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# BACKGROUND INFORMATION

## Partner country

Republic of North Macedonia

## Contracting authority

Project ALTERTRIP, Association of persons with physical disabilities of Bitola, Demir Hisar and Resen - MOBILNOST Bitola

## Country background

Republic of North Macedonia is a country in Southeast Europe. It gained independence in 1991 as one of the successor states of Yugoslavia. North Macedonia is a landlocked with total area of 25,713 km2. It lies between latitudes 40° and 43° N, and mostly between longitudes 20° and 23° E (a small area lies east of 23°). North Macedonia has some 748 km of boundaries, shared with Serbia (62 km) to the north, Kosovo (159) to the northwest, Bulgaria (148 km) to the east, Greece (228 km) to the south, and Albania (151 km) to the west. It constitutes approximately the northern third of the larger geographical region of Macedonia. Skopje, the capital and largest city, is home to a quarter of the country's 2.08 million population. The majority of the residents are ethnic Macedonians, a South Slavic people. Albanians form a significant minority at around 25%, followed by Turks, Romani, Serbs, Bosniaks, and Aromanians.

Project ALTERTRIP will be implemented in Pelagonia Statistical Region. The Pelagonia Statistical Region is one of eight statistical regions of North Macedonia. It is located in southwestern part of the country along the eponymous plain. It borders Greece and Albania. Internally, it borders the Southwestern and Vardar statistical regions.

Pelagonia statistical region is divided into 9 municipalities: Bitola, Demir Hisar, Dolneni, Krivogaštani, Kruševo, Mogila, Novaci, Prilep, Resen

Project ALTERTRIP will be managed from Bitola, located in the Pelagonia Statistical Region. Bitola is a municipality in the southern part of North Macedonia. Bitola is also the name of the city where the municipal seat is found. The population of the municipality is 105,644 according to the last national census in 2002. The majority in the municipality is represented by the Macedonians - 94,538, followed by the Albanians - 4,219, Romani - 2,619, Turks - 1,866, Bosniaks - 21, Serbs - 550, Vlachs - 1,271. A further 560 citizens declare other ethnicities.

## Current situation in the sector

Tourism today is an extremely important social phenomenon that mobilizes millions of people around the world, especially in Europe, constituting not only a driver of economic development but also a critical element in improving knowledge, communication and the degree of relationship and respect between citizens of different countries. Within the European social model, tourism can be seen as a social good that should be available to all citizens, without the exclusion of any group of people, regardless of their personal, social, economic or other life circumstances.

One of the key areas where the tourism sector in Europe can increase its offerings of sustainable and higher quality products and services, with greater value for customers, is by making tourism offers and services "accessible for all". This objective, when pursued effectively by destinations and businesses, can improve not only the national but mostly the regional and local tourism sector’s competitiveness and lead to increased market share. In particular, the provision of accessible tourism products and services opens up the market to the growing numbers of older visitors, disabled persons, people with long-term health conditions and families.

In parallel to the demand for Accessible Tourism, it was calculated that the market size in Europe was around 780 milion trips in 2012. Yet the demand far outweighs the present market supply, creating opportunity for “early adopters”, relative to the inbound tourism market.

Looking at the European Disability Strategy 2010-2020, accessibility, participation and equality are three of the eight priority areas for the EU. Those three areas aim to make goods and services accessible to people with disabilities, allow them to enjoy all benefits of an EU citizenship, combat discrimination and promote equal opportunities. Making constant improvements in these areas will enable full and effective participation. This signals the political imperative of businesses enabling disabled citizens in the EU to participate fully in tourism, thereby allowing them to exercise their rights to choose travel destinations, without hindrance.

Through the analysis of the needs expressed by tourists with disabilities and access requirements, there is a clear and growing demand for accessible tourism products and services. This fact is confirmed by a growing awareness on the part of some tourism operators who are providing some of the new offers to cater for the demand coming from seniors and the segment of people with disabilities.

