

CI3R Italian Centre for Research on Risk Reduction

The CI3R Consortium

COMPARATIVE PROCEDURE N. 2 - 10/11/2021

OCCASIONAL PROFESSIONAL SERVICES

PUBLIC NOTICE

CONSIDERING the current Statute of the CI3R Consortium;
CONSIDERING Law 6.11.2012, n. 190, and s.m.i. containing provisions for the prevention and repression of corruption and illegality in the public administration;
CONSIDERING the LD. n. 33 of 14/03/2013;
CONSIDERING the National Code of Conduct, issued with DPR n. 62 of 16/04/2013;
CONSIDERING the LD 81/2015 art. 2 co. 2 letter b and its subsequent amendments and additions;
CONSIDERING the Resolution n. 4 of 09/11/2021 with which the President has authorized the enactment of the present procedure; finalized to the assignment, by means of contract of private law, of n. 2 contracts of occasional professional services within the project “ROADMAP European observatory on disaster risk and crisis management best practices” funded by the EU- Grant Agreement number: 101017776.

DECREES

Art. 1

It is called a comparative evaluation procedure aimed at the assignment, by means of contract of private law, of n. 2 contracts of occasional professional services to be carried out for Italian Centre for Research on Risk Reduction, hereinafter CI3R.

This notice will be published for at least 30 days on the website CI3R to link <https://www.ci3r.it/home/news/>.

Art. 2

The Object of the assignment is "**Contribution to the writing of the second thematic paper of the project ROADMAP with title “Good practices of communication in disaster risk and crisis management”**”.

Art.3

The assignment will last from **27 December 2021 and in any case will end no later than 28 February 2022**; with a compensation fixed at €4.150,00 (euro four thousand hundred and fifty/00), gross of deductions payable by the employee and charges payable by the body (IRAP).

The compensation, as determined above, will be paid in one solution after positive assessment, by the Head of the structure, of the activity carried out.

Art. 4

For admission to the comparative assessment procedure, the following titles are required, subject to exclusion:

- PhD

In any case, admission to the selection process requires:

- a) enjoy civil and political rights;
- b) have not reported criminal convictions and have not been the subject of any measures concerning the application of preventive measures, civil decisions and administrative measures entered in the criminal record;
- c) awareness of not being subject to criminal proceedings.

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The requirements shall be met by the date of expiry of the deadline set in this call for the submission of applications. Candidates are admitted to the selection under reserve and at any stage of this selective procedure the Administration may, by motivated Decree, establish the exclusion of candidates for default of the prescribed requirements. The exclusion and the reason for it are communicated to the candidate by means of a post on the website of the Consortium to link <https://www.ci3r.it/home/news/>.

Such notification shall constitute official notification in its entirety.

Persons who, on the date of expiry of the comparative assessment procedure of the time limit for lodging an application, have a degree of consanguinity or affinity, up to and including the fourth degree, with an employee belonging to the Consortium CI3R, or with the President, or a member of the Directive, cannot participate in the selection.

Art. 5

This procedure consists of a comparative assessment of candidate's qualifications based on up-to-date *curricula* and of the specific competences declared in the Summary of Competences in relation to the occasional professional services covered by the call. The maximum score to be given to the qualification is 100/100 subdivided as follows:

- Degree/diploma score (max. 20 points)
- Other titles and curriculum (max. 50 points)
- Specific competencies inferable by the Competence Summary (cf. point 3 in the list Annex 1) (max. 30 points)

The comparative evaluation will be considered passed if the candidate has reported a score evaluation of at least 60/100.

The titles indicated in the curriculum, under penalty of not evaluating them, must be held at the date of expiry of the deadline for submission of applications established in the following art. 7 and must be documented or self-certified in the manner indicated in the aforementioned art. 7. In case the CVs and Competence Summary are not sufficient for the purposes of evaluation, the committee may request an additional interview to assess the experience and skills. The terms of the interview will be made known on the website of the Consortium - <https://www.ci3r.it/home/news/>.

Art. 6

By applying to this call, the candidate fully accepts the conditions set out herein, being fully aware of the autonomous nature of the relationship.

