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# BACKGROUND INFORMATION

## Partner country

Republic of North Macedonia

## Contracting authority

Project RENAISSANCE, National extension agency

## 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 RENAISSANCE will be implemented in all statistical regions in North Macedonia which are part of the EU Interreg CBC Programme “Greece – Republic of North Macedonia 2014-2020”, i.e. regions Southwest, Pelagonia, Vardar and Southeast.

Project RENAISSANCE will be managed from Bitola, located in the Pelagonia Statistical Region.

Activities in the assignments which are described in these Terms of References, should reflect target area of RENAISSANCE project, i.e. implemented proportionally in all four regions - Southwest, Pelagonia, Vardar and Southeast.

## Current situation in the sector

In both countries the unemployment rate rests well beyond the EU average, a phenomenon started as a consequence of economic crisis but has now entrenched itself in both societies as a deplorable social norm that plagues populations. The problem is magnified further by observed low rates of entrepreneurship activity, especially in the population of graduates. As a consequence, the highest rate of unemployment is present in the most dynamic part of the population which is the young graduates. Educated people are an investment and the most efficient instrument for building innovation capacity and achieving sustainable economic growth.

The CB area possesses great advantages still remaining largely untapped: agricultural production and the relevant, processing sectors are two of the strongest and most prominent competitive advantage of the CB area. The CB area, being the host of some of the largest Universities and Research Institutions, produces consistently a substantial stream of graduates in a steady pace and valid and viable innovation techniques. The project proposes the intense training of graduates and post-graduates in innovative agricultural practices and developments, in entrepreneurial skills, through boot camps and accelerations programs and their assistance in setting up start-ups.

Furthermore, the project proposes the establishment of permanent networks of the quadruple helix, academia, industry, public sector and society, structures that will stay operational after the project's completion, to support existing and future graduates in their innovation and business ideas implementation.

The Faculty of Agricultural Sciences and Food is the leading institution providing education and research in the area of agriculture and agricultural economics, educating students at all cycles of studies. The National Extension Agency is the leading advisory service, with permanent contacts and relations with the farmers. It is permanently helping its target group in developing business plans or investment programs. The collaboration of the partners will create a well-structured outcome in educating graduates and young farmers through best practices, training and mentoring material and schemes for assisting innovation, startup development and business project design and implementation with special reference to the whole agricultural production value chain, starting from the primary production, buy-out and processing, up to retail and wholesale. The diffusion of the outcome will be promoted through a series of events such as webinars, career days, business and projects contests, e-learning platforms. Companies will take part and provide their own capacity, regarding the collaboration with graduates. The main target group is young graduates 25-30 years. It will contribute to the integration of the CB area by developing common projects addressing common problems, by inducing the cross border technology and know-how transfer by possibly generating joint and /or complementary businesses even supply clusters and networks.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

Promoting employment, labor mobility and social and cultural inclusion across borders.

Promoting employment, labor mobility and social and cultural inclusion across borders through, inter alia: integrating cross-border labor markets, including cross-border mobility; joint local employment initiatives; information and advisory services and joint training; gender equality; equal opportunities; integration of immigrants' communities and vulnerable groups; investment in public employment services; and supporting investment in public health and social services.

The project aims to:

* integrating cross-border labour markets
* cross-border mobility
* joint local employment initiatives
* information and advisory services and joint training
* gender equality and equal opportunities
* integration of immigrants' communities and vulnerable groups
* investment in public employment services;
* supporting investment in public health and social services.

The projects' outputs are clearly linked between project’s objectives. The project outputs will contribute to the integration of the CB area by developing common projects addressing common problems, by inducing the cross border technology and know-how transfer by possibly generating joint and /or complementary businesses even supply clusters and networks.

The main desired outputs of RENAISSANCE are:

* educating graduates and young farmers through best practices
* training and mentoring material and schemes for assisting innovation
* startup development and business project design and implementation with special reference to the whole agricultural production value chain

The main benefit resulting from project’s is to create employment opportunities for educated graduates by exploiting comparative advantages of the cross border area, preferably with the use of innovative tools and practices

## Purpose

The purpose of this contract are as follows:

* Management of the project RENESSAINCE (communication, preparation of analyses, organization and participation on the events, etc.)
* Realization of 4 procurement procedures.
* Preparation of 4 progress reports & 1 final report
* Preparation of 5 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

* Four procurement procedures published, evaluated and contract with best tenderers concluded
* Four project progress reports + one final report submitted to the lead partner
* Tables of expenditures for five FLCs of the RENAISSANCE project reviewed in the MIS system (expected are 5 tables)
* Project RENAISSANCE successfully completed.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Capacity of the Contractor is adequate to cooperate with the Contracting Authority and follows their guidance.