"Accessibility", aside from the dimension of physical access, also encompasses the dimension of functionality, communication and it is related directly to autonomy and safety. The CB area combines favourable natural resources, climate conditions, and cultural assets providing opportunities for sustainable development of tourism, with respect to the environment.

However, accessibility problems create difficulties for tourists with disabilities to enjoy equal benefits and services.

Touristic services are not well organized for groups with special interests, while joint efforts to create attractive itineraries and common branding are missing. Touristic facilities and their management need to be improved substantially. Access to tourist sites needs to be extended together with the development of the new forms of tourism products. Even though tourism is a growing sector in the Pelagonia region of North Macedonia, the area itself is not promoted as a popular tourism destination. On the other hand, there is an untapped potential and underestimation of niche tourism prospects, such as tourism for people with disabilities etc. Such potential is significantly correlated with the urgent need to use opportunities that the cross-border region has to present. Although some important steps have been taken in recent years concerning legal and institutional framework, much remains to be done for making a destination truly accessible, attractive to national and international customers who today still prefer destinations most tested from the accessibility point of view. The actions taken by the central government and local / regional authorities are usually not part of a strategic plan to improve services for people with disabilities, as potential consumers of the tourism product, but are mostly confined only to few private initiatives.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project ALTERTRIP of which this contract will be a part is as follows:

To motivate transformation of a Cross-border Region between North Macedonia and Greece (CB area) into an accessible and inclusive tourist destination and support the sustainable development of heritage tourism in the CB area. There as contributing to the development of a CB Partnership, with the involvement and participation of the various agents of the tourist value chain that provide quality services to tourists with special needs.

The project aims to:

* exchange and import know-how and good practices related to the improvement of the accessibility of cultural and natural heritage structures
* improve the accessibility and visit ability of selected cultural and natural heritage assets in the CB area
* improve the capacity of authorities responsible for the management of cultural and natural heritage assets, and of professionals from the tourist field (guides, travel and event agents, transportation services) in better addressing the needs of senior and accessible tourism (capacity building activities)
* develop a platform at which all disabled and elderly visitors would be able to design their trip to the CB area and be able through this platform (G.I.S.) to accomplish all the arrangements for their vacation trip.
* collect data related to the accessibility and friendliness to disabled and elderly visitors of key cultural and natural assets of the CB area (field studies)
* improve the visibility of cultural and natural heritage assets that are accessible and friendly to all, through electronic and physical media, campaigns, etc. and by producing an informative guide for all visitors with useful information for the elderly and the disabled (branding & promotion);
* conduct a joint strategic planning study towards branding the CB area as an international tourist destination for elderly and disabled, of high quality at low to medium cost

The projects' outputs are clearly linked between project’s objectives. The proposed intervention focuses on the competence gap on accessible tourism among SMEs in the tourism sector by offering a comprehensive training in the fields of accessible tourism, innovation and sustainable development of natural and cultural heritage areas.

The main desired outputs of ALTER TRIP are:

* Training of all stakeholders on issues such as offering services to persons with disabilities
* Pilot Studies for the development of "accessibility" at selected heritage attractions on both sides, including light structural interventions (eg placement of ramps, printed guides in braille etc).
* An Accessible Web Portal will be developped for communication and networking reasons, and also will serve as a tool platform where all potential disabled and elderly visitors would be able to design their trip to the CB area.
* At least 3 best practices of accessible tourism will be implemented in CB area.
* A participation to an International Tourism Fare
* An Accessibility Guide, which shall provide useful instructions for the stakeholders as regards the accessibility of infrastructure and their services
* A Guide for the actions relevant to information, publicity and promotion of accessibility, and of the overall project
* Creation of a network among all stakeholders who shall communicate and continuously provide feedback to the digital platform
* Creation of new jobs

The main benefit resulting from project’s implementation is twofold: On the one hand improve attractiveness of the touristic product by creating a diversified all-season product in CB area focusing on the comparative advantages of rural areas attracting persons with disabilities and persons with reduced mobility in general and their families .

