

# TERMS OF REFERENCE

## Finance Manager

Half-time engagement of a financial coordinator (one natural person will be hired) implementing and managing financial matters on behalf of National Park Pelister as well as coordination with Lead Beneficiary of the project. The project is implemented in the framework of the Interreg IPA Cross border cooperation (CBC) Programme Greece - Republic of North Macedonia 2014-2020

### 1. General information

**Project name:** 'Adventure across borders' with the acronym (advenTOUR)

**Period:** 10/03/2022 – 9/08/2023 (18 months)

**Role:** Finance Manager (EU / Nationally co-funded project under the INTERREG IPA CBC Programme Greece –Republic of North Macedonia 2014-2020)

**Work package – WP1 / Deliverable - D 1.3.3 / Budget line – Staff costs**

**Workload percentage:** ±20-25% in 18 months of project beneficiary' execution.

**Salary:** Commensurate to approved coordinator's gross wages for the period of 9 effective months working in the project, @ max rate of 500 Euros (gross amount) per month in the period of 18 months' of project implementation.

**Location:** PI National Park – Pelister premises in Bitola, Republic of North Macedonia

**Type of Contract:** In – house consultant Fixed-Terms max at 9 Person Months - half-time

**Deadline for applications:** Monday, 21<sup>st</sup> of March, 2022

### 2. Legal basis

- The provisions of article 45 of the Commission Implementing Regulation (EU) 447/2014 of the 2nd of May 2014 on specific rules for Implementing Regulation 231/2014 on IPA II concerning the award of service contracts, supply contracts and works contracts, and the provisions of EU environmental law must be complied with when entering into contracts concerning actions or investments in the context of this Project. Any deviations from these provisions shall be deemed as void and null.
- Delegated Regulation (EU) No 481/2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes.
- Communication and publicity measures in accordance with the project application and Article 25 of the implementing Regulation (EU) 447/2014, Article 115 and Annex XII of Regulation (EU) 1303/2013 EU Regulation on information and publicity measures
- The Law on Audit of Instrument for Pre – Accession Assistance (IPA) (Official Gazette of the Republic of North Macedonia No. 66/10, 43/14, 154/15 and 27/16).
- The Partnership Agreement ( PA) advenTOUR – CN2 – SO1.3 – SC041 with regard to the framework of the provisions and documents therein.
- Rules of procedure stipulated at the Programme and Project Manual in force.

## 3. Introduction

### 3.1. Project Management

(Lead Beneficiary and Beneficiaries' Competence)

All beneficiaries participating in the project are highly qualified and very experienced in development activities focused on tourism and adventure/outdoor with proven experience in CB cooperation.

Partners' role is to enhance the value of cross-border collaboration among all tourism stakeholders from both regions.

The Partnership Agreement (PA) as, an integral part of the Application form in force and of the Subsidy Contract for this project, is made up of the Lead Beneficiary and of two project partners that define the rules of procedure for the entire works in the project and shall govern their relations.

YMCA Thessaloniki (**PB1**) operates as an Association charitable, non-profit organization Its camp in Nymfaio will serve as Centre of excellence for transferring a specific knowledge to the other side of the border for establishing a system of volunteers/instructors for the newly developed adventure park by the **PP3**, the National Park of Pelister. Furthermore, **PP3** is the only entity by law to develop and manage adventure attractions on the territory of the National Park thus has exclusive competence to introduce touristic offer for the visitors. **PP3** possess in-house technical expertise to maintain the developed infrastructure after the project ends.

Greek National Tourism Organization (GNTO), **PP2**, is under the supervision of the Greek Ministry of Tourism and its main mission is to organize, develop, support and promote tourism in Greece and abroad, following varied actions and promotion activities. GNTO's participation in this partnership is proving the importance of the proposal for Greece as country as it adds another portfolio in tourism offer of the country besides the leisure one.

### 3.2. Project objectives are, in summary, the following:

The main objective of the project is to promote the CB destination as a touristic attraction by framing the existing natural and manmade potential into marketable and sustainable touristic offer.

The project will contribute in creating jobs due to the increase of local businesses driven by the increase of visitors in the CB area. Reaching the objective will effectively link both local culture and natural assets with the community resources, investing in local people capacities thus directly contributing to new jobs and new touristic products.

In particular, this project will contribute to the respective indicators of the specific objective 1.3 (thematic priority d) as it will create 10 jobs (RO104) in the tourist sector in the CB area.

### 3.3. Expected results

The project will improve the attractiveness and promote tourism in the CB area by achieving its results:

Creation of 10 new jobs down the supply chain of local tourism providers thus filling in a gap of adventure services in the CB area (indicator 00104).

More specifically, in the newly developed Adventure Park in Pelister National Park, 6 instructors will be hired to maintain and manage the infrastructure based on the training courses /seminars they will get from Nymfaio's camp Centre.

At the newly developed section of Nymfaio's camp, 4 employees will be hired to support its operations throughout the year thus extending the touristic season, a direct result of this project.

25 enterprises will participate in developing new CB travel offer resulting in long-term business relations across the border providing future capitalization of the project results. Investment in infrastructure and transfer of knowledge by the project will result in increased attractiveness of the CB area; Specifically, uplifted skills of the locals involved in tourism will result in increased number of incoming travelers on the mid-terms.

In addition, the travelers' perception of the CB area will shift from two bordering countries to a one adventure destination enabling the project to become a showcase of real CB cooperation.

Furthermore, the project will improve the attractiveness and promote tourism in the cross-border area by arranging Natural landmarks in Pelister National Park and in Numfaio camp introducing new touristic facilities which will be in harmony with the natural environment.

The border sharing regions of Western Macedonia and Pelagonija will be promoted as an ideal travel destination through innovative activities of adventure tourism. Exchanged experience and best practices in tourism sector in CB area will be done by building capacities of at least 40 people working in the adventure tourism and specific knowledge of outdoor travel experience will be transferred.

### **3.4 Information and publicity**

.In terms of information and publicity measures in the project and of the Interreg Programme's brand identity, the correct name of the project and of the programme is essential in all official documents, project outputs, and advertising materials.

## **4. Background information for the scope of the assignment**

### **4.1. Payment/Cash flow**

The Certifying Authority of the Programme will transfer the European Union's contribution to an interest-free bank account indicated by the Lead Beneficiary in the application form. Payments from the Certifying Authority to the Lead Beneficiary will be made in Euro (€).

The Lead Beneficiary shall further transfer the respective European Union's contribution to the PB3 with no delays and maximum within one month of receipt. The amounts will be paid according to the flow of funds from the European Commission.

To provide a sound financial management the PB3 PI National Park - Pelister must have a dedicated **interest-free bank account** for the purpose of their project implementation. In case that the EU contribution is automatically de-committed by the European Commission, in accordance with the EC Regulation 1303/2013, the Managing Authority reserves the right to consider the possibility of reducing the approved budget of the project with respect to expenditure not carried out in accordance with the stipulated timetable. If the reduction of the project budget is decided, the subsidy contract and respective annexes will be modified accordingly.

### **4.2. National Co-financing**

The national contribution (15%) shall be ensured through the National Budget of the Republic of North Macedonia and administered by Ministry of Local Self Government (hereafter, the National Authority of the Programme).

NI National Park Pelister, the PB3 will conclude a Contract for National Co-financing with the Ministry of Local Self Government.

However, 15% of the National co- financing is administered based on the proved / verified eligible expenditure of the PB3 after the complete finalization of the project activities.

Following the contract signing, the National Park Pelister PB3, must submit the payment requests for the National Contribution which corresponds to the certified expenditure across the digital portal of the Info module (system) to National Authority' structure of the Programme.

### **4.3. Pre finance payment**

The NI National Park – Pelister, the PB3 in the project may request pre finance payment

The maximum amount of pre - financing that can be requested amounts up to 20% of their respective approved EU contribution, as presented in the project approved by the JMC. This advance payment may not be used for costs not directly related to the approved project.

Lead Beneficiary will submit a funding request for his partner beneficiaries (including himself, if the case) forwarding to the JS the following documents for each beneficiary:

- Requests from PB3 indicating the title of the project, the total budget and the requested amount.
- Project registration at the Secretariat for European Affairs (SEP)
- The Public Revenue Office certificate for VAT exemption
- Financial Identification Form of an interest free bank account

The amortization of the advance payment is made in installments by deduction from subsequent payment claims of the PB3. Details are included in the Subsidy Contract.

## **5. Duration of the assignment**

PI National Park - Pelister (PB3) is looking to appoint experienced Finance Manager to join the team. The position of Finance Manager will be effective from the date 1st of April, 2022 and It shall remain in force until the lasting date of the project as per Subsidy Contract in force. with possibility for extension of assignment as per the project extension period granted from the Programme Body and until the Lead Beneficiary has discharged in full its obligations towards the Managing Authority (MA) and the PI National Park - Pelister (PB3) submits its final report to as well submit the request for final co-financing contribution to the Ministry of Local Self Government hereafter the National Authority of the Programme.

A key responsibility of this position will also be to proactively acknowledge the public role of the European Union Funds and to promote the objectives and achievements of the 'advenTOUR project action co-funded by the EU, sustainable networks, and knowledge to maximize success with funding Programme.

The working language is English and the national language of participating country.

## 6. Scope of work

### 6.1. Key Duties and Responsibilities:

The key role of Finance Manager will be

- To work under the endorsement and report to the Head of Public Institution National Park Pelister - Bitola, (the Contracting Authority of the PB3)., and member of the Management Team in the advenTOUR project. (referred to Partnership Agreement terms)
- Carrying out the specific financial activities set out in the Application form in force.
- To undertake all necessary steps enabling the Lead Beneficiary to comply with its responsibilities as set out in the Subsidy Contract and the applicable Regulations.

### 6.2. Other duties

- Responsible for carrying out specific PB3 activities related to expenditure verifications in the manner and scope indicated in the Project Budget and Timetable of Application form in force.(the JOB)
- Build and maintain effective working relationships with PB3 Team and the project partners
- Work closely with Project Manager on the management of the project ensuring all tasks, deliverables and milestones are completed in time and within the budget;
- Management of the PB3 budget for the project and ensure financial and regulatory compliance with Interreg IPA CBC Programme policy and procedures and requirements of the funding body
- Ensures that the expenditure follows eligibility rules stipulated at the Project Manual in force and by the EU Legislation and of the respective positive National Laws in the Republic of North Macedonia.
- Submitting in the MIS system of the Programme all declared expenditure and supporting documents for verification of the project operations,
- Ensures all certificates received by the FLC from verified expenditure in order to assist the reporting and reimbursement procedures required by the Lead Beneficiary vis-à-vis the JS/MA and the CA, the funding body;
- Cooperate with bodies in charge for controls and audits, notified by the duly authorised regional, national, and EU Authorities.
- Participate in the various remote or face-to-face meetings and events for the project
- Participate in the training seminars and events organized by the Project Management Team.
- Prepare tender dossier for implementing the secondary procurements in the project;
- Retain files, documents and data relevant to the project for control and audit purposes;
- Assist the controlling/auditing authorities about the project they request and give them access to the accounting books, supporting documents and other documentation related to the project with endorsement of Head of the NI National Park- Pelister and;
- Perform other related duties incidental to the work as per the Application Form in force.

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted.*

#### 6.2.1 Essential Criteria

- Up to University degree in the Social Sciences; Law, Administration, Economics, Management or a related education field
- Knowledge and experience of European funding programmes/projects;
- Demonstrated project management experience and successful funding achievements;
- Good numeracy and attention to detail with an ability to work within tight deadlines;
- Excellent interpersonal skills and an ability to work effectively with dynamic and diverse staff and management across all levels, both internally and externally;
- Excellent organisation, communication, time management, negotiation, and conflict resolution skills;
- Fluency in English, both written and spoken
- Political acumen and ability to work across international boundaries and;

#### 6.2.2. Desirable Criteria

- Proven experience in working with INTERREG IPA CBC projects implementation
- Knowledge/experience of ICT, experienced user of MS Office Suite (Word, Excel, PowerPoint) and of Operational MIS System in the Interreg IPA CBC Programme
  - Ability to work in other languages would be an advantage
- Flexibility to travel at short notice abroad on short-term missions

*This post will involve travel in country and in Greece to Programme networking events and project partners meetings.*

## 7. Planning

Selected Finance Manager will be contracted by the Public Institution National Park - Pelister Bitola, hereafter the Beneficiary 3 in the project (PB3), on the basis of providing services as of half time job.

