Interreg NEXT MED

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DIEM

DIEM Developing Inclusive Education in the Mediterranean
Interreg NEXT MED Programme | Grant A_T_3.1_0118 | WP4 Training of Trainers

INTERNATIONAL CALL FOR EXPERTS

Three management experts and one communication expert

DIEM is an Interreg NEXT MED project that promotes inclusive education and professional training in cultural heritage across six Mediterranean countries(Italy, Spain, Jordan, Tunisia, Egypt, Palestine). Its Training of Trainers programme, developed under WP4 - *Training for trainers and fragile communities* equips international heritage managers and university professors to share practical skills with future managers and local communities.
This call seeks four experts to help participants develop Management and Communication Plans for cultural heritage pilot sites through 5 hours of online teaching planned for January 2027 and 24 hours of on-site workshop in Jordan planned for May 2027.

KEY INFORMATION	DETAILS
Publication	Wednesday 28 October 2026
Application deadline	Tuesday 17 November 2026 at 12:00 PM Rome time
Fee	€2,450 per expert. Expenses for travel to Jordan are managed separately.
Services per expert	5 hours of online teaching and 24 hours of workshop coordination
Delivery period	Online teaching planned from January 2027. On-site workshop in Jordan planned for May 2027. Exact dates and venue will be confirmed.
Working language	English

PROFILES AND RESPONSIBLE ORGANISATIONS

CODE	PROFILE AND NUMBER OF POSITIONS	CONTRACTING AUTHORITY
M1	1 management expert in heritage values, stakeholder analysis and management planning	Tarmeem Center for the Training on the Preservation of Cultural and Natural Heritage-Not for Profit.
M2	1 management expert in documentation strategy and digital information management	
M3	1 management expert in preventive conservation and risk management	
C1	1 communication expert in cultural heritage communication planning	Fondazione MeNO ETS

One expert will be appointed for each profile. The organisation named in the last column manages the relevant selection procedure, signs the service contract and pays the expert. Technical assessment is carried out by the DIEM Scientific and Technical Committee.

CONTRACT TERMS

Payment is made against a valid invoice under the service contract's payment and acceptance terms. Expenses for travel to Jordan are managed separately from the expert's fee.
Each procedure follows applicable Interreg NEXT MED and contracting-authority procurement rules. This call for experts creates no contractual relationship and does not oblige an award. The responsible authority may amend, suspend or cancel its procedure under those rules. Applicants bear their application costs.

ASSIGNMENT AND REQUIRED EXPERIENCE

SERVICES AND EXPECTED OUTPUTS

Each expert will deliver the same level of service within their own specialism, in coordination with the DIEM WP4 team.

- **A joint preparatory meeting** will be held with the four selected experts and the DIEM project team to agree on a common structure for the pilot-site plans and clarify how the experts' contributions fit together. This will help avoid overlaps and ensure consistency between the management and communication components.
- **Online teaching (5 hours per expert):** Provide an applied teaching plan and learning materials, deliver the agreed sessions in English, and use a practical exercise linked to the pilot-site plans. The four experts will provide 20 teaching hours in total. The session timetable will be agreed with the project team. The teaching will address the project's 10 pilot sites across Italy, Jordan, Spain, Tunisia, Egypt, and Palestine. The project team will specify the target participants and their expected level of prior knowledge so applicants can tailor their exercises and teaching approach accordingly.
- **Workshop coordination (24 hours per expert):** facilitate the assigned working groups during the international workshop in Jordan, guide work on the relevant plan components, review participants' drafts and provide practical feedback.
- **Handover**: share the teaching materials and exercises, the plan components reviewed during the workshop, and concise recommendations for participants' next steps. Material formats and handover dates will be set in the agreed work plan.

The assignment supports participants in developing the management and communication plans of the pilot sites expected by the DIEM project. It does not commission the experts to independently author complete plans for all pilot sites.

FOCUS OF EACH PROFILE

M1 Heritage values and management planning. Help participants assess site significance, map stakeholders and rights-holders, define governance and management priorities, and turn these into feasible actions and monitoring measures.
M2 Documentation and digital information. Help participants define what information a management plan needs, choose documentation methods, organise data workflows, and address quality, access, interoperability and long-term preservation.

M3 Preventive conservation and risk. Help participants assess conditions, identify hazards and vulnerabilities, prioritise risks, and prepare realistic preventive, mitigation and emergency-response measures.
C1 Communication planning. Help participants define audiences, objectives and messages, select channels and interpretation methods, plan stakeholder participation, and prepare an implementation schedule and evaluation measures linked to the site Management Plan.

REQUIREMENTS FOR THE NAMED EXPERT

- A relevant university degree. A Master's degree or higher is an advantage. Equivalent professional experience may be considered where the applicable procurement rules allow it.
- At least seven years of professional experience relevant to the profile applied for, including applied work in cultural heritage.
- Demonstrated contribution to management and/or communication planning relevant to the selected profile, supported by specific examples in Annex 2.
- Experience in teaching or facilitating adult professionals, with the ability to use cases, practical exercises and accessible learning materials.
- Fluency in English and availability for both the online teaching and the on-site workshop coordination.

