



FONDAZIONE ACCADEMIA ITALIANA MARINA MERCANTILE

Via Oderico 10, 16145 Genova
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Fax: 010 3705599 – Pec: faimm@pec.it
www.accademiamarinamercantile.it
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Contracting authority: European Commission
REGULATIONS FOR THE ESTABLISHMENT OF A LIST OF EXPERTS FOR THE IMPLEMENTATION OF THE PROJECT "COPING CLIMATE CHANGE AS A CAUSE OF CONFLICT IN WEST AFRICAN COASTAL COMMUNITIES WEST AFRICA."
(REFERENCE: EuropeAid/171952/DH/ACT/Multi)

Prot. N. 946

Art. 1 - Object of the regulations

Fondazione Accademia Italiana Marina Mercantile (FAIMM), within the framework of the EU project EuropeAid/171952/DH/ACT/Multi "Coping with Climate Change as a Cause of Conflict in Coastal Communities of West Africa," has established a List of Experts for the awarding of professional assignments aimed at the implementation of the activities of research, development of institutional tools, training and dissemination of good practices in the area of preventing the impact of climate change on social, economic and political conflict situations in the coastal areas of West Central Africa, as envisaged by the activities of the project.

The List of Experts will be accessible online in the section "Transparent Administration - Calls for Tenders and Contracts - Register of Suppliers, List of Companies and Professionals" accessible from the institutional website of FAIMM www.accademiamarinamercantile.it

The objective of Fondazione Accademia Italiana Marina Mercantile is to gather professional profiles having specific skills and professional experience to be entrusted, in relation to the needs related to the activities of the community project "Coping with Climate Change as a Cause of Conflict in Coastal Communities of West Africa" and subject to a selection procedure, professional assignments in the form of in-house consultants (as provided by the Community Management Regulation applied to the said project) in the following areas:

- 1) Prepare and conduct training activities to selected representatives of coastal communities and law enforcement and coast guard officials in Nigeria and other Central West African countries, including identification of best practises, preparation of needs analysis, preparation of training plans.
- 2) Support the implementation of an institutional capacity building plan for the coastal communities to which the project is aimed at, also contributing to the identification of environmental risk factors likely to contribute to conflict dynamics and to the definition of interventions to counter them aimed at improving the resilience of the above mentioned communities.
- 3) Prepare reports and documentation about the activities carried out, as required by the regulations of project implementation.

The above training activities will be carried out in the West Africa areas. Except for the operational needs of implementing of the project, the activities may be carried out by the assigned experts without location constraints.

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Any assignments will be made on the basis of the specific needs of the programs and activities of FAIMM, depending on the candidates' skills and of their willingness to take on the assignment under the proposed conditions of FAIMM.

The list of the Experts is an open type directory and all interested parties may proceed, at any time, to apply for registration, deletion or updating of the data entered in it.

Art. 2 - Rules of enrollment

The subscription to the list is made through the submission of an Application Dossier, consisting of:

- application for subscription in the list, prepared according to the forms attached to these regulations (Annex A);

- curriculum vitae, drawn up according to the European format, containing general data, professional and educational qualifications from which the skills and specific experience gained in academic and professional fields, rendered in self-certification form;

- photostatic copy of a valid identity document of the undersigned.

The statements made and signed in the application form and in the curriculum vitae are given the value of self-certification, so it is not necessary to attach documentation proving the qualifications and experience achieved.

Applications without the declarant's signature, incomplete, inaccurate or not corresponding to the minimal entry criteria, will not be considered.

The application dossier must be submitted by email to info@c7westafrica.org

The subject line e-mail should read: "CANDIDATION FOR INCLUSION IN THE LIST of EXPERTS FOR THE PROJECT: "Coping with Climate Change as a Cause of Conflict in Coastal Communities of West Africa."

FAIMM assumes no responsibility for communications not received due to inaccurate address information provided by the applicant, or for failure or late communication of the change of address indicated in the application, nor for any postal misunderstandings or telegraphic or otherwise attributable to the acts of third parties, fortuitous events or force majeure.

Art. 3 - Entry Requirements

- 1) Enjoyment of political rights;
 - 2) Not having criminal convictions disqualifying from voting;
 - 3) Not incurring the causes of incompatibility provided by Legislative Decree No. 39 of April 8, 2013.
- The required performance of experts is highly qualified, as the search is aimed at candidates with a particular and proven professional specialization, possessing a master's degree or equivalent degree or with full university educational courses defined by their respective curricula, aimed at the required specialization, in addition to proven professional competence in the field of support to Public Administrations, National or Regional, in the field of community resilience development coastal and/or combating environmental crimes at sea or in coastal areas.

