



TERMS OF REFERENCE

for the Engagemnet of Expert/s to prepare Baseline Data Survey to determine the baseline indicators of the “Technical Assistance for the Cross-border Cooperation programme North Macedonia Albania”

Position title:	Expert/s to prepare Baseline Data Survey to determine the baseline indicators of the technical assistance
Place of the activities	North Macedonia and Albania
Project	Technical Assistance for the Cross-border Cooperation programme North Macedonia Albania under 2023 allocation
Organisation	IPA CBC Programme North Macedonia-Albania 2021-2027
Financing	Grant Contract
Duration	A maximum of 12 working days during the contract period of two (2) months
Deadline for submission of application	20 th of January 2026

1. Background

The IPA III CBC programme North Macedonia Albania aims at providing assistance for CBC operations in two (2) thematic priorities: (i) encouraging tourism, culture and natural heritage; (ii) protecting environment, promoting climate change adaptation and mitigation, risk prevention and

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management. Besides the above thematic priorities, this programme includes a specific budget allocation for TA operations aiming-at supporting the implementation of the entire programme.

The action support to the implementation of the CBC programme North Macedonia and Albania through the Technical Assistance (TA) of this programme, is a joint effort of the two CBCS structures, the Ministry of Local self Government (MoLSG) in North Macedonia and the State Agency for Strategic Programming and Aid Coordination (SASPAC) in Albania. This TA will ensure Sound Programme management throughout its entire lifecycle and capacity development of relevant Programme stakeholders.

To ensure that the potential impact of the “Technical Assistance for the Cross-border Cooperation Programme North Macedonia–Albania under the 2023 allocation” is properly captured and to comply with the programme's Guidelines it is essential to establish baseline data for the project's indicators. This will enable a clear assessment of the Technical Assistance's effectiveness. To determine the baseline data of the project indicators, a baseline data survey will be carried out that could include activity/expert. The technical assistance indicators are already identified and will help in the designing of the questionnaire and also in determining evaluation indicators. These project indicators could also dictate the type of data to collect and how the analysis of the data will be done.

Through its results, a baseline serves as a benchmark for all future activities, where project manager/s can refer to for the purposes of making project management decisions.

Interested experts, having expertise in preparing baseline data survey that determines the baseline data of the project indicators who satisfying the requested conditions of this ToR, should submit an offer.

2. Purpose of the service

The selected expert/s:

will have to define the baseline of the already established indicators through conducting a survey in order to collect and analyze relevant statistics by which will refine or amend the baseline data of the operation indicators of the Technical assistance.

3. Scope of services

The selected expert/s shall realize on the desk research and on the field visits research. The experts will design the questionnaire for all the relevant institutions and determined evaluation of indicators as well. During the field visits Expert/s will visit / interview the representatives of various

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institutions / stakeholders, grant beneficiaries and potential applicants as well the representatives of the CBCSSs, DEU in MK and JTS representatives if needed.

4 . Outputs:

In the end of the assignment the expert/s shall produce **data survey to determine the Baseline Data Indicators of the** “Technical Assistance for the Cross-border Cooperation programme North Macedonia Albania under 2023 allocation”

The result of the survey serve as a benchmark for future activities, providing project managers with a reference point for making informed project management decisions.

5. Contracting Authority and its role

The Contracting Authority will be the Ministry of Local Self Government (MoLSG) in the Republic of North Macedonia and it will be financed under TA Grant Contract for the CBC Programme 2021 - 2027. The Contracting Authority will: :

- a) Share relevant information available related to the CBC Programme and the Technical assistance;
- b) Review the surveys submitted by the expert/s;
- c) Arrange timely release of fees (payment) to the Expert/s.

MoLSG will closely cooperate with SASPAC in Albania of the above mentioned issues.

It is advisable that both CBC Structures organize a joint meeting with the expert/s before the beginning of the assignment.

6. Expert Profile and qualifications.

The IPA III CBC programme North Macedonia – Albania invites expert/s having expertise in the related field satisfying the following said conditions.

