

Letter of Interest

PRE-QUALIFICATION APPLICATION FOR “EIT COMMUNITY OFFICER OF THE EIT COMMUNITY HUB IN ALBANIA”

In response to the Pre-qualification Notice published on EIT Urban Mobility website for appointing an EIT Community Officer of the EIT Community Hub in Albania, I _____ (hereby referred to as Applicant) would like to express my interest to undertake the activities as mentioned in the notification. As instructed, I have enclosed all the necessary documents for your information and records.

Application submitted by

Name of Legal entity	
Official address	
Tax registration number	

Contact person

Name	
Address	
Telephone	
e-mail	

EXPERIENCE

Please present the relevant expertise of the applicant similar to the ones described in section 2.2 during the last 8 years. Please specify the exact references, upon which further information may be requested by the Contracting Authority (contracting entity; project/ programme title; contract start date; contract end date; the subject-matter of the contract).



Annex: Application Form

A. Personal information

Name:	Surname:
Nationality/ies:	Country of Residence:
Email:	Mobile:
Gender:	Country's official language (C1 level min.):
Languages:	English (C1 level min.):
Professional Web Profile: (i.e. LinkedIn, ResearchGate)	

B. Administrative part

Including all the information and documents required by the EIT UM for the evaluation of the application on the basis of the exclusion and selection criteria set out in the pre-qualification notices.

Candidate is a legal entity with a registered office in Albania and offers a sole expert or a team of experts, who will be appointed for the full duration of the services, and the appointed expert fulfils the requirements below.	YES / NO
The offered expert(s) of the candidate is resident in Albania.	YES / NO
The offered expert(s) of the candidate is native Albanian speaker	YES / NO
The offered expert(s) of the candidate possesses C1 level fluency in English.	YES / NO
The offered expert(s) of the candidate possesses a university or a related higher education degree in business, economics, law, political science, environmental studies, sustainability, or other innovation related fields.	YES / NO



The offered key expert of the candidate has at least 5 years of professional experience in innovation, entrepreneurship, and/or European affairs as project manager or key expert.	YES / NO
The offered key expert of the candidate has specific professional experience: 3 years of professional experience in innovation, entrepreneurship, and/or European affairs as project manager or key expert, knowledge of the EIT system.	YES / NO
The offered key expert of the candidate has leadership/management experience: 3 years of management/leadership experience as project team leader or manager in a company	YES / NO
The offered key expert of the candidate has development cooperation (DC) experience: 2 years of experience working on DC projects	YES / NO
The offered key expert of the candidate has 5 years of experience providing services to international donors/companies in the status of national experts related to events, studies, projects.	YES / NO

C. Technical part

Including all the information required for the technical evaluation of the pre-qualification notice. The technical part shall be listed in by the applicant. Please, enclose your CVs as part of this application.

CV
(Paste here)

Listed experience linking the evidence document in accordance with special eligibility criteria

Description	Listed Evidence
Connection and knowledge of the local innovation ecosystem.	<ul style="list-style-type: none"> • • •
Knowledge of the EIT system, collaboration experience with	<ul style="list-style-type: none"> •



EIT/EIT KICs/RIS Hubs (if applicable)	<ul style="list-style-type: none"> •
Experience with networking services. [events organised, studies or other services provided for international networks]	<ul style="list-style-type: none"> • •

Signed on behalf of the Applicant

Name	
Signature	
Date	

