**TERMS OF REFERENCE (ToR)**

**For engaging two (2) Experts to develop the MUNICIPALITY SUPPORT PROGRAMME, under the current TA of the IPA 2014-2020 Cross-Border Cooperation Programme between the Republic of North Macedonia and Republic of Albania**

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| **Position title:** | **Two (2) Experts for development of the Municipality Support Programme (one from MK and one from AL)** |
| **Place of the activities** | North Macedonia and Albania |
| **Project** | Technical assistance for the Cross-Border Cooperation Programme Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II)  |
| **Organization** | IPA CBC Programme North Macedonia-Albania 2014-2020 |
| **Financing**  | Grant Contract |
| **Budget line** | - |
| **Duration** | Up to 30 days during the project duration for each of the experts |
| **Start date** | 15th December 2021 |
| **Deadline for submission of the outputs** | 15th of July 2022 |

1. **Background**

**The Cross-border Cooperation (CBC) Programme North Macedonia - Albania 2014-2020 funded by the European Union,** was adopted by the European Commission (EC) on 11/12/2014. This CBC programme aims at providing assistance for CBC operations in three thematic priorities: (i) encouraging tourism, culture and natural heritage; (ii) enhancing competitiveness, business, trade and investment; and (iii) protecting environment, promoting climate change adaptation and mitigation, risk prevention and management. This programme includes a specific budget allocation for TA operations aimingat supporting the implementation of the entire CBC Programme.

The programme is implemented jointly by both countries, where the responsible institutions are the Ministry of Local Self-Government (MoLSG) in North Macedonia and the Ministry for Europe and Foreign Affairs (MEFA) in Albania. These two institutions represent the operating structures (OS) and are responsible for the overall coordination of the programme

The IPA CBC Programme MK-AL is targeting local authorities as implementing partners together with NGOs for knowledge transfer and capacity building, despite the potential for doing this through the programme is limited. The majority of partnerships established for the implementation of projects funded under the IPA CBC programme has a reasonable chance of being sustained, which is in most cases reliant on the successful acquisition of future financing.

There is an increasing focus on municipalities in the CBC region, as the lead partner under the IPA CBC Programme, especially in IPA II, aiming to strengthen sustainability of the projects results. This CBC programme has specifically included municipalities with NGOs during the second call for proposals as a way of leading to capacity building. There is an understanding that capacity of municipalities is still low, but they are being increasingly targeted, as they are much more likely to be able to sustain project results. However, municipalities are limited in their abilities and have limited administrative capacity and funds to recruit technical staff with the competence to manage IPA CBC projects and so again rely on either through partnerships with NGOs or consultants to design and implement IPA CBC projects on their behalf. That said, there is a need for core capacity building needs for the municipalities to apply with good proposals under this CBC programme.

Thus, within the TA for the CBC programme North Macedonia-Albania, it will be developed an activity named “The Municipality Support Programme” that will contribute to strengthening the capacities of municipalities to establish sound cbc and local partnership and prepare and implement good quality cross-border projects. This activity will help the municipalities to establish a qualified municipal administration (staffers) that can design and provide CBC projects with the expected quality, as well as to establish partnerships with the municipalities and other partners in the programme eligible area, in order to jointly expose the experience in designing and implementing CBC projects funded by the EU. The activity will include municipalities staff in training/coaching activities in preparing CBC projects, implementing sound financial management, and - exchanging expertise with more experienced local government units. In this regard, the direct capacity building for local authorities of the programme area will be realized through the Programme technical assistance.

**2. Purpose of the service**

The Experts will be hired under this TA with a role in providing assistance to the municipalities in the CBC Programme eligible area in design, preparation and implementation of CBC projects. The main focus of this activity will be directly to support municipalities in the CBC programme area to be awarded with a contract under the call for proposals of this CBC programme.

**3. Scope of services**

The “Municipality Support Programme”, will plan and deliver a full range of capacity building support to the municipalities and their partners in order to scale up successful projects. The experts will be required to travel extensively throughout the Programme CBC area to meet the relevant municipal staff of the selected municipalities that expressed beforehand their interest for participation in the Municipality Support Programme, on the opened Call to this regard, through needs assessment (interviews, training needs for CBC projects design, management and implementation, etc).