In parallel, the above will facilitate the partnership to address the competence gap on accessible tourism amomg SMEs in the toursm sector by offering a comprehensive training in the fields of accessible tourism, innovation and sustainable development of natural and cultural heritage areas, support entrepreneurship and increase the skills together with the public sector can develop further the project idea with enormous benefits for all, providing the relevant added value to the area.

## Purpose

The purpose of this contract are as follows:

* Support to the ALTERTRIP Project Manager in realization of six procurement procedures.
* Support to the ALTERTRIP Project Manager in preparation of three project progress reports.
* Support to the ALTERTRIP Project Manager in preparation of table of expenditures FLC (First Level Controls) in the MIS system of the Interreg IPA Programme “Greece – Republic of North Macedonia 2014-2020”.

## Results to be achieved by the contractor

* Six procurement procedures published, evaluated and contract with best tenderers concluded
* Three project progress reports prepared by the ALTERTRIP project manager reviewed
* Tables of expenditures for FLCs of the ALTERTRIP project reviewed in the MIS system (expected are 5 tables)

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Capacity of the ALTERTRIP project manager is adequate to cooperate with the procurement expert and follows his/her guidance.

## Risks

Low level of communication and understanding between ALTERTRIP project manager and procurement expert.

# SCOPE OF THE WORK

## General

### Description of the assignment

Assignment is composed of:

* Preparation and realization of six service tenders: preparation of tender documents (all documents except Terms of References which will be responsibility of Project Manager), participation as secretary in six evaluation committees, preparation reports of evaluation, validating contract to be signed.
* Reviewing three project progress reports which will be prepared by the project manager.
* Reviewing five table of expenditures in the MIS system of the Interreg IPA Programme “Greece – Republic of North Macedonia 2014-2020”, which will be prepared by the Project Manager. Providing training to the project manager at the beginning of entering data and documents in the MIS system.

### Geographical area to be covered

Pelagonia Statistical Region, Republic of North Macedonia

### Target groups

Project Manager of ALTERTRIP Project

## Specific work

**Tender 1 - Studies.** Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 1 are following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 1 | Tender 3 | Tender 3 |
| **WP** | 3 | 3 | 3 |
| **Deliverable No.** | 1 | 2 | 3 |
| **Description of the Deliverable** | Guidelines for the tourism stakeholders (Hotels, Restaurants, Sport Facilitators etc) on the needs arising from the Legal Framework for Accessibility for the persons with disabilities and persons with reduced mobility in general and their families.  | Assessment report for the performance of existing accessible tourism supply services and facilities.  | Analysis of difficulties and Barriers for the provision of accessible tourism services (Hotels, Restaurants, Sport Facilitators etc). Estimated workload 40 days. |
| **Budget line** | External Expertise and Services | External Expertise and Services | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | Single tender with three components 3.1, 3.2, 3.3. Total value of the tender 18.000 EUR. External expert/company to prepare three scientific studies | Single tender with three components 3.1, 3.2, 3.3. Total value of the tender 18.000 EUR. External expert/company to prepare three scientific studies | Single tender with three components 3.1, 3.2, 3.3. Total value of the tender 18.000 EUR. External expert/company to prepare three scientific studies |
| **Type of procurement** | Services | Services | Services |
| **Tender procedure** | PRAG - Single offer (tender) | PRAG - Single offer (tender) | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 6.000,00 € | 6.000,00 € | 6.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 09.9.2021 | 09.9.2021 | 09.9.2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 27.9.2021 | 27.9.2021 | 27.9.2021 |
| **Estimated Date of Contract signature (MM/YYYY)** | 01.10.2021 | 01.10.2021 | 01.10.2021 |

**Tender 2 – Methodology plan (ICT)**. Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 2 are following:

|  |  |
| --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 2 |
| **WP** | 5 |
| **Deliverable No.** | 1 |
| **Description of the Deliverable** | Methodology plan. Selection of Best practices to be adopted, adapted and transferred in CB area NMK - side. An analysis will be made of the best ICT tools for people with disabilities, used in tourism in the world. Based on those experiences, together with Project Staff, the most appropriate tool should be selected to be implemented in the Pelagonija region.  |
| **Budget line** | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to prepare methodolgy plan for ICT tool (software) to be developed |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 4.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 09.9.2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 27.9.2021 |
| **Estimated Date of Contract signature (MM/YYYY)** | 01.10.2021 |

