

Terms of Reference (ToR)

WP 1 – D1.1 Project Manager

This Terms of Reference defines the responsibilities, requirements, and working conditions for the position of Project Manager under Work Package 1 (WP1) of the REWASTE project, implemented under the Interreg IPA CBC Programme Greece–North Macedonia.

1. Background

The REWASTE project aims to strengthen waste management capacities, community awareness, and cross-border cooperation between partner municipalities. WP1 focuses on ensuring effective management, coordination, and monitoring of project activities.

2. Objective of the Position

The objective of the Project Manager position is to ensure smooth coordination among partners, monitor implementation progress, support decision-making processes, and contribute to the efficient execution of project activities in compliance with EU and programme rules.

3. Scope of Work / Responsibilities

- Support coordination of activities between project partners and relevant stakeholders.
- Support monitoring progress of all project Work Packages and ensure timely implementation.
- Prepare and maintain documentation for reporting, audits, and monitoring visits.
- Support preparation of interim and final project reports.
- Identify risks, propose corrective actions, and support decision-making.
- Organise internal coordination meetings, follow-ups, and communication exchanges.
- Ensure compliance with programme requirements, PRAG rules, and EU visibility obligations.

4. Deliverables

- Coordination meeting minutes and follow-up notes.
- Monthly or quarterly progress inputs for reporting.
- Project monitoring and tracking tables.
- Documentation prepared for audits and monitoring visits.
- Timesheets documenting hours worked.

5. Required Profile of the Expert

- National of North Macedonia.
- Secondary or higher education or relevant professional experience related to project coordination, administration or implementation.
- Minimum 2 years of experience in project management or coordination.
- Experience with EU-funded or other donor-funded projects is considered a strong advantage.
- Demonstrated ability to coordinate activities, support implementation, and monitor progress.

6. Time Allocation

- Total allocated hours: up to 100 hours
- Duration: up to 24 months, according to project needs and approved timesheets

(The financial terms of the engagement shall be defined in the contract)

7. Required Documents

Applicants applying for this position shall submit the following documents:

- **Curriculum Vitae (CV)**
- **Notice Letter / Declaration of Interest**, clearly indicating the position applied for (**Project Manager (WP1 / D1.1)**)