



PUBLIC SELECTION NOTICE FOR THE AWARD OF ONE OCCASIONAL SELF-EMPLOYMENT ASSIGNMENT

Unofficial English translation of the Italian call for applications

WHEREAS Articles 2222-2228 and 2229-2238 of the Italian Civil Code govern self-employment services;

WHEREAS Legislative Decree No. 165 of 30 March 2001, and in particular Article 7, paragraph 6, provides that, for specific needs that cannot be met by staff in service, public administrations may award individual self-employment contracts to experts with particular and proven specialist expertise, including university-level expertise, after determining in advance the duration, place, subject matter and remuneration of the service;

WHEREAS Law No. 240 of 30 December 2010, "Rules on the organisation of universities, academic staff and recruitment, and delegation to the Government to promote the quality and efficiency of the university system", as amended;

WHEREAS Article 5, paragraph 9, of Decree-Law No. 95 of 6 July 2012, converted into Law No. 135 of 7 August 2012, as amended, with particular reference to Article 6 of Decree-Law No. 90 of 24 June 2014, converted into Law No. 114 of 11 August 2014, concerning the award of study and consultancy assignments to persons who are former private-sector or public-sector workers and are retired;

WHEREAS Law No. 190 of 6 November 2012, "Provisions for the prevention and repression of corruption and illegality in public administration", as amended;

WHEREAS Law No. 232 of 11 December 2016, with particular reference to Article 1, paragraph 303, which exempts assignments entered into by universities pursuant to Article 7, paragraph 6, of Legislative Decree No. 165/2001 from the prior review of the Court of Auditors provided for by Article 17, paragraph 30, of Decree-Law No. 78/09, converted into Law No. 102 of 3 August 2009;

WHEREAS the University Statute issued by Rector's Decree No. 480 of 8 June 2012 pursuant to Law No. 240 of 30 December 2010, as subsequently amended and supplemented, most recently by Rector's Decree No. 609 of 5 December 2024;

WHEREAS the Regulation governing external assignments issued by Rector's Decree No. 566 of 5 July 2007, as amended;

WHEREAS the University Regulation on Administration, Finance and Accounting issued by Rector's Decree No. 875 of 3 October 2013, as amended;

WHEREAS the request submitted by Prof. De Angeli to award one occasional self-employment assignment within the project "Project number and name: 101179467 - EDAGA; Topic: ERASMUS-EDU-2024-CBHE-STRAND-1 - Capacity building in the field of higher education, Strand

Sede

Via San Camillo de Lellis snc 01100 Viterbo

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1 ERASMUS”, CUP J86E24000080006, funded by the European Community, to which the related expenditure shall be charged and for which Prof. De Angeli is responsible;

WHEREAS the exceptional, temporary and highly specialised nature of the services relating to the above-mentioned assignment;

WHEREAS the resolution of the DIBAF Department Council, meeting of 12 May 2026, approving the activation of the procedure for the award of the above-mentioned self-employment assignment;

WHEREAS the negative outcome of the internal survey carried out by letter protocol No. 14063 of 29 May 2026 concerning the search for an internal professional profile to cover the above-mentioned assignment;

CONSIDERING that it is necessary to launch a public selection procedure in order to identify a person with suitable and specific requirements for the award of the aforementioned assignment;

CONSIDERING that the expenditure relating to the assignment shall be charged to the resources from the funds for which Prof. De Angeli is responsible, chapter S40504 of the 2026 forecast budget;

HEREBY ORDERS

Article 1- Subject matter

At the Department for Innovation in Biological, Agro-food and Forestry Systems, a selection procedure based on qualifications is hereby launched for the award of one occasional self-employment assignment within the project “Project number and name: 101179467 - EDAGA; Topic: ERASMUS-EDU-2024-CBHE-STRAND-1 - Capacity building in the field of higher education, Strand 1 ERASMUS”, CUP J86E24000080006, funded by the European Community, to which the related expenditure shall be charged and for which Prof. De Angeli is responsible, for the performance of the following activities:

- External Evaluator Expert for the activities related to the EDAGA project.

The assignment concerns the performance of independent external evaluation activities within the EDAGA project, with particular reference to the qualitative monitoring of the activities carried out, the verification of their consistency with the approved work plans, and the assessment of compliance with the project timetable.

The External Evaluator shall also verify compliance with the quality criteria and deadlines established for the delivery of project deliverables and shall prepare written evaluation reports on the activities carried out under the project.