The experts will also design the ToR for the trainers that will be hired to develop and deliver the capacity building training sessions for the municipalities. Under the TAs of this CBC programme will be provided sufficient support in organization of the meetings with the target groups for brainstorming/identification of the training needs with the beneficiary institutions during implementation of this activity, in order to enable experts to be focused on their core tasks.

For the brainstorming/identification events it is feasible to use hotels / restaurants in the programme eligible area, that will have a positive effect to the development of the local economy.

Care must be taken to ensure that venue does not distract the participants, and enables them to focus entirely on the activity in hand. As venue of those meetings, might also be as well as premises of one of the municipalities or planning regions.

The Experts activities should be implemented in the programme CBC area. In exceptional cases, the Contracting Authority may approve working days out of the programme CBC area based on duly substantiated written justifications.

The experts will also be required to establish the Inter-municipal, regional and international partnerships and networks in order to facilitate peer-to-peer exchanges of knowledge and experience in preparation and implementation of IPA CBC projects and networks, for participation of peer on the training / workshops for municipalities of the CBC Programme area and participation in at least 1 international matching event for representatives from selected municipalities, OSs and Joint Technical Secretariat (JTS). The OSs and JTS will cloosely cooperate and coordinate with the “EU for Municipalities” project (fund for supporting the development and improving the environment of municipalities in each country, where the main beneficiaries are the Local and regional authorities and civil society organizations), assuring the coherence and complementarity with other projects with similar focus of activities.

**4. Outputs:**

**Developed Municipality support programmme with the following sections:**

* Needs assessment for development of the capacity building training programme for municipalities prepared;
* ToR for trainers to develop and deliver capacity building trainings for municipalities prepared;
* Develop a methodology for establishing of the inter-municipal, regional and international partnerships and networks and enabling peer exchange of knowledge and experience, with the participation of peers from EU countries in training / workshops for municipalities in the cross-border cooperation program area;
* Developed a methodology and protocols for drafting project proposals.

**5. Contracting Authority and its role**

The Contracting Authority will be the Ministry of Local Self Government (MoLSG) in the Republic of North Macedonia and it will be financed under TA Grant Contract for the CBC Programme 2014 -2020. The MoLSG will closely cooperate with MEFA in all issues to this regard. The Experts will receive instructions from the Oss and EU Delegation in MK at all the stages of the implementation of the Municipality Support Programme.

It is advisable that both Ministries (OSs) to organize a joint meeting with the Experts before the beginning of the assignment.

**6. Expert Profile and qualifications**

The CBC programme North Macedonia – Albania invites Experts having expertise in the related field satisfying the following said conditions.

***Qualification and skills***

The experts should have the following educational and professional qualifications:

* 1. University degree (four years study in a university or equivalent institution) in the areas of Public Administration, Business Administration, Human Resources Development / Management, Economics, Educational Sciences, Policy Sciences, Social Sciences (max 10 points);
	2. Strong English skills, both in written and oral format is obligatory, (max 10 points);

***General professional experience:***

* 1. Senior professional level with a minimum of 5 years’ experience in public administration, institutional capacity building, training need assessment, set up and/ or management of public administration training institutes; (max 10 points);
	2. Experience in managing complex international assistance projects of any duration in the field of public administration, training institutes, training facilities, and institutional building and managing teams; The number of projects relevant to this assignment to be provided (max 10 points);\
	3. Excellent skills of the official languages in Republic of North Macedonia and Republic of Albania will be count as advantage;

 ***Specific Professional experience***

* 1. At least 3 years of expertise through specific projects/actions in training assessment needs, establishment and/or development of institutional training programmes, organizational structure, in the areas relevant to the assignment. (max 15 points);
	2. Experience in developing curricula and training plans and/or providing training related to drafting and submitting applications under the Call’s of the cbc programmes. Pls list similar development curricula’s developed in the past. (max 10 points);
	3. Expertise in programming, project management and drafting project proposals; (max 15 points);
	4. Knowledge of rules and procedures (PRAG, IPA) applying to EU external aid would be considered an asset.
	5. Knowledge of fundamental EU Institutional structures, policies and instruments would be considered an asset.

