

CRM Contract Reference No.: **CRM-0026**

Name of the action: "GREEN COMPLAINT FOR ENVIRONMENTAL JUSTICE"

Name of CRM beneficiary: Citizen's Association FLOROZON Center for Environmental Democracy

Terms of Reference for thematic expert for Activity 3 - Preparation of a guide "The Ombudsman and Environmental Justice – Rights, Obligations and Procedures"

Project Action Description	
General information for action	For the purposes of the project, in-house and contracted experts will prepare a bilingual guide (available in printed and electronic form) on the rights of citizens concerning the environment, and more particularly, on the available procedures and legal remedies when it comes to environmental rights violations/contraventions through the lodging of complaints by citizens with the Office of Ombudsman.
Scope of the work	
General description of the assignments	Creation of bilingual guide
Tasks:	<ul style="list-style-type: none"> • Desk research and informative meetings with stakeholders, if needed • Regular coordination and updates to the project implementation team • Develop a content with the required fields of data (outputs) • Finalization and submitting final product - guide • Submitting a report for the implemented activities during the engagement
Outputs/deliverables	<p>Developed bilingual guide that includes the following content:</p> <ul style="list-style-type: none"> - The role of the Ombudsman - Competences of the Ombudsman (special accent on the environment) - Explanation and steps how to lodge a complaint - Examples and case study - Complaint form <p>The form will contain all necessary information (name of complainant, contact data, problem, identification of government organ, institution, agency, suggestion what action needs to be taken etc.) which will aid the Ombudsman to better process the complaint and take necessary actions.</p>
Logistics and timing	
Location	Skopje
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 implemented between 25th September - 20th November 2023</p>



Working days	Up to 15 working days according to the Budget of Action 5. Other, 5.2 Preparation of Guide	
	Deliverables/outputs	WDs
	Coordination meeting with the project team and preparation of plan	0,5
	Desk research and informative meetings with stakeholders, if needed	3,5
	Regular coordination and updates to the project implementation team	1,5
	Developing draft of the guide	5,5
	Evaluation meeting with the project team with remarks for the draft	0,5
	Finalization and submission of the guide	3,5
	Evaluation meeting with the project team for assessing successfulness of the program	0,5
	Submission of final report	0,5
	Total	15
Expert profile and selection criteria		
Qualifications and Skills	<ul style="list-style-type: none"> • University degree in law, public administration, political sciences, social science, economics • Good knowledge of computer applications especially MS Office package; • Fluency in Macedonian language 	
General professional experience	<ul style="list-style-type: none"> • Ability to go beyond established procedures and models and propose new approaches • Demonstrated skills of preparing quality guides, documents and other knowledge products • Experience of working with non-governmental organization in the country 	
Specific professional experience	<ul style="list-style-type: none"> • At least five previously developed guides/similar outputs from the targeted or similar areas • Experience in the area of law (experience with environmental law will be considered as advantage) 	
Evaluation criteria	The following grid will be conducted during the evaluation process:	
	Requirements	Score
	Qualification and Skills	20
	General professional experience	30
	Specific professional experience	50
	Total	100
Reporting		
Language	All reports and outputs must be delivered in Macedonian.	



Who can apply?	Legal entities and Experts
How to apply?	Legal entities must apply with portfolio and CV from the expert they plan to engage, proof of legal status, DRD form, proposed methodology and financial offer. Experts need to apply with professional CV, portfolio (references from previous eligible experience), proposed methodology and financial offer.
Where and When to apply?	Online on project@florozon.org.mk or contact@florozon.org.mk Or By hand on the premises of CED Florozon on Str. Nikola Parapunov 41/102, 1000 Skopje Deadline for receiving offers is 19 th of September 2023

No. 0302/73-3

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