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Article 2- Duration and remuneration

The assignment must be completed by 31 October 2027, starting from the date of award. The service shall involve a time commitment not exceeding 30 days within the calendar year.

The assignment provides for a total overall remuneration of EUR 4,999.99, including the Administration's charges, or VAT and professional fund contributions in the case of professional assignments, in consideration of the commitment required to perform the activities described in Article 1 of this notice.

The above remuneration shall be charged to the project DIBAF.EDAGA.DEANGELI, for which Prof. De Angeli is responsible.

Article 3- Methods for carrying out the assignment

The assignment shall be carried out personally by the selected person, with full organisational autonomy, without any employment relationship, on a non-exclusive basis and without predetermined working hours, excluding any form of direction by the Principal. The selected person shall agree operational arrangements with the Scientific Coordinator, Prof. De Angeli. The collaborator is required to achieve the result that is the subject of the contract.

Article 4- Participation requirements

In order to participate in the selection procedure, candidates must meet the following requirements:

- Master's degree or equivalent qualification in economics, social sciences, agricultural sciences, environmental sciences, education, statistics or management-related disciplines;
- documented experience in external evaluation, monitoring or quality control of projects;
- knowledge of project evaluation, quality assessment and impact assessment methodologies;
- ability to analyse work plans, deliverables, milestones, result indicators and timelines;
- experience in drafting technical and evaluation reports.

The above requirements must be met by the deadline for submitting applications.

Equivalence of qualifications shall be considered in accordance with the legislation in force on the deadline for submitting applications to the selection procedure.

Candidates who obtained their qualification abroad must possess a qualification recognised as equivalent to the one indicated above on the basis of international agreements. Such equivalence must be demonstrated by suitable certification issued by the competent authorities; the candidate must indicate the details of the relevant decision.

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If the qualification has not already been recognised as equivalent, the Selection Committee shall assess equivalence solely for the purposes of this selection procedure. To this end, candidates must attach to their application, under penalty of exclusion, the certificate attesting to the foreign qualification, the study plan and the list of examinations taken, together with an Italian translation signed by the candidate under his or her own responsibility.

Following the procedure, DIBAF reserves the right to enter into a self-employment contract with the person identified through this selection procedure.

The collaborator shall personally carry out the activity covered by the contract with full autonomy, without any employment relationship or working-hour constraints, and with organisational and operational autonomy without coordination by the Scientific Coordinator.

Should the research needs cease to exist, participation in the selection procedure and any first-place ranking shall not in any way create an obligation for DIBAF to enter into the contract.

Article 5- Applications and submission deadline

Applications to participate in the selection procedure, drafted on plain paper in accordance with the template attached to this notice (Annex A), must be received by 12:00 noon on 29 June. They must be addressed to the Director of the Department for Innovation in Biological, Agro-food and Forestry Systems of the University of Tuscia and submitted exclusively by certified e-mail (PEC) to dibaf@pec.unitus.it by the above deadline, under penalty of exclusion from the selection procedure. The subject line of the certified e-mail message must read: "Selection for assignment D.D.D. No. 365 of 17/06/2026, Scientific Coordinator S. De Angeli".

In the application for admission, drafted according to the template marked as Annex A, candidates must declare under their own responsibility:

- surname and first name;
- date and place of birth;
- residence and address elected for the purposes of the selection procedure;
- tax code/VAT number;
- qualification and final grade;
- professional skills and other experience;
- registration with the relevant professional register (for professional assignments);
- absence of incompatibility situations for carrying out the activity in question;
- absence of situations resulting in incapacity to enter into contracts with the public administration;
- whether they are or are not employees of public administrations; if so, where they have a full-time employment relationship or a part-time relationship exceeding 50% of full-time hours, they must certify that they have submitted to their employing administration the relevant request for authorisation to carry out paid assignments pursuant to Article 58 of Legislative Decree No. 29 of 3 February 1993, as amended.

Authentication of the candidate's signature at the bottom of the application is not required.

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For candidates who obtained their qualification abroad, if the qualification has not already been recognised as equivalent by the competent authorities, the application must include, under penalty of exclusion, the certificate attesting to the foreign qualification, the study plan and the list of examinations taken, together with an Italian translation signed by the candidate under his or her own responsibility.

Candidates may demonstrate possession of the documents and qualifications referred to above exclusively by means of the substitute declaration provided for by Presidential Decree No. 445 of 28 December 2000, using the template marked as Annex B and submitting, together with it and under penalty of exclusion, a photocopy of a valid identity document bearing the candidate's signature.

