Terms of Reference

Engagement of a Third-Party Employer to Provide Three Integrated Consultants

Project: Green Pre-Incubators for Just Transition (Grant Agreement No. 81321551)

Contracting authority: National Extension Agency (NEA)

Operational period: 01.12.2025 – 31.03.2028

1. Overview and Contract Data

Purpose

NEA will contract a single third-party employer (economic operator) to supply three integrated consultants to support project implementation. The selected provider will second the consultants, invoice NEA monthly and supply audit-grade payroll and activity documentation.

Positions and contract values

Position	FTE equivalent	Total contract budget (gross)
Project Manager — Integrated Consultant	**0.3572 (≈ 35.72%)**	**24.999,96 EUR**
Project Assistant — Integrated Consultant	**0.4121 (≈ 41.21%)**	**14.999,98 EUR**
Data Analysis Specialist — Integrated Consultant	**0.5149 (≈ 51.49%)**	**17.300,06 EUR**
	Total:	**57.300,00 EUR**

Contract duration and start

Contract aligned with the project operational period above. The Contract begins on the day of its signing and ends on 31 March 2028. FTEs are average equivalents across the contract period. Actual monthly hours will be recorded in timesheets.

Employment and audit model

Consultants will be **seconded** to NEA by the selected provider (economic operator). The provider will remain the legal employer or contracting entity for the consultants and will second them to NEA for the duration of the Contract. For each invoiced month, the provider must submit: a provider invoice; **signed monthly timesheets for each consultant** (detailing hours and activities); a **short monthly activity report** per consultant; and **payslips or equivalent proof of social/tax contributions**. The provider must retain payroll and tax documentation and make it available for audit on request. All records must be retained for 10 years.

The provider remains legally responsible for payroll, tax and social contribution obligations for seconded staff.

2. Project Manager — Integrated Consultant

FTE: 0.3572 (≈ 35.72%)

Budget: 24.999,96 EUR (gross)

Key responsibilities

- Lead operational and administrative management of the project; maintain a monthly operational plan and monitor milestones.
- Coordinate the integrated consultant team, subcontractors and partners; chair coordination meetings and circulate minutes.
- Ensure compliance with EUKI/GIZ visibility and reporting rules; maintain project risk register and mitigation measures.
- Verify monthly timesheets and activity reports; prepare supporting documentation for monthly invoices; monitor budget variances.
- Contribute to M&E implementation; prepare monthly activity reports, quarterly progress reports and final project report.
- Represent NEA at stakeholder events and ensure timely handovers of WP1 inputs.

Deliverables

- **Monthly:** Signed timesheets for each consultant; concise monthly activity report supporting the monthly invoice.
- **Quarterly:** Progress report with risk updates and next quarter workplan.
- **Final:** Final project report including financial summary and lessons learned.
- **Ad hoc:** Audit responses, briefings and coordination meeting minutes.

Required qualifications and experience (evaluation criteria)

- **Education:** University degree in the fields of Economics, Agricultural Sciences, Engineering, Environmental Management, or Project Management. A master's degree will be considered an advantage.
- **Experience:** Minimum **5 years** of experience in managing EU or international projects.
- **EUKI experience (Mandatory):** Proven experience participating in at least one (1) EUKI-funded project. This is an eliminatory criterion, as knowledge of specific EUKI procedures is essential for smooth operation.
- **Technical skills:** Strong financial and administrative skills; advanced MS Excel for budgeting and financial monitoring.
- **Languages:** Excellent English.
- **Other competencies:** Strong stakeholder management and communication skills; experience with donor reporting and audit procedures; ability to travel nationally as required.

Selection and evaluation (applied to CV)

- Applications will be evaluated on submitted documentation (CV and supporting documents).
- Candidates must meet the mandatory qualifications and provide evidence for the eliminatory EUKI experience criterion.

Coordination and working relations

- The Project Manager reports to the **NEA Project Coordinator** and works closely with the **NKUA coordinator**, CLuBE focal points and the **Steering Committee**.
- The Project Manager will chair or co-chair coordination meetings, ensure minutes and action points are circulated, and maintain a clear record of decisions and deliverable approvals.

3. Project Assistant — Integrated Consultant

FTE: 0.4121 (≈ 41.21%)

Budget: 14.999,98 EUR (gross)

Key responsibilities

- Provide administrative, logistical and documentation support for project activities and events.
- Organise workshops, trainings and field visits (venue, travel, materials, participant lists, catering, onsite logistics).
- Compile administrative annexes and supporting documents for monthly and quarterly reports; prepare minutes and follow-up tracking.
- Assist in collecting and verifying monthly timesheets and activity reports; prepare documentation package for monthly invoicing.
- Support communications, stakeholder contact lists and dissemination of meeting materials.
- Ensure data upload and file naming conventions in the shared repository.

Deliverables

- **Monthly:** Administrative annex for monthly invoice, including signed timesheets and summary of administrative activities.
- **Event deliverables:** Agenda, participant list, attendance sheets, minutes and a short event summary for each organised event.
- **Quarterly:** Administrative annexes and supporting documentation.
- **Ad hoc:** Administrative documents and briefings as requested.

