

Sp. Nr. 03-1652/6
18 05 2026

Formed on the basis of a Financial Support Agreement between EIT Climate – KIC and the Municipality of Kumanovo with archive number 03-1652/1 dated 27.01.2026,
The Mayor of the Municipality of Kumanovo on 15.05.2026 announced:

TERMS OF REFERENCE (TOR)

Engagement of Project Team for the Implementation of the Project “Building Climate Resilience in Kumanovo – Resilience Lab Kumanovo”

1. INTRODUCTION

The Municipality of Kumanovo, as the lead partner of the project “Building Climate Resilience in Kumanovo – Resilience Lab Kumanovo”, funded under the Horizon Europe Programme, requires the engagement of a project team composed of specialists and an assistant for the successful implementation of the project activities.

The project is implemented in partnership with SmartUp – Social Innovation Lab Skopje and aims to establish a systemic approach to climate resilience through the integration of climate adaptation into local policies, strengthening institutional capacities, and actively involving the community and relevant stakeholders.

The project aims to establish a systems approach to resilience development that meaningfully integrates climate governance, addressing gaps in key enabling conditions and key community systems. The project will work to deliver several key outcomes, including:

- Baseline Assessment – An assessment of current and future climate risks, as well as a prioritization of the community’s adaptive needs.
- Climate Resilience Strategy – A shared vision and adaptation pathways, with a stakeholder engagement strategy.
- Action Plan – A detailed plan for short- and medium-term activities, with a monitoring framework.
- Investment Plan – Projects that can be financed to implement the strategy and action plan.

These activities will lay the foundation for the region's climate resilience and help create a more resilient community.

The project is aligned with the priorities of the European Union related to climate adaptation, sustainable urban development, and resilience of local communities.

The duration of the project is 18 months, from January 2026 until July 2027.

2. OBJECTIVE OF THE ENGAGEMENT

The objective of engaging the project team is to ensure:

- efficient and timely implementation of project activities;
- coordination between project partners, stakeholders, and the donor;
- monitoring and reporting of project progress;
- preparation of project deliverables and documentation;

- communication and dissemination of project activities;
- active involvement of the local community;
- compliance with Horizon Europe rules and procedures.

3. POSITIONS AND DESCRIPTION OF DUTIES

3.1 Project Management Specialist

The Project Management Specialist is responsible for the overall operational coordination, planning, monitoring and quality assurance of the project implementation. The role ensures that project activities are implemented in accordance with the approved work plan, budget, partnership arrangements, Horizon Europe requirements and the objectives of the project “Building Climate Resilience in Kumanovo – Resilience Lab Kumanovo”.

The Specialist will act as the main operational focal point within the Municipality of Kumanovo and will coordinate closely with SmartUp – Social Innovation Lab, external experts, municipal departments, local institutions and other relevant stakeholders involved in the project.

Location: Municipality of Kumanovo

Type of Engagement: Fixed-term engagement contract

Duration: 13 months

Monthly Gross Fee: MKD 52,200

Position Description:

Project coordination and implementation

- Coordinate the day-to-day implementation of project activities within the Municipality of Kumanovo.
- Ensure that all project activities are implemented in line with the approved project proposal, timeline, work packages and deliverables.
- Prepare and regularly update detailed implementation plans, internal task plans and activity calendars.
- Coordinate inputs from the municipal administration, SmartUp, external experts and other contributors.
- Monitor the progress of activities and identify delays, risks or implementation challenges in a timely manner.
- Propose corrective actions when implementation deviates from the agreed work plan or expected outputs.

Work package and partner coordination

- Coordinate activities across all work packages and ensure coherence between technical, participatory, communication and reporting components.
- Organise and facilitate regular project coordination meetings with the project team and partners.

- Prepare meeting agendas, minutes, task lists and follow-up notes.
- Ensure effective communication and information flow between the Municipality of Kumanovo, SmartUp, external experts, stakeholders and the donor.
- Support the coordination of external experts, service providers and consultants engaged under the project.