Art. 7

The application for participation, under penalty of exclusion, must be signed by the candidate, addressed to the Consortium CI3R, and must be transmitted, from the working day following the date of publication of this notice (10/11/2021) on the website of the consortium, **no later than 12:00 on 10/12/2021** by one of the following means:

- 1) Send, with pdf extension, by certified e-mail to the following address: centrorischi@pec.ci3r.it with object "SELECTIVE PROCEDURE FOR TITLES" NOTICE N. 2 OF 10/11/2021.

In the application (appendix n. 1) the candidate is required to declare, under his own responsibility, the following data:

- A) Name, Surname, Fiscal code;
- B) Date and place of birth;
- C) Nationality
- D) Fulfilment of the requirements of art. 4.

The application must also include the address (state street, street number, city, postal code, province, telephone number, e-mail address and any certified e-mail address) for any communication relating to the selective procedure.

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The possession of the titles must be duly substantiated by documentation or self-certification in one of the following ways:

A) Attaching a list of titles held, documented in one or more of the following ways:

- 1) in original;
- 2) in certified copy, in plain paper;
- 3) in photocopy with an accompanying declaration of an act of renown, made pursuant to Articles. 19 and 47 of D.P.R. n. 445/2000 and s.m.i., which attests its conformity to the original (appendix n. 2).

B) by means of a declaration of certification and/or of a document of notoriety concerning the titles held, made in accordance with art. 46 and 47 of the aforementioned D.P.R. n. 445/2000 and s.m.i. (appendix n. 3).

The CI3R, at every stage of the procedure, reserves the right to verify the veracity of the declarations of certificates or of notary acts made by the candidates, pursuant to D.P.R. n. 445/2000 and s.m.i..

To this end, the applicant shall provide all the information necessary for the verification.

It should also be noted that false declarations and the production or use of false acts are punishable under the relevant criminal law and special laws.

Art. 8

The Commission, composed of 3 experts, one of whom is a verbalizing secretary and appointed by the President of the CI3R, formulates the ranking of merit according to the criteria indicated above in art. 5.

The members of that commission shall not be entitled to any remuneration for the performance of their duties.

The ranking of merit will be published on the website of the Consortium CI3R, by 17/12/2021.

Art. 9

Any delays will be announced with a special notice published on the website of the Consortium - <https://www.ci3r.it/home/news/>.

Art. 10

With the same total vote the youngest candidate is selected.

The order approving the acts of the comparative assessment procedure is published in the section of the CI3R Consortium website - <https://www.ci3r.it/home/news/>.

The President of CI3R concludes the contract with the subject usefully placed in the ranking.

This person, before the signing of the contract, will be required to make a declaration substituting certification and notary act, pursuant to art. 46 and 47 of D.P.R. n. 445/2000 and s.m.i., attesting:

1. compliance with the admission requirements laid down in this call, as early as the deadline for submitting the application for participation in this comparative assessment procedure;
2. that, as from the date of the final date for the submission of the application for participation in this comparative assessment procedure and the date of conclusion of the contract, it is not in the situation of incompatibility referred to in art. 18, paragraph 1, lett. b) and c) of law 240/2010.

The President of the Consortium

prof. ing. Andrea Prota

digitally signed

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ANNEX 1

Diagram to be followed when filling in the application (to be submitted in plain paper)

Evaluation procedure for the awarding of n. 2 contracts of occasional professional services within the project "ROADMAP European observatory on disaster risk and crisis management best practices" funded by the EU- Grant Agreement number: 101017776: **"Contribution to the writing of the second thematic paper of the ROADMAP project with title "Good practices of communication in disaster risk and crisis management"**.

