



This Project is funded by the European Union

CALL FOR EXPRESSION OF INTEREST

Individual Experts to work as staff at the offices of ERFC Thessaloniki, Greece, in the framework of the Black-Sea funded project: “CULTURE EXchange Platform - CULTUR-EXP”

ERFC, Thessaloniki, Greece

07/02/2014

Aim of the call

This call of expression of interest is published by European Regional Framework for Co-operation (ERFC) in the framework of the implementation of the project called "CULTURE EXchange Platform - CULTUR-EXP" funded by the EC Black Sea Programme.

The aim of the call is to collect the expression of interest of individual experts who are willing to work as staff, at the offices of ERFC at Thessaloniki and perform specific tasks for the successful implementation of the project's activities that are detailed here below.

The project "CULTURE EXchange Platform - CULTUR-EXP"

GENERAL FRAMEWORK & Objectives:

The overall objective is to enable the cross-border exchange of culture by providing an innovative, multi-lingual IT platform, based on available open source social platform solutions and adapted for culture producers (artists, etc.), culture operators (museums, festivals, etc.) and other actors of the culture market. The platform will be an online tool, where all entities related to the culture will be able to advertise, discuss and organize cultural assets and events in the region. The platform will also be an important source of information about the culture and related cultural events (artists, operators, events) for the culture consumers.

<Specific objective(s)>

There are three specific objectives:

1. To provide the platform with the following functionalities:

- **User presentation module** - will be used to create and store platform users' own profile, the user presentation module will be able to support:
 - **Artists:** allow digitized samples of own art, express interest in types and geographical locations of performance events, interest in particular arts or culture areas.
 - **Culture infrastructure owners:** inventory of performance sites operated and available to artists, timetable of the events and availability.
 - **Culture operators:** description of activities, schedule of planned events.
- **Event scheduler** - a sort of thematic calendar, where platform participants will be able to locate and advertise their events.
- **Culture browser** - this module will provide a catalogue and search facility for any type of content on the platform. It will be tailor-made to enable searching the content (e.g. events) by art, region, operator, artist, etc. It is assumed that there will be a possibility to interface with 3rd party systems to provide the schedule other important 3rd party events.
- **Collaborative tools** - the popular collaboration tools (videoconference, chat) will be integrated so the platform users will be able to work online for preparation of common events.
- **Announcement boards** - a functionality allowing for posting messages, announcements related to culture.
- **Thematic discussion/reflection spaces** - where users from different areas, cultures may freely participate and express their opinions on events, art, tradition.

2. To provide rich content on the platform - by attracting, encouraging and training culture providers to advertise on the platform, and (for some participants) - to provide own cultural content.

3. To ensure the uptake of the platform by the users - by disseminating, advertising, training activities.

Description of staff work - Remuneration

The following staff is required to work for the project:

1. Liaison officer (1), Greece, (working 40% over 24 months, part time salary 2.000,00 EUR)- No. of units: 24X40%- unit rate 14.400,00 €

Tasks:

ERFC is responsible for the implementation of GA6. Visibility of the Action related to the dissemination and advertisement of CULTURE-EXP to the culture communities. The visibility activities will be divided into two phases, the first phase, until the platform is implemented and operational, will focus on disseminating the project to the culture producers and operators in order to ensure their participation in the platform and their cooperation at content migration process. The actual platform dissemination will start with the first content migrated to the platform and will last until the end of the project. Dedicated liaison officer and subcontracted 2 communication experts will be provided by EFRC to ensure wide participation in the platform by external culture owners, producers and operators. For that purpose EFRC will prepare online training, external media events, and identity pack to be used by the platform and during all related events. Different tasks of GA6 will be performed during whole project.

ERFC is also responsible for the implementation of the GA7 for its own part of the project implementation, thus the ERFC Liaison Officer will be generally responsible for the coordination of the project activities on behalf of ERFC and monitor the technical and financial project reporting, as well as communicate with the other project partners for safeguarding sound project implementation on behalf of ERFC, making sure that the outputs of the project activities reached high standard quality requirements.

(Detailed description of tasks, time and days of work, conditions, liabilities, will be agreed upon work contract signature)

Qualifications:

The candidate liaison officer should have:

A university level degree or equivalent

Professional experience in managing projects (technical or financial management)

Excellent command of English (written and oral)

Way of payment: Payments of staff salaries will be performed following completion and signature of timesheets and cash flows of the project

Travel expenses: If staff members are needed to travel for the project purposes, they will receive reimbursement for his/her travel and accommodation expenses according to the rates applicable to the contracting authority's staff that foresee economy class tickets for air travel and rates for hotel costs and on the basis of original supporting documents.

Submission documents

Applicants are invited to express their interest in a form of a letter signed by them, accompanied by their detailed CV and deliver it **by hand or via post**, with the following reference: "Call for Expression of Interest-Staff - "CULTURe EXchange Platform - CULTUR-EXP" to: ERFC, Head Offices: Platonos 33, 25100 Aegion, for the attention of: Mr., Nikolas Petropoulos, **No later than 10/03/2014 at 12:00.**

Request for clarifications

For any questions, clarifications, enquiries or comments, interested candidates are advised to send an email to erfc@otenet.gr, by **19/02/2014**. Answers will be provided at a maximum of three (3) calendar days from the date of clarification request.

Assessment of applications

An evaluation committee will assess the CVs that the candidates have submitted.

The procedure that will be followed for the allocation of grades and the final ranking of all applications is described below. All applications will be ranked in descending order of their final score.

The criteria and maximum scoring are the following:

For Liaison Officer:

A/A	Criteria for Liaison Officer	Max Points
1	University degree or equivalent	30 points
2	Professional experience in managing projects (technical or financial management)	40 points
3	Written and oral command of English	30 points

Contract

The contract which shall be signed between ERFC and the selected staff will detail the tasks to be performed, the exact number of working days to be paid, the remuneration per man day, as well as other standard terms and conditions applicable to work contracts. If candidates wish to see a model contract among ERFC and a staff member, they are entitled to request it before the deadline for submitting their application. Prior to the signature of a contract, by both sides, ERFC has no obligation to refund the selected candidate for any costs incurred.

General Terms and Conditions applicable to this Call for Expression of Interest

All documents submitted by the candidates will be regarded as confidential (according to the Greek Law 2472/97).

Expenditure on preparing, submitting applications and traveling to the head offices of ERFC for submission will not be reimbursed by ERFC.