Planning, reporting and documentation

- Coordinate the preparation of narrative, technical and financial inputs for project reports.
- Ensure timely collection of information, evidence, attendance lists, photographs, outputs and supporting documentation.
- Prepare monthly or periodic internal progress updates for the Municipality and project partners.
- Support the preparation of donor reports, progress reports, final reports and other required documentation.
- Maintain an organised project archive, including contracts, reports, deliverables, correspondence, visibility materials and supporting evidence.
- Ensure that all project documentation is complete, accurate and available for monitoring, audit or donor verification.

Financial and administrative coordination

- Monitor the use of project resources in cooperation with the responsible municipal financial and administrative services.
- Coordinate the preparation of documentation for procurement, contracting and payment processes in accordance with applicable rules.
- Ensure that financial documentation is aligned with activity implementation and reporting needs.
- Support the preparation of financial information required for donor reporting and internal monitoring.

Stakeholder and institutional coordination

- Coordinate cooperation with municipal departments, public enterprises, schools, civil society organisations, local businesses, community representatives and relevant institutions.
- Support the establishment and functioning of the Resilience Lab as a participatory and institutional platform for climate resilience planning.
- Ensure that key stakeholders are informed about project objectives, planned activities and opportunities for participation.
- Support the alignment of the project with municipal strategic documents, including SECAP, LEAP, energy efficiency, environmental and local development priorities.

Expected Outputs:

- Updated project implementation plan and internal work plans.
- Regular coordination meetings organised and documented.
- Timely preparation of project reports and supporting documentation.

- Complete project archive and evidence base.
- Coordinated implementation of activities across all work packages.
- Effective communication between the Municipality, SmartUp, experts, stakeholders and donor.

Required Qualifications:

- University degree;
- Experience in management or coordination of EU-funded or donor-funded projects.
- Experience in working with local government, public institutions or multi-stakeholder partnerships will be considered an advantage.
- Strong organisational, coordination and analytical skills.
- Ability to manage multiple tasks, deadlines and stakeholders.
- Adequate presentation skills.
- Strong communication and interpersonal skills.
- English language.
- Advanced knowledge of IT tools, including document preparation, spreadsheets, online collaboration tools and digital communication platforms.

3.2 Development Results Specialist

The Development Results Specialist is responsible for supporting the development, monitoring and consolidation of the project's strategic and technical results. The role focuses on ensuring that the project contributes to clear, measurable and policy-relevant outcomes related to climate resilience, adaptation planning, institutional capacity, stakeholder participation and local development.

The Specialist will support the preparation of analytical inputs, recommendations, workshop materials and project deliverables, including the Climate Resilience Strategy and related planning documents.

Location: Municipality of Kumanovo

Type of Engagement: Fixed-term engagement contract

Duration: 13 months – 20 hours per week

Monthly Gross Fee: MKD 49,000

Key Duties and Responsibilities:

Results framework and project logic

- Support the translation of project objectives into clear outputs, outcomes and measurable results.
- Contribute to the development and monitoring of the project results framework.
- Support the definition of indicators, milestones and evidence sources for project activities.
- Provide recommendations for improving the quality, relevance and coherence of project outputs.

Support to climate resilience planning

- Provide analytical and technical support in the preparation of the Climate Resilience Strategy for Kumanovo.
- Support the review and synthesis of existing municipal documents, including climate, environmental, energy, local development and risk-related strategies.
- Contribute to the identification of climate resilience priorities, vulnerabilities, adaptation needs and implementation opportunities.
- Support the alignment of project results with the SECAP, LEAP, energy efficiency programme, air quality plan, local development planning and other relevant municipal documents.
- Assist in structuring strategic objectives, measures, actions, indicators and monitoring arrangements.

