

Expression of Interest
for a Staff Exchange mission (4-5 working days)

Beneficiary (name of city/community/municipality)

is kindly requesting the M4EG Secretariat to facilitate a Staff Exchange (SE) mission **from/to** (underline the relevant option) a Service Providing local administration (in *preferred country*)¹

I. Description of the needs: *give a short explanation in which sector/topic and why you would like to get expert support. Specify how this sector or area relates to your LEDP.*

Approx. two paragraphs

II. Proposed scope of work: *(remember that the scope of work should be commensurate to 4-5 working days)*

Outline the specific activities to be performed during the SE mission, focusing on

a) the service provider's required inputs, and

b) the beneficiary's responsibilities and tasks aimed at facilitating the collaboration.

If the Beneficiary municipality is ready to contribute in-kind or otherwise to the organization of the visit (such as, for example, providing accommodation or transportation services, etc.), please mention it here.

III. Expected outputs and results:

*Describe specific tangible outputs/deliverables to be achieved as a result of collaboration during the SE mission. Explain how they will be further used to address the issues stated in the **Description of the needs** above.*

IV. Preferred timeframe:

Indicate a period of time during which the SE mission should take place. Remember, that a more flexible timeframe increases the chance of successful matching with the available Service Provider.

V. Contact person: *name and title of the Beneficiary municipal staff member, who is responsible for the organizational and substantive issues related to the requested SE mission; Contact details including e-mail and phone number by which this person can be reached.*

¹ This information is just for M4EG Secretariat awareness. The matching of Beneficiary and Service Providing administrations will be performed on the basis of the Service Provider's technical capacity to deliver on the required scope of work, NOT the preferred country.

Evaluation criteria for the Expressions of Interest

- I. Relevance of the action.
Is the requested SE mission to the goals and objectives of the Beneficiary Municipality LEDP? Note that preference will be given to the SE mission requests directly linked to the LEDP implementation.
(20 points)

- II. European best practice orientation of the SE request.
The M4EG Secretariat will not support requests that fall within “business as usual” or “patch a hole” approach. Requests aiming at improving/reforming the existing practices in line with the European standards will be given preference.
(15 points)

- III. Effectiveness, feasibility, and sustainability of the action.
Are the expected outputs realistic? What is their potential impact on the local economic landscape and the target groups?
(30 points)

- IV. Sustainability.
Is the action likely to have a tangible impact on its target groups? Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?
(15 points)

- V. Value-for-money and cost-effectiveness of the action.
Is the ratio between the estimated costs and the expected results satisfactory? The optimal duration of the Staff exchange mission is determined to be one week (4-5 working days). Therefore, the requests with the commensurate scope of work (requiring no more and no less than 4-5 days), but also planned efficiently and making the most out of the available time, will be made a priority.
(20 points)

TOTAL: 100 points