



ToR for Junior NKE

Title of ToR: Communication and knowledge sharing expert

1. Background

A Particip GmbH led Consortium has been contracted to implement the project “Supporting the reforms in Forestry in North Macedonia”, NEAR/SKP/2022/EA-RP/0036.

The overall objective of this action is to facilitate the implementation of EU related strategies, policies and acquis in order to boost sustainable development of the Forestry sector in the country. Furthermore, the project is to support the efficient and effective use of available assistance under IPA II 2019 Action programme - EU supports Rural Development and Competitive Sustainable Agriculture.

The specific objectives of the contract are to provide assistance to the Ministry of Agriculture, Forestry and Water of the Republic of Macedonia (MAFWE) to progress in the reforms in the forestry sector including strategic, legal, institutional and entrepreneurial frameworks, as well as development of informational and other tools for sustainable forest management.

Altogether, Key and Non-Key Experts (NKEs) serve the purposes of this project set as follows:

- Component 1: Drafts of the two specific forestry legislation (Forest Agency Law and Forest Company Law), drafts of a number of the secondary forest legislation (rulebooks), drafts of two Governmental regulations, draft of the forest-related IPARD III programme component with the guidelines for applicants, concept and results of monitoring the implementation of the adopted strategic and legal framework documents; recommendations for improvement of the adopted strategic and legal framework.
- Component 2: Developed technical and economic backgrounds and strategic plans for establishing the Forest Agency and restructuring and transformation of PENF (into state-owned company of limited liability) and build technical capacities of the forestry professionals of the existent and new forestry institutions / organisations.
- Component 3: Upgraded existent forest information systems and databases, introduced and adapted certain new databases and established a (web-based) Integrated Forest Information system (IFIS), and built technical capacities for its use - as a precondition for efficient management with forests and prevention of illegal harvesting.
- Component 4: Developed inventory (National Forest Inventory at pilot level) and planning instruments (Plan for Sustainable Development of Forests), developed methodologies for forest management planning and for mapping of forest functions, developed guidelines for sustainable and close-to-nature forest management, improved tools for prevention of forest damages, developed concept and criteria for forest biodiversity conservation; sustainability of forest management assessed through forest certification and a multi-site certificate for the selected (best) state forest management units under Public Enterprise National Forests issued.

2. Objective and purpose of the short-term mission

The overall objective of this assignment is to contribute to the achievement of project planned results. The specific purpose of the JNKE – Communication and knowledge sharing expert is to assist KE1, KE2 and the Project Team, by contributing to the implementation of Activities I.1, I.2, I.3, II.2, II.3, IV.1, IV.2, IV.3, IV.4, IV.5 and IV.7. under Component I, II, and IV.



3. Table of Activities/allocated WDs

Project Activity No.	NKE Activity Description	No. of WDs allocated
I.1	Preparing announcements for and organization of the workshops and public consultation meeting on the forestry policy documents Strategy for Sustainable Development of Forestry (SSDF), the new Forest Law (FL) and the National Forestry Programme (NFP) following visibility and communications guidelines.	2
I.2	Coordinating the communication and information exchange with stakeholders on site, during technical meetings within the institutions and via electronic sources for communication and feedbacks about the elaborated drafts of the FA Law, State Forest Company (SFC) Law and other legislation documents following visibility and communications guidelines.	1
I.3	Assisting in preparation of secondary forest legislation (rulebook) related to forest management planning, mapping of forest functions and forest protection and Integrated Forest Information System (IFIS).	1
II.2	Coordinating relevant meetings and specific workshop with the WG members and any other key stakeholders to align on the blueprint. Collecting feedback from workshops to be incorporated in order to optimize design of the blueprint prior final deliverable.	2
II.3	Supporting the discussions to confirm objectives, scope, philosophy, constraints and areas requiring special attention about the State Forest Company by organizing and perform effective communication and information exchange with stakeholders following visibility and communications guidelines.	2
IV.1	Coordinating and facilitating 3-days workshop on the National Forest Inventory (NFI) with the foresters in PE "Nacionalni Shumi" responsible for the National Forest Inventory (NFI) activities following visibility and communications guidelines.	4
IV.2	Organizing and facilitating 2-day workshop in order to maximize participation of key stakeholders in the process of development of the PSDF structure. Collecting and arranging recommendations/remarks that will be incorporated into the draft Plan for Sustainable Development of Forests (PSDF). Supporting the formulation of the main structure of the document describing PSDF by assisting in collecting feedback from the key stakeholders. Organising and facilitating three workshops with the main goal to fill any information gaps, critical for the completion of PSDF. Assisting in organising two training workshops to communicate PSDF to the participants and clarifying issues raised by the representatives of Forest Branches.	7
IV.3	Organizing and coordinating workshops with the participation of foresters from PE "Nacionalni Shumi" and assisting in preparation of presentation of the new conceptual framework and proposed	1



