**Terms of Reference – Independent Supervision and Mentoring Expert**

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 Independent Supervision and Mentoring Expert is responsible for the monitoring and mentoring activities part of the project. He/she will manage monitoring plan of the project and monitor the implementation of the SiReRa Project.

More specifically, the **responsibilities and tasks** of the Independent Supervision and Mentoring Expert are as follows:

* supervise and confirm processes are in place to effectively monitor, review and report on the implementation of the project, budget performance and achievement of all reporting activities.
* supervise project data and activity through IT systems, BI Tool, and reports
* enable the flow of information and data to track performance and contribute to the completion of reports, data and analysis.
* ensure that services are operating efficiently and effectively, and achieving contractual obligations within time and budget.
* assess project progress using standard project management metrics / criteria.
* supervise the project completely and provide mentoring support to the members of the project unit.
* provide considered advice to the project team, ensuring strategic and operational risks, challenges, opportunities and key issues are identified.
* monitor and supervise contracts implementation.
* provide advice and support in relation to software procurement and contract management requirements.
* adopt adequate measures to prevent and remedy conflicts of interest.
* ensure protection of the rights of both the contractor and the contracting authority .
* provide supervision, mentoring and management of PIU staff by actively participating in individual performance development plans, and developing strategies and performance indicators in line with the project Operational Plan.
* ensure that PIU members have clear roles and responsibilities and are supported in their duties, through clear direction and communication.
* monitor team performance and effectiveness, and provide coaching, support and development feedback regularly to staff.
* identify continuous quality improvement opportunities.
* participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.
* attend and participate in strategic coordination meetings.
* prepare monthly reports for independent supervision and mentoring with recommendations for project improvement.
* perform any other duties reasonably requested.

**Required Qualifications**

* Academic background in the field of management, administration.
* At last 5 years experience in the field of supervision.
* Experience in supervision operations with funds from donations and national budget funds as well as experience in monitoring execution of state budget operations will be 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** |
| 1. | As an independent supervision, and as an expert mentor for the success of the project, the Independent Supervision and Mentoring Expert should: - supervise and confirm processes are in place to effectively monitor, review and report on the implementation of the project, budget performance and achievement of all reporting activities  - supervise project data and activity through IT systems, BI Tool, and reports - enable the flow of information and data to track performance and contribute to the completion of reports, data and analysis - ensure that services are operating efficiently and effectively, and achieving contractual obligations within time and budget - assess project progress using standard project management metrics / criteria - supervise the project completely and provide mentoring support to the members of the project unit - provide considered advice to the project team, ensuring strategic and operational risks, challenges, opportunities and key issues are identified - monitor and supervise contracts implementation - provide advice and support in relation to software procurement and contract management requirements - adopt adequate measures to prevent and remedy conflicts of interest - ensure protection of the rights of both the contractor and the contracting authority  - provide supervision, mentoring and management of PIU staff by actively participating in individual performance development plans, and developing strategies and performance indicators in line with the project Operational Plan - ensure that PIU members have clear roles and responsibilities and are supported in their duties, through clear direction and communication - monitor team performance and effectiveness, and provide coaching, support and development feedback regularly to staff - identify continuous quality improvement opportunities - participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required  - attend and participate in strategic coordination meetings - prepare monthly reports for independent supervision and mentoring with recommendations for project improvement - perform any other duties reasonably requested. | 108 | Monthly (July 2020-June 2021) |
| 2. | Prepare progress report with recommendations | 2 | 20-Dec-2020 |
| 3. | Conduct Analyses of the System’s results and RDP and propose follow up recommendations for further organization and improvement | 4 | 20-May-2021 |

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