

Terms of Reference – Programme Associate

Position: Programme Associate for the IPA III Cross-border Cooperation Serbia – North Macedonia-2021-2027 (hereinafter “the Programmes”)

Location: Ministry of Local Self-Government premises in Skopje

Overall objective

In accordance with the Commission implementing decision C(2022)3739, the technical assistance priority will be implemented in direct management through direct grant during the duration of the programme concluded between the Delegation of European Union (hereinafter “the IPA III”) for the year 2021,2022,2023 (dated 4th December 2023), the first technical assistance allocation under the Programmes will be made available via direct award of a grant contract concluded between the Delegation of European Union (hereinafter “the EUD”) to the Republic of Serbia and the Ministry of European Integration of the Republic of Serbia (hereinafter “the MEI”) to the Republic of North Macedonia and the Ministry of Local self-Government (hereinafter “the MoLSG”). This grant contract and all subsequent ones will provide support to the work of the CBC Structures (hereinafter “the CBCs”) in two participating countries and of the Joint Monitoring Committees (hereinafter “the JMC”) in ensuring, implementation, monitoring and evaluation of the Programmes.

- Programme Associate, through the Technical Assistance Grant Contract would technically and administratively support the Programme and assist the Programme Coordinators, the Head of the CBC Structure. The Programme Associate would assume responsibilities directly related to the TA Grant Contract. To that regard the overall responsibilities of Programme Associate are to assist and provide support to Programme Coordinators in:

- Preparation and revision of strategic part of Guidelines for Applicants and other programme implementation documents in compliance with programme rules and national legislation;
- Carrying out the regular review and up-grading of TA project implementation procedures and, if needed, initiates revisions according to programme rules and national legislation;
- Participating and contributing to annual reviews of Cross-Border Programmes in cooperation with the Programme Structures;
- Monitoring of the implementation of the Programmes in particular: analyzing the sectoral, territorial and institutional distribution of the funds that will influence the selection of operations in future calls; selection of best practices projects, etc;
- Ensuring that operations are selected for funding in accordance with the criteria and mechanisms applicable to the Programme, and that they comply with the relevant EU and national rules, in terms of: compliance with the 'Application Package';
- Preparing the OSs participation in the partner search forums, workshops for potential applicants, and project clarifications, organised with close coordination with partner country, where appropriate;
- The establishment, in close coordination with the JMCs, of a system to gather reliable data on the Programme's implementation and systematization of the collected data to provide relevant information to the JMC, and Head of CBCS;

Formally, the Programme Associate will be reporting to a Head of Operating Structure through timesheets. The position includes travelling, mainly throughout the Programme area for the following reasons:

- Monitoring of CBC projects that will be implemented under the Programmes;
- Attending the coordination meetings between the OSs and the JMC meetings, as well as any other the Programme related meetings/events in the field.

Responsibilities and tasks

The responsibilities and tasks of the Programme Associate are connected to the JTSs areas of activities as follows:

Managing technical assistance

- Assists the Programme Coordinator in the preparation of national budget in respecting the relevant national contribution to the TA service contract under IPA CBC Programme Serbia-North Macedonia;
- Reviews and incorporates comments on Organization and Methodology for obtaining Technical Assistance Service Contracts from EUD for CBPs and submits it to the Programme Coordinator;
- Assist in maintaining up-to-date electronic information on the consumption of man-days (experts) and finances (costs incurred, funds disbursed and remaining) under the service contract
- Prepares narrative reports on TA Service Contract implementation;
- Prepare procurement documents (ToR, calculation of costs, etc.) for the proper implementation of the TAGC;

Programming of the Cross - border Cooperation Programme

- Assists the Programme Coordinators in organizing the programming or revision of CBC OPs;
- Assists in work of evaluators in preparation of adjustments/modifications of CBC OPs;
- Attends Joint Programming Committees based on instruction of the Programme Coordinators;
- Organizes the Joint Programming Committees in cooperation with the Programme Coordinators;

Implementation, Monitoring and Evaluation of Cross - border Cooperation Programme

- Assists in organization and contributes to the preparation of Joint Monitoring Committees and IPA Monitoring Committees in cooperation with the Programme Coordinators;
- Assists in organization of the preparatory meetings/consultations of the North Macedonia Members of JMCs prior to the JMC Meetings;
- Involved in preparation of the JTSs monitoring visits plan for approval if required;
- Assists in composition of the Joint Steering Committees on behalf of North Macedonia, before their submission to Joint Monitoring Committees for approval;

Horizontal Issues

- Attends and contributes to monthly coordination meetings;
- Reports to and liaises with the Programme Coordinators;
- Ensures that adequate filing and archiving systems in the Programme is in place;
- Provides any additional support to the hierarchy as requested;
- Provides support to the Head of CBCS in drafting and preparation of reports for the NIPAC MK

Other

- Immediate reporting of any signal of irregularities identified;
- All documents are appropriately filed either in physical or electronic form, or both;
- Facilitating any monitoring or audit missions related to service contract;
- Fulfillment of other tasks, as required.

Professional requirements

The Programme Associate must fulfill the following conditions and have the following qualifications and experience:

Qualification and skills

- University degree
- Fluency in both written and spoken English and the official languages in participating countries;
- Good communication skills;
- Computer literacy;

- Driving license.

General professional experience

- Minimum 8 years of general professional experience;

Specific professional experience

- Minimum 8 months of professional experience in the programmes/projects funded by international donators, preferably EU funds,
- Relevant experience in project management and coordination;
- Experience in at least 1 project in the last 3 years, preferably EU funded