



## Call for Expression of Interest

### TERMS OF REFERENCE

#### ICT Expert

#### ENI CBC MED Strategic projects

<b>Project Titles</b>	B_A.2.1_0056 - iHERITAGE
<b>Programme</b>	ENI CBC Mediterranean Sea Basin
<b>Financing</b>	European Union
<b>Contracting authority</b>	CEEBA - Confederation of Egyptian Business Association
<b>Experts to be selected</b>	ICT Expert
<b>Location of the contract</b>	Egypt
<b>Procedure</b>	Simplified procedure (formerly known as 'competitive negotiated' procedure)



## **I. Minimum qualifications and skills**

- Be educated to degree level in ITC or computer science with a relevant professional qualification.
- Knowledge of programme design
- Basic and demonstrable knowledge and experience of AR/VR and app design as well as of any state-of-the-art online and offline ICT tools
- Proven skills in interactive and immersive storytelling
- 3 years' practical experience in a similar business and operational ICT functions
- Excellent communication skills in English are a prerequisite.
- Good interpersonal and communication skills required to train/mentor/coach staff and give occasional presentations

## **II. Additional Desired Qualifications**

- Advanced education: B.A or Master Degree in Engineering
- Previous experience in supporting the EU funded projects
- Previous experience in supporting initiatives between chambers of commerce and business associations of the 2 shores of the Mediterranean Sea.
- Management experience within an international environment would be an advantage.

## **III. Terms of Consultancy**

For iHERITAGE project the following tasks and deliverables are requested:

The ICT Expert will also have responsibility for the following:

1. The organisation and management of the ICT components of the project, as well as support and move forward the implementation of proposed technologies
2. Ensure financial controls and processes for ICT are established which can be independently audited.
3. Ensure the timely preparation of reporting documentation as required.
4. Assist in an in-depth training and capacity building program including choosing and the mentoring of counterpart staff. A key prerequisite is to develop the capacity of local personnel such that, by the end of the contract period,
5. Experts will have to interact with all other experts in different forms of technology in the project for example AR and VR, and is required to lead drive and understand these implementations on CEEBAs behalf



6. Liaise and update regular with Project manager
7. Interact with the global academic and business community.
8. Prepare and present analysis, methods and results to non-expert personnel, management team and technical experts throughout different projects.

The consultancy could be carried by long distance modality by the use of e-mails and other long distance communication tools (e.g. skype). Under request of CEEBA, 1 or 2 technical missions per year should be organised at CEEBA headquarters in Alexandria.

#### **IV. Nationality rule:**

The selected expert should come from countries eligible to participate in the procurement procedures as indicated in the Articles 9 of the Regulation (EU) No 236/2014,

and include:

- (a) Member States, beneficiaries listed in Annex I to Regulation (EU) No 231/2014, and contracting parties to the Agreement on the European Economic Area; 4
- (b) developing countries and territories, as included in the list of ODA recipients published by the OECD-DAC ('list of ODA recipients'), which are not members of the G-20 group, and overseas countries and territories covered by Council Decision 2001/822/EC;
- (c) the Republic of Belarus;
- (d) developing countries, as included in the list of ODA recipients, which are members of the G-20 group, and other countries and territories, when they are beneficiaries of the action financed by the Union under the Instruments covered by the Article 9 of the Regulation (EU) No 236/2014;
- (e) countries for which reciprocal access to external assistance is established by the Commission. Reciprocal access may be granted, for a limited period of at least one year, whenever a country grants eligibility on equal terms to entities from the Union and from countries eligible under the Instruments covered by the Article 9 of the Regulation (EU) No 236/2014.

#### **V. Period**

iHERITAGE	1st September 2020 until the end of the project foreseen by end of February 2023
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## VI. Man-days

The following table shows the estimated man-days during the lifetime of the project:

Project	Year 2020/21	Year 2021/22	Year 2022/23	Total
iHERITAGE	10	25	25	60

## VII. Evaluation

CEEBA will evaluate applicants on the basis of its responsiveness to the TOR with a key focus on:

- General and additional qualifications: general education and training, length of experience, positions held, time as a consultant, experience in ENPI countries.
- Suitability for the assignment: education, training, experience in the sector and other information relevant to the particular assignment.
- Experience of having undertaken similar assignments in the past.

All submissions (curriculum vitae and other materials useful for the evaluation) must be consistent with the TOR and should arrive no later than 12 pm, 15th of March 2021 (Cairo Time) by email to: [info@ceeba.org](mailto:info@ceeba.org).