

TERMS OF REFERENCE

Contents

1. BACKGROUND INFORMATION	2
1.1. Beneficiary country	2
1.2. Contracting Authority	2
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	2
2.1. Overall objective	2
2.2. Purpose	2
3. DUTIES AND RESPONSIBILITIES	ERROR! BOOKMARK NOT DEFINED.
4. EXPECTED RESULTS AND DELIVELABRES	ERROR! BOOKMARK NOT DEFINED.
5. REQUIREMENTS	ERROR! BOOKMARK NOT DEFINED.

1. BACKGROUND INFORMATION

- **Beneficiary country**

Republic of Macedonia

- **Contracting Authority**

Rural Development Network of the Republic of Macedonia, (RDN), ul. "Kosta Veselinov" br. 3a, 1000 Skopje, Macedonia

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

- **Overall objective**

The overall objective of the project of which this contract will be a part is as follows:

Specific objective 1: Improve capacity of youth CSOs and rural youth for the creation and implementation of public policies through structural dialogue with decision makers

Specific objective 2: Strengthen capacities of rural youth making them more competitive on the labour market

- **Purpose**

The purpose of this contract is to ensure smooth and quality implementation of procurement processes specified in Procurement plan of the project *Rural youth assisting Macedonia in EU integration* with commitment of managerial and organizational resources, book-keeping, long-term planning according to the procurement plan of the project.

He/she will provide assistance to the Financial unit at Rural Development Network in capacity development and quality assurance.

3. DUITES AND RESPONSABILITES

- **General**

Description of the assignment

Procurement assistant will be responsible for overall logistics and procurement related to project activities, in compliance with EU regulations and procurement practices. The procurement assistant will perform following duties, but not limited to:

- **Preparation:**

- Based on Procurement plan in line with timeframe of the project activities, in consultation with the Management team of Rural Development Network, prepare a detailed work plan to process the planned professional services and procurements;

- **Processing of Procurement:**

- Drafting of bidding documents, preparing bill of quantities and scope of work of the planned professional services/equipment procurements based on the project needs and Procurement plan;

- Provide guidance on preparation, publishing of bidding announcements and consultation with the Management team of the organization;
- Support the Management team of RDN for organizing bid evaluation meetings as follows: (1) arrange a venue and the timing of bid evaluations with evaluation panel members, (2) prepare necessary bid evaluation packages (bid documents, proposals, evaluation sheets and etc.) and distribute them to evaluation panel members, (3) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (4) provide other necessary technical supports to facilitate the service/equipment procurements
- Make necessary administrative and logistic arrangement to deliver and install the procured services and equipment in the target places in the project

4. REQUIREMENTS

The Procurement Assistant is expected to work during the project duration for 18 months (eighteen).

4.1.1. Required qualifications and experiences

- Bachelor's degree;
- Work experience in procurement of goods and services in EU or other donor funded projects;
- Good knowledge on national rules and legislations in the field of procurement;
- Knowledge and/or experience in EU procurement policies and procedures (PRAG), is an advantage;
- Strong sense of integrity is essential;
- Fluent knowledge of Macedonian and English language, and high computer literacy (Microsoft, Excel and other software);
- Strong communication and reporting skills and ability to work in a team
- **Special requirements**

NA.