



Deputy Prime Minister's Office for Investments and Informatization of the Slovak Republic

as the authority responsible for granting the aid based on the Pilot scheme of aid aimed to support experimental development and innovations in the build-up of smart cities in the Slovak Republic (hereinafter as the "scheme")

hereby publishes

call for submitting applications for registration in the list of expert evaluators for expert evaluation of requests for granting the subsidy (hereinafter as the "Call")

Code of the Call	1603/2018/OFN-1
Designation of the Call	1/2018
Focus of applications for granting the subsidy	<ul style="list-style-type: none">• Water management• Waste management• Energy management
Duration of the Call	
Date of publication of the Call	5 February 2018
Date of closing of the Call	5 March 2018



1. Purpose of the Call

The Deputy Prime Minister's Office for Investments and Informatization of the Slovak Republic (hereinafter as the "DPMOII") as the granting authority of *de minimis*¹ aid hereby publishes the call in the following fields: **Water management, Waste management and Energy management.**

The purpose of the Call is to set up a list of expert evaluators out of successful applicants for enrolling on the list of expert evaluators for evaluation of technical aspects in the field of **Water management** (hereinafter only as the "SRIN III. – T"), technical aspects in the field of **Waste management** (hereinafter only as the "SRIN IV. – T"), technical aspects in the field of **Energy management** (hereinafter only as the "SRIN V. – T").

In parallel, the purpose of the Call is to set up a list of expert evaluators out of successful applicants for enrolling on the list of expert evaluators for evaluation in the field of economic aspects in the field of **Water management, Waste management and Energy management** (hereinafter only as the "SRIN. – E").

The purpose of this Call is to ensure high quality, transparent, objective and expert evaluation of technical and/or economic aspects of request for granting the subsidy.

2. Request for registration in the list of expert evaluators for expert evaluation of requests for granting the subsidy

Applicants for registration in the list of expert evaluators for expert evaluation of applications for granting the subsidy (hereinafter as the "Applicant") in the field of SRIN III. – T, SRIN IV. – T, SRIN V. – T and SRIN – E must submit signed application for enrolling on the list of expert evaluators for expert evaluation of applications for granting the subsidy (hereinafter only as the "request")² in the following scope:

Mandatory

- a) request for enrolling on the list of expert evaluators for expert evaluation of applications for granting the subsidy (Annex 1 to this call);
- b) structured curriculum vitae (Annex 2 to this call);
- c) copy of the document of the highest completed education;
- d) consent with processing of personal data in line with Act No. 122/2013 Coll. on personal data protection and on amendment to certain acts as amended (Annex 3 to this call);
- e) Signed affidavit of the applicant (Annex 4 to this call).

Optional

- f) other attachments (copies of certificates, documents proving the experience in evaluation of projects in the relevant field, references provided by the employer or

¹ <https://www.vicpremier.gov.sk/index.php/investicie/podpora-inovacii/schemy-de-minimis/index.html> or <http://www.statnapomoc.sk/?p=3802>

² Please, pay increased attention to filling in of the application and respect all instructions provided directly in the forms because every completed application will, inter alia, represent the basic document for classification of the applicant into the relevant field of specialisation within the list of expert evaluators on the basis of declared skills and expertise in different fields.



other documents confirming the minimum defined practice and skills in the required field; for state service employees, it is enough to submit the job description of the state service job, if it provides clear reference to the activity and its duration, etc.– documents must be valid as of the day of their submitting).

Submitting all documents referred to in f) is recommended in order to support the information provided in the curriculum vitae.

In case of doubts concerning the accuracy of any information provided therein, DPMOII will be authorised to verify accuracy of the information submitted by the applicant by sending a written invitation for submitting relevant documents demonstrating that all requirements and criteria for registration in the list of expert evaluators are being met.

3. Place and manner of submitting applications

Applicants submit completed applications with annexes in writing **either in Slovak or in English language** to:

*Úrad podpredsedu vlády Slovenskej republiky pre investície a informatizáciu
sekcia riadenia investícií
odbor finančných nástrojov
Štefánikova 15, 811 05 Bratislava
Slovak Republic*

Applications can be delivered to the above address by means of following manners:

- in person, on business days, to the registrar office of DPMOII during the working hours:
Monday– Thursday: 9.00am – 11.30am and 12.30pm – 2.30pm.
Friday: 9.00am – 11.30am and 12.30pm – 2.00pm.
- by registered mail,
- by courier service.

