**Terms of Reference – Project Assistant**

1. **Background**

The project for establishing a "System for coordination in planning, implementation, monitoring and evaluation of the policy for balanced regional development" (SiReRa) aims to contribute to the EU integration process by adopting the principles for balanced regional development of the Republic of Northern Macedonia, in line with EU practices.

The project is implemented by the Cabinet of the Deputy Prime Minister of the Republic of Northern Macedonia in charge of economic affairs and coordination of economic sectors (CDPMEA) and the Ministry of Local Self-Government (MLS), with financial support from both institutions and the Swiss Agency for Development and Cooperation (SDC).

As a result of the project implementation, the Government will be able to allocate and implement funds for balanced regional development in a transparent and predictable manner according to the level of development of the planning regions, and the Centers for Regional Development in all eight planning regions, especially in the less developed ones, will improve their effectiveness and efficiency.

The project has a multi-level approach that includes multiple target groups and main users:

* National level - ministries and agencies involved in the implementation of projects and programs of regional character;
* Regional and local level - Centers for development of planning regions, councils for development of planning regions and municipalities.

Planned project results are:

1. Establishment of an IT-based system for monitoring the implementation of national funds for balanced regional development
2. Increasing transparency regarding the allocation of the regional development budget
3. Increasing the capacities of the stakeholders (line ministries, regional development centers, municipalities)
4. **Purpose of the engagement and scope of the services / tasks**

The Project Assistant is responsible for the everyday project activities. He/she will assist the Project Manager in securing smoothly running of the implementation of the SiReRa Project and

More specifically, the **responsibilities and tasks** of the Project Assistant are as follows:

* Administrative services and purchasing management (on a daily basis).
* Collaboration with the Project (System) Manager for continuous execution of project activities.
* Coordination for schedule.
* Assisting in the preparation of monthly report, proposed activities and work plan.
* Providing support by carrying out general administrative duties and placing orders for equipment and materials.
* Providing support by carrying out market research as needed in order to support procurement process.
* Organizing and storing documents, making purchase orders, updating records, and responding to order issues.
* Managing administrative activities to timely respond to incoming requests (via different communication channels) and providing guidance and instructions to staff on administrative issues.
* Disseminating relevant project information and documentation.
* Taking minutes from meetings (whenever needed) and disseminating them.
* Maintenance and updating the internal archive.
* Ongoing activities.

**Required Qualifications**

* Academic background in the field of management, organization, administration.
* At last 3 years experience in the field of project management.
* Experience in managing donor funded project and/or ICT related project operations will considered as an advantage.
* Excellent record keeping and documentation skills.
* Excellent knowledge of the Macedonian language, both written and spoken.
* Good knowledge of the English language, both written and spoken.

1. **Working conditions**

The Consultant's working day is office work or work from home, as necessary and approved previously by the Client.

1. **Timing and Level of Effort**

The initial Contract shall be concluded for up to one year and may be extended for the duration of implementation of the Project, based on the annual work evaluation and subject to satisfactory performance of the consultant.

1. **Outputs/Deliverables, Workload and Deadlines of the Accounting Specialist**

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| --- | --- | --- | --- |
|  | **Output/Deliverable** | **Indicative**  **Workload (days)** | **Deadline** |
|  | * Administrative services and purchasing management (on a daily basis) * Collaboration with the Project (System) Manager for continuous execution of project activities * Coordination for schedule * Assisting in the preparation of monthly report, proposed activities and work plan * Providing support by carrying out general administrative duties and placing orders for equipment and materials * Providing support by carrying out market research as needed in order to support procurement process. * Organizing and storing documents, making purchase orders, updating records, and responding to order issues * Managing administrative activities to timely respond to incoming requests (via different communication channels) and providing guidance and instructions to staff on administrative issues * Disseminating relevant project information and documentation * Taking minutes from meetings (whenever needed) and disseminating them * Maintenance and updating the internal archive * Ongoing activities | 117 | Monthly |

*The budget for the deliverable is payable on a monthly bases through equal portions*