

Call for experts

International cooperation grants

House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling to go for conferences, professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU* organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

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International cooperation grants

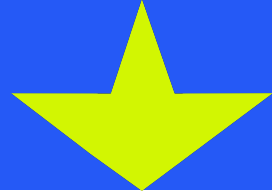
International cooperation grants fund collaborative cultural projects of Ukrainian and European organisations. We support online music festivals, book fairs, virtual art residencies, theatrical plays, and any other bold ideas for offline and online. The most prominent ideas will get up to EUR 25,000, or up to EUR 50,000 from us.

Assignment

You will read, analyse, evaluate, and provide brief feedback in English on applications for international cooperation grants. We will assign you the applications that most correspond to your profile.

The number of applications can vary. On average it is 50-80 applications per call requiring up to 80 working hours over several weeks.

¹ Here and further in the text whenever marked with *: plus the United Kingdom



You will work remotely in an application management system. All applications will be in English.

Timeframe

We will cooperate for one year: from September 2020 till September 2021.

With this period there will be at least two open calls for grant applications. The first call is scheduled for September-October 2020, the second call is planned for March-April 2021. We might change the dates of open calls or announce additional ones. In such a case, we will inform you in advance.

Remuneration

We will discuss remuneration with successful candidates. The remuneration package is fixed and is the same for all the experts.

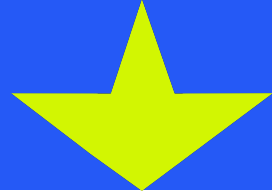
Expertise and skills required

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- At least five years of experience in the field of culture
- Excellent knowledge of cultural and creative industries developments in Ukraine
- Proven track of successful project implementation
- Working knowledge of English, Ukrainian, and Russian
- Very good written and oral communication skills, ability to express ideas in a clear, convincing, and structured manner
- Ability to think holistically and strategically
- Ability to provide meaningful feedback in a clear manner
- Time management skills and the ability to meet deadlines

It will be an asset if you have:

- Proven experience in the financial management of public projects
- Proven experience in implementing infrastructure projects in the field of culture (for example, the creation or renovation of art spaces or hubs, procurement of equipment or services, urban and community development, etc.)
- Experience in grant programme application evaluation
- An informed view of the current situation in the cultural and creative industries in EU* countries



Documents needed to apply

- CV in English (preferably in [Europass format](#))
- Cover letter in English. Please explain how your expertise will help you while assessing the applications and how your knowledge, experience, skills, and competencies correspond with the characteristics listed in the Expertise and skills required part of this document
- Contacts of two referees

How to apply

Please email the documents to maria.ilyina@houseofeurope.org.ua with the subject line <Call for experts: Grant Programmes>. The deadline is **16 September 2020, 15.00 Kyiv time**.

We will contact shortlisted candidates in September. The total number of experts will depend on the volume of applications received.

Confidentiality

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We will not publicly announce the names of the experts this year and ask you to keep your judging assignment confidential.

We will share the information of experts' names in September 2021, once your assignment is expired.

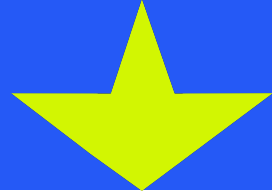
Conflict of interest

We are looking for independent experts who will evaluate the applications impartially. That is why it is important you do not have conflict of interest.

The conflict of interest may arise if you:

- Was involved in the preparation of an application
- Is a board member, mentor, partner, or in any other way involved in the management of an applying organisation, co-applying organisation, or a third party involved in the project
- Is employed or contracted by an applying organisation, co-applying organisation, or a third party involved in the project
- Have close family ties or other close personal relationship with the representatives of any of the applying organisation

We will ask you to confirm that you do not have conflict of interest related to the assignment, or any other professional or personal circumstances that might affect your impartial work.



You or the organisation you are employed at may not apply for the international cooperation grants while you are working as an expert. However, you can still apply for other House of Europe opportunities.

If any conflict of interest arises which you were aware of but did not disclose, we may terminate the contract.

Personal data protection

By applying for this call, you agree for your personal data to be processed in compliance with [GDPR requirements](#) and the law of Ukraine on the protection of personal data.