

TERMS OF REFERENCE

for Contracting of Local Expert for supporting the Territorial Cooperation Management Operating Structure in the Ministry of Local Self Government in implementation of the Control Management System, Monitoring and Training within the INTERREG IPA Cross Border Cooperation Programme between Greece and Republic of Macedonia 2021-2027

1. BACKGROUND

Legal Basis

The legal base for contracting of local expert who will be involved in the implementation of the Control Management System, Monitoring and Training derives from adopted budget for Technical Assistance (TA) project in country within the INTERREG IPA Cross border Cooperation (CBC) Programme between Greece and Republic of Macedonia 2021-2027, implemented by the Territorial Cooperation Management Operating Structure in the Ministry of Local Self Government, that is seeking for qualified local expert who will be adjoin the Operating Structure to support in management and control and implementation of administrative, technical and financial matters related to the Cooperation Programme.

The Cooperation Programme shall be implemented under shared management mode with respective responsibilities of Managing Authority located in Greece (the Member state) for the management and control of the Programme.

The Territorial Cooperation Management Operating Structure (the Department of EU) within the Ministry of Local Self Government (National Authority of the IPA beneficiary country) is the designated body in charge of the programme coordination in the territory of Republic of North Macedonia.

The Department of EU is reequipped with civil servants who need a practical on-job training and assistance from experienced local expert particularly on the project management of EU funded projects, and in administrative-technical and financial matters, these ruled by both, the national legislation and of adopted IPA 2 legislation, and the expert should have a capacity to carry out practical trainings with purpose of smooth implementation of operation within the INTERREG IPA Cross Border Cooperation Programme between Greece and Republic of North Macedonia 2021-2027.

The local expert will also assist the Territorial Cooperation Management Operating Structure (the Department of EU) in the Ministry of Local Self Government in implementation, monitoring, control and evaluation of the Programme, and in coordinating the appointment of the Joint Monitoring Committee (JMC) members and in logistics for the JMC meetings when taking place in country, and in coordinating the appointment of the First Level Control (controllers) to project partners in country and ensuring timely information and publicity requirements about the Programme.

The recruitment of the local expert will be on a full time base with duration of 24 months."

Current state of affairs in the relevant sector

The IPA 2 Cross Border Cooperation Component will support cross-border activities among beneficiary countries and between beneficiary countries and member states. In Republic of Macedonia, under the IPA 3 CBC Component, five (5) Cross-Border Programmes with Albania, Bulgaria, Kosovo, Greece and Serbia.

In the Republic of North Macedonia, the Deputy Prime Minister for European Affairs is assigned as the National IPA Coordinator, who acts as the representative of Republic of North Macedonia vis-à-vis the Commission. The Ministry of Local Self Government is delegated as Operating Structure for coordinating the participation of the country in the relevant cross-border and transnational programmes.

Within implementation of the INTERREG IPA Cross border Programme between Greece and Republic of North Macedonia 2021-2027, the Ministry of Local Self Government is a National Authority of the IPA beneficiary country in charge of the Technical Assistance project for implementation of specific action and is focused at the national level. It hold up the activities of the Department of EU, in supporting the Joint Monitoring Committee (JMC), Joint Steering Committee (JSC), Audit Authorities (AA) and Antenna office in country but also supporting the Managing Authority and Joint Secretariat in Greece.

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

- a. Assistance to the Department for European Union in 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 North 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 the Programme by MoLSG (Sector for EU) on behalf of National Authority, a body in charge for programme coordination in country.
- Strengthening 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 local expert in implementation of Control Management System, monitoring and training within the Interreg IPA Cross border Programme between Greece and Republic of North Macedonia 2021-2027

The overall responsibilities for the job holder is to facilitate the implementation of Control Management System, monitoring and training through providing quality administrative, technical and to financial services to the Territorial Cooperation Management Operating Structure in the Ministry of local self Government throughout the whole implementation cycle up to successful completion of the Technical Assistance project for implementation, management and control of the INTERREG IPA Cross border Programme between Greece and Republic of North Macedonia 2021-2027.

2.1. Specific Duties:

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

- Assisting the Programme Task Manager and his deputy, the Head of Department of EU, (The Territorial Cooperation Management Operating Structure) with preparation of the engagement contracts for Qualified Controllers for performing FLC of the projects financed under the respective Call for Proposals.
- Assisting the permanent staff of the EU Department in MLSG (The Territorial Cooperation Management Operating Structure) in ensuring sound financial management during the TA project implementation lifetime;
- 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 the TA project activities;
- Conducting on the job training on tendering, contracting, payment and monitoring to the Ministry of Local Self Government involved in the TA management of the IPA CBC Programmes;
- Assist the Ministry staff in smooth implementation of activities within the IPA CBC Programmes for the planning period 2021-2027;
- Development of procurement plan under the TA project for the IPA CBC Programmes;
- Preparation of communication plan, and materials for printing and promotion of the programme like leaflets, booklets, flyers, e-bulletins, etc.;
- On-job training of the potential applicants and of project beneficiaries;
- Setting up the 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 Program;
- Preparing various reports;
- To ensure timely submission of the progress reports for 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 OS's activities and other relevant reports;
- Record keeping/archiving all documents in appropriate system integrated to OS's regular system or its adjustment to that system.

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 a university degree has been awarded on completion of three years study in a university or equivalent institution).
- 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 5 (five) years of general professional experience in private or public administration, NGO sector.
- Experience with 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 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: **January 2024.**

➤ **Foreseen finishing period or duration**

In accordance with the adopted TA Project - Multiannual Budget Plan for the INTERREG IPA Cross Border Programme between Greece and Republic of Macedonia 2021-2027. The Initial Contract signed is with the possibility of its extension.

➤ **Planning**

The Local Expert assignment to facilitate the Control Management System, Monitoring and Training shall be contracted by the Ministry of Local Self Government on a basis providing services as fulltime 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 local expert will be based in an office provided by the Ministry of Local Self Government.

6. ADMINISTRATIVE INFORMATION

The Ministry of Local Self Government shall ensure that the local expert are adequately supported and equipped with office equipment and in particular shall ensure that there is sufficient administrative and secretarial provision to enable the local expert to concentrate on his/her projects responsibilities. The MoLSG must also ensure that the local 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 Project Coordinator of the Technical Assistance shall act on behalf of the Ministry of Local Self Government in front of the Managing Authority of Programme and the project beneficiaries. The Project Coordinator will deal with any issue that will arise on the daily management level.

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 local expert.

➤ **Tax and VAT arrangements**

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

➤ **Financing**

Payment of the salary for Local Expert in implementation of Control Management System, Monitoring and Training will be made from the funds allocated to the Operating Structure in the Republic of Macedonia for TA for implementation, management and control of the INTERREG IPA Cross Border Programme between Greece and the Republic of North Macedonia.

Salary level

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