

TERMS OF REFERENCE

for Contracting of an Expert for supporting the National Authority in implementation of Control Management System, Monitoring and Training within the Interreg IPA Cross border cooperation (CBC) Programme between Greece and Republic of Macedonia 2014-2020

1. BACKGROUND

Legal Basis

The legal base for contracting a Technical Expert (Project Officer) who will be involved in the implementation of Control Management System, derives from adopted Application for Technical Assistance within Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020 related to the National Authority (NA)/Operating Structure(OS) within the Ministry of Local Self Government (MoLSG), where a qualified expert will be engaged under this TA who will assist the NA/OS designated staff in carrying out everyday's management of administrative, technical and financial issues within Programme's Control and Management System (CMS).

The NA/OS within the MoLSG for the implementation of the Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020, need practical on-job training and assistance from experienced expert dealing with the EU affairs particularly with issues of project management of EU funded projects, administrative-technical and most importantly financial issues according to the national legislation and adopted IPA II legislation, and who has capacity to carry out practical trainings with purpose of smooth operation of the Interreg IPA CBC Programme.

The expert will assist the NA/OS in timely implementation of Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020 (hereinafter: the Programme) with the purpose of enhancing convergence in the Programme area by promoting sustainable local development.

The recruitment of the expert will be on a full time base, for implementation of adopted CMS, carrying out the administrative-technical and financial control, verification of FLC certificates, monitoring and training as support to the activities within the implementation of the CBC Programme.

Current state of affairs in the relevant sector

The IPA II CBC Cooperation supports cross-border activities among beneficiary countries and between beneficiary countries and member states. In Republic of Macedonia, under the IPA programming period 2014-2020, five (5) Cross-Border Programmes, with Albania, Bulgaria, Kosovo, Greece and Serbia, are in process of implementation, as well the one (1) transnational cooperation programme, that is the Balkan-Mediterranean Programme..

In the Republic of Macedonia, the Deputy Prime Minister for European Affairs is assigned as the National IPA Coordinator (NIPAC), who acts as the representative of Republic of Macedonia vis-à-vis the Commission. The NIPAC in Republic of Macedonia has designated the Ministry of

Local Self Government as NA/OS for coordinating the participation of the country in the relevant cross-border and transnational programmes.

Within implementation of the Interreg IPA CBC cooperation Programme between Greece and Republic of Macedonia 2014-2020, the Ministry of Local Self Government is beneficiary of the Technical Assistance for implementation of specific activities within the territory of the candidate country. The beneficiary of the technical and financial support will support the activities of the designated staff within the MoLSG, the Joint Monitoring and Joint Steering Committee, as well the Antenna office for the actions carried out in the country and abroad within frame of the adopted Management Control System. Additionally, the project applicants from the Republic of Macedonia will be supported through various actions, from the technical support, visibility issues and verification of expenditures paid i.e. First Level Control with the projects.

The action supported by the TA funds, will consist of the following activities:

- a. Assistance to the NA/OS within the Ministry of Local Self Government (MoLSG) in carrying out its implementation activities under the Programme;
- b. Assistance to the Antenna Office in Bitola, Republic of Macedonia;
- c. Assistance to the activities of the Joint Monitoring Committee of the Programme;
- d. Assistance to the verification of FLC certificates;
- e. Implementation of the Programme in line with relevant EU & National procedures.

Estimated results

The actions planned to be realized with implementation of the Technical Assistance will contribute to the achievement of the following results:

Measure: Programme Management and Implementation

- Smooth operation of the decision-making bodies of the Programme;
- Efficient implementation of Programme by MoLSG as NA/OS of the Programme.
- Increased capacity of Ministry staff to implement the Programme in accordance with relevant rules and procedures.
- Smooth operation of the JMC, JSC, JS and JS Antenna Office;
- Verified costs of FLC as project beneficiary support;

2. DUTIES of the expert in implementation of Control Management System, monitoring and training within the Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020

The overall responsibilities for the job holder is to facilitate the implementation of Control Management System, monitoring and training within the Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020 through providing quality administrative, technical and financial services to the Operating Structure throughout the whole implementation cycle of the Technical Assistance.

