



Subject: Call for Selection of First Level Control (FLC) controller for the PortCrew Project funded by the Interreg Euro-MED Programme 2021-2027

1) Introduction

The Interreg Euro-MED Programme supports cooperation across Mediterranean borders, funding projects managed by Public Administrations, universities, private, and civil society organisations. It involves 69 regions from 14 countries with a common goal of achieving a climate-neutral and resilient society. The Programme's budget for 2021-2027 is about € 294M and focuses on climate change and environmental issues, aligned with the European Commission's Cohesion policy priorities.¹

Within this framework, FIT Consulting Srl, an Italian SME established in 1997 and based in Rome, specialises in fund-raising, technical, and scientific assistance for the development of innovative projects and services in the transport sector. As a partner in several EU-funded projects, FIT Consulting is partner in the PortCrew project, which was among the 23 projects approved in the 4th Call for Proposals published on March 6, 2025.²

The PortCrew project focuses on promoting sustainable tourism in Mediterranean cruise ports, addressing the challenges posed by over-tourism and seasonal tourist peaks. Its main goal is to create a more balanced and responsible tourism flow by enhancing the management of cruise tourism and valorising less-known inland natural and cultural sites. The project aims to support port cities in adopting sustainable practices, increasing social acceptance of the cruise sector, and improving accessibility to rural and cultural areas through a transnational eco-touristic platform.

The reporting procedure is a requirement outlined in the project's contractual documents and is crucial for monitoring project progress and ensuring alignment with the approved application. Timely and complete reporting is mandatory for the partnership and is the first step in obtaining reimbursement for the project's expenses on time.³ The expenses are subject to certification in compliance with Article 71 of CPR (EU) 1060/2021 and Article 46.3 of Interreg Regulation (EU) 1059/2021.

In this context, FIT Consulting Srl is looking for a First Level Control (FLC) controller to carry out the necessary regulatory and mandatory verifications of the expenditures declared by the company throughout the entire duration of the PortCrew project.

2) Activity

The certification process is conducted by a qualified controller in order to verify that project expenditures comply with EU, programme, national, regional, and institutional rules, as well as the Subsidy Contract and the Application Form. The goal is to ensure the eligibility of costs for

¹ Retrieved from: <https://interreg-euro-med.eu/en/who-we-are/>

² The overall assessment results of the 4th Call are available online at the following link: [website_call04_final-assessment-results_en.pdf](#)

³ For more information: [Programme Manual](#), Chapter II, section E



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the Managing Authority and the project, within the framework of European fund management for Interreg Euro-MED Programme projects.⁴

To issue cost certifications (one for each reporting periods of the project), the controller is responsible for conducting administrative verifications of the costs submitted by FIT Consulting Srl. These checks must include, but not exclusively, the following:

- Verification of the accuracy of the declared expenditure in accordance with the application form;
- Consistency of the expenditure with the approved project activities;
- Compliance with the eligible period for the expenditure;
- Adherence to programme manuals and conditions;
- Compliance with National and EU legislation, as well as eligibility rules;
- Adequacy and completeness of supporting documentation;
- Availability of a clear and traceable audit trail.

3) Details of costs to be certified

The following table provides an overview of the estimated costs to be certified throughout the assignment⁵:

Cost category	Amount
Staff costs	146.903,00 €
Travel and accommodation flat rate	22.036,00 €
Office and administrative costs flat rate	22.036,00 €
External expertise and services	44.000,00 €
Lump sum	13.500,00 €
Total	248.475,00 €

4) Duration of the assignment

The project was approved on March 6, 2025, and has begun on April 1, 2025. The project is divided into five activity periods, each lasting six months. The duration of the assignment will cover the entire length of the project and extend beyond its completion, should the programme authorities require further clarification and/or additional checks on the certifications made during the FLC process.

5) Invoicing

The total amount of the supply will be divided into five equal invoices, one for each reporting period. The sum of the five invoices must match the total amount of the supply. Invoicing is expected to be carried out immediately after the certification of the activities for each reporting period is completed.

⁴ Retrieved from: [PRACTICAL GUIDANCE FOR NATIONAL CONTROLLERS Updated version \(28/02/2025\)](#)

⁵ Please note that this cost overview may be subject to a reallocation of expenses between cost categories during the project.