Required qualifications and experience (evaluation criteria)

- **Education:** University degree in the fields of Economics, Agricultural Sciences, Engineering, Environmental Management, or Project Management. A master’s degree will be considered an advantage.
- **Experience:** Minimum **3 years** of professional experience in administrative or assistant roles within international or EU-funded projects.

- **EUKI experience (Mandatory):** Proven experience participating in at least one (1) EUKI-funded project.
- **Technical skills:** Proficiency in MS Office (Word, Excel, PowerPoint), document management and basic data handling.
- **Languages:** Excellent English.
- **Other competencies:** Strong organisational skills, attention to detail, good interpersonal and communication skills, ability to work under supervision and to travel nationally as required.

Selection and evaluation (applied to CV)

- Applications will be evaluated on submitted documentation (CV and supporting documents).
- Candidates must meet the mandatory qualifications and provide evidence for the eliminatory EUKI experience criterion.

Coordination and working relations

- The Project Assistant reports to the **Project Manager** and works closely with the integrated consultant team, NEA Project Coordinator, NKUA and CLuBE focal points.
- The Project Assistant will support coordination meetings, ensure minutes and action points are circulated, and maintain administrative records of decisions and deliverable approvals.

4. Data Analysis Specialist — Integrated Consultant

FTE: 0.5149 (≈ 51.49%)

Budget: 17.300,06 EUR (gross)

Key responsibilities

- Design and implement data collection, validation, analysis and visualization systems supporting WP1 and M&E.
- Develop SOPs for data collection, cleaning, validation and storage; maintain metadata and data inventories.
- Source and harmonise secondary data from official custodians and partners; design survey instruments and sampling for primary data.
- Clean, merge and analyse datasets; produce sectoral and spatial breakdowns and dashboards.
- Produce monthly data summaries, quarterly analysis reports and final consolidated data synthesis.
- Provide short training on data tools and dashboards; ensure data protection and audit readiness.

Deliverables

- **Mobilisation:** Data collection protocol and SOPs for data handling.
- **Monthly:** Concise monthly data summary accompanying monthly activity reports and signed timesheets.

- **Quarterly:** Detailed quarterly data analysis report and updated dashboards.
- **Early deliverable:** SOPs for data collection, cleaning and management (within first 3 months).
- **Final:** Consolidated data synthesis report, final dashboards and data package for handover.

Required qualifications and experience (evaluation criteria)

- **Education:** At least secondary education. A higher degree will be considered an advantage.
- **Experience:** Minimum **3 years** of professional experience in data analysis, survey design, research or monitoring & evaluation; demonstrable experience working with socio-economic and environmental datasets.
- **EUKI experience (Mandatory):** Proven experience participating in at least one (1) EUKI-funded project.
- **Technical skills:** Advanced skills in data cleaning and analysis, data visualisation and spreadsheet proficiency (advanced Excel). Experience building dashboards and handling spatial data.
- **Languages:** Excellent English.
- **Other competencies:** Strong attention to data quality and documentation; ability to present complex results clearly to non-technical stakeholders; experience training staff on data tools; willingness to travel nationally as required.

Selection and evaluation

- Applications will be evaluated on submitted documentation (CV and supporting documents).
- Candidates must meet the mandatory qualifications and provide evidence for the eliminatory EUKI experience criterion.

Coordination and working relations

- The Data Analysis Specialist reports to the **Project Manager** and coordinates closely with the **consortium M&E lead**, CLuBE data focal points and the integrated consultant team.
- The Specialist will participate in coordination meetings, provide regular updates on data acquisition and analysis progress, and ensure timely handover of datasets and analytical products.

5. Selection and Evaluation

Administrative completeness check

NEA will perform an immediate administrative check. **Incomplete application packages will be rejected**. Required provider application documents are set out in the provider call. For candidate selection, the provider must submit CVs and required evidence for each proposed consultant.

Mandatory exclusion criteria

- **Provider:** Participation in **at least one (1) EUKI/GIZ project** is mandatory for the provider and is eliminatory at the provider selection stage.

- **Each candidate:** Proven participation in **at least one (1) EUKI/GIZ project** is an eliminatory criterion for each consultant position. The CV must show evidence.

6. Application Package

Required application documents (single PDF preferred)

- Cover letter confirming capacity and willingness to second the three consultants and to provide the monthly documentation required by NEA.
- Company profile and registration documents.
- Evidence of provider participation in at least one EUKI/GIZ project.
- **CV for each proposed consultant** (one CV per position applied for).

Submission: Send application to **zlatko.sireta@agencija.gov.mk** with subject **Provider Application — Integrated Consultants — [Provider name]**

7. Contracting and mobilisation

- NEA will conclude a **Contract** with the selected provider.
- Provider must retain payroll and tax documentation and provide it to NEA or auditors on request. Records must be retained for 10 years.