**Tender 3 – Communication and dissemination materials**. Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 3 are following:

|  |  |
| --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 3 |
| **WP** | 2 |
| **Deliverable No.** | 3 |
| **Description of the Deliverable** | Entries in local mass media. Four paid reports in local electronic media (two reports in Bitola, and two in the cities where info days will be organized) Entries in national press. Two paid reports in national press (printed) - 1 full color pageEntries on the Internet (Social Media). Ten months for promotion of the project in social media (Facebook, Instagram, Tweeter) and internet.Translation and printing in braille a flyer about project results who will be distributed to the blind persons through the Union of Blind Persons. |
| **Budget line** | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to organize and realize public awareness campaign. |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 8.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01.12.2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 20.12.2021 |
| **Estimated Date of Contract signature (MM/YYYY)** | 27.12.2021 |

**Tender 4 – Best Practice ICT Tools Development**. Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 4 are following:

|  |  |
| --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 4 |
| **WP** | 5 |
| **Deliverable No.** | 3 |
| **Description of the Deliverable** | ICT software and services that will promote the tourist sites and services in the Pelagonija region for people with disabilities will be developed. On the basis of recommendations of the ICT expert (position described above), a pilot ICT application will be developed for providing smart tourist services to persons with disabilities with the help of ICT technologies.  |
| **Budget line** | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to develop the software |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 18.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01.12.2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 20.12.2021 |
| **Estimated Date of Contract signature (MM/YYYY)** | 27.12.2021 |

**Tender 5 – Events**. Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 5 are following:

|  |  |  |
| --- | --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 5 | Tender 5 |
| **WP** | 2 | 4 |
| **Deliverable No.** | 2 | 2 |
| **Description of the Deliverable** | Organization of 2 info days in CBC area in NMK. Catering for 2 info days, 40 participants per info day. + local transport. | Participation of ~ 15 persons on two trainings in Thessaloniki (one day trainings) + staff from Mobilnost/project + driver, total 20 persons. Rent of the minibus Bitola - Thessaloniki - Bitola + one night accomodation in Thessaloniki + catering in Thessaloniki.Organization of training in Bitola for local participants and participants from Greece (~ 40 persons together with staff from Mobilnost). Expenses include rent of the hall + catering for 40 persons + photo and video recording and prepration of photo/ video report + rent of audio and video equipment + folders with print outs from presentations and prepared manual + travel expenses for local participants + technical support. |
| **Budget line** | External Expertise and Services | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to organize events and travel for 2 info days + 2 trainings in Greece + 1 training in North Macedonia Joint tender for D2.3.2 + D4.3.2 - 11.000 EUR | External expert/company to organize events and travel for 2 info days + 2 trainings in Greece + 1 training in North Macedonia Joint tender for D2.3.2 + D4.3.2 - 11.000 EUR |
| **Type of procurement** | Services | Services |
| **Tender procedure** | PRAG - Single offer (tender) | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 3.800,00 € | 7.200,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01.12.2021 | 01.12.2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 20.12.2021 | 20.12.2021 |
| **Estimated Date of Contract signature (MM/YYYY)** | 27.12.2021 | 27.12.2021 |

**Tender 6 – Training**. Preparation of tender documents (all documents without Terms of Reference which are responsibility of Project Manager) and publishing a call. Participation as a secretary in the evaluation committee. Preparation of evaluation report. Validation of the contract for signing with the best tenderer.

