to deliver practices, recommendations and guidelines, conducive to long term strategies, contributing to transnational governance, implementation of EU directives (MFSO, Common Fishery Policy, Marine Spatial Directive) and supporting other EU initiatives (BLUEMED, EUSAIR, WESTMED), international programs (UNP-MAP/MARPOL), and networking initiatives.

The Capitalisation Group led by UoM is an executive board, serves as a user/advisory forum, responsible to plan and coordinate the capitalisation process of SHAREMED, meeting 4 times (M6/M18/M24/M31) along with project main assemblies. It is composed of partner representatives each leading the national groups in partner countries, the regional groups (West Med, Sicily Channel and Adriatic), invited experts, Associated Partners, and direct involvement of relevant organisations, international programs, users and networking initiatives serving as a governance umbrella to bring efforts and assets together to address pertinent issues concerning environmental risks. The process also engages with south Med countries through the Union for the Med and the 5+5 Dialog.

Specialised series of workshops led by OGS with the participation of all partners will bring key players, experts, champion users and responsible entities to mainstream results and contribute to develop roadmaps to the future system of observing systems and to an action plan to address environmental threats and pollution.

An innovative trans-national scheme led by CSIC will support selected (preferably mainstreaming) actions for the uptake of project partner expertise, resources and deliverables by non-partners to create direct synergies and joint complementary efforts, creating a multiplier effect, putting the project knowhow at the disposition and into direct use in other initiatives, promoting practical linkages to relevant organisations, international programs and networking initiatives.

**Main activities:**

- 6.1) Capitalisation Group
- 6.2) Thematic Actions
- 6.3) Trans-national On-Demand Actions

**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 Countries<sup>1</sup> 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.

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