Data collection and analysis

- Support the collection, organisation and interpretation of quantitative and qualitative data relevant to climate resilience.
- Prepare summaries, analytical notes, tables and inputs for reports and presentations.
- Support the use of data from municipal departments, public enterprises, strategic documents, stakeholder consultations and workshops.
- Identify data gaps that may affect planning, monitoring or decision-making.
- Contribute to evidence-based prioritisation of resilience measures and actions.

Workshops, consultations and participatory processes

- Support the design and implementation of working sessions, consultations, stakeholder workshops and Resilience Lab activities.
- Document key findings, stakeholder inputs, recommendations and agreed priorities.
- Analyse feedback from participants and translate it into structured inputs for project deliverables.
- Ensure that local knowledge and community perspectives are reflected in the development of project results.

Reporting and knowledge products

- Support the preparation of presentations, briefing notes and technical documentation.
- Contribute to donor reporting by providing information on achieved results, progress and lessons learned.
- Support the documentation of project learning, good practices and implementation challenges.

Expected Outputs:

- Analytical notes and summaries based on municipal data and stakeholder consultations.
- Contributions to the Climate Resilience Strategy and related planning documents.
- Workshop reports, consultation summaries and recommendations.
- Evidence-based inputs for donor reports and project deliverables.

Required Qualifications:

- University degree;
- Analytical and communication skills;
- Knowledge of methodologies for data collection and analysis.
- Understanding of climate resilience, sustainable development or local governance will be considered an advantage.
- Ability to work under deadlines.
- Adequate presentation skills.
- Strong communication and interpersonal skills.
- English language.
- Adequate presentation skills.
- Advanced knowledge of IT – ability to use as a tool and resource.

3.3 Community and Stakeholder Engagement Specialist

The Community and Stakeholder Engagement Specialist is responsible for ensuring meaningful participation of local stakeholders and communities in the Resilience Lab Kumanovo process. The role focuses on stakeholder mapping, mobilisation, consultation, facilitation support and analysis of stakeholder feedback.

The Specialist will help ensure that the project is participatory, inclusive and grounded in the needs, knowledge and priorities of citizens, institutions, civil society, vulnerable groups, local businesses and other relevant actors.

Location: Municipality of Kumanovo

Type of Engagement: Fixed-term engagement contract

Duration: 12 months – 20 hours per week

Monthly Gross Fee: MKD 49,000

Key Duties and Responsibilities:**Stakeholder mapping and engagement planning**

- Identify and map relevant stakeholders for the Resilience Lab process, including municipal departments, public enterprises, local institutions, schools, civil society organisations, youth, vulnerable groups, local businesses, professional associations and community representatives.
- Prepare and regularly update a stakeholder database with contact details, areas of interest and possible roles in the project.
- Identify stakeholders who should be involved in specific workshops, consultations, interviews or working groups.
- Ensure balanced participation across sectors, including environmental, social, economic, infrastructure and community actors.

Community mobilisation and communication

- Coordinate invitations, communication and follow-up with local stakeholders.
- Support the organisation of community meetings, public consultations, workshops and local events.
- Ensure that stakeholders receive clear and timely information about the purpose, format and expected contribution of each activity.
- Encourage participation from groups that are often underrepresented in local planning processes.

Participatory activities and facilitation support

- Support the design and implementation of participatory activities within the Resilience Lab.
- Assist facilitators, experts and project partners during workshops, consultations and public events.
- Prepare participant lists, registration forms, feedback forms and other engagement tools.
- Document stakeholder inputs, concerns, ideas and recommendations.

Analysis of stakeholder feedback

- Analyse feedback collected through workshops, consultations, interviews, surveys or informal communication.
- Prepare summaries and recommendations for the project team.
- Ensure that stakeholder feedback informs the Climate Resilience Strategy, action planning and project decision-making.
- Track stakeholder participation and identify gaps in representation.

