

## **TERMS OF REFERENCES** **FOR THE ADMINISTRATIVE /OPERATIVE ASSISTANT**

### **Background**

The MSIP2 represents the second phase of the Municipal Services Improvement Project and a response to the continuing strong demand by municipalities for local infrastructure financing. Given the persistent need for improving municipal infrastructure and based on the positive experience of MSIP implementation, a new project in the amount of EUR25 million was prepared.

The project development objective is to improve transparency, financial sustainability and inclusive delivery of targeted municipal services in the participating municipalities. The project aims to achieve this objective by enabling investments into municipal services and infrastructure and in support of institutions responsible for delivering these services, such as water supply, sewerage, solid waste management, energy efficiency improvements of municipal buildings, local roads, and any other services delivered by municipalities.

In April 2021, the Government of Republic of North Macedonia has received financing in the amount of EUR 25.000.000 (twenty-five million of Euro) equivalent from the World Bank toward the cost of the Public Sector Energy Efficiency Project 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 to: (i) reduce energy consumption in the municipal sector; and (ii) support the development and implementation of a sustainable financing mechanism for the energy efficiency in the public sector. The project aims to achieve these objectives by enabling investments into municipal and (central) government owned buildings and use of renewable energy sources.

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

The implementation arrangements of MSIP2 and Public Sector Energy Efficiency Project will follow the implementation mechanisms of the existing MSIP operation to capitalize on the already established and well-functioning PMU at the MoF. The existing PMU will be responsible for all aspects of project implementation, according to the requirements of the Borrower and the World Bank, and will have full responsibility for project financial management, supervision of sub-project implementation, and monitoring and evaluation.

### **Scope of Services**

The Objective of the assignment is to assist the PMU to:

- Assist the MSIP2 and PSEEP Civil Engineers in quality assurance of the preparation of the necessary preliminary and detailed engineering and design studies;
- Assist the MSIP2 and PSEEP Civil Engineers to ascertain the compliance of the all-investment project proposals with the regulations and/or requirements of the respective ministries of the Government and ensure that all necessary permits or licenses are obtained;

- Assist the MSIP2 and PSEEP Civil Engineers in preparing the project documentation required for approval of MSIP2 loan and grant financing by the MSIP Coordination Committee;
- Assist the MSIP2 and PSEEP Civil Engineers in ensuring the preparation of project appraisal documents in accordance with the criteria detailed in the OM;
- Assist the MSIP2 and PSEEP Civil Engineers in evaluation of results of project appraisal documents;
- Assist the MSIP2 and PSEEP Civil Engineers to conduct, in close coordination with PIU staff the final appraisal of the technical, financial, and economic feasibility of the proposed investments, including review of least cost alternatives, economic assessment (calculation of IRR or NPV, cost-benefit analysis, etc);
- Assist the MSIP2 and PSEEP Civil Engineers in carrying out site supervision of implementation of investment projects and ensure the adequate management of contracts for works;
- Support in organizing the PMUs' activities and procedures;
- Coordinate and communicate with municipalities, ministries and other state bodies and institutions whenever necessary;
- Keep evidence of the entire Project documentation;
- Assist in preparation and organization of meetings, as well as prepare the minutes from the meetings;
- Regular review of electronic information (web pages of the relevant institutions, ministries, agencies etc), related to the project activities;
- Any office assistance, operational and secretarial activities as requested by the Lead Project Coordinator and the PMU Procurement and Technical Coordinator.

#### **Necessary qualifications:**

- University Degree preferably in architecture or civil engineering;
- Knowledge of relevant Macedonian construction law;
- Experience in administrative and office work and ability to operate all general office equipment;
- Good coordination and organizational skills and teamwork spirit will be considered as advantage;
- Ability to maintain high level of accuracy in preparation and information and documents proceeding;
- Computer skills (Word, Excel, Power Point, Outlook, web);
- Fluency in spoken English and knowledge of written English;
- Excellent oral and written communication skills;
- Driving license: B category.

#### **Working conditions:**

The Administrative/Operative will be stationed in the MSIP2 and PSEEP premises in Skopje, but should be ready to hold numerous meetings on the field and work under pressure. Payment shall be made on monthly basis, in accordance with the Contract provisions.

#### **Duration**

The initial Contract shall be concluded for 1 (one) year and will be subject for possible extension, based on the annual work evaluation, but not to exceed the duration of the MSIP2 Project.

**Reporting**

The Administrative/Operative specialist will work full-time within MSIP premises. The person will report to the MSIP2 Lead Project Coordinator.