



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

as the authority responsible for granting 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

hereby publishes

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

Code of the Call	2079/5740/2017/SRIN
Designation of the Call	1/2017
Focus of requests for granting the subsidy	<ul style="list-style-type: none">• Digitalisation of city management, services to inhabitants and public security• Transport management
Duration of the Call	
Date of publication of the Call	25 August 2017
Date of closing of the Call	25 September 2017 9 October 2017



1. Purpose of the Call

The Deputy Prime Minister's Office for Investments and Informatization of the Slovak Republic (hereinafter only as the "DPMOII") as granting authority of *de minimis*¹ aid is to publish a call in the field of Digitalisation of city management, services to inhabitants and public security or the Transport management.

The purpose of the Call is to set up a list of expert evaluators out of successful applicants for registration in the list of expert evaluators for expert evaluation of technical aspects in the field *Digitalisation of city management, services to inhabitants and public security* (hereinafter only as the "SRIN I. – T"), technical aspects in the field of *Transport management* (hereinafter only as the "SRIN II. – T"), economic aspects in the field of *Digitalisation of city management, services to inhabitants and public security* (hereinafter only as the "SRIN I. – E") and economic aspects in the field of *Transport management* (hereinafter only as the "SRIN II. – E") in order to endure high quality, transparent, objective and expert evaluation of technical and/or economic aspects of request for granting the subsidy.

2. Application 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 requests for granting the subsidy (hereinafter only as the "Applicant") in the field of SRIN I. – T, SRIN II. – T, SRIN I. – E and SRIN II. – E submitted as part of the Pilot support to projects of experimental development and innovations in the build-up of smart cities in the Slovak Republic must submit signed applications for registration in the list of expert evaluators for expert evaluation of requests for granting the subsidy (hereinafter only as the "request")² in the following scope:

Mandatory

- a) application for registration in the list of expert evaluators for expert evaluation of requests 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) extract from the Criminal Records Register, not older than 3 months prior to the date of submitting the application (does not apply to state service employees and employees performing work in the public interest). For non-Slovak residents any document proving integrity and rectitude may be provided;
- e) 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);
- f) signed affidavit of the applicant (Annex 4 to this call).

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

² Make sure you pay increased attention to filling in of the application a fill it in on the basis of instructions provided directly in the documents because every filled in application will, inter alia, represent the basic document for classification of the applicant to the relevant field of specialisation in the list of expert evaluators on the basis of declared skills and experience in different fields.



Optional

- g) other attachments (copies of certificates, documents demonstrating experience in evaluation of projects in the required field, references confirmed by the employer or other documents confirming 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 documents referred to in g) is recommended in order to support information provided in the curriculum vitae.

In case of doubts concerning accuracy of information provided therein, the DPMOII will be authorised to verify accuracy of information submitted by the applicant, based on the call of the DPMOII to submit relevant documents demonstrating meeting requirements and criteria for registration in the list of expert evaluators.

3. Place and manner of submitting applications

Applicants are to submit complete 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 in one of the following manners:

- in person, on business days, to the registrar office of the 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 designated with the reference to the field of evaluation:

- envelopes with applications for expert evaluation of technical aspects in the field of *Digitalisation of city management, services to inhabitants and public security* must be marked with the notice “*Expert evaluator SRIN I. – T*” and “*Do not open*”;
- envelopes with applications for expert evaluation of technical aspects in the field of *Transport management* must be marked with the notice “*Expert evaluator SRIN II. – T*” and “*Do not open*”;
- envelopes with applications for expert evaluation of economic aspects in the field of *Digitalisation of city management, services to inhabitants and public security* or *Transport management* must be marked with the notice “*Expert evaluator SRIN - E*” and “*Do not open*”.



a concurrently in electronic format the application in *.doc/.docx format* and required annexes *scanned in .pdf/.jpg format* to email address:

financujprojekt@vicepremier.gov.sk, with the following subjects of emails to be entered by applicants:

- for applications for expert evaluation of technical aspects in the field of *Digitalisation of city management, services to inhabitants and public security* it is necessary to enter “*Expert evaluator SRIN I. – T*” as the subject of the message;
- for applications for expert evaluation of technical aspects in the field of *Transport management* it is necessary to enter “*Expert evaluator SRIN II. – T*” as the subject of the message;
- for applications for expert evaluation of economic aspects in the field of *Digitalisation of city management, services to inhabitants and public security* or *Transport management* it is necessary to enter “*Expert evaluator SRIN – E*” as the subject of the message.

An application delivered in a timely manner³ means any application delivered in writing and electronic format⁴ to the above address and handed over in person or submitted for postal transport or transport in a different manner no later than on the day of closing of the call and, in electronic format, no later than at 4.00pm on the day of closing of the call.