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Equal opportunity between men and women is guaranteed for access to positions, while the following are not allowed to apply from companies, associations, public and private research organizations, etc.

The successful candidate who is a civil servant has the charge of producing the clearance of his or her employing entity prior to the conclusion of the contract.

All requirements must be possessed on the date of submission of the application for inclusion to the list and must continue to exist until the contract is signed.

A finding of the lack of even one of the requirements, or failure to declare their possession, will result in the rejection of the application for registration.

Art. 4 - Examination of applications for listing

The examination of applications for inclusion in the list is solely for the purpose of verifying the completeness and truthfulness of the documentation. FAIMM reserves the right to verify the truthfulness of the data indicated in the declarations and curriculum vitae and to request at any moment the transmission of documentation proving what has been declared.

All candidates meeting the specified requirements will be included in the list in alphabetical order and they will be notified of their registration by email.

Enrollment will be made within 20 days after submission of the application. It does not imply any right to obtain a professional assignment from Fondazione Accademia Italiana Marina Mercantile.

It is the right of the registered experts to obtain an update of the data contained in the list in the same manner with which they apply for registration.

Art. 5 - Conflict of Interest

To ensure independence in the implementation of the activities of the project "Coping with Climate Change as a Cause of Conflict in Coastal Communities of West Africa", the experts, at the moment of the assignment, must explicitly declare that there are no conflicts of interest between the services for which they receive the assignment and the professional activity they usually perform. The appointees must, in addition, undertake to guarantee the utmost confidentiality in the handling of information and documents of which they will become aware.

Art. 6 - Awarding of assignments

Whenever, for needs related to the management of programs and activities, FAIMM should need to make use of one or more professionals on the list, it will proceed to the constitution of a selection committee that will be specially appointed by the General Director of the Institution.

The Commission will proceed to a selection of the profiles of the professionals most suitable for the specific assignment object of the selection, based on the analysis and evaluation of their academic-scientific skills and professional experience, according to the following criteria:

a. Points from 0 to 70: professional competence will be evaluated, based on the work experience previously achieved by the candidate in the disciplinary fields to which the assignment will be related, including previous experience in carrying out similar assignments at other projects funded by the EU.

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b. Points from 0 to 30: the candidate's level of education will be evaluated, with particular regard to the Degree and university specializations relevant to the area covered by the assignment and/or other academic or research degrees.

For all candidates, excellent knowledge of English language, both written and spoken, is essential condition for selection.

Applicants with an overall score of 60/100 or higher will be considered eligible.

In the event of a tie, the younger age will constitute a priority in the ranking list.

At the end of the selection phase, the Commission will draw up the merit list for each assignment, based on the overall mark achieved by each candidate.

The General Director of FAIMM approves the ranking list and offers the assignment to the first in the ranking list.

Without prejudice to the criminal penalties provided for in Article 76 of Presidential Decree 445/2000 for the hypothesis of false statements, if checks reveal the untruthfulness of the declaration made by the competitor, pursuant to Art. 75 of the same D.P.R. 445/2000, the same shall forfeit any benefits arising from the measure issued on the basis of the untrue statement.

FAIMM may proceed with direct awards to experts (provided that they are registered on the list) without going through the comparative procedure in the following cases:

- (a) complementary work services, not included in the main assignment already awarded, if supervening reasons have determined its necessity for the overall final result; in this case the complementary activity may be entrusted, without any comparative selection, provided that it cannot be separated from the original one, without detriment to the objectives or programs pursued by the original assignment;
- (b) documented situations of particular urgency or seriousness, not attributable to the Entity, which do not permit the completion of the comparative procedure.

If, for certain activities included in the List referred to in Article 7 below, FAIMM deems it appropriate to proceed to entrust them to personnel through the stipulation of a contract of employment, the same will proceed to the publication of an appropriate public notice of public selection under the terms and conditions set in its "Regulations for the Recruitment of Employees";

in this case the experts on the list constituted will be informed by e-mail of this circumstance and, if interested, must, in any case, submit their applications under the terms and conditions specified in the notice published on the institutional website of the Foundation in the section LAVORA CON NOI (Work With Us).

For everything not made explicit in terms of assumptions, criteria and operating procedures for the awarding of assignments, the normative reference is Article 7, paragraph 6 of Legislative Decree 165/2001 and subsequent amendments introduced by Decree Law July 16, 2020 No. 76 converted by L. 120/2020.

