



Staff Exchange

Call for Expressions of Interest. Terms and Conditions.

The M4EG Secretariat is pleased to announce a Call for Expressions of Interest for Staff Exchange (SE) missions, aimed at supporting the M4EG Signatories in implementing their Local Economic Development Plan (LEDP), through sharing best practices and expertise from the European Union and the Eastern Partnership (EaP) countries. More information on the terms and conditions for the SE activities implementation is available below.

*The Expressions of Interest (see template in the attachment) shall be submitted by **30 January 2019** in an electronic format to info@m4eq.eu. The application shall be written in English or, in duly justified cases, Russian.*

I. Objective:

The main objective of the SE activity is to facilitate the exchange of knowledge and best practices in the sphere of local economic development through personal mentorship/ expert support provided to the M4EG Signatory (Beneficiary) municipalities by experienced peer professionals from municipal civil service in the European Union or in other countries of the EaP region.

II. Basic Vocabulary:

A Staff Exchange (SE) mission - a professional visit (tentative length around 4-5 working days) of a selected representative of a municipal administration from another country, which is conducted with the aim to provide/receive expert support to the Beneficiary municipality.

Beneficiary municipality – an M4EG Signatory municipality/ city, which has been selected based on their Expression of Interest for the SE activity, with the general goal to facilitate the successful implementation of their LEDP.

Service providing municipality – a municipality which is providing expertise on the topic, specified in the Expression of Interest from a Beneficiary municipality. It could be a municipality from the EaP region or the European Union, which has been showing very good results in the area of expertise requested by the beneficiary.

Expression of Interest – a written statement from a Beneficiary municipality with the justification of the SE mission request, its goals and objectives, the scope of work, as well as expected outputs of the activity. The contents of the Expression of Interest will be the grounds on which the decision to fund the activity will be taken, and the Service Providing Municipality will be identified.

SE scope of work – concrete proposal for collaboration of the Beneficiary and a Service Providing municipality, based on the beneficiary needs and capacity gaps. The SE scope of work specifies the tasks to be performed, the roles and responsibilities of both parties, and the expected outputs of the mission. Examples of SE eligible scope of work can include, but are not limited to, the following:

- *Review relevant documents (LEDP, investment proposal, economic development project, local policy document, business plan, organizational structure and arrangement document, etc) and provide expert inputs/recommendations to it;*
- *Deliver a presentation/lecture/workshop to the municipal staff of the Beneficiary municipality on the best practices in specific area;*
- *Conduct a feasibility assessment of a LED project/ policy proposal/ other;*
- *Take part in some relevant event/ activity in an expert capacity, provide inputs;*
- *other*

Visiting administration – the municipal administration, which delegates a specialist for a SE mission to another country. It can be both a Service Providing or a Beneficiary administration.

Hosting administration – the municipal administration, which receives a specialist from another country under a SE mission. It can be both a Service Providing or a Beneficiary administration.

VI. Eligibility:

Only Acting M4EG Members (those, who have submitted their LEDPs and got them approved), are eligible to take part as Beneficiaries of the SE activities.

V. General Provisions:

- The M4EG Secretariat will organize and finance up to **18** SE missions, which will take place from 1 April 2019 to 31 December 2019, with the length of **4-5 working days** each.
- The Beneficiary municipalities for the SE activities will be determined through a competitive selection based on the submitted Expressions of Interest, stating the needs, objectives, the scope of work, and expected outputs of the SE activity (see the *Expression of Interest* template and the *Evaluation Criteria*).
- A Beneficiary municipality can make a justified request to be either the Visiting or the Hosting administration. However, the option of a Beneficiary acting as a Hosting

municipality is considered preferable, as it allows higher institutional capacity building of the administration in question.

- The M4EG Secretariat is responsible for identifying the Service Providing municipalities based on the SE requests in the selected Expressions of Interest and making a concrete SE mission proposal to the Beneficiary.
- In case the Beneficiary Municipality declines the SE mission proposal, it loses the chance to participate in the SE activity.
- In case the M4EG Secretariat is unable to identify a Service Provider matching the SE mission request, the Beneficiary might be offered alternative capacity building solutions.
- A three-party agreement will be concluded between the M4EG Secretariat, the Beneficiary Municipality, and the Service Providing Municipality, stipulating the scope of work for the SE mission, the expected outcomes, the respective roles and responsibilities of the parties, as well as the budgetary arrangements.
- The M4EG Secretariat will cover all the costs associated with SE missions, including travel, accommodation, translation, and a subsistence allowance. However, in-kind and other contributions from participating municipal administrations in the form of, for example, free municipal accommodation, or covering part of the costs from the municipal budget will be very welcome.
- A short report from both the Service Providing and the Beneficiary Municipalities shall be submitted to the M4EG Secretariat on the scope of work performed and the expected outputs achieved as the result of the SE mission.

For further information please contact the M4EG Country Coordinator in your country or Mayors for Economic Growth Central Office:

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