



THE EUROPEAN UNION'S CROSS BORDER COOPERATION PROGRAMME

“Technical Assistance of the IPA 2014-2020 Cross-Border Cooperation Programme between the Republic of North Macedonia and Republic of Albania”

ToR for trainers to be engaged in the implementation of the “Municipality Support Programme”

Disclaimer: *This publication was funded by the European Union. Its contents are the sole responsibility of the MoLSG and SASPAC and do not necessarily reflect the views of the European Uni*

1 Introduction

As part of a Technical Assistance(TA)supporting the management of the IPA 2014-2020 Cross-Border Cooperation Programme work, and its broader capacity building programme, this assignment is referring to Municipality support and enhancement of their capacities to successfully apply for and implement project with municipal grants in line with the future calls' priorities.

For the IPA III CBC North Macedonia – Albania programming period (2021 – 2027), a Thematic Priority (TP) has been introduced, to be mainstreamed across the selected TPs of the Programme and Technical Assistance, namely TP7: Governance, planning and administrative capacity building of local and regional authorities.

The focus of this thematic priority is to strengthen local and regional governance (municipalities and regional councils) by enhancing the institutional capacity of public authorities and to promote efficient public administration, with an aim to solve legal and other obstacles in border regions.

As foreseen in the Programme Document for IPA-III Cross Border Cooperation Programme between Republic of North Macedonia and Republic of Albania for the period 2021-2027, this Technical Assistance Priority shall aim at strengthening the efficiency and effectiveness of interventions, by delivering capacity building or articulate separate channels tailored for regional and local authorities.

The provision of this capacity building could adopt different forms such as training, study visits of technical character to EU Member States and from them (i.e. experts' visits), mentoring, participation in technical events of national or international character, etc.¹

Thus, in line with the Programme Document, the scope of the assignment is **preparation of the "Municipality Support Programme" by preparing all the needed tools and methodologies to implement it.**

¹ Programme Document on "IPA-III Cross Border Cooperation Programme between Republic of North Macedonia and Republic of Albania for the period 2021-2027", pp 32 – 33

The Consultants already prepared a *Needs assessment for the Capacity Building Programme*, ToRs for trainers/capacity building, Methodology for establishing partnerships and Protocols for drafting project proposals.

ToRs for Capacity Building Trainers for Training Delivery and mentoring

Engaging two (2) Capacity Building Trainers to prepare and deliver trainings /mentoring as part of 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

Position title:	Two (2) Capacity Building Trainers to prepare and deliver Trainings/mentoring (one from Albania and one North Macedonia)
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 III)
Organization	IPA CBC Programme North Macedonia-Albania
Financing	Grant Contract
Budget line	-
Duration	Up to 43 days during the project duration for each of the experts
Start date	TBD
Deadline for submission of the outputs	TBD

1. Background

The Cross-border Cooperation (CBC) Programme North Macedonia - Albania 2021-2027 funded by the European Union, was adopted by the European Commission (EC) on 19.05.2022 with Decision C (2022) 3399.

This CBC programme aims at providing assistance for CBC operations in two thematic priorities: (i) environment protection, climate change adaptation and mitigation, risk prevention and management, (ii) tourism and cultural and natural heritage. This programme includes a specific budget allocation for TA operations aiming-at 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 State Agency for Strategic Programming and Aid Coordination (SASPAC) 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 have 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 III, aiming to strengthen sustainability of the projects results.

This CBC programme has specifically included municipalities with NGOs in its calls 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. To this, within the TA for the CBC programme North Macedonia-Albania, is developed an activity named "Municipality Support Programme" that aims to contribute to strengthening the capacities of municipalities to establish CBC and local partnerships, and prepare and implement high quality cross-border projects based on the citizen`s needs.

As part of the "Municipality Support Programme" approach preparation, municipalities' needs to benefit from more tailor-made trainings and mentoring has been strongly articulated. Thus, within the "Municipality Support Programme", increased attention is paid to enhancing and strengthening the capacities of assigned CBC municipalities' staff in preparing better project proposals. The "Municipality Support Programme" has foreseen a holistic hands-on approach to strengthening the capacities of municipalities in the CBC MK-AL Programme area.