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

4. Contact data of the Granting authority and the manner 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 forms:

- **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** at e-mail address: financujprojekt@vicepremier.gov.sk.

³ Applications must be filled in 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 not accept delivering of electronic documents in the form of link to an external storage.



- **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 on the phone or in verbal manner cannot be deemed binding and refer to it.

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:

(apply to all applicants in the field of SRIN I.–T, SRIN II.–T and SRIN – E)

1. Integrity (the granting authority reserves the right to request, at any time during the evaluation process, extract from the criminal records register from the selected evaluator that is no more than 3 months old);
2. Capacity to legal actions in the full scope;
3. Impartiality – expert evaluation of requests for granting the subsidy can only be performed by persons impartial from the requesting parties in the focus field of the call with designation 1/2017.⁵
4. PC skills (MS Word, MS Excel), internet;
5. Command of English language (at least at B2 level);
6. Completeness of submitted documents referred to in part 2 of the call.

B. Specific – professional requirements:

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

- i. minimum second degree university education and at least six years of practice 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;
- ii. ability to analyse the economic aspect of projects;
- iii. ability to evaluate projects from financial and economic viewpoint, business models, ability to evaluate effectiveness, efficiency and purposefulness of expenses in submitted requests for granting the subsidy in relation to project goals;
- iv. ability to evaluate administrative and operational capacity of requests for granting the subsidy, including their financial capacity, qualification and experience;
- v. experience in verifying project budgets;

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 the affidavit.



- vi. knowledge of the business environment in the Slovak Republic and the European Union.

or

B.2 For applications for expert evaluation (*SRIN I. – T or SRIN II. – T*):

- i. minimum second degree university education and at least six years of practice in the field of specialisation: technical sciences (one of the following areas: ICT, automation, electronics, energy, digital technologies, applied electrical engineering, machine mechanics, robotics, transport equipment and technology, industrial design, modelling and ergonomics) and alike;
- ii. ability to analyse the technical side of the projects;
- iii. ability to evaluate proposed manner of implementation of planned activities of requesting parties;
- iv. ability to evaluate originality and practical use of projects;
- v. ability to evaluate technical comprehensiveness of projects and professional preconditions of requesting parties for granting the subsidy;
- vi. knowledge of modern and technological trends in the area of smart cities.

C. Personality requirements:

(apply to all applicants in the field SRIN I. – T, SRIN II. – T and SRIN – E)

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

All applicants who are in 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 Selection committee for selection of projects established at the DPMOII (hereinafter only as the “SC”) will be excluded from the selection process.

Expert evaluators can be excluded from the list of expert evaluators, in particular, in the case of reception of a request to deregister by an expert evaluator, due to repeated unavailability of the evaluator for expert evaluation, repeated serious inaccuracies in expert evaluation, detecting the conflict of interests, etc. The decision on exclusion/deregistration from the list of expert evaluators will be delivered to the evaluator in writing.

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

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

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



Any applications that is not delivered in time (in line with the terms specified herein), **will not be included to the assessment and selection** of applications for registration at the position of expert evaluator and the DPMOII will send a notice to such applicant the notice on refusal to register the applicant in the list of expert evaluators with the reasoning.

If any application is incomplete or if the DPMOII has any doubts concerning the completeness or accuracy of information provided in the application and its annexes, the DPMOII **will call upon the applicant to complete missing data, explain unclear data or remedy inaccurate data** and set the deadline for completion, not less than 5 business days of the day of delivery to the applicant.

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

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

7. Further information

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

Let us draw attention of applicants to the fact that they must provide accurate data in applications and their annexes because data provided in the application and its annexes will be used by the DPMOII in the contract for services.

If the DPMOII, after entering into the contract for services, becomes aware of facts indicating that any applicant failed to provide accurate data in the application and/or its annexes, especially, 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, the DPMOII will be authorised to exclude such expert evaluator from the process of expert evaluation as well as from the list of expert evaluators, with the reasoning that if the 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.

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



Because of the risk of misuse of information provided in requests for granting the subsidy and their annexes, as well as in order to exclude partiality in the course of evaluation of request for granting the subsidy, the expert evaluators will be obliged, at the signing of contract for services, to also sign 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 expert evaluation as well as exclude the expert evaluator from the list of expert evaluators, with the reasoning that if the 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 of impartiality, non-disclosure of information and exclusion of the conflict of interests, it would have not selected the applicant for expert evaluator neither would have entered into the contract for services.

Expert evaluators who will be, in a draw, assigned requests for granting of 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 scheme of the *de minimis* aid under auspices of the 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 or to find a more suitable setting, the DPMOII will be authorised to modify the call.

Applicants will be authorised to modify or complete applications submitted before the deadline if such modification requires so. In such case, the 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.

The 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.

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

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