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Art. 7 – Remuneration

The compensation for each assigned task will be determined in consideration of the budget provided by the project and outlined below:

Budget category	Total number of days	Total €
5.9.2 International Law enforcement trainers	150	56.6625,00 €

The above fees are inclusive of VAT if due. In case of need for more additional assignments in addition to those indicated in the table, the table will be updated by means of an appropriate notice in the section “Lavora con noi” (Work with us) of the website www.accademiamarinamercantile.it. The above-mentioned assignments and thus the maximum economic compensation limits indicated above, may be entrusted to a single expert or divided between two or more collaborators, depending on the needs envisaged by the project.

For all the profiles, the activity required experts consists of:

- Technical assistance and/or training to the beneficiaries, including the drafting of technical documents on planning and technical, economic and regulatory management;
- drafting of related reports on the performance of activities carried out, operated on each month of work;
- missions in at the operational headquarters of the beneficiary subjects, at the request of FAIMM, to carry out the above activities.

In the case of missions to West Africa, air travel expenses will be borne directly by FAIMM, if this is not possible the experts will be reimbursed for the expenses incurred. A maximum per diem of EUR 225 per night spent on the mission will be paid to cover the costs of food, accommodation and local transport.

Art. 8 - Modalities and terms of execution

The services entrusted to the persons included in the list of experts, given the case in point and the manner of execution, will be carried out without any constraint of subordination and without inclusion in the corporate organization of FAIMM.

The services entrusted to the persons included in the list of experts will be carried out in a manner and terms of execution of the assignment consistent and in accordance with the requirements of the Contracting Authority (EU) on the subject of in-house consultants. In particular, the experts, in the execution of the assignment, will have to:

- follow the guidelines and instructions issued by FAIMM;
- prepare reports of the activity performed and, in general, the documentation required by the Contracting Authority (EU) for reporting purposes;
- complete the time-sheets based on the forms and related instructions issued by FAIMM for reporting purposes.

The results obtained and products delivered under the activities covered by this contract, including

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any patents/copyrights, will remain the property of FAIMM, which may dispose of them fully and freely.

Art. 9 - Processing of personal data

Data will be processed in accordance with Articles 13 and 14 of Regulation (EU) 2016/679 (GDPR). FAIMM will process the personal data in the application for inclusion in the list or possibly communicated with documents supplementing the application, by applicants. The legal basis for the processing is based on Article 6 paragraph 1 letter e) and Articles 9 and 10 of the GDPR.

The Data Controller

Fondazione Accademia Italiana Marina Mercantile

Tel. +39 010 3622472 - info@faimm.it

DPO – Data Protection Officer: Studio Legale Arché (privacy@faimm.it)

The data provided will be processed for the management of the listing procedure and for the eventual assignment appointment.

The personal data of the candidates are processed by the members of the commission, the administrative offices in charge for selective procedures and by those in charge of formalizing appointments, etc.

It should be noted that the data are processed with or without the aid of electronic instruments; in the latter case, the systems are equipped, in accordance with the provisions of Chapter IV of Regulation (EU) 2016/679 of security measures to prevent data loss, illicit or incorrect use and unauthorized access (e.g. profiling of data base access permissions).

The management of paper-based data (e.g., the management of applications for participation) involves measures of specific organizational security, communicated to the committees, to be adapted to individual cases (e.g., keeping under lock and key of the applications, their storage in the FAIMM archives, non-disclosure of information).

FAIMM may acquire certain information ex officio to verify statements submitted by applicants.

Concerning the retention period of personal data contained in applications for participation, or in documents attached to them, please refer to the principles set forth in Article 5 EU Regulation 2016/679, for a period of time not exceeding the achievement of the purposes and with specific regard to the principle of limitation of storage referred to in Article 5 (e) of EU Regulation 2016/679. The provision of data is necessary for the achievement of the above-mentioned purposes.

In the absence of such data, it will not be possible to proceed with inclusion in the list.

Personal data are processed in accordance with Articles 6 paragraph 1, 9 and 10 of the GDPR.

The person to whom the personal data refer enjoys the rights under sections 2, 3 and 4 of Chapter III of the Regulation (EU) 2016/679.

In particular, he/she has the right to request from the data controller: access to the personal data and rectification, the cancellation of the same, restriction of the processing concerning them, opposition to their processing and to the portability of the data.

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These rights can be exercised by writing to the Data Processor, Mrs Paola Vidotto (direttore@faimm.it)

Art.10 - Advertisement and Information

These regulations and the notice for the submission of applications will be published on the website www.accedemiamarinamercantile.it

Art. 11 - Person in charge of the procedure

The person in charge of the procedure is the General Director of FAIMM, Mrs Paola Vidotto.

07/06/2023

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