



TERMS OF REFERENC@

Expert to support the financial management ENI CBC MED Strategic projects

Project Titles	BA.2.1_0175 TECHLOG
Programme	ENI CBC Mediterranean Sea Basin
Financing	European Union
Contracting authority	CEEBA - Confederation of Egyptian Business Association
Expert to be selected	Expert to support the financial management
Location of the contract	Egypt
Procedure	Award on the basis of a single tender

Ref: TECHLOG Expert to support the financial management

Background

CEEBA, the Confederation of the Egyptian European Business Associations, is the Egyptian partner in the EU funded ENI CBC MED Programme TECHLOG project.

The project aims to promote cooperations between research, development and education, from one side, and, the real economy, from the other side in the countries participating in the project: Italy, Spain, Tunisia, Lebanon and Egypt. It aims to match the tools used and developed by research and academic actors with the actual market needs. TECHLOG wants to strengthen ties between academia and the (trans)port industry (namely the transport inside port areas) in the Mediterranean region. Concretely, TECHLOG will encourage joint Technology Transfer Initiatives (TTI) to achieve common quality standards for transport and port specialized staff. A Mediterranean Open Lab will be created to promote and share those initiatives within the (trans)port communities. These TTI will be tested through pilot actions, in real port operators, and will involve trained staff. For the sake of efficiency and consistency, the project will focus on advanced simulation technologies which are, beyond the shadow of a doubt, among the key success factors for both port workers and port operators.



The TECHLOG project is co-financed by the European Union under the European Neighbourhood Instrument cross-border cooperation program “Mediterranean Sea Basin” 2014-2020 (ENI CBC MED). It started on 6th July 2021 and has a duration of 30 months (until 5th January 2024). It counts on an overall budget of 3270709.71 EUR, which are co-financed at a 90% rate by the ENI CBC Med program.

It includes the following project partners:

- BEN - University of Cagliari
- PP1 - CCIA Maremma Tirreno
- PP2 - Arab Academy
- PP3 - Escola Europea
- PP4 - CEEBA
- PP5 - CCIA-BML
- PP6 - Alexandria Chamber
- PP7 - SFAX CHAMBER OF COMMERCE
- PP8 - University of Sfax

More information is available at:

<https://www.enicbcmmed.eu/projects/techlog>

1. SUBJECT OF THE CONTRACT

The subject of this tender is the provision of services to the Confederation of Egyptian European Business Associations to support to the preparation of the six monthly and yearly technical reports to be provided to the lead partner:

- collect all the information about activities and achievements of CEEBA
- revise the data to comply with the program templates and lead partner and ENI JTS/JMA needs

In addition to the following services:

Support the preparation of the intermediate and final financial reports and of the expenditure verification reports to be provided to the lead partner:

- unofficial check of the eligibility of expenses and of the correctness of supporting documents
- advice on the reporting of all data in the program templates
- advice to the financial auditor with relation to the use of the ENPI CBC templates
- advise on the revision of the reports according to the lead partner and ENI JTS/JMA remarks



2. SCOPE

<p>Support to the preparation of the six monthly technical report to be provided to the lead partner:</p> <ul style="list-style-type: none"> - collect all the information about activities and achievements of CEEBA - report them in the program templates - send them to the lead partner - revise them according to the lead partner and ENI JTS/JMA needs 	<p>CEEBA six monthly technical reports</p>
<p>Support to the preparation of the six monthly financial report to be provided to the lead partner:</p> <ul style="list-style-type: none"> - unofficial check of the eligibility of expenses and of the correctness of supporting documents - advice on the reporting of all data in the program templates - advise on the revision of the reports according to the lead partner and ENI JTS/JMA remarks 	<p>CEEBA six monthly financial reports</p>
<p>Support to the preparation of the intermediate and final narrative report to be provided to the lead partner:</p> <ul style="list-style-type: none"> - collect all the information about activities and achievements of CEEBA - report them in the program templates - revise them according to the lead partner and ENI JTS/JMA remarks 	<p>CEEBA intermediate narrative reports 1 CEEBA final narrative report</p>
<p>Support to the preparation of the intermediate and final financial reports and of the expenditure verification reports to be provided to the lead partner:</p> <ul style="list-style-type: none"> - unofficial check of the eligibility of expenses and of the correctness of supporting documents - advice on the reporting of all data in the program templates - advice to the financial auditor with relation to the use of the ENPI CBC templates - advise on the revision of the reports according to the lead partner and ENI JTS/JMA remarks 	<p>revised CEEBA intermediate financial reports 1 revised CEEBA final financial report 1 revised expenditure verification report</p>

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.



3. REQUIREMENTS FOR PARTICIPATION IN THE SELECTION

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.

4. SELECTION CRITERIA

Excellent reporting skills in English is necessary.

I. Minimum qualifications

- Advanced communication (writing and speaking) skills in English.
- Advanced education: degree in social / economic science.
- Experience supporting projects funded by the European Union (at least 10 years).
- Experience monitoring projects funded by the European Union (at least 5 years).
- Availability to travel to the field sites of the projects.
- Knowledge of programme design (mainly logframe) or similar frameworks for monitoring and evaluation.
- Good interpersonal and communication skills required to train / coach staff and give occasional presentations.

II. Additional Desired Qualifications

- Advanced education: Master in Business Administration or PhD.
- Previous experience in supporting the management of EU ENI projects.
- Previous experience in supporting the management of EU ENI CBC MED projects.
- Previous experience in EU projects including Egyptian partners.
- Previous experience in supporting initiatives between chambers of commerce and business associations of the 2 shores of the Mediterranean Sea.



5. Budget

Unit	N. of units	Unit rate (in EUR)	Total Costs (in EUR)
Unit	1	€ 10000 (20*€ 500 mandays)	€ 10000.00

6. Payment Terms

Payment will be done quarterly after the implementation of the service and a report of the activity implemented has to be submitted.

7. Duration of the Contract

The contract will start with the signature of the contract by the expert and CEEBA and shall end with the official end of the contract.

8. DEADLINE AND PROCEDURE FOR SUBMISSION OF THE TENDERS

Please send your application by email to info@ceeba.org and Finance@ceeba.org until the 22nd of August 2022.