



## TERMS OF REFERENCES OF THE LEAD COORDINATOR

### Background

In April 2021, the Government of Republic of North Macedonia has received financing in the amount of EUR 25 million equivalent from the World Bank toward the cost of the Public Sector Energy Efficiency Project (PSEEP) and it intends to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under this project.

The Project Development Objectives are:

- (i) reduce energy consumption in the public sector; and
- (ii) support the establishment and operationalization of a sustainable financing mechanism for the public sector.

The Project includes three components:

- (i) energy efficiency investments in the public sector;
- (ii) technical assistance (TA) and project implementation support; and
- (iii) initial capital for the proposed Energy Efficiency Fund (or 'EE Fund').

The project will provide sub-loans to municipalities for renovation of buildings under their management, improvement of public lighting systems, and/or renewable resource investments. In addition, it will support the Ministry of Health in its efforts to make the buildings under its management more energy efficient. It will also support the process of creation and establishment of the Energy Efficiency Fund, as a long-term mechanism for providing funding for energy-efficient projects. The project will cover operational costs associated with project implementation and support project management.

### Scope of the Assignment and Specific Tasks

The PIU Lead Coordinator will be responsible for overseeing PSEEP implementation and day-to-day management of the Project activities, including procurement, reporting, accounting, auditing, etc., under the Loan Agreement.

The following specific tasks will be carried out by the PIU Lead Coordinator:

- Manage everyday operations;
- Represent the project vis-a-vis Government institutions, local government units, international finance institutions, and other multilateral and bilateral donors;
- Coordinate any amendments and changes to the Project Operational Manual and submit them to the Coordination Committee for approval;
- Assign work responsibilities to PIU staff in accordance with the corresponding arrangements described in Chapter 3 of the POM;
- Prepare and organize meetings of the Coordination Committee;
- Participate in all meetings of the Coordination Committee without voting rights;
- Prepare documentation for submission to the Coordination Committee meetings and issue minutes of the meetings;
- Ensure close coordination between technical assistance and investment activities funded under the project funds;



- Prepare recommendations to the Coordination Committee (Minister of Finance) for the approval of funding for specific investment or technical assistance projects;
- Monitor overall project implementation;
- Prepare semi-annual and annual progress reports for submission to the Coordination Committee, the Government of the Republic of North Macedonia, and/or the World Bank and/or any other donor as well as any other periodic or exceptional report and/or documentation on PSEEP activities or technical or financial performance that may be required by the Government of the Republic of North Macedonia, and/or the World Bank, and/or any other donor;
- Monitor and evaluate, on a continuing basis, the performance of investment and technical assistance programs, and oversee the effective implementation of such monitoring and evaluation;
- Oversee the well-functioning of the designed financial management system, established system of internal controls, and smooth working/operation of the financial system;
- Control over the running the accountancy and financial statements according to the Budget and Budget Users Accountancy Law of the Republic of Macedonia;
- Participate in regular supervision missions.

### **Qualifications**

The PIU Lead Coordinator must meet the following requirements:

- Bachelor or higher University Degree in Economics, Business Administrations, Civil or Mechanical Engineering or Public Administration;
- At least 15 years of work experience in government and/or other public sector institutions, international organizations, and/or private sector;
- At least 5 years of work experience as Project/Program Manager or Director;
- Good knowledge of the Macedonian state institutions both at the central and local level and good understanding of Government regulations and systems at the central level;
- Previous experience in implementation of Energy Efficiency Projects would be considered an advantage;
- Previous experience in implementation of World Bank Projects would be considered an advantage;
- Good communication and social skills;
- Fluency in Macedonian and English.

### **Outputs**

The major output of the work will be the management and implementation of the PSEEP strategic goals as well as conducting satisfactory and professionally all financial procedures under the project. Lead Coordinator shall be a full-time position with the PIU. Lead Coordinator will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract.

### **Reporting**

The Lead Coordinator will report directly to the Minister of Finance and to the President of the PSEEP Coordination Committee. The Minister of Finance will supervise all tasks related to the daily engagement of the consultant.

The Lead Coordinator will prepare the semi-annual and mid-term reviews reports for the World Bank and for the Ministry of Finance, which should be approved by the PSEEP Coordination Committee prior to being sent to the Bank. Based on the submitted reports, the Ministry of Finance and the World Bank shall make annual reviews of the performance of the Project Lead Coordinator.



Република Северна Македонија  
**Министерство за финансии**

The Lead Coordinator will prepare and submit to the PSEEP Coordination Committee PSEEP progress reports on a semi-annual basis based on the request of the Committee.

**Duration**

The duration of the contract shall be up to 30 September 2025 and may be extended subject to Consultant's satisfactory performance and Client's business needs.

