

INVITATION TO PARTICIPATE IN A CENTRALISED COMPETITIVE PROCEDURE FOR SELECTION OF EXTERNAL EVALUATORS IN THE AREA OF SCIENTIFIC RESEARCH¹

Pursuant to Article 14 (1) and (8) of Council of Ministers' Decree No 162/2016, laying down detailed rules for grant award under the programmes co-financed by the European Structural and Investment Funds in the programming period 2014-2020, **the Central Coordination Unit under the administration of the Council of Ministers of the Republic of Bulgaria invites all interested persons to participate in the second centralised competitive procedure for selection of external evaluators for grant award procedures.**

1. Professional areas of the competitive procedure:

- 1.1.** Scientific research in the area of mathematical sciences and informatics;
- 1.2.** Scientific research in the area of natural sciences;
- 1.3.** Scientific research in the area of technical sciences;
- 1.4.** Scientific research in the area of medical sciences;
- 1.5.** Scientific research in the area of agricultural sciences;
- 1.6.** Scientific research in the area of social sciences and humanities.

2. Commitments of the external evaluators

The external evaluators may be involved in evaluation committees as regular members, alternate (reserve) members or assistant evaluators. The members of the evaluation committees will take part in activities for evaluation and ranking of project proposals submitted for grant award procedures under the programmes co-financed by the European Structural and Investment Funds. Assistant evaluators will assist in the evaluation activities, and their involvement will be limited to the stages of the evaluation set out in the appointment order for the respective evaluation committee.

The external evaluators selected under this competitive procedure may only participate in the technical and financial evaluation of project proposals.

The working languages of the evaluation will be Bulgarian or English, and evaluators must be fluent users in writing and speaking of at least one of these two languages.

3. Requirements for the external evaluators:

- 3.1.** External evaluators must hold a PhD degree;
- 3.2.** External evaluators must have had at least 10 years of experience in the specific professional area, as per item 1 above, after acquisition of their PhD degree;
- 3.3.** External evaluators must meet the following additional professional experience requirements in accordance with the relevant professional area:

¹ The external evaluators in the area of scientific research may be invited to participate in the evaluation of project proposals under the grant award procedures funded by the Operational programme "Science and Education for Smart Growth 2014 – 2020" and Operational programme "Innovations and Competitiveness 2014 - 2020". More information about the grant award procedures can be found on the websites of the Managing authorities of the Operational programmes: <http://sf.mon.bg/> and <http://www.opcompetitiveness.bg/>.

- **For the professional area “Research in the area of mathematical sciences and informatics”** external evaluators must have published minimum 20 scientific articles in the relevant area that are indexed in the Web of Science and/or SCOPUS databases, as well as have an h-index (Hirsch index) equal to or greater than 8.
- **For the professional area “Research in the area of natural sciences”** external evaluators must have published minimum 40 scientific articles in the relevant area that are indexed in the Web of Science and/or SCOPUS databases, as well as have an h-index equal to or greater than 10.
- **For the professional area “Research in the area of technical sciences”** external evaluators must have published minimum 30 scientific articles in the relevant area that are indexed in the Web of Science and/or SCOPUS databases, as well as have minimum 40 citations indexed in the same databases.
- **For the professional area “Research in the area of medical sciences”** external evaluators must have published minimum 40 scientific articles in the relevant area that are indexed in the Web of Science and/or SCOPUS databases, as well as have an h-index equal to or larger than 10.
- **For the professional area “Research in the area of agricultural sciences”** external evaluators must have published minimum 30 scientific articles in the relevant area that are indexed in the Web of Science and/or SCOPUS databases, as well as have minimum 40 citations indexed in the same databases.
- **For the professional area “Research in the area of social sciences and humanities”** external evaluators must have published minimum 1 monograph and minimum 30 scientific articles in the relevant area that are indexed in the Web of Science, SCOPUS and/or Harzing’s Publish or Perish databases, as well as have minimum 60 citations indexed in the same databases.

NB: For each professional area at least 5 of the listed scientific articles must have been published in the last five years² in scientific journals indexed in the Web of Science, SCOPUS and/or Harzing’s Publish or Perish databases (only those databases are used which are specified above for the respective professional area).

- 3.4.** External evaluators may not have been convicted for intentional offence subject to public prosecution with an effective sentence unless they have been rehabilitated;
- 3.5.** External evaluators may not have been deprived of the right to practice a profession or an activity relating to the area of their professional competence;
- 3.6.** External evaluators may not have been issued with an injunction;
- 3.7.** External evaluators must have general computer literacy enabling their participation in the evaluation of project proposals conducted entirely electronically.

² As of the date of submission of the Application for participation in the competitive procedure.

