

# Test Phase of Certified Professional in Promoting Innovation Call for Tender for Assessors

## 1. Aim of the call

*We are looking for qualified and experienced professionals in the innovation area in order to establish a pool of assessors to analyse and verify professional competencies. Assessment will be based on project experience evident in both writing and an interview. Assessment criteria, the competency framework and common guidelines will be provided and form the basis of the assessment. Assessors are recruited for the test phase, closing in February 2017. For more information on Certified Professional, visit: <http://certifiedprofessional.eu>*

## 2. Assessor's requirements

*Please provide evidence of your qualifications in the following areas:*

### **Essential Criteria**

- **Relevant working experience in a leading role** in either public, private or third sector or as a researcher in the **Innovation Area (a minimum of five years full-time working experience in the last eight years is advisable)** – e.g. generating new ideas for change, with a special focus on environmental and social sustainability, in climate sustainability, in reducing energy consumption and CO2 emissions, etc. – please refer to the Competency Framework for a detailed definition of Innovation.
- **Working experience in the evaluation and assessment** – of competencies, skills, projects, activities, with expertise in assessment standards. Experience in conducting interviews
- **Ability to provide qualified feedback** after assessment of competencies. Adequate interpersonal communication skills to deal with candidates
- **Motivation to work for Certified Professional**, demonstrating interest and personal enthusiasm
- **English proficiency** – fluent in written and spoken English (at least level C1 of the Common European Framework of Reference for Languages please provide evidence such as official certificate, teaching and professional experience in English speaking countries, etc.)
- **Digital literacy** and familiarity with/command of online communication tools
- **Being free of any personal interest** and capable of an impartial and non-discriminatory assessment

### **Desirable Criteria:**

- **International and intercultural professional experience** in the relevant field
- **Professional credentials and appearance.** For evidence, please submit a list of publications, presentations at conferences, awards and memberships, recognition in expert communities

## 3. Terms and modalities of application

*All Certified Professional assessors have to achieve the certificate, before assessing candidates!*

*The application process for the position of assessor is the following:*

1. Complete the brief **application form** (available at [certifiedprofessional.eu](http://certifiedprofessional.eu)) and submit a **motivation letter** (max. 1 page/ 3.000 characters) by 12:00 h CET on 6<sup>th</sup> October 2016 to:  
Frau Katharina Knoll; Provadis Hochschule; Industriepark Höchst; Gebäude B845; 65926 Frankfurt Germany – email: [katharina.knoll@provadis-hochschule.de](mailto:katharina.knoll@provadis-hochschule.de)

2. *If you are eligible you will be invited to proceed with the application, by completing the dossier showcasing your knowledge, skills, and competencies. Deadline for the submission of the dossier is 23<sup>rd</sup> October 2016.*
3. *The satisfactory completion of the dossier will accredit the applicant as a Certified Professional in Promoting Innovation.*
4. *Circa eight candidates will be shortlisted and invited for interview to take place 27-31 October.\**
5. *Successful candidates will be asked to attend a compulsory workshop on 14<sup>th</sup> November.*

*\*This interview constitutes part of the selection process and it is therefore expected that the candidate ensures that he/she is available at the agreed time. He/she agrees to find a private space to partake in the interview – please take reasonable precautions to avoid any unnecessary disruption. The assessor reserves the right to cancel the interview, if the setting is deemed counterproductive.*

## 4. Tasks of the appointed assessors

*Tasks include:*

- *Adequate preparation including understanding the approach, competency framework, assessment processes, assessors' guidelines and acquisition of respective knowledge*
- *Participation in the training workshop in Brussels on 14<sup>th</sup> November 2016*
- *Assessment of ca. 10 candidates in the period 12<sup>th</sup> December 2016-12<sup>th</sup> February 2017*
- *Evaluation of written application forms*
- *Interviewing of assigned candidates (implicating adequate preparation)*
- *Production of written assessment report and justification of scoring*
- *Sharing/exchange of information with fellow assessors and with the management team*
- *Thorough feedback on the assessment experience and overall process*
- *Attendance of a final evaluation workshop*

*The assessment is estimated to require between 3-4 hours.*

## 5. Contract and modality of payment

*Assessors will agree to work on a freelance basis. The assessor will receive 150 € per full assessment of a candidate, 75€ per fast-track assessment. For preparation and participation in the training workshop, the assessor will receive a compensation of 400 € plus reimbursement of travel costs based on receipts – up to a maximum of 500 €. Preparation and attendance of the final evaluation workshop will be compensated with 500€ plus reimbursement of travel costs based on receipts – up to a maximum of 500 €.*

*Please invoice according to the guidelines of Provdadis Hochschule.*

## 6. Confidentiality terms

*The personal data provided in the application form will be used for internal purposes only, unless stated otherwise, and is never sold or shared with anyone outside of Climate-KIC. If selected, the assessors will commit themselves to comply with the rules of the Certified Professional, including those relating to confidentiality and independence from commercial and other interests, and from any prior and/or present link with the persons to be examined that would compromise impartiality by signing a brief agreement.*