**Only the pre-selected candidates will be interviewed.**

*General Competencies*

* Ability to work in a team in a multi-cultural environment;
* Ability to multi-task and work irregular and long hours; and
* Flexibility to travel as required (if applicable).

The expert/s will work under the direct supervision of the Joint Technical Secretariat (JTS) of this IPA CBC programme and in close consultation with the both OSs of the programme.

**7. Engagement Period and location:**

Each expert/s shall discharge his/her duties for a maximum of **30 days** within of contract duration of **seven (7) months**.

The assignment will be coordinated from the JTS Struga.

**8. Deliverables/Outputs**

Experts to prepare and deliver the following:

**Municipality support programmme with the following sections:**

* Needs assessment for development of the capacity building training programme for municipalities prepared;
* ToR for trainers to develop and deliver capacity building trainings for municipalities prepared;
* Developed a methodology for establishing of the inter-municipal, regional and international partnerships and networks and enabling peer exchange of knowledge and experience, with the participation of peers from EU countries in training / workshops for municipalities in the cross-border cooperation program area;
* Developed a methodology and protocols for drafting project proposals.

**9. Reporting**

Formally, the Experts have to submit the assessment of the needs for development of a capacity building training programme for the municipalities and ToR for trainers to develop and conduct capacity building trainings for municipalities to the Contracting Authority.

In addition to this Experts will also present to the contracting authority the established inter-municipal, regional and international partnerships and networks.

**10. Language of the Specific Contract**

Proposals, correspondence and documents relating to the deliverables should be submitted in the official programme language which is English.

**11. Remuneration**

For the execution of the tasks defined by this ToR, each Expert will be hired to discharge his/her duties for a maximum of **7,500.00 EUR**. The payment will be done per worked approved day.

Travel and accommodation costs pertaining to meetings to be attended and the field work are included in the aforementioned amount.

The payments will be made on an output delivery basis, upon submission of outputs defined in point above, subject to clearance of the OSs.

**12. Evaluation Criteria**

The maximum number of points is 80. The points will be distributed by the following criteria:

80 points for profile and qualification from point 7 (6.1- 6.9).

**12. Confidentiality**

The outputs of this assignment shall not disclose to third party any news or information relating to the project on which it is working during the period of assignment period and thereafter, without prior written consent of CA or as required by the terms of or for execution of this assignment. In this case, the CA (MoLSG) shall consult beforehand the MEFA.

**13. Termination**

The contract can be terminated by either side on giving a Notice period of 20 (twenty) days. During the Notice Period, both parties shall carry out their work conscientiously. At the end of the Notice Period, the Expert shall hand over all documents and relevant updates to the CA.

**14. Submission**

Interested Experts, for this assignment “To develop the MUNICIPALITY SUPPORT PROGRAMME”, shall submit a detailed technical and financial offer accompanied with the following documents:

* CV;
* Copy of diplomas;
* At least one or more successful similar assignment developed by the Expert;
* Copies of certifications and documents proving qualifications;
* Document proving knowledge of English language (this is not needed if previous working experiences have been performed in English-speaking environment);
* Relevant working references.

**Deadline for application:**

Interested candidates must submit the application documents electronically via email **until 30 of November 2021**.

**Candidates should provide these documents in electronic version and must be submitted to the following email address: jts\_mkal@yahoo.com**

Only those applications which will arrive by the closing date and time to this announcement will be considered for review.

The contract will be awarded to the Expert/s based on the evaluation criteria.

The selection of successful candidate will be made jointly by MoLSG and MEFA

The Experts shall submit **the outputs of this assignments** electronicallyon the following email addresses**:**

**dimitar.vanchov@gmail.com**

**jts\_mkal@yahoo.com**

**Note**

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.