6) Required qualifications

The execution of the verifications referred to in Article 74, paragraph 1, of Regulation (EU) 2021/1060 and Article 46 of Regulation (EU) 2021/1059 must be entrusted to controllers selected from individuals with specific qualifications, possessing the necessary requirements of professionalism, integrity, and independence (as specified in Annex A available at the following link: [Download the forms \(updated on 13/02/2025\)](#)).⁶

The following qualifications are also desirable for the role:

- A minimum of 10 years of professional experience in the management and/or control of EU-funded projects and programmes;
- In-depth knowledge of the Interreg Euro-MED Programme and demonstrated experience in First Level Control activities within this framework.

7) Required documents for the evaluation

- **Self-declaration on official letterhead, including a comprehensive list of the applicant's relevant previous experience;**
- **Financial offer;**
- **All documents related to the controller specified in Annex A**, available at the following link: [Download the forms \(updated on 13/02/2025\)](#), i.e.:
 - Substitute declaration pursuant to national regulations, accompanied by any certificates to attest knowledge of the Program's language (Annex 4);
 - Substitute declaration of certification regarding registration in the Register of Chartered Accountants and Accounting Experts or the Register of Legal Auditors for external "individual" controllers (Annex 5); or substitute declaration of certification regarding registration in the Register of Legal Auditors for external "company" controllers (Annex 6);
 - Substitute declaration of sworn statement, pursuant to current legislation, certifying the requirements of honorability, professionalism, independence, and knowledge of the foreign language required by the programme for external "individual" controllers (Annex 7) and for external "company" controllers (Annex 8);
 - A photocopy (front and back) of a valid identification document for the individual controller or the legal representative in the case of a company;
 - Authorisation for the processing of personal data for external "individual" controllers (Annex 9) and for external "company" controllers (Annex 10).

8) Total score and evaluation criteria

The received offers will be evaluated based on both technical and financial criteria, with a total maximum score of 50 points. The evaluation will be divided into two main components:

⁶ Retrieved from *Procedura validazione Commissione mista 2021-2027.pdf* available at the following link: [Download the forms \(updated on 13/02/2025\)](#)





- Technical evaluation: up to 25 points
- Financial evaluation: up to 25 points

The final selection will be based on the total score, considering both the technical and financial components. Please note that the offer with the highest total score will be selected.

Criteria for the evaluation:

- Completeness of the required documentation (see point 7): this is a mandatory criteria for the evaluation. The offer will not be considered if the required documentation is incomplete;
- Required qualifications (see point 6): up to 25 points;
- Financial offer: up to 25 points.

9) Procedure for the submission of the application

All applications must be submitted to the following address: fitconsulting@legalmail.it

Each application must include all required documentation as specified in the call.

The deadline for submission is 30 April, 2025.

To ensure the timely processing of applications, candidates are advised to submit their proposals well before the deadline and verify that all necessary documents are included. Incomplete submissions will result in disqualification.

10) Essential clause for the activation of the contract

Since the National Control system in Italy is decentralised, the following procedure applies⁷:

- 1) *Each partner applies to the National Authority (NA) for the designation of its controller via the national procedure in force (process to be held out of the Jems Monitoring tool);*
- 2) *The NA validates the controller;*
- 3) *The designated controller (hereinafter referred to as NC), and any possible reviewer or certificate signatory (if different from the controller carrying out the certification), creates an account on Jems. Once the accounts have been created, the NC (and any reviewer) send(s) a message to the NA confirming the email address used to create his/her account;*
- 4) *The NA validates the controller and fills in an online form on the Programme website to notify the designation to the JS (web link). Please note that the NA needs to be logged-in on the Euro-MED website to access the form;*
- 5) *Upon receipt of the form from the NA, the JS activates the Controller profile on Jems. A Confirmation email will be sent after reception of NC's validation form by JS to the National Authority (NA).*

The selection process for the controller shall be deemed complete and valid only upon approval by the National Authority (NA), in accordance with the procedure outlined above. Although FIT Consulting Srl's internal selection process has been successfully concluded,

⁷ Retrieved from: [PRACTICAL GUIDANCE FOR NATIONAL CONTROLLERS Updated version \(28/02/2025\)](#)





it shall remain provisional and subject to final confirmation until the controller receives official approval from the NA.



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