

### Terms of Reference

## **PURCHASE OF SERVICES OF LOCAL ASSISTANT**

**(December 2013 - June 2015)**

### **Introduction**

A position of Local Assistant is foreseen in the frames of the IPA Cross Border Project "Initiative for enhancing public dialogue on sustainable use of energy" funded by the European Union. The operation of the Local Assistant is planned for the whole project duration – December 2013 / June 2015. The local point of the assistant is set in Bitola due to effective assistance and contribution as well as because of the fact that most of the activities are scheduled in the respective city.

### **Tasks and expected outputs**

The Local Assistant will contribute to the effective and timely implementation of the project "Initiative for enhancing public dialogue on sustainable use of energy". The employee is expected to operate, execute and fulfil the following tasks, responsibilities and duties (random order):

- organize preparation activities for the foreseen meetings in Bitola and Kicevo with municipal servants and municipal officials;
- to continuously follow the process and developments in the municipality of Bitola and Kicevo in regards to their activities and acts in the domain of energy efficiency, sustainable use of energy and related issues;
- maintain permanent communication and coordination with the municipal officials in Bitola and Kicevo regarding the project activities and the level of implementation of the project;
- coordinate and assist the process of conducting interviews with the respective interviewees relevant for the research in the frames of this project;
- assist in the process of policy development, especially in the phase of statistical organization of the conducted data and findings as well as in the phase of statistical analysis;
- provide logistic help for all of the ground activities foreseen in the project such as conferences, workshops, trainings, fairs and etc;
- provide other logistic assistance for timely and effective implementation of the project;
- availability to operate in the CRPM headquarters in Skopje in case that is required from the project director or project coordinator;

### **Required profile for the Local Assistant**

The candidates must hold BA in social or technical science and operate in Macedonian and English language.

Performing planned work and activities require experience in office administration, project coordination, good communication and organizational skills. Additionally, the candidate must obtain very good IT knowledge, good command in computer statistical operation and calculation as well as skills in statistical analysis.

### **Scope of the work**

The scope of the work will be in duration of December 2013 – June 2014.

### **Performance indicators**

The indicators of performance are the following:

- Timely execution of the activities foreseen in the project application, especially those which are planned in the region of Bitola and Kicevo;
- Quality in the operation process which is going to be asset by the relevancy and number of the attendees and participants at the foreseen activities;
- Quality, quantity and relevancy of statistical outputs and findings in the process of the development of the policy paper;

### **Evaluation**

The performance of the Experts for establishing local platforms for actions and one regional platform for action will be assessed by the project manager.

Date: 01.12.2013

Place: Skopje