Individual experts may apply. A legal entity may apply by naming the expert who will personally deliver the services. The applicant must be lawfully able to provide the services and issue a valid invoice under the applicable rules.

DATA RECORDINGS AND MATERIALS

Application data are used for selection and contract management under applicable data-protection rules. Online teaching is recorded for DIEM training use. Contracts specify recording, ownership, permitted reuse, attribution, confidentiality and third-party permissions.

APPLICATION AND SELECTION

APPLICATION PACKAGE

Submit the following in English as one PDF. Supporting documents in another language must include an English summary or translation where needed.

- **Annex 1:** completed and signed application and declarations.
- **CV** of the named expert, with evidence of qualifications and relevant professional and training experience.
- **Annex 2:** to be filled with up to three Management and/or Communication Plans on which the expert has worked. State the expert's personal role and provide verifiable evidence. Full confidential plans are not required.
- **Annex 3**: Technical proposal, maximum three pages, including a timed outline totalling 5 teaching hours, a coordination approach covering 24 workshop hours.

SUBMISSION AND ENQUIRIES

PROFILES	APPLICATIONS AND QUESTIONS
M1 M2 M3	Tarmeem Center: info@tarmeem-center.org
C1	Fondazione MeNO ETS: info@fondazionemeno.org

Deadline: 17 November 2026 at 5:00 PM CET (Rome time).
Use the **email subject** "DIEM Phase 2 – [profile code] – [expert name]".
Questions must be sent to the contact for the relevant profile before the deadline. Clarifications of general interest will be shared through the call's publication channel. Late applications will not be considered unless the deadline is formally extended. Incomplete applications may be rejected.

ASSESSMENT AND AWARD

The relevant contracting authority checks completeness and eligibility. The DIEM Technical and Scientific Committee assesses eligible applications separately for each profile using the criteria below. The contracting authority records the award decision, notifies applicants in writing and signs the contract.
Evaluators must declare conflicts of interest and withdraw where impartiality could be affected.

TECHNICAL CRITERION	EVIDENCE ASSESSED	MIN	MAX
RELEVANT APPLIED EXPERIENCE	Personal contribution to relevant heritage plans and assignments, relevant qualifications and references, supported by the CV and Annex 2.	30	40
PROPOSED TEACHING APPROACH	Topic for each lesson, practical exercises, adult-learning methods, engagement and participant feedback.	20	30
TOTAL		50	70

For each profile, only applicants who achieve a combined score of 50 points or above out of 70 in "**Relevant Applied Experience**" and "**Proposed teaching approach and practical activities**" will be shortlisted for an interview.
A maximum of 20 Interviews will be conducted across the four profile codes with a maximum of five applicants shortlisted per Profile Code. The four highest-scoring applicants under each Profile Code will be selected, subject to meeting the eligibility requirements and completing the evaluation process.

TECHNICAL CRITERION	EVIDENCE ASSESSED	MIN	MAX
INTERVIEW	Profile-specific knowledge; ability to explain personal contributions to relevant assignments; responses to a practical scenario; and readiness to deliver applied training for phase2 and phase3.	-	30

Annex 1 Application and declarations

Call reference: TC/DIEM/CFE/2026/01
Select the profile applied for: [ ] M1 [ ] M2 [ ] M3 [ ] C1

Applicants may apply for more than one profile. In that case, submit a separate technical proposal for each profile and indicate your order of preference. The preference is binding and does not affect scoring. The call will appoint four distinct experts, one per profile. If an applicant is recommended for more than one profile, they will be appointed only to the one they ranked highest, and the next-ranked applicant who meets the minimum technical scores will be considered for the other profile. This step is repeated as needed. If no such applicant exists, the profile may remain unfilled.

Profile preference if relevant

_____

Named expert and applicant or legal entity

_____

Country of residence or establishment

_____

Email and telephone

_____

Availability for online teaching from January 2027 and the Jordan workshop in May 2027

_____

Applicant declarations
I confirm that the information in this application is accurate and that I am authorised to submit it. I understand the services, the stated €2,450 fee and the separate treatment of travel expenses. I can lawfully provide the services and issue an invoice under the applicable rules.
I declare that I am not in an applicable exclusion situation, including bankruptcy or insolvency, grave professional misconduct, fraud or corruption, criminal-organisation involvement, money laundering or terrorist financing, or failure to meet tax or social-security obligations. I have not misrepresented information for this procedure.
I disclose below any actual, potential or perceived conflict of interest concerning the project, its partners or this selection. I will promptly report any relevant change. Persons involved in preparing or assessing this call may not apply as experts.