To the President of the CI3R Consortium – Pec email

the subscribed_ (surname, first name) _____, fiscal code (if applicable) _____, born_ in (place of birth) _____ (province of _____) the (date of birth) _____, resident in (city) _____ (province of _____) postal code _____ street _____ phone. _____ e-mail _____;

REQUESTS

to be admitted to participate to the comparative evaluation procedure aimed at the assignment of n. 2 contracts of occasional professional services to the CI3R Consortium within the aforementioned project.

the subscribed_, aware of the criminal penalties provided for by art. 76 of D.P.R. n. 445/2000 for the hypothesis of falsehood in acts and false statements, declares under its own responsibility:

1. To be born_ in (place of birth) _____ (province of _____) the (date of birth) _____;
2. To be resident in _____ (province of _____);
3. To possess the nationality _____;
4. To be in possession of the High School Diploma/Bachelor's degree _____, achieved at the following institution _____ in date _____ with marks _____;
5. to be in possession of the requisite admission requirements to art. 4 of the public notice concerning this comparative assessment procedure, as specified in the Annex CV.
6. NOT to be employed by other public bodies
7. to be dependent on _____ therefore undertakes to produce authorisation from its own institution.

the subscribed_ attach to this application, in plain paper:

1. documents and titles deemed useful for the assessment;
2. curriculum vitae;
3. Summary of competences (max one page) in which the specific competences in relation to the occasional professional services object of the call are highlighted
4. list in plain paper of the titles and certificates annexed to the application.

the subscribed_ expresses its consent/dissent to the dissemination and communication of its personal data to persons outside the competition proceedings.

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Date, _____

Signature

Address for communication (the candidate undertakes to report subsequent variations of the same):

Processing of personal data

The personal data transmitted by the candidates with the application to participate in the competition, in accordance with the General Data Protection Regulation - EU Regulation 2016/679, will be treated for the purposes of managing the insolvency procedure and any recruitment procedure.

The provision of such data is mandatory for the evaluation of the participation requirements, under penalty of exclusion from the competition.

The data controller is the CI3R Consortium.

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ANNEX 2

DECLARATION REPLACING THE ACT OF RECOGNITION
(Articles. 19 and 47 of DPR 445 of 28/12/2000)

The subscribed:

Last Name

Name

Fiscal Code **Sesso**

Born in **Prov.**

The (date)

For foreign nationals also state

declares*

under its own responsibility, aware of the criminal sanctions provided for by art. 76 del D.P.R. n. 445/2000 for the hypothesis of falsehood in acts and false declarations, that **the photocopies, relative to the documents indicated below and annexed to this replacement declaration, are in conformity with the original:**

CI3R Italian Centre for Research on Risk Reduction

Date

Signature

* For this purpose, it shall attach an unauthenticated photostatic copy of an identity document.

Processing of personal data

The personal data transmitted by the candidates with the application to participate in the competition, in accordance with the General Data Protection Regulation - EU Regulation 2016/679, will be treated for the purposes of managing the insolvency procedure and any recruitment procedure.

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ANNEX 3

REPLACEMENT DECLARATION OF CERTIFICATION AND/OR ACT OF RECOGNITION (Articles 46 and 47 of DPR 445 of 28/12/2000)
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The subscribed:

Last name

Name

Fiscal Code **Sesso** **F** **M**

Born in **Prov.**

The (date)

For foreigners also indicate the Nation of birth

declares*

under its own responsibility, aware of the criminal sanctions provided for by art. 76 del D.P.R. n. 445/2000 for the hypothesis of falsehood in acts and false declarations:

to be in **possession of the following titles**, pursuant to art. 4 of the selection notice in question:

1) CULTURAL TITLES

1a) Degree from the Master's Degree Class in _____
achieved at the following institution _____, with marks

1b) other cultural titles:

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2) PROFESSIONAL AND SERVICE QUALIFICATIONS

work experience relevant to the job advertised:

from _____ to _____ in quality of _____ at _____

from _____ to _____ in quality of _____ at _____

from _____ to _____ in quality of _____ at _____

from _____ to _____ in quality of _____ at _____

Date

Signature

* For this purpose, it shall attach an unauthenticated photostatic copy of an identity document.

Processing of personal data

The personal data transmitted by the candidates with the application to participate in the competition, in accordance with the General Data Protection Regulation - EU Regulation 2016/679, will be treated for the purposes of managing the insolvency procedure and any recruitment procedure.

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