



Request for Quotation September 2011

Introduction

The CURNET Foundation (see www.curnet.nl) has initiated and successfully applied for co financing from the EU Interreg IVb programme for a project called Livinggreen (LG). This was granted September 2008 and is now more than half way its completion (see www.livinggreen.eu). In addition to this an Interreg Strategic Initiative Cluster project proposal called ENVIREO of which the Livinggreen project has become one of the four partner projects, has been awarded in January 2011. The CURNET foundation, in its role as lead partner of the Livinggreen project, is soliciting for quotations for the following functions for the second half of the project period: November 2011 till 31st of July 2013.

Project director,

- to manage and steer the Livinggreen project strategically and see to it that the Livinggreen project contributes to the satisfaction of the partner projects to the Strategic Initiative Cluster project ENVIREO;
- to lead within the Livinggreen project the work package about communication and dissemination

Project coordinator,

- to coordinate the overall planning of the project outputs, coordinate the activities content-wise towards high quality outputs, according to the Livinggreen application form;
- to prepare the progress reports of the Livinggreen project as well as the reporting to the ENVIREO SIC project;
- to collect information from the ENVIREO partners and draw up standards for sustainable renovation of buildings and produce a good practice guide;

Financial coordinator,

- to coordinate the overall planning of the financial outputs;
- to prepare the financial reports of the Livinggreen project as well as the financial reporting to the ENVIREO SIC project.

The INTERREG IVB programme is a Europe-wide funding programme. The objective is to promote interregional cooperation projects in the fields of the knowledge economy and the environment to improve regional policies. INTERREG IVC is co-financed by the European Regional Development Fund (see www.interreg4c.eu).

Tenders must be submitted October 13th 2011 at the latest.

The tenders that meet the qualifications/selection criteria will be selected based on the following award-criteria:

- (1) The overall quality of the tender (40%).
- (2) The total costs of the services to be provided (40%).
- (3) Experience (10%).
- (4) Quality of the Curriculum Vita (10%).



Details of the tasks of the project director

Project monitoring and - assessment

- Monitor progress and spending of the LG project and the LG contributions to the ENVIREO project.
- Manage the timely compilation of progress and financial reports as requested by the Interreg managing authority and the facilitating JTS.
- Manage the timely compilation of the overall Livinggreen progress reports as based on the progress and financial reports submitted by the projects partners.
- Monitoring of the activities carried out by the projects partners, identification of good practices and lessons learnt, measurement of outputs and results of the projects using indicators
- Follow-up of the project-partner's requests for changes.

Project management related tasks

- Coordination of project related issues with project coordinator and the financial coordinator as well as the financial staff of the CURNET foundation.
- Setting up of a data collection and information registration system to generate information for quarterly newsletters and other publications and for the final reporting and manual development.
- Contribute to the smooth running of the programme of the Livinggreen project.
- Chairing project' Steering Committee meetings; Partner meetings both physically and digitally.
- Preparation of meetings on all issues related to project.
- Ascertaining of compliance with the INTERREG IVb administrative and legal requirements.
- Lead the Work package about communication and knowledge dissemination.

All the above tasks will have to be carried out in a harmonious way with all partners involved

Qualifications / Selection criteria project director

- Track record in management of complex international projects, preferably in EU-funded projects or programmes, preferably on Structural Funds and /or cross border, transnational or interregional cooperation.
- Track record in a local/regional public authority or any organization involved in regional development.
- Excellent organization, communication, diplomacy and interpersonal skills.
- Excellent writing and editing skills.
- Fluency in English and proficiency in Dutch and at least one of the other EU languages; proficiency in other European languages is appreciated;
- Computer literacy.
- Capacity to work in an international environment.
- Knowledge of the regional development context
- Knowledge of European regional policy and the Structural Funds preferably from practical experience.
- Knowledge of cooperation programmes, preferably from work experience.

Other important skills.

- Accuracy and assertiveness.
- Sense of initiative; ability to anticipate, propose and implement solutions.
- Open-mindedness; independence, but good team working abilities.
- Inspire and manage complex processes in an international setting

In short, provide leadership.



BUDGET INDICATION

For tasks related to the Livinggreen project approximately EUR 50.000 incl. travel and accommodation costs.

For tasks related to the ENVIREO project approximately EUR 30.000 incl. travel and accommodation costs.

Costs for both projects must be presented separately, budgets are not interchangeable.

APPLICATIONS

All applications, including a Curriculum Vita and a covering letter should be submitted in English.

This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Gouda for an interview in the second half of October.

Applications or requests for additional information are to be sent by e-mail to directie@curnet.nl please indicate in the subject line: *LIVINGGREEN Project director*.

Last date of application: October 13th 2011.

Details of the tasks of the Project coordinator

Project monitoring

Ascertaining of compliance with the INTERREG IVb requirements

Project content related tasks concerning the Livinggreen project

Contribute to the smooth running of the programme of the Livinggreen project.

To coordinate and check content-wise and logistically the Livinggreen.eu partnership to produce the overall project outputs:

- Standards for sustainable renovation
- Publication of lessons learned with sustainable renovation of cultural historic buildings
- Reports on livinggreen labs
- Reports on the methods for transfer of know-how
- Report on partner training on methods for transfer of know-how.
- Recommendations on management, programming and profiling sustainability centers.
- List of indicators and assessment criteria to assess the implementation process and the performance of practical sustainable renovations.
- Report on the effectiveness of the renovation process and the sustainable performance of the demonstration buildings.
- List of indicators and criteria to assess the effectiveness of methods to enhance practical application of sustainable renovation.
- Report on the effectiveness of the methods developed to transfer knowhow to the target groups, including recommendations for improvement and adapted methodologies.
- List of indicators and criteria to assess effectiveness of innovative sustainability service/products
- Report on effectiveness of innovative sustainability service/products developed in the livinggreen labs.
- Manual of the coherent approach of sustainable renovation of the existing building stock.
- Guidelines on how to transfer know-how about sustainable renovation into practical application and to make sustainable renovation more popular and common practice.
- Reports on local dissemination activities.