The application must also include a curriculum vitae in European format containing a detailed description of the candidate's studies and professional experience, as well as any other information the candidate considers useful for evaluation purposes. In the event of award of the assignment, the curriculum vitae in European format shall be published on the University website, in the Transparent Administration section.

Applicants must also declare whether they are employees of public administrations and, if so, whether they have a full-time employment relationship or a part-time relationship exceeding 50% of full-time hours, and certify that they have submitted to their employing administration the relevant request for authorisation to carry out paid assignments pursuant to Article 58 of Legislative Decree No. 29 of 3 February 1993, as amended. Such authorisation must be submitted at the time the contract is signed.

The Administration assumes no responsibility for loss of communications due to incorrect indication of the address by the candidate or failure or delay in communicating any change to the address indicated in the application, nor for any issues attributable to third parties, unforeseeable circumstances or force majeure.

Article 6- Selection

The Committee, composed pursuant to Article 2, paragraph 7, of the University Regulation governing external assignments, shall be appointed by a subsequent order.

For the evaluation of candidates' qualifications, the Committee shall have 100 points available, distributed as follows:

Evaluation criterion	Maximum score
A. Additional educational qualifications and professional qualifications: PhD, master's degrees, advanced training courses, specialisations, certifications or other qualifications additional to the master's degree and relevant to the assignment.	10 points
B. Professional experience in project evaluation, monitoring and quality control, including documented experience in external evaluation, monitoring, quality assessment or project evaluation, as well as experience in funded European, national or international projects.	35 points
C. Specific skills consistent with the assignment, with particular reference to project evaluation, quality assessment and impact assessment methodologies, as well as the analysis of work plans, deliverables, milestones, result indicators and timelines.	25 points

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D. Experience in drafting technical and evaluation reports, monitoring reports or analytical documents.	20 points
E. Additional skills relevant to carrying out the assignment, including analytical and synthesis skills, organisational autonomy, knowledge of the English language and digital skills useful for the activity.	10 points
Total	100 points

Candidates who have not been notified of exclusion from the competition shall be deemed admitted to the selection procedure. The score shall be expressed out of one hundred.

The Committee shall draw up minutes of the operations carried out and of the assessments made in respect of the candidates. The Committee's judgement on the merits shall be final.

In the event of a tie between two or more candidates, the younger candidate shall have priority in the ranking.

At the end of the selection procedure, the Committee shall transmit the minutes of its work to the Director of the Department for Innovation in Biological, Agro-food and Forestry Systems, who shall approve the acts of the procedure. The results shall be published on the online notice board of the University of Tuscia and on the University of Tuscia webpage dedicated to notices and calls for external assignments.

The selected candidate shall be invited in writing to appear at the Department for Innovation in Biological, Agro-food and Forestry Systems to sign a private-law contract. Failure to appear shall result in forfeiture of the right to sign the contract.

The contract shall be governed by Articles 2222 et seq. of the Italian Civil Code.

Article 7- Processing of personal data

The personal data provided by candidates shall be collected at the University of Tuscia.

Pursuant to EU Regulation 679/2016, the "General Data Protection Regulation", the data processing controller is the University of Tuscia, and the department in charge of collecting and processing the data is the Department for Innovation in Biological, Agro-food and Forestry Systems. Candidates' data shall be collected and processed solely for the purposes of managing the selection procedure.

The provision of data is mandatory for the purposes of assessing the participation requirements; failure to provide the data shall result in exclusion from the selection procedure.

All data provided shall be collected and processed for the purposes of managing the selection procedure.

Article 8- Publication

This notice shall be made public by publication on the University online notice board and on the University of Tuscia webpage dedicated to notices and calls for external assignments.

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DEGLI STUDI DELLA
TUSCIA

DIPARTIMENTO
PER LA INNOVAZIONE
NEI SISTEMI BIOLOGICI,
AGROALIMENTARI E FORESTALI

Il Direttore (piermaria.corona@unitus.it)

THE DIRECTOR

Prof. Piermaria Corona

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ANNEX A

To the Director of the Department for Innovation in Biological, Agro-food and Forestry Systems,
University of Tuscia, Viterbo

PEC: dibaf@pec.unitus.it

The undersigned Tax Code/VAT
No. hereby requests admission to the selection procedure,
based on qualifications, launched by D.D.D. No. of for the award of an
assignment to be formalised by private-law contract.

