Terms of Reference

for the selection of an Expert for Knowledge Transfer & Dissemination to work as an external provider for the project: Green Pre-Incubators for Just Transition

Country of implementation/ Regions / Municipalities where the expert will work: North Macedonia. Region of Pelagonia. Municipality Bitola, Municipality Novaci.

For the project Green Pre-Incubators for Just Transition described in Annex I to these Terms of Reference, we need to hire one external expert: Expert for Knowledge Transfer & Dissemination.

DUTIES OF THE EXPERT

Primary objective: Design and implement a coherent knowledge transfer and dissemination programme that maximizes the uptake of project outputs, strengthens stakeholder engagement across target regions, and supports the sustainability and replication of project results.

Specific objective: Design and facilitate meetings, events, regional workshops, training sessions, and a final dissemination event.

Activities to be implemented by the expert:

A) MEETINGS WITH TARGET GROUPS

Identified target groups in section **3.2, Stakeholder landscape in the sector** of the attached project description (Annex I)
• *Green Transition Target Groups (GTTG) (youth, entrepreneurs, unemployed individuals and former lignite workers): They represent both the direct beneficiaries and active agents of change and participate in workshops, idea development, and capacity-building. Their empowerment is crucial to the just transition and drives impact at the community level.*
Organization of two events involving consultations and focus group surveys of target groups
Event #1 – consultations and focus group surveys of the target groups: youth and unemployed individuals (6 to 10 representatives of each target group/ 15 to 20 participants at the event)
Event #2 – consultations and focus group surveys of the target groups: entrepreneurs and former lignite workers (6 to 10 representatives of each target group/ 15 to 20 participants at the event)

Period of implementation – June 2026

B) INDIVIDUAL MEETINGS WITH STAKEHOLDERS

Identified stakeholders in section **3.2 Stakeholder landscape in the sector** of the attached project description (Annex I)

Primary stakeholders:
• *Ministries of Environment, Energy, and Economy (GR/NMK): They set the policy and regulatory frameworks in which local transition strategies operate, as well as influence funding priorities and long-term implementation of green transition goals.*
Individual meetings (three individual meetings) with a relevant representative of the

- Ministry of Energy, Mining and Mineral Resources
- Ministry of Environment and Physical Planning
- Ministry of Economy and Labor

• *Municipalities/Public authorities affected by post-lignite transition (e.g., Kozani, Eordaia, Amintaio, Prespes, Bitola): They represent areas with similar socio-economic and environmental challenges. Their endorsement reflects regional interest in replicating and scaling up project activities.*

Individual meetings (three individual meetings) with a relevant representative of the
- Municipality Bitola
- Municipality Novaci
- Municipality Mogila

• *Energy & utilities industry (e.g., PPC in Greece / ESM in North Macedonia): Their decarbonization strategies and infrastructure planning shape the pace and scope of the transition.*
Individual meeting (one individual meeting) with a relevant representative of the
- Powerplants of North Macedonia, Skopje

Secondary stakeholders:
• *Chambers of Commerce, Agricultural Cooperatives, and Local Business Networks: They provide entrepreneurial infrastructure and promote diversification in green sectors.*
Individual meetings (three individual meetings) with a relevant representative of the
- Economic Chamber of North Macedonia, Regional Chamber of Bitola
- An agricultural cooperative in the region of Bitola (member of the Association of Agricultural Cooperatives)
- Local economic and social council of Bitola

• *Academic and Research Institutions: They replicate educational tools and methods developed through the project and help scale up impact through academic networks. For example, the University "St. Kliment Ohridski" in Bitola and the Faculty of Agricultural Sciences and Food in Skopje have expressed their support for the project.*
Individual meetings (two individual meetings) with relevant experts of the
- University "St. Kliment Ohridski" – Bitola
- Faculty of Agricultural Sciences and Food - Skopje, University "Ss Cyril and Methodius" – Skopje

• *Community Groups: They foster local participation and civic engagement and help strengthen social acceptance and co-creation of project outputs.*
Individual meetings (three individual meetings) with a relevant representative of the community groups/ civil society organizations
- Eco-reset Bitola
- Preda plus Foundation Bitola
- Youth Cultural Center Bitola

Total 15 (fifteen) individual meetings – consultations with primary and secondary stakeholders.

Period of implementation: June – July 2026

C) ANALYSIS OF THE CONSULTATIONS AND SURVEY

Preparation of an analytical report based on stakeholder consultations and target group surveys. The report will provide quantitative and qualitative analyses, along with conclusions and recommendations, to clarify the roles and benefits of target groups in the pre-incubation process.

Period of implementation: August – September 2026

D) SUPPORT IN ORGANIZATION OF REGIONAL WORKSHOPS, TRAINING SESSIONS, AND A FINAL DISSEMINATION EVENT

Support and communicate with other project partners in organizing events in which NEA participates, define agendas, invitations, facilitation plans, participant lists, and post-event summaries with recommendations, according to the attached project description (Annex I).

Period of implementation: June 2026 – March 2028

E) SUPPORT IN DEVELOPMENT OF POLICY BRIEFING

Contribute (prepare NEA Input) in the development of a Policy briefing on the future of just transition according to the attached project description (Annex I).

Period of implementation: October 2027 – December 2027

REQUIRED QUALIFICATIONS AND EXPERIENCE

• **Education:** A minimum bachelor's degree in economics, communications, knowledge management, environmental policy, or a related field.

• **Professional experience:** Minimum 5 years of experience in knowledge transfer, dissemination, or communications.

• **Technical skills:** Proven facilitation skills. Experience producing reports and digital content from surveys, interviews, events, training materials, etc.

• **Languages:** Advanced English.

• **Other:** Ability to travel regionally.

WORKLOAD AND PAYMENTS:

Estimated workload: The Contracting Authority estimates a workload equivalent of 120 to 130 workdays for the expert, but payment and actual workload will be per deliverable; thus, **please offer a lump sum for this assignment**. When calculating the price offered, you should include all expenses: taxes, travel costs for assignments, consumables, administrative fees, etc.

Installments: Payment will be made

- 50% of the fee after approval of assignments A), B), and C) and their deliveries.
- 50% of the fee after approval of assignments D) and E) and their deliveries.

The reports/deliverables that the expert will provide should be approved by the:

- Contracting Authority (NEA)
- Lead project partner (NKUA) / Steering Committee (SC) of the project

APPLICATION:

Candidates, as part of their tender, should submit the following documents:

- CV of the tenderer
- Organization and Methodology of the planned realization of the assignments – on the form attached to these Terms of Reference (Annex II)
- Financial offer – on the form attached to these Terms of Reference (Annex III)

CRITERIA FOR SELECTION:

- Lowest price of the technically accepted offers – fulfilling minimal requirements and positively evaluated Organization and Methodology.