Envelopes must be labelled with the reference to the field of evaluation as follows:

- Envelopes with applications for expert evaluation of technical aspects in the field of **Water management** must be marked with the notice “**Expert evaluator SRIN III. – T**” and “**Do not open**”;
- Envelopes with applications for expert evaluation of technical aspects in the field of **Waste management** must be marked with the notice “**Expert evaluator SRIN IV. – T**” and “**Do not open**”;
- Envelopes with applications for expert evaluation of technical aspects in the field of **Energy management** must be marked with the notice “**Expert evaluator SRIN V. - T**” and “**Do not open**”.
- Envelopes with applications for expert evaluation of economic aspects in all the above fields must be marked with the notice “**Expert evaluator SRIN - E**” and “**Do not open**”,

and in parallel, the application must be delivered in electronic .doc/.docx format and required annexes *scanned* in *.pdf/.jpg format* to email address:



financujprojekt@vicepremier.gov.sk. Applicants must enter as *the subject of their emails* the following:

- for applications for expert evaluation of technical aspects in the field of **Water management** it is necessary to enter “**Expert evaluator SRIN III. – T**”;
- for applications for expert evaluation of technical aspects in the field of **Waste management** it is necessary to enter “**Expert evaluator SRIN IV. – T**”;
- for applications for expert evaluation of technical aspects in the field of **Energy management** it is necessary to enter “**Expert evaluator SRIN V. – T**”;
- for applications for expert evaluation of economic aspects in all the above fields, it is necessary to enter “**Expert evaluator SRIN – E**”.

An application delivered on time³ is deemed any application delivered in writing and in electronic format⁴ to the above address and handed over in person or submitted for postal delivery or transport in a different manner no later than on the day of closure of the call and, in electronic format, no later than at 4.00pm on the day of closure of the call.

Applications delivered in electronic format must be identical to applications delivered in writing.

4. Contact information of the Granting authority and the way of communication with the Granting authority

For more detailed information about this call, please visit the website of the Granting authority at

<https://www.vicepremier.gov.sk/index.php/investicie/podpora-inovacii/index.html>,

or use one of the following means:

- **written format** at the address of the Granting authority:

*Úrad podpredsedu vlády Slovenskej republiky pre investície a informatizáciu
sekcia riadenia investícií
odbor finančných nástrojov
Štefánikova 15, 811 05 Bratislava
Slovak Republic*

- **electronic format** by sending an e-mail to address: financujprojekt@vicepremier.gov.sk.

- **by phone** at the phone number +421/2/2092 8266

- every business day at the following time: 9.00am – 11.00am and 1.00pm – 3.00pm.

Information provided via phone or verbally *in personam* cannot be deemed as legally binding, nor referred to.

³ Applications must be completed in all parts in exact, clear and comprehensible manner.

⁴ Email capacity up to 2.5 MB – in the event of larger attachments, we will also accept their division into more email messages. The granting authority reserves the right to reject delivering of electronic documents in the form of a link to an external storage.



5. Requirements for registration of applicants into the list of expert evaluators

Requirements for registration of applicants into the list of expert evaluators – **selection criteria:**

- A. General requirements**
- B. Specific – professional requirements**
- C. Personality requirements**

A. General requirements:

(these apply to all applicants in the field of SRIN III.–T, SRIN IV.–T, SRIN V.–T and SRIN – E)

1. Integrity (the granting authority reserves the right to request, at any time during the evaluation process, the extract from the criminal records register that is no more than 3 months old from any selected evaluator);
2. Capacity to legal actions in the full scope;
3. Impartiality – expert evaluations of requests for granting the subsidy can only be performed by persons that are clearly impartial from the applying parties in the focus field of the call with designation 1/2018.⁵
4. PC skills (MS Word, MS Excel), internet;
5. Sufficient command of English language (at least at B2 level);
6. Completeness of all submitted documents referred to in part 2 of this call.

B. Specific – professional requirements:

B.1 Regarding applications for expert evaluation (*SRIN – E*):

- i. minimum second degree university education and
- ii. at least six years of professional experience in the field of specialisation: economy – corporate finance (financial analyses, knowledge of the business environment in the Slovak Republic and the European Union) and alike;
- iii. ability to analyse the economic aspect of submitted projects;
- iv. expertise to evaluate projects from financial and economic viewpoint, business models, “logical framework” and it’s creation, expertise to evaluate effectiveness, efficiency and purposefulness of expenses in submitted requests for granting the subsidy in relation to project goals;
- v. expertise to evaluate administrative and operational capacity of requests for granting the subsidy, including their financial capacity, qualification and experience;
- vi. experience in verifying project budgets;
- vii. the knowledge of the business/entrepreneurial environment in the Slovak Republic and the European Union.

or

B.2 Regarding applications for expert evaluation (*SRIN III. – T*):

⁵ The requirement concerning impartiality and exclusion of the conflict of interests will be reviewed also at the commencement of the expert evaluation of particular requests for granting the subsidy in the form of an affidavit.



