



Terms of Reference

for engagement of Financial and Administration Consultant

Project:	Fostering economic opportunities of the MARRI Participants administrations by enhancing the system for international protection
Purpose of the contract:	Finance and administration of the project
Contract duration:	August – December 2024
Contracting authority	MARRI RC
Location	MARRI RC premises, Skopje

I. Introduction

Migration, Asylum, Refugee Regional Initiative (MARRI) - founded in 2004 as part of the Stability Pact for South Eastern Europe - is an important platform for strengthening regional cooperation. It is in ownership of the Ministries of Interior / Ministry of Security of the six MARRI Participants (Albania, North Macedonia, Bosnia and Herzegovina, Serbia, Montenegro, and Kosovo*) and works in four thematic networks on asylum, border management, readmission and trafficking in human beings.

“Fostering economic opportunities of the MARRI Participants administrations by enhancing the system for international protection” is a project financed by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

II. Project background

The project is part of a larger GIZ project on “Social participation of people on the move and local population in host regions of the Western Balkans” which was developed as measure commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ) under its Special Initiative on Forced Displacement.

Interventions proposed through this project by MARRI RC aim to enhance the mechanisms and capacities of governmental institutions and ensure better conditions for the social and labour participation of asylum seekers in the six MARRI Participants. The project builds upon existing regional mechanisms, promoting better collaboration and coordination for the integration and employment of asylum seekers and people on the move.

* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence.



This regional project will be implemented with the involvement of all six MARRI Participants; however, Serbia and Bosnia and Herzegovina will be looked at more in-depth. The overall objective of the project is to foster economic opportunities for the MARRI Participants' administrations by enhancing the system for international protection.

Context

The project is implemented through a GIZ Grant agreement. For the financial and administrative managing of the project, MARRI RC is looking to engage an experienced Financial and Administration Consultant, who will ensure proper implementation of the grant funding in line with the MARRI RC and GIZ Financial Rules and Procedures. Furthermore, the consultant will administratively support the implementation of the projected activities.

III. Tasks and responsibilities of the Consultant

The Financial and Administration Consultant engagement covers various activity tasks related to the financial management and overseeing financial related project aspects, such as proper planning, financial reporting and monitoring of the budget implementation. When it comes to the administration scope of responsibilities, the Consultant will engage into the day-to-day project management related to the organizational and administrative needs related to the organization of events, procurement and provision of services, supporting the coordination and communication with relevant stakeholders and logistical support. Further detailed tasks are to be agreed internally with the MARRI RC team and project coordinators based on the needs during the project implementation.

Tasks/Services	Deliverables	Expected time frame	Estimated expert days
<p>Financial:</p> <ol style="list-style-type: none"> 1. Planning and preparation of financial reports, budgets and forecasts in accordance with the set-out rules and procedures in the Guidelines for processing of Grants 2. Monitoring of expenses, oversight the financial implementation of the project funding and provide overview and analysis of expenditures 3. Proper follow up, validity and quality check of all submitted original payment documents, allocated to the correct budget categories 4. Prepare monthly bank account reconciliation 5. Manage cash withdraws, keeping the cash book and bank account, duly preparation and enter vouchers 6. Responsible in front in case of external audits 	<ul style="list-style-type: none"> - Submitted accurate financial report for justifying the funds spent for the periods agreed in the contract - Properly prepared schedule of required funds and requests for disbursement 	<p>During the period from August to end December 2024</p>	<p>10</p>
<p>Admin:</p> <ol style="list-style-type: none"> 1. Day to day project management in relation to the conceptual, organizational and administrative obligations 2. Support the communication of Project activities according to the needs, including with experts, beneficiaries and other stakeholders 3. Support the organization of a Regional Conference in September 2024 in Skopje, including event management and logistics and procurement in line with GIZ rules and procedures. 	<ul style="list-style-type: none"> - Successfully implemented organization of the Regional Conference and deliver proper documentation - Procured services and goods as foreseen in the project proposal and budget in line with the contracting procedures 	<p>During the period from August to end December 2024</p>	<p>10</p>



4. Procurement of services and goods following the correct tender procedures			
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The consultant shall distribute the days of engagement in a way, that he/she ensures to support MARRI RC at least once a week and when required more often. His/her timesheet will help to keep track of the used times.

IV. Consultant’s Profile

Professional experience

The Consultant should have at least 5 years of working experience in working on projects, administering project budgets, preparing financial reports, event organisation and administration. Experience working on projects for regional or international organisations would be an advantage.

Education

The Consultant should have a University Degree in Economics or related fields.

Language skills

Fluent proficiency in English and Macedonian language.

IT skills

MS Office (Word, Excel, PowerPoint) and experience in working with financial software is an advantage.

Other

Promptness, high flexibility, ability to work under tight deadlines.

V. Terms

This is a **Fixed-term Service Contract** and is going to last five months starting from 1 August 2024. In case of delay, the contract duration needs to be shortened accordingly as the final project closure is by 31.12.2024.

MARRI RC is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, special needs, gender identity, or religion from North Macedonia. The incumbent shall be personally responsible for the **payment of taxes**,



charges or other levies, if any, of the Republic of North Macedonia or subdivision thereof with respect to compensation or other payments received from MARRI RC.

VI. Evaluation and Selection

The evaluation of the received offers and selection of the best offer will be made in accordance with the quality-cost based selection method (70 % technical component/evaluation of CV and 30% price component).

VII. Contract Negotiation

MARRI RC reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract.

MARRI RC also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

VII. Acceptance and Rejection of Proposals

MARRI RC is not under any obligation to award a contract and reserves the right to terminate the request for proposal process at any time, and to withdraw from discussions with all or any of the consultancy providers who have responded.

MARRI RC reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer.

VIII. Ownership

All materials, documents and information prepared, developed or adjusted by the consultancy provider and used for the purposes of preparation, realization and facilitation of the research and analyses, as well as reporting, remain the property of MARRI RC.

The Consultancy provider agrees that no part of the materials, documents and information may be reproduced or distributed in any form, or by any means, or stored in a database or retrieval system, for any other purposes and objectives than those related to this ToR, without the prior permission of MARRI RC.

IX. Amendments, Modification or Variation

Some tasks might be a subject of discussion and review, which can lead to slight adaptations, based on the experiences, lessons learnt and the actual needs, as a result of the progress and



its achievements. The work schedule might also be adapted according to the progress, so a flexible approach is expected from the contractor.

The Terms of Reference may be amended, varied or modified in writing after mutual discussions, consultations and agreement between MARRI RC and the contracted consultancy provider. However, this would require contract amendment.

X. Application procedure

The Consultant is asked to submit:

- CV, highlighting similar relevant assignments¹;
- Letter of motivation;
- Financial Offer

The Financial Offer shall specify gross amount (including all taxes relevant to the payment) per expert-day in MKD, as well as the total amount expressed in MKD.

Note: Please provide the Financial Offer into separate PDF document!

The proposal has to be submitted via post in English language by Wednesday, **26 July 2024, 16:00 CET** on the following address: MARRI Regional Centre, Blvd. Goce Delcev bb, MTV Building, 8th floor, 1000 Skopje, North Macedonia, P.O Box 447.

¹ The CV submitted can have maximum of four pages. If one of the maximum page lengths is exceeded, the content appearing after the cut off point will not be included in the assessment. External content (eg. links to web sites) will also not be considered.