Tender should be prepared according to IPA Procurement Manual <http://www.ipa-cbc-programme.eu/gallery/Files/Library/Annex-7_1_b1_4_IPA-Rrocurement-Manual_11_2018_v1_3.docx> and PRAG Procedures of the European Union [PRAG - European Commission - DG International Cooperation and Development (europa.eu)](https://ec.europa.eu/europeaid/prag/)

Data about Tender 6 are following:

|  |  |
| --- | --- |
| **Tender Nr.Procurement Notice Nr.** | Tender 9 |
| **WP** | 4 |
| **Deliverable No.** | 2 |
| **Description of the Deliverable** | Preparation of Lecture notes - Manual about how to design tourist services (offers) to people with disabilities and their families. Two experts -trainers will be requested. One expert will prepare guideline and hold a training on the topic of how to design tourism products for people with disabilities depending on the type of their physical or mental disability. The other expert will conduct training and prepare manual on topics how to promote tourism products to people with disabilities. |
| **Budget line** | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to prepare manual and realize training. |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 6.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01.2.2022 |
| **Estimated Date of tender closure (MM/YYYY)** | 18.2.2022 |
| **Estimated Date of Contract signature (MM/YYYY)** | 28.2.2022 |

**Progress Reports**

* First progress report, January 2022. Reviewing report prepared by the ALTERTRIP project manager. Giving advice and tutorials for its improvement, if needed.
* Second progress report, July 2022. Reviewing report prepared by the ALTERTRIP project manager. Giving advice and tutorials for its improvement, if needed.
* Third progress report, December 2022. Reviewing report prepared by the ALTERTRIP project manager. Giving advice and tutorials for its improvement, if needed. Giving advice and tutorial for preparation of the final report.

Progress reports should be prepared according relevant guidelines posted here [Documents for Project implementation (ipa-cbc-programme.eu)](http://www.ipa-cbc-programme.eu/com/17_Documents-for-Project-implementation)

**FLC Reports**

**-** Prior preparation of first Table of Expenditure for FLC (First Level Control) in the MIS System of the Interreg IPA Programme “Greece – Republic of North Macedonia”, giving short tutorial hoe MIS system function and how data are entered and table of expenditure prepared.

- Prior submission of every Table of Expenditure for FLC (First Level Control) in the MIS System reviewing Table of Expenditure and attachments. Giving advice and tutorials for its improvement, if needed.

## Project management

### Responsible body

Project Manager of ALTERTRIP Project

### Management structure

N/A

### Facilities to be provided by the contracting authority and/or other parties

N/A

# LOGISTICS AND TIMING

## Location

Bitola, Republic of North Macedonia

## Start date & period of implementation of tasks

The intended start date is 6th September 2021 and the period of implementation of the contract will be 16 months from this date.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

**Key expert 1: Procurement Expert**

Qualifications and skills

Higher Education (Bachelor, Master or PhD). In the absence of formal education at least 10 years experience in work with EU funded projects, or projects funded by other international donors.

General professional experience

Participation as manager, administrator, procurement expert or similar in at least 3 (preferred 5) projects funded by the EU.

Specific professional experience

At least 3 (preferred 5) successfully realized tenders (at least according singe tender procedure) for the project(s) funded by Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.

At least 3 (preferred 5) successfully submitted Project Progress Reports for the project(s) funded by Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.

At least 3 (preferred 5) successfully submitted Table of Expenditures for FLC in MIS system for the project(s) funded by Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.

## Office accommodation

Office accommodation for the expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

N/A

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority as part of this service contract or transferred to the contracting authority at the end of this contract.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in electronic format:

* Tender dossier (without Terms of References), Evaluation report and Contract for every tender (six tenders’ dossiers and reports)
* Project progress reports submitted to the lead partner (three project progress reports)
* Table of Expenditure submitted in the MIS System (expected are 5 tables of expenditure)

## Submission and approval of reports

The reports referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

* For tenders: procurement procedures are approved by the FLC controller and responsible project officer in the Joint Secretariat of the Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.
* For project progress reports: they are approved by the responsible project officer in the Joint Secretariat of the Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.
* For Tables of Expenditures: they are approved by the FLC controller and responsible project officer in the Joint Secretariat of the Interreg IPA Programme Greece – Republic of North Macedonia 2014-2020.

## Special requirements

Participation of the procurement expert as secretary if the evaluation committee at all 6 procurement procedures is foreseen.