2. Purpose of the service

The Experts to be hired under this TA will have a role in preparing and delivering capacity building / mentoring trainings for concept note preparation and full project proposal application. The main focus of this activity will be to engage with, and provide a series of comprehensive trainings and mentoring to the assigned staff of the municipalities committed to be part of the "Municipality Support Programme" in IPA CBC MK-AL Programme area.

3. Scope of services

The training activities foreseen under the "Municipality Support Programme" include preparation and delivery of trainings on project preparation content development along with training and mentoring skills. The target group will be selected municipalities' employees.

The delivery of a training on concept note and full application preparation will have to include combined in-person attendance and individual work of the trainees; this will allow participants/project partners to work on the different parts of the concept note and full application and discuss with/get feedback from trainers in their training sessions.

The target group of this training will be representatives of municipalities/regions.

The maximum number of participants in these trainings will be 46 (the number of eligible municipalities in CBC MK-AL Programme area). At least 12 parallel trainings will be planned for a maximum number of 15 participants each. The trainers in their work implementation approach will further discuss the best way to deliver these advanced trainings according to the documents *Needs assessment for the Capacity Building Programme*.

The Capacity Building Trainers , based on their work experience, will prepare a short Inception report, where they will detail their implementation approach to this assignment.

The trainers have to ensure that learning/capacity building should be a continuous process that will happen through cooperation, communication, coordination, partnering supported and also with use of digital solutions; to this end they are encouraged to propose their approach to better implement this assignment. Organisation of the training delivery venues will be supported by the TA of the CBC programme and will be implemented in training facilities in programme eligible area, which will have a positive effect to the development of the local economy.

Upon submission of the Inception report, and approval of the Operational Structure and Joint Technical Secretariat of the Programme, the implementation of the Contract will continue.

4. Tasks to be undertaken

- Preparation of an Inception Report with the following key sections developed – approach and work plan how to implement the assignment, resource materials to be used, training modules prepared for trainings “on concept note preparation” and “on full project proposal” and mentoring to be delivered within 7 days from the start of the contract. (1 day/expert);
- Delivery of six (6) advanced trainings / mentoring “on concept note preparation” combined with in-person, on-line and work alone (15 days);
- – upon completion of the training, the consultants will prepare a Training / mentoring Report which will include (but not limited to): results achieved, number of trainees, number of CSOs/NGOs that were trained / mentored and or mentoring sessions organized, analysis of before and after training knowledge, lessons learned and recommendations, training performance evaluation (1 day);
- Delivery of two advanced trainings / mentoring “on full project proposal” preparation combined with in-person, on-line and work alone (25 day);
- – upon completion of the training, the consultants will prepare a Training / mentoring Report which will include (but not limited to): results achieved, number of trainees, number of CSOs/NGOs that were mentored and or mentoring sessions organized, analysis of before and after training knowledge, lessons learned and recommendations, training performance evaluation (1 day);
- Preparation of Final Report for all delivered assignment (1 day);

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 this service contract will be financed under TA Grant Contract for the CBC Programme 2021 – 2027. The MoLSG will closely cooperate with SASPAC in all issues to this regard. The Experts will receive instructions from the OSs (MoLSG and SASPAC) and EU Delegation in MK during his/her contract tasks implementation.

A joint remote kick-off meeting with the Experts, at very beginning of the assignment, will be organised by both Operation Structures.

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:

6.1 University degree in the areas of Public Administration, Business Administration, Human Resources Development/ Management, Economics, Educational Sciences, , Social Sciences, etc. (max 15 points); A PhD degree would be a strong asset.

6.2 Strong English skills, both in written and oral format is obligatory (max 10 points);

General professional experience:

6.3 Senior professional level with a minimum of 10 years' in institutional capacity building, preferably in top-level management positions, training need assessment, preparation of training curriculum and/or training modules as part of training institutes, and/or various donor projects (max 10 points);

6.4 Experience in local public administration (max 15 points)

6.5 Experience in implementing/being involved in technical assistance projects of any duration in the field of public administration, training institutes, training facilities, and institutional and capacity building, as well as working in teams in delivery capacity building (max 10 points);

Specific Professional experience

6.6 At least 5 years of relevant and proven professional experience in project cycle management (max 10 points);

6.7 At least 5 years of relevant and proven professional experience in working with and/or delivering capacity building training/coaching/mentoring in project cycle management activities (max 10 points);

6.8 At least one holistic training programme, along with relevant modules and training content/resources, prepared and executed, with local authorities/entities as recipients (10 points);

6.9 Proven experience in programming, project management and drafting project proposals, along with expertise in monitoring and evaluation (max 10 points);

Only the pre-selected candidates will be interviewed.

