## Annex 1: Letter of Interest form

PRE-QUALIFICATION APPLICATION FOR
EIT Community Officer of the EIT COMMUNITY RIS HUB in Estonia

**Application submitted by**

|  |  |
| --- | --- |
| Name of Applicant / Legal entity\* |  |
| Official address |  |
| Tax registration number |  |

\* Please, consider it carefully. If the applicant is a natural person, her/his name has to be indicated. In case the applicant is a legal entity offering a sole expert for the assignment, the name of the legal entity must be indicated in this row.

**Contact person**

|  |  |
| --- | --- |
| First Name and Last Name |  |
| Address |  |
| Telephone |  |
| e-mail |  |

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

|  |
| --- |
| EXPERIENCE *Please present the relevant expertise of the Applicant with special regard to the tasks and role of the EIT Community Officer of the EIT Community RIS Hub in Estonia. Please specify the exact references, upon which further information may be requested by the Contracting Authority.* |
|  |

|  |
| --- |
| SIGNATURE (and stamp if applicable) *In case of a natural person signature of the Applicant.**In case of legal entity signature of the person authorise to represent the entity and the expert to be delegated to perform a role of the EIT Community Officer in Estonia* |
|  |

## Annex 2: 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. Linkedln, ResearchGate) |
|  |

**B. Administrative part**

*Please include all the information and attach documents required by the EIT Food for the evaluation of the application based on the exclusion and selection criteria set out in the pre-qualification notices.*

|  |  |
| --- | --- |
| The candidate is a natural person and is a resident of Estonia. | YES / NO\*\* |
| The candidate is a legal entity with a registered office in Estonia and offers a sole expert who will be appointed for the full duration of the services, and the appointed expert fulfilsthe requirements below. | YES / NO\*\* |
| Candidate possesses C1 level fluency in the official language/s/ of Estonia | YES / NO |
| Candidate possesses C1 level fluency in English. | YES / NO |
| 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 |
| Candidate has at least 3 years of professional experience in innovation, entrepreneurship, and/or European affairs as a project manager or key expert. | YES / NO |
| Managed/worked as key expert for at least 1 EU-financed project for at least one year. | YES / NO |

\*\* The candidate is a natural person or a legal entity. Therefore please, indicate YES only for one question out of the first two.

**C. Technical part**

*Please include all the information required for the technical evaluation of the pre-qualification notice and attach relevant documents. The technical part shall be listed by the applicant. Please, enclose your CV 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. |  |
| Knowledge of the EIT system, collaboration experience with EIT/EIT KICs/RIS Hubs |  |
| Experience with networking services (events organised, studies or other services provided for international networks) |  |

Signed on behalf of the Applicant

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |