

TERMS OF REFERENCE

Project Manager

Full-time engagement of a project manager (one natural person will be hired) by NI "National Park - Pelister", to manage, coordinate and execute project implementation with regards to partner activities as well as overall coordination with the Project Lead Beneficiary. In charge of reporting and organization of work, sound financial implementation, visibility. 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: Project Manager (EU / Nationally co-funded project under the INTERREG IPA CBC Programme Greece –Republic of North Macedonia 2014-2020)

Work package - WP3 / Deliverable - D 3.3.1 / Budget line – External expertise and services

Workload percentage: ±30-35% in 18 months of project beneficiary' execution.

Salary: Commensurate to approved coordinator's gross wages for the period of 18 months working in the project, @ max. rate of 1,000 Euros per month.

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

Type of Contract: In – house consultant Fixed-Terms max at 18 Person Months - full-time

Deadline for applications: Monday, 21st 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

Pelister National Park, PP3, one of the oldest on the Balkans, is located in the south-western part of the RNM and abounds with various types of flora and fauna and relief which makes it ideal destination for adventure tourism. Infrastructure works will be implemented, according to a study that has been developed, for the construction of an adventure park for all ages. In the newly developed adventure park there will be protected climbing routes classified in different levels of difficulty allowing non-expert climbers to reach high altitudes in a safe way (via ferrata, zip line).

All the rest of project activities will also take place in the eligible CB area thus emphasizing one destination in two countries.

Intensive promotional campaign of the above project outputs/results in mid and long-term will increase the new jobs development down the supply chain across the borders as it will push the offer to match the demand.

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.

More than 25 enterprises related to tourism will cooperate in developing new travel packages in one destination of the CB area thus fostering creation of 10 new jobs along the supply chain.

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.

As GNTO has large capacity to directly influence local and national policies in the tourism area the project results can be used in the long-term to extend the cross-border cooperation between both countries. In addition, developing new touristic offer, an adventure tourism portfolio in the region of Western Macedonia and in the bordering Pelagonija region is new asset for both countries and will result in new jobs in the CB area

YMCA Thessaloniki (**PB1**) operates as an Association charitable, non-profit organization and is managed by 24-member council elected by about 1.000 regular members. Approximately 240 staff members (40 permanents and 200 part-time) are working in YMCA facilities. 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.

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.

For successful management, implementation, monitoring, and control of the project and for its completion, the Management Team - (MT) shall be set up. The MT will be responsible for monitoring the activities that shall be implemented in the project. The MT is chaired by the Lead Beneficiary. During the scheduled meetings and/or events organized by the MT, the Joint Secretariat (JS) and the Managing Authority (MA) as well as the National Authority of the Programme can also be invited to attend the meetings.

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.

The increased demand will push locals to fill the gap into the supply of accommodation in B&B, local food offering, (crafts and products), guides, activity club service offer (hiking, mountain biking, bouldering, trekking, off road safari) local experiences like 'living like a local', culinary classes and recreational forest fruit/herbs collection (training courses on tourism and on business operations will be implemented at Nymfaio camp center).

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.

The newly developed adventure park in Pelister National Park will engage 6 instructors in maintaining and managing the infrastructure upon the training received as transfer of CB knowledge by the YMCA experts at Nymfaio camp. In addition, 4 new direct jobs will be developed at Nymfaio camp, to support its operations through whole year (extension of the touristic season).

Down the supply chain, 25 enterprises (respective indicator 00104) such as local product businesses, transport companies, F&B, tour operators, event marketing organizations, sport and activity clubs and accommodation facilities of various types will participate in the CB project thus will enhance their offer in quality and across the borders.

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.

4. Information and publicity

Project's communication plan will be structured in two parts following the project cycle: first, communication with the audience will be evolving around the CB outdoor tourism potentials, building a brand of the destination. Along with this message project activities will be presented to the target groups achieving their intensive participation in the project implementation.

The second part of the PCP (after reaching output milestone) will narrow the communication message to targeted audience presenting the travel packages.

PCP will also include raising awareness on the active outdoor possibilities and local sustainable tourism thus presenting the objectives of the project.

Very important activity part of the overall publicity strategy is attendance at International travel FAIR which targets potential incoming travelers at B2C level.

Closing conference (public final project event) will be organized and held so as to inform the target groups, specified in the communication plan, about the results achieved during the project's implementation.

Tools employed for the above advertising activity include project video, the so-called social media e.g. Facebook, Twitter, LinkedIn, etc ads. The project's video will focus on showing the tangible impact of the project within the destination. Branding the CB area as outdoor authentic experience will address the nature lovers and eco-aware travelers thus securing sustainable project results. 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.

The project is co-funded by the European Union and by National funds of the participating countries.

5. Duration of the assignment

PI National Park - Pelister (PB3) is urgently seeking to appoint a qualified and experienced Project Manager to join the team and work with the two Greek partners in the project. The position of Project 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 and request for co-financing 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 the Project Manager will be (*see in the next page*)

- To work under the endorsement of Director 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 project 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 in the manner and scope indicated in the Application form in force (the JOB -the work packages and deliverables) to be implemented by the PI National Park Pelister.(PB3 in the project)
- Build and maintain effective working relationships with Lead Beneficiaries LB1 and the partner PB2
- Work closely with LB1 and PB2, on project management ensuring all the tasks, deliverables and milestones are completed in time and within the approved and contracted budget;
- Management of the project budget ensuring the financial and regulatory compliance with Interreg IPA CBC Programme policy and procedures and the requirements of the funding body
- Ensures that all expenditures incurred in the project operation of PB3 – National Park - Pelister has been declared in time and verified by the First Level Controllers (FLC) - the designated body appointed by the Ministry of Local Self Government i.e the National Authority of the Programme.
- Assist the PI National Park - Pelister PB3 in the project during the project registration in SEI and PRO.
- Ensuring the financial and other supporting documents and uploading in the MIS system as ruled by the Project Manual in force.
- Prepare all documents to meet the progress reporting requirements each semester and support Finance manager if modifications of the budget are must by the PI National Park – Pelister.- PB3. and its submission to Lead Project Beneficiary vis-à-vis the JS/MA and the Certifying Authority of the Programme, the funding body;
- Organisation and/or participation in remote and/or face-to-face meetings and events of the project management team.
- Participate in the training seminars and events organized by the JS/MA and NA of the Programme;
- Oversee the development of a PB3, project outcomes and results
- Assist in the recruitment process of PB3 for the personnel and/or experts.
- Prepare and implement tenders on the secondary procurements according to the procurement plan
- Perform other related duties incidental to the work as per the Application Form in force and the JOB.

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 with the European Union 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 working with INTERREG IPA CBC project/programmes.
- 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

The Project 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 full time job.

8. Location of assignment

The activities of the project 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 recommend for physical or social distancing in public settings as to minimize the risk of transmissions of the virus as of preventative measure 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 project manager with adequate support with needed equipment and in particular, shall ensure that there is sufficient administrative and secretarial provision to enable him/her to concentrate on his/her project tasks and responsibilities. The Public Institution National Park - Pelister will also ensure that the project manager is 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 assignment of the project 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 full time assignment for financing the contract for the project manager of the (PB3) – PI National Park – Pelister in Bitola.

- **Salary level**

The estimated gross salary per month for his/her assignment in the project is complementary with the contracted project budget as per Application form in force the integral part of the Subsidy Contract and as per Justification of Budget for the adventOUR project for covering the costs for the work package 3 of delivery 3.3.1 - External expertise and services of the project beneficiary 3 (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