



ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

TERMS OF REFERENCE (TOR) 02/2018

TWO SUPPORT LEGAL-ECONOMIC EXPERTS WITHIN THE FRAMEWORK OF THE LEGAL AND ECONOMIC SUPPORT SERVICE FOR MICRO-ENTERPRISE OF WOMEN

1. INTRODUCTION

1.1. Background of the task

"Microenterprise development project for women in the cross-border area" aims to increase the competitiveness of micro-owned enterprises and to strengthen women's entrepreneurship in the region of Polog and Elbasan and will provide sustainable solutions for the development of micro and small businesses of women in the cross-border area. The specific objectives of the project are:

1. To increase personal entrepreneurial skills and business competencies of women engaged in formal or informal business;
2. To establish legal support service for the management and administrative matters that entrepreneurs might encounter in doing business;
3. To improve on production, access to market and cross-border cooperation and trade among women businesses and companies in the cross-border region
4. To revise and enhance the local and national policy measures for support of women entrepreneurship.

In order to achieve the set project goals, several project activities will be undertaken, which are expected to achieve the following results:

1. Improved skills and competences in business management, reduction of work risk and strengthened entrepreneurial attitudes and business values.
2. Established advisory services for women entrepreneurs in order to increase economic activities and business development.
3. Disseminated services for legal and economic support and provided information on the rights and obligations of entrepreneurs, as well as individual advice on various legal and economic issues.
4. Increased economic activity in the production, trade and sale of local products as a result of increased number of products, improvement of product design, packaging, cross-border cooperation and / or online store and marketing.
5. Prepared new draft policy proposals and measures for joint action by local and national authorities to take advantage of women in business.





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

1.2. Background of the project " Microenterprise development project for women in the cross-border area "

The project " Microenterprise development project for women in the cross-border area " is financed by the EU Delegation in the framework of the IPA Program 2, Cross-Border Cooperation: Republic of Macedonia - Republic of Albania 2014-2015, and is implemented by the Center for Change Management (CCM) in partnership with the Center for Comparative and International Studies (CCIS), the Institute for Human Rights (IHR) and the Foundation Egalite. The project is focused on the implementation of the objectives set out in the Call for Proposals, such as: improving competitiveness, business, trade and investment in the cross-border areas of the Republic of Macedonia and Republic of Albania.

The activities of the project are carefully set up to address the need to build the skills and competences of potential entrepreneurs to start their own business; improvement of production and income for existing micro-enterprises and organizing support for capacity building of companies related to the production of new products, improvement of sales and trade, networking and B2B meetings; and revising micro-enterprise development policies and supporting the female entrepreneurship.

The Center for Change Management (CCM) is the main project implementer and is a think-tank organization located in Skopje, Macedonia, which operates and implements projects aimed at contributing to the development of the Macedonian society and the region. The CCM promotes understanding and non-violent changes and focuses on soft measures and policies that help different entities to accept social change as normal situations and turn them into positive results. The CCM has many years of working experience with various state institutions, civil society organizations in Macedonia and extensive cooperation with the civil and business sector at home and abroad.

The Institute for Human Rights (IHR) is a partner in the implementation of the project and is a citizen association located in Skopje, founded in 2009 in order to promote and protect human rights and freedoms through continuous education of the professional public and analysis of the situation, organizing expert discussions within the legal profession and discussions for the general public in order to strengthen the capacities and mechanisms for promotion, guaranteeing and protection of human freedoms and rights. The IHR exercises its activities in cooperation with state bodies and institutions, civil society organizations from the Republic of Macedonia as well as regional and international institutions and organizations in the field of human rights protection.





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

2. FRAMEWORK OF THE TASK

2.1. Aim of the task

The overall aim of the task is establishment of a Legal and Economic Support Service for micro-enterprises of women in the cross-border region of the R. of Macedonia and R. Albania with the coverage of the regions of Polog and Elbasan (hereinafter: Service).

The service will consist of one (1) main legal expert (natural person) who will lead and manage the service in both countries and two (2) support legal/economic experts (natural persons or legal entities) with an advisory and consultative role for each of the appointed regions and countries and related legislation and laws as well as the established practices in the two countries.

The service will be available to both groups of women: women potential entrepreneurs as well as women that own or manage existing companies, with a maximum coverage of 100 women, 50 of the two regions, covering around 50 micro-enterprises which are owned by women from both countries, about 25 in both regions. The service will focus on organizing workshops on topics of interest to women entrepreneurs and their companies and will provide continuous support for the beneficiaries of this project, legal certainty and dealing with the constant increase of legislation and regulatory requirements.

The specific objective of the task is to engage two (2) legal-economic experts, one in R. Macedonia and one in R. Albania, who will support the main legal expert of the Legal and Economic Support Service for micro-enterprises of women in the cross-border region of the Republic of Macedonia and Republic of Albania (hereinafter: The Service), will prepare and conduct trainings and add value with their practical experience, and will offer continuous legal and economic support within the Service on both sides of the border respectively.

2.2. Expected results

The two Support Legal-Economic Experts will be responsible to assist in the implementation of the Service. The main legal expert will coordinate and consult them regarding the preparation of the training specific modules, themes or tasks. According to the proposed methodology, they are required to prepare specific training materials, as well as to participate in the realisation of the trainings.

From the Support legal/economic experts it is expected to deliver the following results:

2.2.a) Alignment with the methodology of the Service proposed by the main legal expert and preparation of all necessary materials, activities, and services on that basis;





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

Research, analysis, and review of the laws related to running a business and gender equality. Consequently, the expert engaged on the Macedonian side will be responsible for the Macedonian legislation, and the other for the corresponding Albanian legislation;
Preparation of the trainings and advising for the project beneficiaries in accordance with the main legal expert's methodology.