- i. minimum second degree university education in natural sciences or technical sciences and
- ii. at least six years of professional experience in the field of **SRIN III. – T** specialisation, e.g. in project design and operation of water systems, R&D and innovations in the field of **SRIN III. – T**, in water management, or in similar specialisations;
- iii. ability to evaluate appropriateness, purposefulness and suggested way of delivering the project; expertise to evaluate administrative and operational capacity of requests for granting the subsidy;
- iv. ability to evaluate originality, sustainability and practical exploitation of projects;
- v. ability to evaluate technical complexity of applicants' projects and professional preconditions of applicants for granting the subsidy;
- vi. Knowledge of modern and technological trends in the area of smart cities.

or

B.3 Regarding applications for expert evaluation (*SRIN IV. – T*):

- i. minimum second degree university education in natural sciences or technical sciences and
- ii. at least six years of professional experience in the field of **SRIN IV. – T** specialisation, e.g. in project design and operation of waste management systems and sewerage, R&D and innovations in the field of **SRIN IV. – T**, in waste management, environmentalism or in similar specialisations;
- iii. ability to evaluate appropriateness, purposefulness and suggested way of delivering the project; expertise to evaluate administrative and operational capacity of applicants for granting the subsidy;
- iv. ability to evaluate originality, sustainability and practical exploitation of projects;
- v. ability to analyse and evaluate technical complexity of applicants' projects and professional preconditions of applicants for granting the subsidy;
- vi. Knowledge of modern and technological trends in the area of smart cities.

or

B.4 Regarding applications for expert evaluation (*SRIN V. – T*):

- i. minimum second degree university education in natural sciences or technical sciences and
- ii. at least six years of professional experience in the field of **SRIN V. – T** specialisation, e.g. in project design in energetics and construction, R&D and innovations in the field of **SRIN V. – T**, in operating various energy systems and energy facilities, or in similar specialisations;
- iii. ability to evaluate appropriateness, purposefulness and suggested way of delivering the project; expertise to evaluate administrative and operational capacity of requests for granting the subsidy;



- iv. ability to evaluate originality, sustainability and practical exploitation of projects;
- v. ability to evaluate technical complexity of applicants' projects and professional preconditions of applicants for granting the subsidy;
- vi. Knowledge of modern and technological trends in the area of smart cities.

C. Personality requirements:

(These apply to all applicants in the field SRIN III. – T, SRIN IV. – T, SRIN V. - T and SRIN – E).

High level of objectiveness, fairness, discretion, ability to work under time pressure and time flexibility, ability to meet set deadlines;

All applicants who are in an employment relation or any similar relation (e.g. statutory body, member of the statutory body, supervisory board, administrative board, etc.) with the Granting authority of the aid – DPMOII or any member of the Evaluation committee for projects established at DPMOII (hereinafter only as the “EC”) will be excluded from the selection process.

Expert evaluators can be excluded from the list of expert evaluators, in particular, in case DPMOII receives a written request from expert evaluator, due to repeated unavailability of the evaluator for expert evaluation, repeated serious inaccuracies in expert evaluation or in case DPMOII detects a conflict of interests, etc. The decision on exclusion from the list of expert evaluators will be delivered to the evaluator by e-mail.

6. Selection of applications for registration at the position of expert evaluator

Based on received applications, DPMOII will perform assessment of meeting all the formal requirements and requirements defined in this call. DPMOII assesses the fulfilment of all the formal requirements, namely the delivery of the application and its attachments in due and timely manner, as well as the completeness of each application and its annexes.

A duly delivered application means every application that will be completed in all its parts precisely, clearly and comprehensibly in compliance with this call.

Any applications that is not delivered in time (in line with the terms specified herein), this **will not be included to the assessment and selection process** of applications and DPMOII sends a notice to such applicant the notice on refusal to register the applicant in the list of expert evaluators with appropriate reasoning.

If any application received is incomplete or if DPMOII has any doubts concerning the completeness or accuracy of information provided in the application and its annexes, DPMOII **will invite the applicant to complete missing data and to explain unclear information or to remedy inaccurate data provided.** DPMOII sets the deadline for completing/correcting such application, but not less than 5 business days of the day of delivery of the invitation to the applicant.



