

CALL

**for the selection of 3 experts specialised in the field of
Tax procedure — in particular tax enforcement and VAT,
as part of the “Judicial Training and Capacity Building” project,
financed by the Norwegian Financial Mechanism 2014-2021**

The Romanian Superior Council of the Magistracy- Project Promoter, in partnership with the Romanian National Institute of Magistracy, the Romanian National School of Clerks and the Norwegian Courts' Administration, under the pre-defined project "**Judicial Training and Capacity Building**"¹, funded by the Norwegian Financial Mechanism 2014-2021, is launching a call for the selection of **3 specialised experts – judges, prosecutors, academics or other legal specialists** - in order to deliver, as part of a team of experts, **12 training sessions for judicial staff in the field of *Tax procedure — in particular tax enforcement and VAT.***

To participate in the selection procedure, please submit all the required documents until **11th of May 2020** (please refer to point 3 below), in electronic format, to the e-mail address: diana.carpen@inm-lex.ro.

1. Project description

The general objective of the project is to strengthen the judiciary, by improving its efficiency, as well as to develop the concept of European legal culture at the national level of the judicial system in Romania. The professional training provided within the project (130 training activities) will consider the relationship between the European perspective and the national perspective, allowing judges, prosecutors and other legal professionals to fully understand and apply the European legal concepts in their professional activity, at a national level.

2. Purpose of the selection procedure. Specific tasks

As part of the pre-defined project, 12 seminars in the field of *Tax procedure — in particular tax enforcement and VAT* will be organised, aiming at providing training to approximately 240 Romanian judges, prosecutors and other legal professionals in the field and will be structured in an interactive format. The seminars will be organised over a period of two days during the estimated period 1st of October 2020- 28th of February 2022.

¹ Information on Norwegian Financial Mechanism are available on <https://eeagrants.org/>. Additional information on the pre-defined project "*Judicial Training and Capacity Building*" are available on www.csm1909.ro and <https://sites.google.com/csm.csm1909.ro/mfn-2014-2021-en/home> .





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The experts will have to fulfil the following specific tasks:

- attending a preliminary meeting of the team of experts, in Bucharest, Romania, subject to reimbursement;
- participating to the planning and conducting of the training activities and closely cooperating with the team of experts;
- drafting the training materials and using the specific templates/visibility elements of the Norwegian Financial Mechanism 2014-2021, according to the [Communication and design manual](#);
- delivering 12 training sessions of 2 days each, in close cooperation with the other experts. The expert's presence is mandatory throughout the duration of the seminar and each seminar will be delivered by a team of experts (2 national and 1 European expert);
- maintaining a permanent contact with the National Institute of Magistracy for all issues related to the organisation of the training activities;
- submitting the request for payment and the supporting documents, according to the specific contractual provisions.

3. Profile of the experts. Procedural aspects

The expert will meet the following **minimal professional experience requirements** for performing the assignment:

- minimum 6 years of experience as a judge or prosecutor (for judges and prosecutors), or minimum 6 years of experience as a specialist in financial tax law and related fields;
- other supporting documents where appropriate: certifications, references/letters of recommendation, any other documents that can support the candidate's claims towards meeting the qualification requirements.

The submitted offers will consist of:

- a **cover letter**, that will provide detailed information on why the expert considers he/she is qualified for the task; the reasons for his/her interest in performing the task and will identify his/her most relevant skills and experience;
- a **CV** (Europass, .pdf format);
- a **seminar plan**, that will include information on the scope and learning outcomes of the training activity on a chosen topic, organization of content, designing materials, selection of resources, training methods and design of the training activity, 3 other topics of interest in the field of expertise, as well as any other relevant information. *The design of the seminar plan will take into account the specificity of the target group: 25 participants — judges and prosecutors, as well as other professionals in*

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the field, the objectives of the seminars, the duration of the training activity (2 training days/seminar, maximum 8 hours/day)

- other supporting documents: certifications, references/letters of recommendation from the employer or other beneficiary, employment certificates, etc.;

Please note that all the submitted documents will be in English.

The selection procedure will be based solely on professional requirements without discrimination based on race, nationality, ethnicity, language, religion, social category, beliefs, gender, sexual orientation, handicap, non-contagious chronic disease., and will be performed by a selection committee appointed for this purpose, in two stages.

In the first eliminatory stage, the selection committee will assess the admissibility of all submitted applications, namely: (1) compliance with the deadline for the submission of applications; (2) compliance with the required documentation; and (3) compliance with minimal professional experience requirements.

Failure to comply with the deadline for the submission of documents, the specific qualification requirements and the non-submission of all required documents as listed above are grounds for inadmissibility of the application.

The evaluation committee reserves the right to require, during the evaluation procedure, relevant documents proving the fulfilment of the requirements concerning professional experience or references or any other supporting documents.

In the second evaluation stage, the selection committee will interview the admissible candidates, either face-to-face or by modern means of communication, looking at the following criteria:

- a) the relevant professional experience in financial tax law and related fields (this criterion will be assessed by considering, where appropriate, published work, participation in relevant training/exchange programmes etc.);
- b) training skills and the ability to plan, organise and evaluate a training session;
- c) communication and cooperation skills in working with professionals;
- d) intermediate knowledge of English;
- e) availability and willingness to collaborate with the team of experts.

Awarding criteria. Candidates who achieve a **minimum grade of 8 points (out of 10)** in the evaluation procedure will be selected, ranked according to the grades awarded and within the limits of vacancies available under the present call of experts. **The experts will be selected in descending order of the arithmetic mean of the total marks awarded by each member of the selection committee for each applicant. Candidates who achieved a minimum grade of 8 points (out of 10) yet cannot be selected as a consequence of insufficient vacancies will be placed on a reserve list.**

4. Financial matters

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The selected expert/s will be entitled to: a per-diem in the amount of 175 Euro/day, as well as a fee of maximum 350 Euro/day of activity for a maximum of two training days/seminar. Each expert shall be entitled to reimbursement of international travel expenses up to the amount of 700 Euro per return journey/person/activity.

All financial benefits will be provided under the contract concluded between the expert and the Superior Council of the Magistracy- Project Promoter and the National Institute of Magistracy- Project partner. The payment will be made considering the financial and fiscal Romanian regulations.

5. Intellectual property rights

The ownership of all materials and documents produced in the context of the implementation of the pre-defined project, including paper or electronic format, as well as of any results foreseen under the financing contract shall remain the exclusive property of the project promoter. Are subject to ownership including but not limited to copyright and/or any other intellectual property rights obtained in the implementation or following the implementation of the pre-defined project.

6. Final provisions and contact details

The processing of personal data is carried out for the purpose of the present selection procedure. The personal data collected in the context of the present call will be processed in accordance with Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 "on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data".

For further information and correspondence, please address to: Mrs. Diana Georgiana Carpen, National Institute of Magistracy, email: diana.carpen@inm-lex.ro, telephone: +4021.407.62.48.

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