2.1. Specific Duties:

The tasks planned to be realized by the engaged expert are among the others as well:

- Assisting the Territorial Cooperation Coordinator, the Programme officer, the Financial Control Officer and the Irregularity officer in the implementation of the Interreg IPA CBC programmes;
- Assisting the NA/OS staff of the in implementation of the Interreg IPA II CBC programme and supporting the NA/OS in practicing sound financial management results in the project implementation;
- Contribute in the implementation of Control and Management System with focus on certifying the quality management system with appropriate ISO standards;
- Assist the Ministry staff on issues from administrative-technical and financial control;
- Assist the Ministry staff in monitoring of the IPA CBC Programmes;
- Assisting the Ministry staff in coordination of the Subsidy and Grant Contract activities;
- Conducting on the job training on tendering, contracting, payment and monitoring to the MoLSG involved in the management of the IPA CBC Programmes;
- Assist the Ministry staff in implementation of the IPA CBC Programmes for the planning period 2014-2020;
- Development of procurement plan for implementation of the TA for the IPA CBC Programmes;
- Assist in preparation of communication plan, and materials for printing and promotion of the programme like leaflets, booklets, flyers, e-bulletins/e-newsletters, etc.;
- On-job training of the potential applicants and grant beneficiaries;
- Setting up the financial control and management system, and developing the strong communication with the responsible institutions like the Ministry of Finance and Directorate for general and common affairs.
- Conducting analysis for the implementation of the Programme;
- Preparing various reports;
- To ensure timely submission of the progress reports for the technical implementation of the Technical Assistance as it is foreseen in the Programme Manual and Technical Assistance Manual of the Programme;
- Drafting of Annual Implementation Report related to the NA/OS's activities and other relevant reports;

3. EXPERT PROFILES

Expert in implementation of Control Management System, Monitoring and Training

Qualifications and skills

- Education at least up to University degree in the social sciences (Law, Economy or related education field, where an university degree has been awarded on completion of four years study in a university or equivalent institution).;
- Advanced degree will be considered as a strong advantage;
- Ability to work well in a team and capacity to establish and maintain good cooperation relations;
- Fluency in English, both written and spoken.

Professional experience

- At least seven (5) years of general professional experience in public administration, NGO sector or on projects funded by EU or another international-donor;
- At least five (3) years of specific work experience in project and finance management of EU projects, preferably in fields relevant to the assignment (grant schemes project and financial management with particular focus on project preparation, implementation, monitoring, evaluation and reporting, irregularities management, communication and public relations, and related activities);
- Experience in preparation and delivering trainings and moderation of other events (workshops, roundtables etc.);
- Experience with EU programmes and Practical Guide to the Contract procedures for EC external actions (PRAG).
- Experience with local procurement regulation, particularly with the budget planning of the organizations under the National budget;
- Experience in creation and maintenance of public relations, dissemination of the information for the Programme, as well capitalization of the results.

Working Language

Working language of the contract shall be English.

5. LOCATION AND DURATION

➤ **Starting period**

Tentative date for commencement of experts work: **March 2019.**

➤ **Foreseen finishing period or duration**

In accordance with the adopted Multiannual Budget Plan of the Interreg IPA CBC Programme between Greece and Republic of Macedonia 2014-2020. The Initial Contract signed is with the possibility of its extension.

➤ **Planning**

The Expert in implementation of Control Management System, Monitoring and Training shall be contracted by the Ministry of Local Self Government on a basis providing services as full time job.

➤ **Location(s) of assignment**

The activities that will be undertaken by the expert will be carried out mainly at the premises of the Ministry of Local Self Government. The expert will be based in an office provided by the Ministry of Local Self Government.

6. ADMINISTRATIVE INFORMATION

The MoLSG shall ensure that expert is adequately supported and equipped with office equipment and in particular shall ensure that there is sufficient administrative and secretarial provision to enable the expert to concentrate on his/her projects responsibilities. The MoLSG must also ensure that the expert is paid regularly and in a timely fashion.

Office-running costs which may include office communications (fax, telecommunications, mail, courier etc.), report production, secretarial assistance, shall be covered by the Ministry of Local Self Government.

The Ministry of Local Self Government shall be responsible for the daily management of the Technical Assistance, distribution of tasks and performance of activities.

The Ministry of Local Self Government shall provide all required data and put in place all necessary means and staff to support the assignment of the expert.

➤ **Tax and VAT arrangements**

All EU-funded Projects are VAT-exempt. Under no circumstances can VAT be paid by a Community programme.

➤ **Financing**

From the funds allocated to the NA/OS in the Republic of Macedonia for implementation of the Interreg IPA 2 CBC Programme between Greece and the Republic of Macedonia will be used for financing the contract for the Expert in implementation of Control Management System, Monitoring and Training.

➤ **Salary level**

The estimated gross salary per month for the Expert in implementation of Control Management System, Monitoring and Training is commentary with the approved multiannual plan of the Programme.