If, even after completing the missing data by the applicant, DPMOII still has doubts concerning completeness or accuracy of the data provided in the application and its annexes, such application will not be included to the assessment and selection of applications for registration at the position of expert evaluator and DPMOII will send a notice to the applicant about rejection of such application with duly reasoning.

The list of professional evaluators for expert evaluation of grant applications will include applicants who fully meet all formal requirements and requirements described in the call. After DPMOII completes the assessment of meeting of formal essentials, requirements and criteria specified in the call, and the selection process, DPMOII will send a written notice to each enrolled applicant with the result of the assessment of the call for registration into the list of expert evaluators.

7. Further information

Once successful applicants for expert evaluators for evaluation of requests for granting the subsidy are selected, expert evaluators will sign a contract for services in the sense of applicable legal regulations⁶.

Applicants should draw their attention to the fact that they must provide accurate information in their applications and in their annexes, because the data provided in their application and its annexes will be used by DPMOII in the written contract for services.

If DPMOII, after entering into the contract for services, becomes aware of that any applicant failed to provide accurate data in the application and/or its annexes, especially, but not limited to, concerning meeting the requirements in the application and/or any of the representations made in the affidavits of the applicant/expert evaluator is proven untrue, **DPMOII will be authorised to exclude** such expert evaluator from the process of expert evaluation as well as from the reserve list of expert evaluators, with the reasoning that if DPMOII had had such knowledge at the state of selection of the applicant for the position of expert evaluators on the inaccuracy of such information, it would have not selected the applicant for expert evaluator neither would have entered into the contract for services with him/her.

Because of the risk of misuse of the information provided in applications for granting the subsidy and their annexes, as well as in order to exclude partiality in the course of evaluation of applications for granting the subsidy, expert evaluators will be obliged, at the signing of contract for services, to sign also the Affidavit of impartiality, non-disclosure of information and exclusion of the conflict of interests.

Violation of the ban on conflict of interests will result in exclusion of the expert evaluator from the evaluation process as well as exclude the expert evaluator from the list of expert

⁶ Act No. 311/2001 Coll., the labour Code as amended.



evaluators, with the reasoning that if DPMOII had had such knowledge at the state of selection of the applicant for the position of expert evaluators on the inaccuracy of information provided in the Affidavit, it would have not selected the applicant for expert evaluator neither would have entered into the contract for services.

On the basis of provided project annotations, selected expert evaluators are obliged to express their consent with their function as the expert evaluator.

Expert evaluators who will be, in a draw, assigned applications for granting the subsidy, will also be obliged, prior to the commencement of the process of expert evaluation, to sign the Affidavit on being instructed with the Manual for evaluators of request for granting the subsidy, with the currently applicable *de minimis* scheme under auspices of DPMOII and documents published as part of the particular evaluated notice for submitting requests for granting of the subsidy, necessary for the process of expert evaluation.

8. Modification and cancellation of the call

In necessary cases, when it is necessary to **modify the call** in order to optimise it or to find a more suitable setting, DPMOII will be authorised to modify this call.

Applicants will be authorised to modify or complete their applications submitted before the deadline if modification of this call requires so. In such case, DPMOII will notify applicants, in writing, of the possibility to modify/complete their applications and will determine the time period for such modification or completion, which will be by the new deadline of the call closing, which will be adequately extended.

DPMOII will notify applicants of the modification on its website and the notice will also include the information if it is possible or mandatory for applicants to modify/complete already submitted applications as well as the deadline for making the modification/completion of already submitted applications.

DPMOII is authorised to **cancel** an already published **call**, in particular, due to insufficient demand on the side of potential applicants. DPMOII will return applications submitted until the time of cancelled call back to applicants. DPMOII will publish the information about cancellation of the call, including the reasoning, on its website.

We recommend the applicants to keep track of DPMOII website until the closing of the call where, if necessary, updated information related to the published present call may be published.

9. Annexes to the Call

1.	Application for registration in the list of expert evaluators for expert evaluation of requests for granting the subsidy in the Pilot project to support experimental development and innovation for the build-up of smart cities in the Slovak Republic
2.	Structured curriculum vitae of the applicant (mandatory structure)
3.	Consent with processing of personal data in line with Act No. 122/2013 Coll. on personal data protection and on amendment to other acts as amended



4.	Affidavit of the applicant
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