To this end, aware of the criminal liability incurred in the event of false declarations pursuant to
Articles 19, 19-bis, 46 and 47 of Presidential Decree No. 445/2000,

DECLARES

1. to have been born in (province) on
2. to reside in (province) at street/address
no. postal code
3. that there are no incompatibility situations for carrying out the activity in question;
4. that there are no situations resulting in incapacity to enter into contracts with the public administration;
5. that he/she has not been subject to termination of a contract by the public administration for breach of contract
in the last five years;
6. to possess the requirements and qualifications listed in the attached self-certification (Annex B);
7. to be registered with the professional register of (for professional assignments);
8. to be/not to be an employee of a public administration; if so, where he/she has a full-time employment
relationship or a part-time relationship exceeding 50% of full-time hours, to certify that he/she has submitted to
the employing administration the relevant request for authorisation to carry out paid assignments pursuant to
Article 58 of Legislative Decree No. 29 of 3 February 1993, as amended.

ATTACHMENTS TO THE APPLICATION

9. photocopy, front and back, of a valid identity document, signed under penalty of exclusion;
10. declaration referred to in Annex B;
11. curriculum vitae in European format.

CONTACT DETAILS

The undersigned requests that all communications relating to this selection procedure be sent to
the following address, undertaking to promptly report any change:

Name and surname

Street/address no. tel. /

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AGROALIMENTARI E FORESTALI

Il Direttore (piermaria.corona@unitus.it)

Postal code City (province)

e-mail PEC

Date

Signature

Sede

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ANNEX B

SUBSTITUTE DECLARATION OF CERTIFICATION

(Article 46 of Presidential Decree No. 445/2000)

SUBSTITUTE DECLARATION IN LIEU OF AFFIDAVIT

(Article 47 of Presidential Decree No. 445/2000)

The undersigned born
in (province) on, Tax
Code,

aware of the criminal penalties provided for by the Criminal Code and by special laws in the
event of false declarations,

DECLARES

to possess the following qualifications and requirements for admission:

- Qualification, also obtained in European Union countries, issued by
....., obtained on with the grade of; or
foreign qualification issued by on For qualifications
obtained abroad, a declaration of equivalence to the qualification required by the notice is required, or a
declaration that the request for equivalence pursuant to Article 38 of Legislative Decree No. 165/2001 has been
initiated.
-
-

Date

Signature

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ANNEX C

EUROPEAN FORMAT FOR THE CURRICULUM VITAE

PERSONAL INFORMATION

- Name [SURNAME, First name, and, where relevant, other names]
- Address [House number, street or square, postcode, city, country]
- Telephone
- Fax
- E-mail
- Nationality
- Date of birth [day, month, year]

WORK EXPERIENCE

- Dates (from dd/mm/yy to dd/mm/yy) [Start with the most recent information and list separately each relevant position held.]
- Time commitment
- Name and address of employer
- Type of business or sector
- Occupation or contractual form
- Main duties and responsibilities

EDUCATION AND TRAINING

- Dates (from dd/mm/yy to dd/mm/yy) [Start with the most recent information and list separately each relevant course successfully completed.]
- Name and type of education or training organisation
- Principal subjects / occupational skills covered
- Qualification awarded
- Level in national classification, if applicable

PERSONAL SKILLS AND COMPETENCES

- First language [indicate first language]
- Other languages [indicate language]
- Reading skills [excellent, good, basic]
- Writing skills [excellent, good, basic]
- Speaking skills [excellent, good, basic]

SOCIAL SKILLS AND COMPETENCES

- Living and working with other people, in multicultural environments, in positions where communication is important and in situations where teamwork is essential. Describe these competences and indicate where they were acquired.

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ORGANISATIONAL SKILLS AND COMPETENCES

- Coordination and administration of people, projects and budgets; at work, in voluntary activities, at home, etc. Describe these competences and indicate where they were acquired.

TECHNICAL SKILLS AND COMPETENCES

- With computers, specific equipment, machinery, etc. Describe these competences and indicate where they were acquired.

ARTISTIC SKILLS AND COMPETENCES

- Music, writing, design, etc. Describe these competences and indicate where they were acquired.

OTHER SKILLS AND COMPETENCES

- Competences not previously indicated. Describe these competences and indicate where they were acquired.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

- Insert here any other relevant information, e.g. contact persons, references, etc.

ANNEXES

- Where applicable, list the annexes to the CV.

(signature) _____

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