4. Application package

- 4.1. Application for participation in the competitive procedure in accordance with the model form³ annexed to this Invitation.
- 4.2. Declaration demonstrating compliance with the requirements specified in items 3.4., 3.5., 3.6. and 3.7. in accordance with the model form annexed to this Invitation.
- 4.3. To demonstrate compliance with the requirement specified in item 3.2. at least **one of the following documents**⁴ may be used: list of scientific publications which certifies that the candidate has published at least one article in 10 different calendar years with a web-address in Web of Science, SCOPUS and/or Harzing's Publish or Perish databases, allowing a verification check of the list; official letters from employers; contracts; employment/service records or other relevant documents verifying the existence of at least 10 years' experience of the applicant in the relevant professional area after acquisition of a PhD degree - provided in original or in copies signed by the applicant.
- 4.4. To demonstrate compliance with the requirements specified in item 3.3.:
 - A copy signed by the applicant of the front page(s) of the monograph (if required for the professional area in accordance with item 3.3.) showing the title of the monograph, the publishing house and the year of publication.

NB: In the selection of concrete evaluators from the already approved list of external evaluators for a specific grant award procedure, the relevant managing authority will have the right to request evidence or confirmation of the data specified in the application and the declaration.

The Application and its supporting documents must be submitted in Bulgarian or in English.

5. Terms of conduction of the competitive procedure

The competitive procedure is governed by the provisions of Article 14 of Council of Ministers' Decree No 162/2016, laying down detailed rules for awarding grant aid under the programmes co-financed by the European Structural and Investment Funds in the programming period 2014-2020:

- *Any interested person may submit a written application in accordance with the model form approved by the Deputy Prime Minister for European Funds annexed to this invitation;*
- *All applications received within the specified period will be reviewed to establish the compliance of the applicant with the requirements. A verification check of compliance with the requirement specified in item 3.1. will be done by the National Centre for Information and Documentation (NCID) in the performance of its function as National Centre for Academic Recognition and Mobility under the Ministry of Education and Science of the Republic of Bulgaria;*
- *A check list of the compliance of the applicant with the requirements will be drawn for each application;*

³ Approved by Order No P-55/13.03.2017 of the Deputy Prime Minister for European Funds.

⁴ To demonstrate compliance with the requirements the applicant may submit one or more documents, depending on the duration of the period to which they relate.

NB: *If during the compliance check it is established that an applicant has failed to produce any of the documents specified in item 4 or has produced the documents but not in the required form, the documents will be requested additionally via **an electronic message sent to the e-mail address specified in the Application.***

*Any missing and/or non-compliant documents will be requested additionally from the applicants only once, and the deadline for their submission will be **5 working days of the date of sending the electronic message.***

- *All applicants approved after the verification check will be entered in a list, which will be approved by the Deputy Prime Minister for European Funds and published in the Unified Management Information System for the ESI Funds (UMIS 2020) within one month of the deadline for submission of applications;*
- *The list of external evaluators will include at least the following information:*
 1. *Names of the expert as per ID document;*
 2. *Postal address and e-mail address for correspondence, phone number, fax number etc.;*
 3. *Acquired educational degree and speciality;*
 4. *Area of professional competence;*
 5. *Information about the professional qualification, additional qualification, if any, and practical experience relevant to the declared professional competence.*
- *The names of approved evaluators and their areas of professional competence will also be published in the single information portal www.eufunds.bg;*
- *The list of external evaluators will be supplemented by holding a new competitive procedure not later than three years of the date of publication.*

NB: *The inclusion of an applicant in the list of external evaluators does not guarantee participation in evaluation committees. The selection of external evaluators for any specific grant award procedure will be made by the relevant managing authority:*

- *In accordance with the subject of the procedure and the experience and qualification of the evaluators;*
- *In observance of the principles of non-discrimination and equal opportunities;*
- *After verification of a lack of conflict of interests with the applicants in the relevant grant award procedure, as well as with their partners.*

The selection will be made using a methodology approved by the head of the relevant managing authority or another similar document.

6. Deadline for submission of applications: 18 April 2017. The deadline for submission of applications electronically or by fax is 23:59 on 18 April 2017.

7. Method of submission of applications

Applications for participation in this competitive procedure can be submitted in either of the following ways:

- Electronically – at the correspondence e-mail address: oceniteli@government.bg. The Application and the annexes to it must be signed by the applicant and attached as scanned copies to the electronic correspondence.
- By fax: +359 2 940 25 26

- In person, by courier or by post to:

*Directorate "Central Coordination Unit"
Council of Ministers of Republic of Bulgaria
1 "Dondukov" Avenue.
1594 Sofia
Bulgaria*

8. Remuneration

The remuneration of external evaluators for the stage of technical and financial evaluation will be calculated on the basis of a single hourly rate amounting to BGN 110 (approximately Euro 55) per hour, based on an 8-hour working day.

For each specific grant award procedure the relevant managing authority may specify a maximum duration for the technical and financial evaluation of one project proposal.

NB: In accordance with Article 14 (10) of Council of Ministers' Decree No 162/2016, the maximum total gross remuneration which a person referred to in Article 13 (1) (2) of the Decree may receive for work as external evaluator is BGN 30,000 (approximately Euro 15,000) per calendar year.

In accordance with Article 14 (11) of the said Decree, by 31 January of each year, the information about the remunerations of the persons referred to in Article 13 (1) (2) received in the previous calendar year for their work as external evaluators, will be published in the central information portal.

9. Documents for information

- 9.1.** Model checklist of compliance of the applicants in the competitive procedure with the specified requirements.