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# BACKGROUND INFORMATION

## Partner country

Republic of North Macedonia

## Contracting authority

Municipality of Shtip

# OBJECTIVES & EXPECTED OUTPUTS

## Overall objective

The overall objective (Impact) to which this action contributes is:

Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution

## Specific objective(s)

The specific objective (Outcome) of this contract is as follows:

* Successful implementation of procurement procedure for works within the project

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* Prepared Tender Dossier for work. The Tender Dossier should be prepared according to the latest version of PRAG following the simplified procedure. In addition, supporting the Contracting Authority during the tendering.
* Prepared Tender Dossier for Supervision of the Work. The Tender Dossier should be prepared according to the latest version of PRAG following the simplified procedure. In addition, supporting the Contracting Authority during the tendering.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Cooperation between Contracting Authority and Consultant

## Risks

No significant risk has been identified

# SCOPE OF THE WORK

## General

### Description of the assignment

Municipality of Shtip, as partner PP2 in the project “Transforming of urban sites with Green infrastructures project”, plans to construct green infrastructure at three locations in the city of Shtip. For the successful implementation of the planned activity, it is necessary to implement a simplified tender procedure for work by PRAG. For this purpose, it is necessary to formulate an appropriate tender dossier. Within the framework of this contract, the hired consultant in cooperation with the Contracting Authors will have to prepare an appropriate tender dossier for work in accordance with PRAG.

### Geographical area to be covered

Municipality of Stip

### Target groups

N.A.

## Specific work

Development and formulation of Tender Dossier for work ( construction of green infrastruction on three location in City of Shtip).

## Project management

### Responsible body

The Contracting Authority is Municipality of Shtip, Republic of North Macedonia and in that capacity, it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be performed by Municipality of Stip, Project office – which is responsible for implementation of project

### Management structure

The project “Transforming of urban sites with Green infrastructures project” is implemented by Consortium of the three public institutions from Bulgaria and North Macedonia, lead by Municipality of Gotse Delchev from Bulgaria. Municipality of Shtip (PP2) will be the Contracting Authority responsible for regular coordination as well as coordination with the other partners and will have the overall responsibility of implementation of the project work activities in Republic of North Macedonia

### Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority will provide all available information and will fully co-operate with the Consultant in order to achieve the best results. Technical information and access to the existing records, any useful information and/or documentation which may be relevant to the performance of the Contract will be provided upon request.

# LOGISTICS AND TIMING

## Location

Shtip, Municipality of Shtip

## Start date & period of implementation of tasks

The intended start date is 17.09.2024 and the period of implementation of the contract will be 30 days from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original:

* **Final report** of maximum two pages (main text, excluding annexes).

## Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

* Formulated work simplified tender dossier by PRAG