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MINISTERSTVO ŠKOLSTVA,
VEDY, VÝSKUMU A ŠPORTU
SLOVENSKEJ REPUBLIKY

**MINISTRY OF EDUCATION, SCIENCE, RESEARCH AND SPORT
OF THE SLOVAK REPUBLIC**

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Managing Authority for the Operational Programme Research and Innovation

is publishing

**Call for International Experts/Specialists
for the Operational Programme Research and Innovation**



Date: 10 December 2015

1 Subject of the Call and basic information

The Managing Authority for the Operational Programme Research and Innovation ("MA OP R&I") hereby launches a call for international experts/specialists for the purposes of setting up a database of experts to be used to improve the quality of research and development projects financed from the European Regional Development Fund ("ERDF") under the Operational Programme Research and Innovation ("OP R&I").

The aim is to ensure, with help of international experts, high quality and excellence of submitted grant applications and to achieve the excellent implementation quality of selected/financed research and development projects. The role of the international experts will be to participate in assessment of project applications as well as regular evaluation of implemented long-term (5-7 years) projects during their implementation on yearly basis.

The experts included in the database will perform, in particular, the following activities on the basis of the selection procedure and other information:

- a) Assessment of the scientific excellence of project intents of research and development projects – experts are expected to prepare their opinions with recommendations for improving the final grant applications;
- b) Assessment of the proposed method of implementation of planned research and development activities in grant applications;
- c) Assessment of the quality of implementation of selected/financed research and development projects through regular interim and final hearing/peer reviews.

Working language for international experts will be English. Work by international experts will be done either remotely or by on sight in Slovakia in the case of personal hearings and peer review evaluations (depending on the concrete type of the research projects). The dates and timelines for reviews will be determined by MA OP R&I in accordance with the project proposals preparation process and selected/financed projects regular peer-reviews. MA OP R&I will provide the necessary operational and administrative support to the experts/specialists.

A fee will be paid to experts/specialists in accordance with the MA OP R&I's rules and regulations, subject to the terms of their consultancy contracts. The time required for review of funding proposals will be determined in consultation with the MA OP R&I.

2 General minimum conditions for inclusion in the database

To be included in the database of international experts/specialists, the candidates for expert position must meet minimum formal and professional requirements defined in this call.

The Ministry of Education, Science, Research and Sport SR has set the following general conditions for inclusion in the database of international experts/specialists:

- International expert/specialist must be other than Slovak nationality.
- Individuals interested to serve as international experts/specialists must have prior experience in developing, reviewing and/or evaluating research and development project/programme proposals.
- Interested individuals must demonstrate an unquestionable personal reputation, integrity, and ethical behaviour throughout his or her professional career.
- Interested individuals must submit completely and correctly filled in CV and application for the database of international experts and in accordance with reality (see part 3 of this call);
- Interested individuals must have obtained minimum 2nd level university education;
- Each expert/specialist interested must have minimum 5-year professional experience in research and development and/or industrial innovation in one of the following scientific fields (e.g. each expert must identify him/her self with one of the following fields as his/her major area of expertise):
 - Research of materials and nanotechnology,
 - Information and communications technology,
 - Biomedicine and Biotechnology,
 - Environment and agriculture,
 - Sustainable energy.
- PC skills and handling of Microsoft Office programmes (MS Word, MS Excel),
- Proficiency level in English

3 Application for the Database of Foreign Experts

The candidates for position of international expert/specialist are required to fill in and send the following documents:

1. **Application for the database of foreign experts** (hereinafter referred to as the "Application") with all mandatory fields filled in (Annex);
2. **CV** in Europass format in English, compiled in accordance with the evaluation criteria for candidates – available on-line for downloading from the website of the **European Centre for the Development of Vocational Training** in .odt and .doc format and with instructions and examples

(<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) or as a form to be filled in online and for subsequent downloading in .pdf format (<https://europass.cedefop.europa.eu/editors/en/cv/compose>) – only the following formats will be accepted: MS Word, PDF, RTF.

3. **References** about expert's expertise certifying their experience in the given field.

The applications (including annexes) which do not meet the above requirements will be automatically deleted from the records in the event that the candidate fails to complete the application after being requested to do so. The processing of personal data of the candidates for foreign experts is subject to the Slovak legislation concerning personal data, which legislation complies with the applicable EU directives governing this area (Act No. 122/2013 Coll. on Personal Data Protection and on changes and amendments to some acts, and Act No. 292/2014 Coll. on the Contribution Received from European Structural and Investment Funds and on changes and amendments to some acts).

4 Delivery of the Application

The candidate is required to send the filled-in application for the database of international experts/specialists **in electronic form** (in .xlsx format, with the last two pages of this application, signed and scanned, as an individual attachment) and the CV in Europass to the address opvai@minedu.sk, including annexes, indicating "**OP R&I International Expert**" in the subject of the message.

5 Deadline

The call for applications for the database of foreign experts is **open**.

Candidates will be included in the database of international experts/specialists once the Ministry of Education, Science, Research and Sport SR checks the fulfilment of the conditions under this call. The candidates included in the database of international experts/specialists will be provided with detailed information about the process and conditions of project intents evaluation and the on site peer reviews procedures, obligation to update data, and about the possibility of exclusion from the database after being registered and approved in the database of international experts.

6 Information on the Call

Contact for obtaining further information on the Call:

Ing. Róbert Pauliček, PhD., phone no. +421 2 59374 550, e-mail: robert.paulicek@minedu.sk

7 Revision and termination of the terms of reference of the Expert/Specialist

The MA OP R&I may revise this call as necessary in order to incorporate lessons learned and to reflect the evolving technical needs of the MA OP R&I. The mandate of the Expert/Specialist may be revised or terminated by the MA OP R&I, if deemed necessary.

8 Annex to the Call

Application for the Database of Foreign Experts (xlsx form).