2.2.b) Delivery of 12 one-day trainings. Each of the support experts will be responsible for the delivery of six (6) of those trainings in their corresponding country, sharing their practical experiences on the following topics:

- Women's rights and gender equality

Realizing the equal opportunities for men and women to use the potential; Equal participation of women and men in all areas of the public and private sectors; Equal status and treatment in the exercise of their rights; Equal benefits from the achieved results.

- Trade law

Trade companies - types and divisions; Registering, and managing companies; Legal relations between the partners; Right to competition; Industrial property; Special trade affairs and trade agreements; Bankruptcy and liquidation of companies.

- Tax rights and obligations

Taxes; Goals and classification of taxes; Principles of taxation; Templates; Tax refund.

- Financial law

Business finance, Insurance and securing transactions, Local budgeting, Customs, Revenue, Fees; Public Revenue Office.

- Inspections and controls

Labor inspection; Market Inspection; Food inspection; Sanitary inspection; Rights and obligations of the subject of supervision.

- Administrative procedures and banking operations

Labor law - the exercise of the rights, obligations and responsibilities of a working relationship; Pension, disability and health insurance; Preparation of contracts and other legal acts required for work; Determination of salaries and allowances from salary; Legal framework of administrative work and handling of documentation; Regulations on archive and office operations.

2.2.c) Consultative role of both experts in the continuous legal and economic support for legal rights and obligations in business and providing advice on legal matters for women entrepreneurs in the regions Polog and Elbasan in consultation and coordination with the main legal expert, each in the corresponding country.





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

2.4. Notification

Result	Description	When	Whith whom
2.2. a)	Analysis and review methodology of the Service proposed by the main legal expert, and gathering all necessary materials and data. Analysis and review of Macedonian and Albanian laws related to business and gender equality; Preparation for delivery of 12 one-day trainings - each of support experts will be responsible for the delivery of six (6) of those training.	December 2018 - December 2019	CCM project manager, CCIS project coordinator and IHP project officer
2.2. b)	Delivery of 12 one-day trainings - each of support experts will be responsible with the performance of six (6) of those training.	December 2018 - December 2019	CCM project manager, CCIS project coordinator and IHP project coordinator, Two legal experts
2.2. c)	To provide continuous support (advising) for the beneficiaries of this project - in coordination with the main legal expert with telephone availability, as well as written questions - by email and so on.	December 2019- September 2020	CCM project manager, CCIS project coordinator, and IHP project coordinator, Two legal experts

The detailed agenda will be additionally created in agreement with all three experts as members of the team, and will be prepared as a preliminary calendar for coordination with project representatives in the two countries.

3. ORGANIZATION

3.1. Team for realization of the task

For implementation of the activities, two legal-economic experts that have knowledge and practical experience in the subject matter - subject to this project assignment will be engaged.

The support legal-economic experts will be part of the team of the Main legal expert, and in consultation and coordination with the Main legal expert, they will be responsible for preparation of specific training materials, participation in the realization of the trainings, sharing their practical experience as well as in continuous advising of the beneficiaries.

As training materials, with regard to the topics of the sessions (training), the team responsible for implementation of the Service will use legal provisions relevant to each session, as well as brochures,





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

manuals and forms prepared for the central and local authorities, intended for women who want to start their own business venture or invest in their already established business.

3.2. Specific qualifications

For the realization of this project task, two (2) legal-economic experts need to have an appropriate experience and expertise in the area of legal regulation and laws and procedures related to business operation of companies and enterprises. It includes laws and regulations such as: trade law, business law, labor law, tax law and accounting, as well as customs procedures and taxes between the two countries (Macedonia and Albania).

The experts, need to possess a university degree in legal or economic studies, as well as to have a practical experience of at least 5 years in working with businesses, their registration, taxation processes and are familiar with accounting services.

The engaged experts should provide legal-economic advisory services for businises and companies and/or have a practical experience in delivering training and workshops on this topics. They need to include active methods and techniques of work, provide practical training and advising with a series of examples, case studies, group work, work on given exercises and tasks, and so on.

3.3. Time frame (months)

Both experts it is planned to be engaged **15 days per expert**, 30 days in total, in the timeframe from 12.12.2018. to 30.09.2020.

3.4. Offer

Experts will be selected on the basis of relevant professional experience and price, one per each country and region. All interested individuals need to submit an offer that includes the following information:

- CV of the consultant with a detailed information about professional background and experience
- Price based on a daily fee for the consultant with no additional expenses allowed;

Offers should include not more than 15 consultancy days and price per consultant day expressed in gross amount. Offers should be expressed in Euros.





ПРОГРАМА ЗА ПРЕКУГРАНИЧНА СОРАБОТКА НА ЕВРОПСКАТА УНИЈА

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

3.4. Logistics

The implementation of the activities by the project team of the IHR, CCM and the will provide the following support:

CCM Project Manager - available throughout the entire mission

CCIS project coordinator – available throughout the entire mission

IHR project officer - available throughout the mission

CCM project assistant - available throughout the entire mission

Payment: The payment will be made in three instalments (first installment of 20%, second instalment of 40% and last installment of 40%), following on the portion of work that has been already provided (calculated on a basis of a daily fee).

3.5. Bibliography and documentation

In order to successfully carry out the task of the experts, all the necessary documentation available to the project partners will be made available to them.



Institute for Human Rights

