Federal Ministry for Economic Affairs and Climate Action
European Climate Initiative EUKI
АГЕНЦИЈА ЗА ПОТТИКНУВАЊЕ НА РАЗВОЈОТ НА ЗЕМЈОДЕЛСТВОТО NATIONAL EXTENSION AGENCY
AGJENCIONI PËR NXITJEN E ZHVILLIMIT TË BUJQËSISË NATIONAL EXTENSION AGENCY

Република Северна Македонија
Општина Новаци
бр. 12-150/6
22.04.2026 год.
Новаци

Terms of Reference

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

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

Contracting authority: MUNICIPALITY OF NOVACI

Operational period: 01.12.2025 – 31.03.2028

1. Overview and Contract Data

Purpose

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

Positions and contract values

Position	FTE equivalent	Total contract budget (gross)
Project Manager — Integrated Consultant	**≈ 0.40 (40%)**	**15.960,00 EUR**
Financial Manager — Integrated Consultant	**≈ 0.30 (30%)**	**9.268,00 EUR**
	Total:	**25.228,00 EUR**

Contract duration and start

The contract is aligned with the project operational period indicated above. The contract begins on the day of signing and ends on 31 March 2028.

FTEs are average equivalents across the contract period. Actual monthly hours will be recorded through signed timesheets.

Employment and audit model

The consultants will be seconded to the Municipality of Novaci by the selected provider (economic operator). The provider remains the legal employer or contracting entity and is responsible for:

- Salaries, taxes, and social contributions
- Monthly invoicing

For each invoiced month, the provider must submit:

- Invoice
- Signed monthly timesheets for each consultant (hours + activities)

- Monthly activity report per consultant
- Payslips or equivalent proof of tax/social contributions

The provider must retain all payroll and tax documentation and make it available for audit upon request. All records must be retained for **10 years**.

2. Project Manager — Integrated Consultant

FTE: 0.40 (40%)
Budget: 15,960.00 EUR (gross)

Key responsibilities

- Lead overall operational and administrative management of the project at municipal level
- Prepare and maintain monthly operational plans and monitor implementation
- Coordinate project partners, stakeholders, and service providers
- Ensure compliance with EUKI/GIZ rules (visibility, reporting, eligibility)
- Maintain risk register and mitigation measures
- Verify timesheets, activity reports, and supporting documentation
- Support preparation of monthly, quarterly, and final reports

Deliverables

- **Monthly:** Signed timesheets and activity report
- **Quarterly:** Progress report including risk updates and workplan
- **Final:** Final project report and contribution to closure
- **Ad hoc:** Meeting minutes, briefings, audit support

Required qualifications and experience (evaluation criteria)

- University degree (Economics, Engineering, Environmental Sciences, Project Management or related)
- Minimum 5 years' experience in EU/international project management
- Mandatory: Proven participation in at least one EUKI, GIZ-funded project or similar EU funded project
- Strong financial and administrative management skills
- Advanced MS Excel and reporting skills
- Excellent English
- Strong communication and stakeholder coordination skills

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 criterion.

Coordination and working relations

- Reports to the Municipal Project Coordinator / designated authority
- Works closely with project partners and stakeholders
- Leads coordination meetings and ensures documentation and follow-up

3. Financial Manager — Integrated Consultant

FTE: 0.30 (30%)
Budget: 9,268.00 EUR (gross)

Key Responsibilities

- Manage financial planning, tracking, and reporting of the project
- Ensure compliance with EUKI/GIZ financial rules and eligibility requirements
- Monitor budget execution and identify deviations
- Verify financial documentation (invoices, contracts, supporting documents)
- Prepare financial reports and ensure audit readiness
- Support internal financial coordination with the Project Manager and provider

Deliverables

- **Monthly:** Financial overview with supporting documentation
- **Quarterly:** Financial report aligned with project progress
- **Final:** Final financial report and audit-ready documentation
- **Ad hoc:** Financial clarifications and audit responses

Required Qualifications and Experience

- University degree in Economics, Finance, Accounting or related field
- Minimum **3 years' experience** in financial management of EU/international projects
- **Mandatory:** Proven participation in at least one EUKI, GIZ-funded project or similar EU funded project
- Strong knowledge of budgeting, eligibility, and reporting procedures
- Advanced MS Excel skills
- Excellent English
- High attention to detail and audit compliance

Coordination and Working Relations

- Reports to the Project Manager and Municipality
- Works closely with administrative and project teams
- Ensures alignment between financial and technical reporting

5. Selection and Evaluation

Administrative completeness check

MUNICIPALITY OF NOVACI 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 or similar EU funded 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 or similar EU funded 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 MUNICIPALITY OF NOVACI.
- Company profile and registration documents.
- Evidence of provider participation in at least one EUKI/GIZ project or similar EU funded project.
- **CV for each proposed consultant** (one CV per position applied for).

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

Applications must be submitted on English language.

The deadline for submission is 08.05.2026.

For any additional information, interested candidates should contact: opstina@opstinanovaci.gov.mk

7. Contracting and mobilisation

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

Mayor

Steyche Stevanovski