Coordinate the production for the bi-annual progress report. Assessment of the report in relation to the bi-annual cost claims.

Organize the bi-annual meetings of the Steering Group.

Link between project partners and the INTERREG IVb NWE Secretariat.



Project content related tasks concerning the Envireo project

To realize a toolkit for the sustainable renovation and construction of buildings to develop transnational standards and methods for sustainable energy promotion and management in the built environment, based upon the input of the projects participating in the Envireo project:

- Develop standards relating to sustainable materials (low energy, low environmental and health impacts, renewable resources, etc.) .
- Develop standards on the installation and use of new sustainable techniques and technologies in buildings.
- Develop standards on the energy and sustainability performance of comparable types of buildings.
- Propose special recommendations for new build and renovation projects.
- Propose special recommendations on applying these standards to heritage buildings, industrial parks, office buildings, commercial buildings and public buildings like train stations.

To realize a tour guide along sustainable building demonstration sites across North West Europe (involving all the projects of the Envireo project partnership), in order to raise awareness and maximize diffusion of the findings, of the Strategic Initiative Cluster Envireo, ensuring that key messages reach the target audiences across North West Europe.

Collecting information from the Livinggreen partners and the content development within Livinggreen as input for the outputs of ENVIREO.

Participating in meetings of ENVIREO and prepare those meetings. At least 2 meetings per year should be accounted for.

Production of bi-annual progress reports regarding the LG contributions to the ENVIREO project.

Qualifications / Selection criteria

- Excellent organization, communication, diplomacy and interpersonal skills embedded in a supportive setting of an organisation or institution that can offer fall back options.
- At least 5 years experience in EU sustainability policy issues. Knowledge of European regional policy and the Structural Funds from practical experience, that can be shown by reference-projects and contact details.
- Proven experience in organizing, steering and moderating Interregional or transnational multi-actor cooperation projects.
- Excellent writing- and editing skills paired to a fluency in English and proficiency in Dutch and at least one of the other EU languages; proficiency in other European languages is appreciated;
- Computer literacy, experience in the development of easy to use IT tools.
- Knowledge of construction materials / products / construction systems.
- Strong theoretical and practical background and expertise in the field of sustainable building and regeneration.
- Oversight of current good practices in sustainable building in EU countries.

Other important skills:

- Accuracy and assertiveness
- Sense of initiative; ability to anticipate, propose and implement solutions
- Open-mindedness; independence, but good team working abilities
- Ability to propose and implement solutions

BUDGET INDICATION

For tasks related to the Livinggreen project approximately EUR 50.000 incl. travel and accommodation costs.



For tasks related to the ENVIREO project approximately EUR 45.000 incl. travel and accommodation costs.

Costs for both projects must be presented separately, budgets are not interchangeable.

APPLICATIONS

All applications, including a Curriculum Vita and a covering letter should be submitted in English. This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Gouda for an interview in the second half of October.

Applications or requests for additional information are to be sent by e-mail to directie@curnet.nl please indicate in the subject line:- *LIVINGGREEN Project coordinator*.

Last date of application: October 13th 2011.

The Livinggreen.eu project wants to demonstrate and make accessible the technologies and methods which are available for sustainable renovation and jointly develop new sustainability products and services for the renovation sector.



Details of the tasks of the Financial coordinator

Project financial and administrative monitoring

Financial and administrative tasks concerning the Livinggreen.eu project

- Coordinate the production of the bi-annual cost claims.
- Collecting and checking of the bi-annual cost claims.
- Assessment of the bi-annual cost claims in compliance with the INTERREG IVb administrative and legal requirements.
- Financial expert for questions of project partners.
- Link between project partners and the INTERREG IVb NWE Secretariat for financial matters.
- Assessment of the project-partner's requests for changes and provision and implementation of a follow up strategy. This includes the submission of one official budget change on project level.

Financial and administrative tasks concerning the ENVIREO project

- CURNET will produce the bi-annual cost claim concerning the costs made by CURNET for this project.

Qualifications / Selection criteria

- Excellent organization, communication, diplomacy and interpersonal skills embedded in a supportive setting of an organisation or institution that can offer fall back options.
- At least 5 years experience in financial reporting of EU funded projects from practical experience, that can be shown by reference-projects and contact details.
- Proven experience in Interregional or transnational multi-actor cooperation projects.
- Fluency in English and proficiency in Dutch and at least one of the other EU languages; proficiency in other European languages is appreciated;

BUDGET INDICATION

For tasks related to the Livinggreen project approximately EUR 55.000 incl. travel and accommodation costs.

APPLICATIONS

All applications, including a Curriculum Vita and a covering letter should be submitted in English. This documentation will form the basis of the initial stage of candidate assessment. If successful, candidates will be asked to come to Gouda for an interview in the second half of October.

Applications or requests for additional information are to be sent by e-mail to directie@curnet.nl please indicate in the subject line:- *LIVINGGREEN Financial coordinator*.

Last date of application: October 13th 2011.