## Risks

Low level of communication and understanding between the Contractor and the Contracting Authority.

# SCOPE OF THE WORK

## General

### Description of the assignment

Assignment is composed of:

* Daily management of the project RENESSAINCE (communication, preparation of analyses, organization and participation on the events, etc.)
* Preparation and realization of four tenders: preparation of tender documents participation as secretary in evaluation committees, preparation reports of evaluation, validating contract to be signed.
* Preparing four project progress reports and one final report.
* Preparing five table of expenditures in the MIS system of the Interreg IPA Programme “Greece – Republic of North Macedonia 2014-2020”,

### Geographical area to be covered

All statistical regions in North Macedonia which are part of the EU Interreg CBC Programme “Greece – Republic of North Macedonia 2014-2020”, i.e. regions Southwest, Pelagonia, Vardar and Southeast.

### Target groups

Contracting authority of RENAISSANCE Project

## Specific work

**Daily management of the project RENESSAINCE**

Preparation of communication with Joint Secretariat (JS) according to instructions of the Contracting Authority, preparing all necessary analyses required by the JS and the lead partner, organization and participation of the events of the project RENESSAINCE according instructions of the Contracting Authority, communication with the sub-contractors according instructions of the Contracting Authority, and other tasks what will arise during project implementation and which will be delegated by the Contracting Authority.

**Preparation and realization of four tenders.**

**Tender 1.** Preparation of tender documents 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.** | 1-LOT 1 | 1-LOT 2 | 1-LOT3 |
| **WP** | 2 ,4 | 3 | 3 |
| **Deliverable No.** | 2.2, 2.5, 4.3 | 3.2 | 3.3 |
| **Description of the Deliverable** | Contribution to the development and maintenance of **project webpage** during project lifetime in 3 languages and in the web page the webinar and online training platform (synchronous and unsynchronous) all training material will be readily available in the platform.Development of **newsletter** that will be uploaded **to the project website**, publication of 2 press releases at the beginning of the project, publication of 2 press releases at the end of the project, development and updating of 3 project accounts in social media (Facebook, LinkedIn, Instagram)Development of the **e-learning platform**. External consultant to develop e-learning platform | Contribution to the development of the **Study on Mapping of the agricultural sector** in the Cross border area. (Preparation of the Action plan for field missions, data collection and entering, preparation of reports for field missions)Contribution to the development of the **Study on Mapping of the agri entrepreneur sector** in the Cross border area Preparation of the Action plan for field missions, data collection and entering, preparation of reports for field missions)Contribution to the development of the **Study for the Cross border area needs of stakeholders and graduated** Preparation of the Action plan for field missions, data collection and entering, preparation of reports for field missions) | Contribution to the development of the **Feasibility study for the accelerator program** prepared by FASF.Contribution to the development of the acceleration content. External consultant to develop acceleration program |
| **Budget line** | External Expertise and Services | External Expertise and Services | External Expertise and Services |
| **Brief description of the tender- Steps to be followed, etc.** | Simplified procedure with three components 2.2, 2.5, 4,3 Total value of LOT 1 9.000 EUR. Total value of the tender 38.500 EUR.  | Simplified procedure with three components 3.1, 3.2, 3,3 Total value of LOT 2 24.000 EUR. Total value of the tender 38.500 EUR.  | Simplified procedure with two components 3,3, 4.4 Total value of LOT 3 5.500 EUR. Total value of the tender 38.500 EUR.  |
| **Type of procurement** | Services | Services | Services |
| **Tender procedure** | PRAG - Simplified procedure (tender) | PRAG - Simplified procedure (tender) | PRAG - Simplified procedure (tender) |
| **Amount of tender (€) excluding VAT** | 9.000,00 € | 24.000,00 € | 5.500,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 12/2021 | 12/2021 | 12/2021 |
| **Estimated Date of tender closure (MM/YYYY)** | 01/2022 | 01/2022 | 01/2022 |
| **Estimated Date of Contract signature (MM/YYYY)** | 01/2022 | 01/2022 | 01/2022 |