Project Activity No.	NKE Activity Description	No. of WDs allocated
	conceptual approach for integrating ecosystem services in Forest Management Plan (FMP).	
IV.4	Organizing and coordinating 2-day workshops with the participation of foresters from PE “Nacionalni Shumi” responsible for the Silviculture and Forest utilisation sectors. Assisting in collecting and sorting feedback from the participants regarding the proposed methodology.	3
IV.5	Assisting in preparation of a workshop in cooperation with representatives of PE “Nacionalni Shumi” sector responsible for forest protection in order to get feedback for the proposed sub-activities and tasks.	2
IV.7	Supporting the organizing workshops and/or roundtables with all stakeholders (eg. PE “Nacionalni Shumi”, Private forest owners etc.) related to forest certification. Organizing an awareness campaign on importance of Sustainable Forest Management (SFM) and its verification through forest certification, including preparation and dissemination of information materials in printed and electronic form, publishing the objectives of the program’s actions via social media and other, etc. following communication and visibility guidelines.	6
Total WDs allocated:		31

If relevant, the JNKE expert shall also perform other ad hoc tasks and activities relevant to his/her background, identified in the process of project implementation.

The expert will ensure that meetings are appropriately documented. He/she is expected to work closely with other project experts. All documentation/correspondence/presentations shall respect the EU visibility guidelines, as provided to the expert by Project Office.

4. Expected Outputs

1. Contribution to gathering information for elaborating improvements in the Forest policy documents (long-term Strategy for Sustainable Development of Forestry (SSDF), the new Forest Law (and the National Forestry Programme (NFP));
2. Contribution to the plan for establishing the Forest Agency and the State Forest Company including the transfer of corresponding functions and employees from the PE “Nacionalni Shumi” by effective communication and information exchange with stakeholders;
3. Contribution to organizing events (workshops, meetings, trainings) with stakeholders;
4. Report on awareness campaign on importance of SFM and its verification through forest certification.

5. Duration, sequence and location:

Indicated period of implementation: May 2023 – until the end of project implementation (included in the project contract and its addenda). The actual starting date will be after written approval issued by the Contracting Authority.

Duration: maximum 31 working days.

Location: Skopje (operational base of the Contract), and other parts (possible missions) of the Republic of North Macedonia.



6. Reporting

- a. Provide Time sheets related to her/his actual work performed;
- b. Provide inputs into the project reporting as requested by the Team Leader.

7. Expert profile

The JNKE - expert is required for the job with the following qualifications and skills.

A. Qualifications and skills:

- University degree in Social Sciences/Humanities/Management or in any other relevant field or in its absence 3 years above the required general professional experience;
- Excellent command of English;
- Excellent communication skills.

B. General professional experience:

- At least 3 years of relevant professional experience in the field of Communications and/or Public Relations, and/or Event Management any other relevant areas in the EU member states and / or EU candidate countries.

C. Specific professional experience:

- At least 2 years of relevant professional experience in preparation and implementation of various workshops, trainings, public awareness events/campaigns;
- Experience in preparing communication tools and methods, promotional materials, information materials, etc., following the EU communication and visibility guidelines;
- Knowledge of the national legislation, government, and public administration will be an asset.

Civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

8. Performance indicators

The indicators reflecting the STEs performance are: timely presentation of results and outputs, quality of documents and reports to be provided to the Team Leader, the Beneficiary and the Contracting Authority.

9. Evaluation of work

Performance of the task will be assessed by the KE1: Team Leader.