Local ownership and institutional cooperation

- Support stronger cooperation between the Municipality, local institutions, civil society, citizens and other stakeholders.
- Promote the Resilience Lab as a platform for co-creation, learning and joint problem-solving.
- Support follow-up communication with participants after events and consultations.

Expected Outputs:

- Stakeholder map and stakeholder database.
- Stakeholder engagement plan and updated participation records.
- Organised workshops, consultations and community events.
- Summaries of stakeholder feedback and recommendations.
- Inputs to project reports and resilience planning documents based on community engagement.

Required Qualifications:

- University degree;
- Experience in community engagement, stakeholder coordination, public participation, civil society work, local development or related fields.
- Experience in organising workshops, consultations or public events.

- Excellent communication skills.
- Ability to work under deadlines.
- Adequate presentation skills.
- Strong communication and interpersonal skills.
- English language.
- Advanced knowledge of IT – ability to use as a tool and resource.

3.4 Communication and Dissemination Specialist

The Communication and Dissemination Specialist is responsible for planning, preparing and implementing communication, visibility and dissemination activities for the project. The role ensures that the project's objectives, activities, results and learning are communicated clearly to citizens, stakeholders, partners, media and wider audiences, in line with EU visibility requirements.

Location: Municipality of Kumanovo

Type of Engagement: Fixed-term engagement contract

Duration: 10 months – 20 hours per week

Monthly Gross Fee: MKD 49,000

Communication planning and coordination

- Prepare and implement a project communication and dissemination plan.
- Coordinate communication activities with the Municipality of Kumanovo, SmartUp and other project collaborators.
- Ensure that communication activities are aligned with project milestones, workshops, consultations and deliverables.
- Ensure timely preparation and publication of communication materials.

Content development

- Prepare content for the Municipality's website, project pages, social media channels and other communication platforms.
- Draft news articles, announcements, social media posts, press releases, short stories and information materials.
- Highlight project learning, stakeholder participation, local climate challenges and expected benefits for the community.

Visibility and EU communication requirements

- Ensure that all communication materials comply with EU and Horizon Europe visibility requirements.
- Use the required logos, disclaimers and visibility elements in accordance with donor rules.
- Maintain an archive of published communication materials, media coverage, photographs and visibility evidence.

- Coordinate with the project team before publication of key public communication materials.
- Support visibility during events, workshops and consultations.

Documentation and storytelling

- Document the Resilience Lab process through short stories, visual materials and learning notes.
- Support the preparation of communication products that present not only project activities, but also insights, progress and achieved results.
- Contribute to dissemination of project results to local stakeholders, peer municipalities and relevant networks.

Expected Outputs:

- Website and social media content.
- Newsletters, press releases, information materials and visibility products.
- Communication archive with published materials, photos and media evidence.
- Documentation of stories, lessons learned and project results.
- Compliance with EU visibility and communication requirements.

Required Qualifications:

- University degree;
- Experience in communications, public relations, media, content development or project visibility.
- Excellent writing and content preparation skills.
- Understanding of EU visibility rules will be considered an advantage.
- Ability to work under deadlines.
- Adequate presentation skills.
- Strong communication and interpersonal skills.
- English language.
- Advanced knowledge of IT – ability to use as a tool and resource.

3.5 Monitoring and Evaluation Assistant

The Monitoring and Evaluation Assistant provides technical, administrative and analytical support for monitoring, evaluation, data collection and reporting activities under the project. The role supports the project team in documenting progress, collecting evidence, processing data and preparing materials needed for internal monitoring, donor reporting and project learning.

Location: Municipality of Kumanovo

Type of Engagement: Fixed-term engagement contract

Duration: 10 months – 13 hours per week

Monthly Gross Fee: MKD 36,900

Key Duties and Responsibilities:

Monitoring support

- Collect information on implemented activities, outputs, participants and achieved results.
- Maintain monitoring tables, activity trackers, attendance records and evidence files.
- Support the tracking of indicators, milestones and deliverables.
- Identify missing data or documentation and follow up with relevant team members.

