



Málaga, 29th of May 2019

REQUEST FOR OFFERS COMPLIANCE MANAGEMENT

ASAJA MÁLAGA, as Consortium Leader and on behalf of the other project partners is in charge of searching and selecting an externally to be hired Compliance Manager (CM). The LIFE VIDA FOR CITRUS project (LIFE18/CCA/ES/001109), will run from 1/7/2019 till 30/06/2023. It aims to develop sustainable control strategies for citric under threat of climate change & preventing entry of HLB in EU. It is executed in Spain, Portugal, France and Italy and has a total of 13 partners.

The consortium will hire an expert or company with demonstrated experience in administrative and compliance tasks in LIFE projects. The project director of ASAJA MÁLAGA will be supported by the CM. Together, they will be directly responsible for maintaining regular contact with the European Commission (EC) and supervising project execution and project progress in the broadest manner. The Project Director supported by the Compliance Manager is responsible for the stipulation of a partnership agreement (PA) with all project partners at the beginning of project execution, in line with the program rules. The Compliance Manager will be in charge of drafting the PA under the direct supervision of the project director. When specific technical issues are at stake, the Compliance Manager may collaborate with the project director in his tasks/contacts with the EC and LIFE monitor only after having received written instructions by leader ASAJA MÁLAGA. After confirmation of the PAs, a signed copy of them will be sent to the EC in the first months of the project.

ASAJA MÁLAGA's project director and administrative director, together with the Compliance Manager, will regularly monitor compliance of activities, outputs and expenditures produced by the Project. Compliance Manager will advise the project director in all issues at stake. They will also collect, verify and archive partners' financial support documentation. Furthermore, they will supply the consortium with the necessary support and information on the accounting of expenditures, rules regarding publication, assignment of external contacts and modification of the project (amendments).

Upon ASAJA MÁLAGA's decision the Compliance Manager might be asked to organize a workshop for all partners on administrative issues during the Kick-off meeting and coordinate the drafting of narrative and financial reports. Compliance Manager can be asked by ASAJA MÁLAGA to prepare communications towards EC in case problems arise or modifications are desired.

All partners have agreed to divide the proportional costs of the Compliance Manager proportionately according to each individual budget. CM will invoice each partner for the specific work undertaken according to these budgets. Apart from the above, the Compliance manager's contract specifications will identify in detail all the functions that the Compliance Manager must provide to the consortium. ASAJA MÁLAGA will be signed between ASAJA MÁLAGA and CM on behalf of the other partners (who will approve this contract by email or writing, approvals to be annexed to the contract). Contract will only be signed after signature of the Grant Agreement between ASAJA MÁLAGA and EASME (expected in May 2019).

Offers are expected before the 10th of June and need to include reference to the full project name and code as stated above. Please include a list of references. In the offer it is important to describe at least:

- 3 years proven experience in Compliance Management activities in LIFE and Horizon 2020 project(s)
- Proven experience in training (of partners) and ability to give presentations on all of the administrative aspects of a LIFE project
- Fluency in Spanish and English required, basic knowledge of Portuguese and Italian will be positively regarded
- Tasks are mostly arranged online (email) and telephone/Skype. ASAJA MÁLAGA will prepare a secure online sharing account to host the different administrative documents.
- At least once a year a personal meeting is required. The first will be organized in the first week of July 2019 in Málaga. Here the selected CM will firstly give a financial workshop to instruct partners on the administrative requirements.
- ASAJA MÁLAGA will be responsible for collecting all information (and CM will be responsible for editing this information) for 3 reports to EASME (midterm, progress, final) based on the reports and deliverables by the project partners.

If interested, please contact us [here](#) or by phone to project manager Fernando Manrique,

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