**Tender 2 –Event and travel organization** Preparation of tender documents and publishing a call. Participation as a chairman or 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.** | Tender 2 |
| **WP** | 3.4.5 |
| **Deliverable No.** | 3.1, 3.2, 3.3 – 4.5 – 5.1 |
| **Description of the Deliverable** |

|  |
| --- |
| Organisation of **1 open event for presentation of final results from the Study on Mapping of the agricultural sector** in the Cross border area. (Refreshment, lunch, renting of venue and equipment, translation) |
| Organisation of **1 open event for presentation of final results from the Study on Mapping of the agri enterpreneur sector** in the Cross border area. (Refreshment, lunch, renting of venue and equipment, translation) |
| Organisation of **1 open event for presentation of final results from the Study for the Cross border area needs of stakeholders and graduated.** (Refreshment, lunch, renting of venue and equipment, translation) |
| Organisation of **4 days long Bootcamp acceleration program** for approx. 30 participants (Refreshment, lunch, renting of venue and equipment, translation) |
| **Participation at Bootcamp acceleration program in Thessaloniki**. External company (travel agent) to organize travel and accommodation for 15 participants in acceleration program |
| **Participation in 2 events related to Career Days and Networking. (1 in Greece & 1 in N. Macedonia)**Transport and accommodation of 15 participants. External company (travel agent) to organize travel and accommodation of participants on the career days |

 |
|  **Budget line** | Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to prepare events and travel organization |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 19.500,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01/2022 |
| **Estimated Date of tender closure (MM/YYYY)** | 02/2022 |
| **Estimated Date of Contract signature (MM/YYYY)** | 02/2022 |

**Tender 3 – Communication and informative materials**. Preparation of tender documents and publishing a call. Participation as a chairman or 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** | 2,4 |
| **Deliverable No.** | 2.3, 4.1 |
| **Description of the Deliverable** | Development and reproduction of the Communication & Informative material: 100 head letters A4, 500 folders, 500 notebooks A5, 2.000 brochures in Macedonian, 1.000 brochures in English, 2 banners 0.80x2.00, 500 usb of 16GB.Reproduction of the training material and educational packages for consultants and trainers (appr. 250 coppies) |
| **Budget line** | Services |
| **Brief description of the tender- Steps to be followed, etc** | External expert/company to develop and reproduce communication & informative material and reproduction of the training material and educational packages. |
| **Type of procurement** | Services |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 6.600,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01/2022 |
| **Estimated Date of tender closure (MM/YYYY)** | 02/2022 |
| **Estimated Date of Contract signature (MM/YYYY)** | 02/2022 |

**Tender 4 –** Equipment. Preparation of tender documents and publishing a call. Participation as a chairman or 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** | 3,4 |
| **Deliverable No.** | 3.4, 4.2 |
| **Description of the Deliverable** | **3 Laptop computers, 1 colour printer, 15 tablets** to be used by NEA staff in the field missions and projector.Train the trainees. Equipment (**7 laptops**) intended for staff of NEA during realization of training of trainers. |
| **Budget line** | Equipment |
| **Brief description of the tender- Steps to be followed, etc** | company to supply equipment and train the trainees. |
| **Type of procurement** | Supply |
| **Tender procedure** | PRAG - Single offer (tender) |
| **Amount of tender (€) excluding VAT** | 19.000,00 € |
| **Estimated date of publication of the tender (MM/YYYY)** | 01/2022 |
| **Estimated Date of tender closure (MM/YYYY)** | 02/2022 |
| **Estimated Date of Contract signature (MM/YYYY)** | 02/2022 |

**Four project progress reports and one final report.**

* Prepare first progress report, January 2022 for the RENAISSANCE project.
* Prepare second progress report, July 2022 for the RENAISSANCE project.
* Prepare third progress report, January 2023 for the RENAISSANCE project.
* Prepare fourth progress report, July 2023 for the RENAISSANCE project.
* Prepare final report.

Progress reports and final report 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**

**-** Preparation of five Table of Expenditure for FLC (First Level Control) in the MIS System of the Interreg IPA Programme “Greece – Republic of North Macedonia” according guidelines posted here [Documents for Project implementation (ipa-cbc-programme.eu)](http://www.ipa-cbc-programme.eu/com/17_Documents-for-Project-implementation)

## Project management

### Responsible body

Project coordinator / responsible person at National Extension Agency

### 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 20th December 2021 and the period of implementation of the contract will be 18 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: Project manager**

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, financial manager, administrator, procurement expert or similar in at least 1 (preferred 2) 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, evaluation report and contract for every tender (four tenders’ dossiers and reports)
* Project progress reports and final submitted to the lead partner (four project progress reports and one final report)
* Table of Expenditure submitted in the MIS System (expected are 5 tables of expenditure)
* All other reports, analyses and communication about the project.

## Submission and approval of reports

The reports referred to above must be submitted to the contact person at National Extension Agency identified in the contract. The contact person 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 and final report: 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.
* For other managerial tasks: communication, reports, etc. are approved by the

## Special requirements

Participation of the procurement expert as chairman or a secretary if the evaluation committee at all 4 procurement procedures is foreseen.