

**Ministry of Education and Science**

**Macedonia**

**SKILLS DEVELOPMENT AND INNOVATION SUPPORT PROJECT (SDISP)**

**TERMS OF REFERENCE**

**Environmental Consultant**

**I. Background of the Project**

The Skills Development and Innovation Support Project (SDISP) project's development objective (PDO) is to improve transparency of resource allocation and promote accountability in higher education, enhance the relevance of secondary technical vocational education, and support innovation capacity in Macedonia.

The Project would support the Government of the Republic of Macedonia's (GOM) initiatives geared to:

- increase graduates' competitiveness on a regional and international level;
- increase labor market relevance of graduates' skills;
- make innovation a source of productivity improvement, competitiveness, increased exportability of goods, and sustained economic growth; and
- increase universities and private enterprises engagement in, and their benefit from, R&D efforts and technology adoption opportunities.

The Project would support interventions which foster education and skills relevant to the job market, and enhance the innovation capacity and activity of firms in Macedonia. It will also address key missing elements of the Macedonian innovation system and ailing aspects of the research sector that are likely to be vital for improving the competitiveness of the enterprise sector and Macedonia's longer term economic growth prospects. It will also help improve absorption of EU funds earmarked for innovation activities.

The Project's direct beneficiaries include students, teaching and management staff from technical vocational education and training institutions who would receive a new curriculum and practical training facilities, as well as training on management, planning, and process improvement capacity ; students and staff of universities, research institutions and enterprises will benefit from: (i) the implementation of quality assurance mechanisms and financing reform in higher education (HE);(ii) grants promoting R&D and innovation; and (iii) technology commercialization, global know-how absorption, and industry-university collaboration fostered by the National Technology Transfer Office (NTTO).

***Specific information/background regarding the assignment:***

It was determined that the main environmental concern deals with the grant programs under Component 3 of the Project, which would be provided to enterprises for R&D as well technology development projects to support the development of new or significantly improved technologies, products and processes. Given that the types of projects to be financed are not known at this stage, the MOES has prepared an Environmental Management Framework<sup>1</sup> (EMF) document that outlines the procedures to be used. The EMF procedures envisage screening the sub-project/grant proposals to ensure: (i) compliance with the

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<sup>1</sup>The EMF is available on <http://monarhiva.mon.gov.mk/images/pdf/EMF-published.pdf>

eligibility list; (ii) that no sub-projects with significant impacts of a Category A type are supported; and (iii) that sub-projects/grants would not necessitate involuntary land acquisition or involuntary resettlement. The EMF also allows provisions for all activities corresponding to sub-projects defined as Category B to have an Environmental Management Plan that would identify sub-project specific environmental impacts and provide adequate mitigation measures in place prior to approval of the sub-project.

## **II. Objective of the assignment**

The objective of this assignment is to provide adequate support to the management and the staff of the Fund for Innovation and Technical Development (FITD) by providing expertise for the environmental management of the project which includes review and screening of the grant proposals for the potential environmental implications, checking questionnaires to be filled in by the applicants for financial instruments of FITD, and review and evaluating of sub-project specific Environmental Management Plans (EMP).

As part of regular monitoring activities, the FITD and the Environmental Consultant should perform desk and field-based monitoring functions to assure compliance by the grant recipients with overall and environmental obligations specified in the grant agreement. The performance reports should contain details on supervision and report on implementation of EMPs for all of the grants that are required to prepare an EMP. Through this report the FITD and the Environmental Consultant should verify whether the environmental requirements as detailed in the grant agreement and respective EMP have been met. If requirements have not been met, the FITD will provide recommendations and closely follow up with grant recipients for further action to insure compliance. Depending on the severity of a compliance failure, the FITD may terminate the project financing.

The Consultant is responsible for:

- ensuring that grant proposals are correctly screened, (ii) review of the environmental management documentation of grants/sub-projects proposal, including the Checklist and the EMP forms, (iii) participation in the evaluation of the proposals, and (iv) delivering series of trainings to potential applicants and PMU, in order to improve the capacity of both to deal with environmental risks associated with the sub-project implementation. The Environmental Consultant will also advise grant applicants on 'as needed' basis at all stages of grant/sub-project proposals' preparation and implementation;
- conducting all necessary procedures in line with the Environmental Management Framework;
- monitoring of sub-projects and reporting to the PMU accordingly. For the sub-projects associated with higher risks and/or sensitivities, the monitoring will be conducted as frequently as needed by the project nature. Individual monitoring schedules should be identified by the Environmental Consultant at the stage of grant applications review and agreed with PMU M&E Officer. The report should specify the status of implementation of mitigation measures outlined in sub-project specific EMPs. In case of any issues the report should specify recommendations/follow up actions by PMU and a grant beneficiary, with indicative timeframe;
- provide training once in a quarter or when necessary to the FITD staff for the required environment and safety standards and /or issues necessary for applicant's project appraisal and evaluation.

## **III. Reporting obligations**

The Consultant shall report to the Project Director. The Environmental Consultant shall coordinate with the PMU M&E Officer and provide inputs for regular quarterly and annual progress reporting of the PMU to the Bank. The Environmental Consultant, together with M&E Officer, will also prepare a separate annual report on the status of safeguard implementation under the project.

#### **IV. Consultant's Qualification**

- University degree in a related field;
- Minimum 5 years of experience in managing environmental aspects of demand-driven development projects;
- Minimum 5 years of experience in preparation of Environmental Assessments / Management Plans and environmental training programs for governmental organizations, NGOs and other audience for different types of the project;
- Strong experience in identification and prioritization of environmental problems, tools and methodology development, project management at local and regional experience;
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- Exposure to development work with international organizations is an advantage;
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- Excellent interpersonal, presentation and communications skills;
- Demonstrated ability to work in a team;
- Excellent verbal and writing communication skills in English;
- Computer literacy, in particular experience with WinWord and Excel programs (MS Office).

#### **V. Contract arrangements**

- The contract for this assignment will be until May 31, 2019. Expected start of services is March 2015.
- The Consultant will work as a member of the PMU on part-time basis, i.e. 20 working hours per week according to a time schedule agreed with the Project Director.
- Payments will be based on agreed monthly remuneration rate and on reimbursable items using actual expenses and/or agreed unit rates.
- The contract will be time-based.

#### **VI. FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will be provided with suitable office space, local phone service, appropriate equipment such as PC, printer as well as business mobile phone number.

Selection method and contract: The selection method is Individual Consultant and the contract shall be Time based according to the Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers" January 2011.