



# Terms of Reference for “Rent an Expert” service

## Contents

1. Background:.....	2
2. Eligibility for receiving service .....	2
3. Example of services that can be provided.....	3
4. How to apply for rent-an-expert service .....	3
5. Selection procedure .....	3
6. Right of use.....	4
7. List of Appendices .....	4

## 1. Background:

The South Baltic Cross-border Co-operation Programme 2007-2013 financially supports cross-border co-operation projects. It covers partially the territories of five South Baltic countries: Denmark, Germany, Lithuania, Poland and Sweden. More information regarding the Programme is available at [www.southbaltic.eu](http://www.southbaltic.eu).

The Capacity Building Project is funded by the SB Programme and aims to promote participation in the South Baltic Programme by particularly newcomers from local authorities and NGOs, who constitute the main target group of the Capacity Building Project.

Specific objectives of the Project are to analyze the barriers that hamper the smooth development of projects, disseminate information about the Programme to a wider range of potential beneficiaries, train potential partners of the Programme and facilitate development of joint project proposals of cross-border character.

To perform certain tasks within the project a pool of experts is established. Potential project beneficiaries can receive free-of-charge consultations on project development from a pool of experts, through a rent-an-expert service.

## 2. Eligibility for receiving service

As the Capacity Building Project has its main focus on so called newcomers this is the target group that will be prioritized for receiving the rent-an-expert service. A newcomer fulfils at least one of the following conditions:

- Organisation from the target group that has not been involved in South Baltic Programme projects before
- Organisations from the target group that have been active in the South Baltic Programme before but have failed with earlier applications
- Organisations from the target group that have been partners in South Baltic Programme projects before but now take on the role of Lead Beneficiary.

Example of services that can be provided

The following services can be provided within the Project for eligible beneficiaries:

- Developing parts of applications/budget;
- Developing parts of applications/management plan;
- Developing parts of applications/dissemination plan;
- Developing parts of applications/policy background;
- Framing project ideas into the South Baltic Programme;
- Support in search for partners, forming a partnership;
- Developing full application.

### 3. How to apply for rent-an-expert service

Project beneficiaries applies for rent-an-expert service by submitting an Application for the rent-an-expert service, including a project idea info sheet to the Capacity Building Lead Beneficiary via e-mail:

In the application form the Project beneficiaries can nominate an expert from the pool-of-expert. The list of experts is available on the Capacity Building Projects web site: [www.sbp-capacity.org](http://www.sbp-capacity.org).

### 4. Selection procedure

1. On basis of the application for the rent-an-expert service the South Baltic Programmes Joint Technical Secretariat, JTS, will select which project ideas are qualified to receive free of charge consultation service.
2. Capacity Building Projects Project Steering Committee will recommend experts for the selected project ideas based on a competitive bidding by experts.
3. The SBP Task Force (Monitoring and Steering Committee for the South Baltic Programme) makes the final approval on which expert to allocate to which project idea.
4. A contract will be signed by the Contracting party (Project Partner implementing the Capacity Building Project in Denmark, Germany, Lithuania, Poland and Sweden) and the Contractor (the expert for a specific task). The contract regulates the task description and the output definition for the expert.

## 5. Right of use

1. The Project Beneficiary has the right to use the results from the experts work.
2. In case of extraordinary circumstances (e.g. withdrawal of the Project Beneficiary) preventing the Contractor from fulfilling this contract, the Contracting Party may terminate the contract. In such a case the Project Beneficiary has no right to the results provided so far.

## 6. List of Appendices

1. Application Form for “Rent an Expert” service.