## 8. Location of assignment

The activities of Finance Manager will be carried out mainly at the premises of the Public Institution National Park - Pelister at the street "Vienska" No. 14 7000 Bitola, R. of North Macedonia unless the Head of Institution (hereafter, the Contracting Authority) make an official decision or recommendation for physical or social distancing in public settings as to minimize the risk of transmissions of the virus as of preventative measures in the fight against for COVID-19 outbreak. The GOV protocols in force shall apply.

## 9. Administrative information

The Public Institution National Park - Pelister will provide the Finance Manager with adequate support with needed equipment and in particular, shall ensure that there is sufficient administrative and secretarial provision to enable you to concentrate on your project tasks and responsibilities. The Public Institution National Park - Pelister will also ensure that you are paid regularly and in a timely fashion according to the available fund in the project.

Office-running costs which may include office communications (fax, telecommunications, mail, courier etc.), report production, secretarial assistance, shall be covered by the Public Institution National Park - Pelister.

The Public Institution National Park Pelister shall be responsible for the daily management of the project, distribution of tasks, and performance of activities.

The Public Institution National park Pelister Bitola shall provide all required data and put in place all necessary means and staff to support the appointed Finance Manager.

## 10. Tax and VAT arrangements

All EU-funded Projects are VAT-exempt. Under no circumstances can VAT be paid by a Community programme.

## 11. Financing

It shall be used fixed monthly rate of wages for part time assignment for financing the Contract for Finance Manager of the Beneficiary 3, PI National Park – Pelister , the PB3 in the project

- **Salary level**

The estimated gross salary per month for Finance Manager is complementary with the contracted project budget as per Application form in force, the integral part of the Subsidy Contract for the advenTOUR project and as per its Justification of Budget covering the work package cost WP1 of delivery 1.3.3 – Staff costs of (PB3) - the Public Institution National Park – Pelister.

## 12. Jurisdiction and the law applicable to this selection process of candidates and the contract to be concluded

- The selection process and contract award procedure shall be governed by internal procedure as laid down in NI National Park Pelister in Bitola as well as an analogous application of the provisions of Procurement and Grants for European Union external actions – a Practical Guide. The document that providing guidance and formats for procurement procedures, including IPA pre-accession funds. The manual is based on the EU Financial Regulation and the Common Rules and Procedures for the Implementation of the Union's instruments for External Action (Council Regulation 236/2014)
- The successful candidate will be identified in a Decision of the NI National Park - Pelister which shall be notified in writing to all parties having presented an application to this vacant position.
- The contract concluded with the successful candidate shall be governed by the laws of the Republic of North Macedonia

- Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction in accordance with the national legislation of the state of the Contracting Authority, i.e. the Republic of North Macedonia.
- The auditing of the use and spending of the public procurement funds by NI National Park – Pelister PB3 in the project (“the contracting authority”) referred to tender rules of procedures executed, shall be examined by the designated First Level Control and of the Single Audit Authority in the Republic of North Macedonia.

### 13. Confidentiality

All applications received and the selection process will be handled as confidential subject to the NI National Park - Pelister’s rules on public access to documents governed by the national legislation in the Republic of North Macedonia which largely correspond to those of the EU Transparency Regulation No. 1049/2001.

### 14. Statement on the COVID-19

*(supplement to this Terms of Reference)*

*Having in mind the current recommendations of the Government of the Republic of North Macedonia with measures taken against COVID19, in aim to protect the public health of all citizens, consequently, the candidates in this competition are strongly advised that their applications must be submitted strictly by electronic means, the rules thus as are described in the Public Announcement for vacant positions and of this Terms of Reference.*

*Regardless of the fact that the measures against COVID 19 are still in force, however, there are no exceptional restrictions on the implementation of the EU-funded projects in the country and thus procedures for submitting applications nor for evaluation of nor thus for implementation of the contracts*