General Competencies

- Excellent skills of the official languages of the participating countries
- Ability to work in a team in a multi-cultural environment;
- Ability to multi-task and work prematurely and long hours; and
- Flexibility to travel .

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 trainer/s shall discharge his/her duties for a maximum of **43days** each within of contract duration of **four (4) months**.

The assignment will be coordinated from the JTS Struga.

Location – Programme eligible area

8. Deliverables/Outputs

The successful candidate will prepare and deliver the following:

- Inception Report prepared – the Inception report should discuss and detail the methodology of how to organise and implement the assignment, along with detailed discussion of resource materials to be used, including but not limited to, draft-presentations and agendas for the trainings / mentoring, prior and after participants’ knowledge assessment forms and training performance evaluation; **(1day)**
- 6 joint Advanced Trainings on “Concept Note Preparation” delivered – the training should be of a long duration using combination of techniques (in-person, on-line, individual work) **10 days;**
- **5 days** of mentoring “on concept notes preparation” delivered – with the participation of assigned IPA CBC MK-ALB municipalities staff;
- 6 joint Advanced Training on “Full Project Proposal Preparation” delivered – the training should be of a long duration using combination of techniques (in-person, on-line, individual work) **(17 days);**
- **8 days** of mentoring “on full project application” delivered – covering 4 projects for two days each – the mentoring should combine in-person, and individual work
- 2 Training Reports, for each of the above training / mentoring delivered (one for “Concept Note Preparation” and one for “Full Project Proposal Preparation”) – the reports should include (but not be limited to): results achieved, number of trainees, analysis of before and after training knowledge assessment of each participant, lessons learned and recommendations, training performance evaluation **(2 days);**
- Final Report prepared – inclusive for all delivered assignment focusing on lessons learned and recommendations, including involvement of experienced staff of CBC Municipalities for the upcoming phase of the capacity building / mentoring activities under the “Municipality Support Programme” **(1 day)**

9. Reporting

The Trainers will prepare , one Inception Report, two Training / mentoring Reports and a Final Report. The Inception report will cover the methodology of how to organise and implement the assignment, along with detailed discussion of resource materials to be used (including but not limited to draft-presentations and agendas for the trainings, prior and after participants’ knowledge assessment forms and training performance evaluation).

The two training / mentoring reports to be prepared will focus on each training / mentoring. The final report will cover the total period of engagement.

The draft reports should be submitted to the OSs and JTS, in English, and the final version must take in consideration all their comments.

Reports will include deliverables during all the mandate and final recommendations for the support from the "Municipality Support Programme".

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, the Expert will be hired to discharge his/her duties for a maximum of **5.000.00 EUR**.

Travel and accommodation costs pertaining to training sessions to be delivered, are included in the aforementioned amount.

The payment will be made after delivered outputs defined in point 8 above..

13. Evaluation Criteria

The maximum number of points is 100.

- 60% of total evaluation for profile and qualification from point 6 (6.1- 6.8)
- 30% technical proposal
- 10% total evaluation for the financial offer

14. Confidentiality

The outputs of this assignment shall not be disclosed to third party any news or information relating to the project on which the Experts are 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 SASPAC.

A Declaration of Confidentiality will be assigned by the experts.

15. 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.

16. Submission

Interested Experts, for this assignment "To support Peer Learning activities delivery" To develop the MUNICIPALITY SUPPORT PROGRAMME", shall submit the following documents:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position;
- **CV**;
- **Copy of diplomas**;
- At least one or more **successful similar assignment** moderated 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**;
- **Financial proposal**;
- **Technical proposal and assignment implementation**;

Deadline for application:

Interested candidates must submit the application documents electronically via email **until 10.10.2023**

Candidates should provide these documents in electronic version and must be submitted to the following email address:

procurement.mls.mkal@gmail.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, based on the evaluation criteria.

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

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

sonjajovanoska99@gmail.comjts_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