Conflict of interest or connection to disclose Write None if there is none

_____

_____

Documents enclosed: [ ] CV and credentials [ ] Annex 2 Relevant heritage management/communication plan experience[ ] Technical proposal using Annex 3 [ ] Proposed teaching approach and practical activities

Name of signatory and capacity

_____

Signature _____ Date _____

Annex 2 Relevant heritage management/communication plan experience

Complete up to three examples relevant to the profile applied for. For each example, tick the profile area it demonstrates and describe the named expert's personal contribution. Provide a public link, shareable excerpt or professional referee; do not submit confidential material.
Profile focus: M1 values, stakeholders/rights-holders, governance and actions; **M2** documentation and digital information; **M3** preventive conservation, risk and emergency response; **C1** audiences, messages, interpretation, participation and evaluation.
Named expert: _____ Profile applied for: [ ] M1 [ ] M2 [ ] M3 [ ] C1

EXAMPLE 1

Relevant heritage management plan title and site/organization:
_____
Country / year(s):
_____

Commissioning organization: _____
Plan Status: [ ] Draft [ ] Adopted [ ] Implemented [ ] Evaluated

Personal role: [ ] Lead author [ ] Coauthor [ ] Specialist contributor [ ] Implementation/review [ ] Other: _____

1. **Which relevant heritage planning assignment did you work on?**
   Provide the title of the plan or assignment and a brief description. Examples may include UNESCO World Heritage nomination dossiers and site management or communication plans.

2. **How does your work on this assignment relate to the profile area(s) you selected?**
   Briefly describe the specific tasks or outputs from this assignment that relate to the selected profile area(s).

3. **What was your personal role, and what responsibilities did you carry out?**
   Describe the tasks you personally managed or completed, including the plan sections, analysis, activities or outputs you contributed. If it was a team assignment, explain your specific contribution.

4. **How can your contribution be verified?**
   Provide a public link or a shareable excerpt. Do not submit confidential material or documents you are not authorized to share.

Provide referee name, job title, organization and professional email address/telephone number:_____

EXAMPLE 2

Relevant heritage management plan title and site/organization:
_____
Country / year(s):
_____

Commissioning organization: _____
Plan Status: [ ] Draft [ ] Adopted [ ] Implemented [ ] Evaluated

Personal role: [ ] Lead author [ ] Coauthor [ ] Specialist contributor [ ] Implementation/review [ ] Other: _____

1. **Which relevant heritage planning assignment did you work on?**
   Provide the title of the plan or assignment and a brief description. Examples may include UNESCO World Heritage nomination dossiers and site management or communication plans.

2. **How does your work on this assignment relate to the profile area(s) you selected?**
   Briefly describe the specific tasks or outputs from this assignment that relate to the selected profile area(s).

3. **What was your personal role, and what responsibilities did you carry out?**
   Describe the tasks you personally managed or completed, including the plan sections, analysis, activities or outputs you contributed. If it was a team assignment, explain your specific contribution.

4. **How can your contribution be verified?**
   Provide a public link or a shareable excerpt. Do not submit confidential material or documents you are not authorized to share.

Provide referee name, job title, organization and professional email address/telephone number: _____

EXAMPLE 3

Relevant heritage management plan title and site/organization:
_____
Country / year(s):
_____

Commissioning organization: _____
Plan Status: [ ] Draft [ ] Adopted [ ] Implemented [ ] Evaluated

Personal role: [ ] Lead author [ ] Coauthor [ ] Specialist contributor [ ] Implementation/review [ ] Other: _____

1. **Which relevant heritage planning assignment did you work on?**
   Provide the title of the plan or assignment and a brief description. Examples may include UNESCO World Heritage nomination dossiers and site management or communication plans.

2. **How does your work on this assignment relate to the profile area(s) you selected?**
   Briefly describe the specific tasks or outputs from this assignment that relate to the selected profile area(s).

3. **What was your personal role, and what responsibilities did you carry out?**
   Describe the tasks you personally managed or completed, including the plan sections, analysis, activities or outputs you contributed. If it was a team assignment, explain your specific contribution.

4. **How can your contribution be verified?**
   Provide a public link or a shareable excerpt. Do not submit confidential material or documents you are not authorized to share.

Provide referee name, job title, organization and professional email address/telephone number: _____

Annex 3 Proposed teaching approach and practical activities

Please answer the questions below; with no more than 12 sentences per question, for the profile you are applying for. Briefly describe how you will teach the topic, involve participants, and help them apply what they learn online and during the in-person workshop

Profile focus: M1 values, stakeholders/rights-holders, governance and actions; **M2** documentation and digital information; **M3** preventive conservation, risk and emergency response; **C1** audiences, messages, interpretation, participation and evaluation.

Named expert: _____ **Profile applied for:** [ ] M1 [ ] M2 [ ] M3 [ ] C1

1- Online teaching
Describe one activity you could use to help participants apply your topic to cultural heritage work. State its learning objective, what participants would do, how you would encourage interaction, what practical output they would produce, and how you would check whether the learning objective was achieved. _____
2- In-person workshop
Describe one group activity through which participants could develop or improve a relevant component of a Management or Communication Plan. State what participants would produce, how you would facilitate discussion and collaboration, and how you would review their work and provide feedback. _____
3- Materials accessibility and delivery
What materials or templates will you use? How will you support participants with different levels of experience? Confirm that you can teach in English, and note any limits on your availability. _____