The experts should have the following educational and professional qualifications:

- 6.1 Senior professional level with a minimum of three (3) years' experience in preparing baseline data survey that determines the baseline data of the projects indicators. (max 20 points);

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- 6.2 Recognized degree in related fields such as sociology, statistics, political science, economics, etc; (15 max points);
- 6.3 Strong research skills demonstrated through scientific publications, specifically research papers based on quantitative methodology., combined with superior communication and interpersonal skills (max 15 points);
- 6.4 Relevant experience in working for governments and/or international organizations on consultancy assignments, or academic experience as a researcher at academic institutions, especially in strategic planning and project implementation (max 10 points);
- 6.5 Strong English skills, both in written and oral format; (max 10 points);

General Competencies

- Ability to work in a team in a multi-cultural environment;
- Ability to multi-task and work irregular and long hours; and
- Flexibility to travel as required (if applicable).

The experts will work under the direct supervision of the Cross-Border Cooperation Structures (CBCS) of this IPA CBC programme: MoLSG – North Macedonia and SASPAC – Albania.

7. Engagement Period and location:

The expert/s for preparing **data survey to determine** baseline data indicators of the Technical assistance shall discharge their duties for a maximum of **12 working days** during the contract period of **two (2) months**. The assignment will be coordinated by the CBCSs from Skopje and Tirana.

8. Deliverables/Outputs

The expert/s for preparing **data survey to determine the** baseline data indicators of the Technical assistance shall, from time to time, provide outputs related to the proposed to the key duties and responsibilities.

9. Reporting

Formally, the expert/s for preparing **data survey to determine the** baseline data indicators of the Technical assistance has to submit the outputs to both the Contracting Authority MoLSG and to the SASPAC. Interim updates may be requested during the implementation period.

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10. Language of the Specific Contract

Proposals, correspondence and documents relating to the deliverables should be submitted in the official programme language which is English.

11. Remuneration

For the execution of the tasks defined by this ToR, the expert/s will be hired to discharge his or her duties preparing of baseline data survey that determines the baseline data indicators of the Technical assistance under this CBC Programme for a maximum of **1300 EUR**.

Travel and accommodation costs pertaining to meetings to be attended and the field work are included in the aforementioned amount.

The payments will be made on an output delivery basis, upon submission of outputs defined in point above, subject to clearance of the CBCSs.

12. Evaluation Criteria

The maximum number of points is **100**. The points will be distributed by the following criteria: **80** points for profile and qualification from point 6 (6.1, 6.2, 6.3, 6.4 and 6.5) including interview, and **20** points for **price** from point number 11.

The points for price will be got according to following formula: $(\text{lowest price}) \times (10) / (\text{price offered})$.

Only candidates who achieve a minimum of **50** points will be considered for an interview.

The interview will carry a maximum of **10** points.

During the evaluation phase, each member of the Evaluation Committee will individually assess the submitted applications based on the award criteria. Following the interviews, the Committee will collectively assign a final score to each application, up to a maximum of 100 points.

The successful candidate will be selected by the Evaluation Committee, which consists of representatives from MoLSG and SASPAC.

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**12. Confidentiality**

The selected expert/s to prepare **data survey to determine the** baseline data of indicators of the Technical assistance indicators shall not disclose to third party any news or information relating to the project on which it is working during the period of assignment period and thereafter, without prior written consent of CA or as required by the terms of or for execution of this assignment. In this case, the CA shall consult beforehand the Albanian CBCS.

13. Termination

The contract can be terminated by either side on giving a Notice period of 20 (twenty) days. During the Notice Period, both parties shall carry out their work conscientiously. At the end of the Notice Period, the Expert shall hand over all documents and relevant updates to the CA.

14. Submission

The expert/s for preparing baseline data survey that determines the baseline data indicators of the Technical assistance shall submit the results of this assignment latest **two (2) months** after the signature of the contract.

15. Submission of the application:

Interested candidates must submit the detailed technical, financial offer and CV of the experts/s along with documents that demonstrate relevant experience and qualifications, no later than 21 days from the date of this announcement, or not later than **20th of January, 2026**, on the following address:

Ss Cyril and Methodius, 54, Skopje, 1000
Republic of North Macedonia
Tel: +389 (2) 3253921
Fax: +389 (2) 3253920

The above mentioned documents shall be submitted in a sealed envelope by post or courier to the address indicated above , to arrive before the prescribed deadlines.

In addition, the same documents must be sent electronically to the following email address:
sonja.jovanoska@mls.gov.mk

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**Funded by
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Note

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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