

## Terms of Reference

Consultant (content expert) for the preparation and delivery of trainings/workshops on EU Fundraising and Project Development in the frame of the U-LEAD with Europe project titled “New Wave of Cooperation”.

### 1. Background

NALAS is seeking a consultant (content expert) for the delivery of trainings/workshops on EU Fundraising and Project Development in the frame of the U-LEAD with Europe project titled “New Wave of Cooperation”.

The essence of the project “New Wave of Cooperation” is to support UA local governments in the cross-cutting issue of EU accession process, preparation, and management of local development projects to help Ukraine’s reconstruction and reform process. Increasing capacities and skills in EU fundraising will help to address the acute challenges in specific sectors facing local authorities and local communities in terms of service delivery in a country experiencing aggression and a full-scale war. Building of capacities and the development of specialised skills in accessing EU funding opportunities and management of the fundraising process will prepare the ground for effective and efficient use of EU fundraising at local level available for Ukraine. Local governments, via increased knowledge and understanding about the EU integration process, its support mechanisms, and the role of LGs therein, will be enabled to build up absorption capacity in a timely response to EU funding opportunities.

### 2. Scope of the Assignment and Deliverables

NALAS is seeking a competent consultant (content expert) with proven experience and expertise in EU relations, EU funds, fundraising, EU project development for local governments, EU project management and training of local governments. The scope of assignment consists in preparation and delivery of the 3 online trainings/workshops on EU Fundraising and Project Development. These trainings/workshops will cover key steps such as prioritizing based on identified needs, screening available funds, matching with potential consortium partners, and the application process. Additionally, the consultant will create a brief Concept Note template to be shared with tandems for presenting their project ideas and will assist tandems in developing 2-page Concept Notes.

### 3. Duration, Deliverables and Timeframe of the Assignment

The consultant shall provide the services in the period from **24 June until 09 September 2024**, in accordance with the following schedule:

Activity	Timeframe	Deliverables
1.Preparations for the training course/workshop in EU fundraising and project development	24 June-05 July 2024	Training course agenda Training course design
2. Delivering the 3 online training courses/workshops in EUfundraising and project development	12 July-05 September 2024	Presentations
3. Development of the Concept Note Template and support to tandems in developing Concept Notes	01 August – 06 September 2024	Concept Note Template Tandem Concept Notes

The consultant will closely relate and work with NALAS and GIZ coordination staff to meet the objective of successful delivery of the trainings/workshops.

The consultant shall exchange the assignment's progress with the NALAS and GIZ project staff, through regular communication via e-mail and meeting at online platforms (Zoom, Skype, MS Teams, etc.).

#### 4. Proposal submission

The consultant is asked to submit his/her proposal, **by 17 June 2024, 16:00** (CET).

The proposal must be submitted in English language by e-mail at [info@nalas.eu](mailto:info@nalas.eu), by post or hand delivered to NALAS, Varshavska 36A, 1000 Skopje.

The proposal shall contain the following sections:

- a) Cover Letter, explaining consultant's suitability for the assignment, as specified in this ToR.
- b) Proposed approach, including draft training course agenda and methodology.
- c) CV of the consultant
- d) A Financial Offer submitted in the template below. The breakdown of fees shall be made based on activity/deliverables. The prices should be gross and stated in euros. Gross amount should include the personal income taxes and other taxes obligatory under the laws of the Republic of North Macedonian (at the moment 10% from the gross amount) and will be calculated and paid by NALAS. The Consultant will receive the amount reduced for the paid personal income tax.

Activity	Deliverables	Consultant Price
1.Preparations for the training course/workshop in EU fundraising and project development	Training course agenda Training course design	
2. Delivering the training course/workshops in EUfundraising and project development	Presentations	
3. Development of the Concept Note Template and support to tandems in developing Concept Notes	Concept Note Template Tandem Concept Notes	
<b>Total</b>		

## 5. Technical or professional ability of the consultant

In order to qualify as capable of performing the contract for public procurement in terms of its technical and professional qualifications, the consultant must meet the following minimum requirements:

- Consultant has at least 10 years of experience with local government
- Consultant has at least 5 years of experience in local government development through training and other capacity building measures.
- Consultant has prepared/executed at least 3 similar assignments.
- Consultant is fluent in English language and has delivered at least 10 trainings in English language.

## 6. Evaluation Criteria and Scoring

Evaluation of proposals will be undertaken by NALAS Evaluation Committee. The proposals will be evaluated and rated based on the criteria set out in this ToR. In order to do so:

- The proposal must be submitted in English;
- The proposal must be submitted by the stated deadline;
- The proposal must clearly list, in detail, what services will be provided with the associated costs for each component;
- The proposal must be complete, containing all the elements listed in Chapter 4 of this ToR.

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 40% Consultant's Capacity: relevance of consultant's expertise and experience for fulfilling the tasks under this ToR. Previous experience with NALAS and familiarity with NALAS and RCDN capacity development approach and quality standards will be considered as an asset;
- 30% Technical Offer: proposed approach including draft training/workshops agenda and methodology;
- 30% Financial Offer.

## 7. Terms of Payment

The payment will be made after completing the assignment and approval of all other deliverables, as described in Chapters 2 and 3 of this ToR.

## 8. Ownership

All materials, documents and information prepared, developed, or adjusted by the consultant and used for the purposes of realisation of the assignment under this ToR, remain the property of NALAS. The consultant 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 NALAS.