Data collection and processing

- Collect and organise data from workshops, consultations, surveys, municipal documents and project activities.
- Enter and process quantitative and qualitative data in appropriate formats.
- Support the analysis of stakeholder feedback and participant evaluation forms.
- Ensure that data is organised, accurate and ready for use in reporting.

Reporting and documentation

- Support the preparation of reports, presentations, meeting notes and monitoring summaries.
- Assist in preparing periodic progress updates.
- Support the project team in preparing information for internal reviews and partner coordination meetings.

Administrative and technical support

- Provide administrative support for workshops, meetings, consultations and project events.
- Perform other monitoring, reporting and administrative tasks requested by the project team.

Expected Outputs:

- Collected and organised project evidence.
- Processed feedback forms and stakeholder inputs.
- Draft summaries, presentations and reporting inputs.
- Complete monitoring and evaluation archive.
- Administrative support for project meetings, workshops and events.

Required Qualifications:

- Minimum secondary education; university education will be considered an advantage.
- Experience in monitoring, evaluation, data collection, administration or project support.
- Analytical and organizational skills.
- Ability to work under deadlines.
- Adequate presentation skills.
- Strong communication and interpersonal skills.
- English language.
- Advanced knowledge of IT – ability to use as a tool and resource.

4. DURATION AND ENGAGEMENT

All positions are foreseen as fixed-term and part-time engagements, in accordance with the project needs and planned activities.

All engaged project team members will work under the coordination of the Municipality of Kumanovo and in close cooperation with SmartUp – Social Innovation Lab as project partner. The team members are expected to cooperate with each other, exchange information regularly and contribute to the integrated implementation of project activities.

Each team member shall be responsible for:

- timely implementation of assigned tasks;
- regular communication with the Project Management Specialist;
- preparation of inputs for project reports and deliverables;
- participation in coordination meetings when requested;
- maintaining records and evidence related to their tasks;
- respecting project timelines, donor requirements and visibility rules;

5. JUSTIFICATION OF THE ENGAGEMENT

The engagement of these positions is necessary to ensure implementation of the project in line with the donor's methodology, which is based on a structured, participatory and results-oriented approach to local climate resilience.

The project requires the establishment and facilitation of a Resilience Lab process, involving the Municipality of Kumanovo, SmartUp, local institutions, public enterprises, civil society, citizens and other stakeholders in identifying climate risks, defining resilience priorities and co-creating solutions.

The proposed team is needed to cover the key functions required by the methodology: project coordination, development of results, stakeholder engagement, communication and dissemination, monitoring, reporting and documentation. This will ensure timely implementation, meaningful participation, compliance with Horizon Europe requirements and practical outputs that support climate resilience planning in Kumanovo.

6. FINAL PROVISIONS

This TOR document serves as the basis for engagement of the project personnel and defines their tasks and responsibilities within the project.

All interested candidates should send their CV and motivation letter and relevant certificates to pathways2resilience@kumanovo.gov.mk with the following subject: Application for the position you are interested in under the project

"Building Climate Resilience of Kumanovo". Additionally, we recommend that you also send us a list of reference projects and letters of recommendation.

The application deadline for the Public Call is 5 working days from the date of publication.

This announcement is part of the project "Building Climate Resilience in Kumanovo" #Pathways2Resilience which is funded by EIT CLIMATE KIC. This project is implemented by the Municipality of Kumanovo in partnership with SmartApp - Social Innovation Laboratory. which is funded by EIT CLIMATE KIC. This project is implemented by the Municipality of Kumanovo in partnership with SmartApp - Social Innovation Laboratory.

Prepared by: Boskovski Nikola 

Controlled/Approved by:

Goran Mitevski 


Municipality of Kumanovo

MAYOR 

Mr. Maksim Dimitrievski