



CRM Contract Reference No.: CRM-0091

Name of the action: NGOs sustainability through local actions for healthier and cleaner environment in Municipality of Kavadarci and the region

Name of CRM beneficiary: Association for environmental protection and improvement „Eko-Zhivot” Kavadarci

Terms of Reference for expert for legislation issues

Project Action Description	
General information for action	The action aims to raise environmental awareness and promote eco values, in the Municipality of Kavadarci and Municipality of Rosoman, strengthen the cooperation with institutions and decision-makers, where citizens with an emphasis on young people will gain new knowledge through educators, workshops and familiarisation with environmental rights and policies and key information from the environment and climate change with an emphasis on biodiversity.
Scope of the work	
General description of the assignments	Provide eco advisory legal assistance for the citizens of the Municipality of Kavadarci and the Municipality of Rosoman: to the citizens who need legal assistance to exercise the right to a healthy and clean environment, which is a guaranteed right according to Article 43 of the constitution.
Tasks:	<ul style="list-style-type: none"> • Provide eco advisory legal assistance over phone and twice per week in the office of Eko-Zhivot to the citizens of Kavadarci and Rosoman; • Provide consultation to the thematic expert on laws and legal regulations related to environmental protection; • Provide assistance to the expert on environmental protection for preparing two informative workshops with public institutions in the region and the private business sector • Ensure regular coordination and updates to the program coordinator; • Prepare and submit to the CRM beneficiary and CRM TA team monthly timesheet(s) with report and annexes referring to the service, outputs and/or deliverables produced by the expert • Provide eco legal assistance to the citizens of Kavadarci and Rosoman, pro bono 1 year after the action completion
Outputs/deliverables	<ul style="list-style-type: none"> • Making brochure for eco legal advisory for wide use • Monthly report for Eco advisory legal assistance conducting through the phone and twice per week in the office of Eko-Zhivot to the citizens of Kavadarci and Rosoman, in period of 6 months;
Logistics and timing	
Location	Kavadarci
Start date	The expert will commence only after the approval of TA CRM team signing of the contract.



Implementation period	<p>The expert must be independent and free from any conflict of interest.</p> <p>The assignment is to be (initially) implemented between September 2023 – February 2024</p>										
Working days	<p>Up to 44 days according to the Budget of Action 1.Human Resources 1.3. Fee for Expert in legislation issues</p> <p>The WDs distributed per task (the table below) are indicative and may be a subject to change during the assignment.</p> <table border="1"> <thead> <tr> <th>Deliverables/outputs</th> <th>WDs</th> </tr> </thead> <tbody> <tr> <td>Provide eco advisory legal assistance for the citizens of the Municipality of Kavadarci and the Municipality of Rosoman</td> <td>40</td> </tr> <tr> <td>Provide consultation to the expert on environmental protection, for preparing two informative workshops</td> <td>2</td> </tr> <tr> <td>Making brochure for eco legal advisory for wide use</td> <td>2</td> </tr> <tr> <td>Total</td> <td>44</td> </tr> </tbody> </table>	Deliverables/outputs	WDs	Provide eco advisory legal assistance for the citizens of the Municipality of Kavadarci and the Municipality of Rosoman	40	Provide consultation to the expert on environmental protection, for preparing two informative workshops	2	Making brochure for eco legal advisory for wide use	2	Total	44
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Total	44										
Expert profile and selection criteria											
Qualifications and Skills	<ul style="list-style-type: none"> • University degree in law (8 years of professional experience after graduation); • Good knowledge of computer applications especially MS Office package; • Fluency in English; • Ability to go beyond established procedures and models and propose new approaches 										
General professional experience:	<ul style="list-style-type: none"> • At least 3 years of experience of project management, implementation and monitoring of project with young people; • At least 6 years' experience in providing eco legal advisory assistance. 										
Specific professional experience:	<ul style="list-style-type: none"> • At least 6 years of practical experience in working with civil society organisations and public authorities on the policies related to environment • At least 3 years of professional experience in policy research and analyzing of environmental problems and changes; • Demonstrated skills of preparing quality reports and other knowledge products; • Experience of working in national ecological non-governmental organization; 										
Evaluation criteria	<p>The following grid will be conducted during the evaluation process:</p> <table border="1"> <thead> <tr> <th>Requirements</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Qualification and Skills</td> <td>20</td> </tr> <tr> <td>General professional experience</td> <td>30</td> </tr> <tr> <td>Specific professional experience</td> <td>50</td> </tr> <tr> <td>Total</td> <td>100</td> </tr> </tbody> </table>	Requirements	Score	Qualification and Skills	20	General professional experience	30	Specific professional experience	50	Total	100
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Reporting											
Language	All reports and outputs must be delivered in English language.										