

ANNEX II: TERMS OF REFERENCE

Ref # 06-2020

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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of North Macedonia

1.2. Contracting authority

EU Project “Sustainable EnErgy Skills in construction: Visible, Validated, Valuable”

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1.3. Country background

Macedonia, FYR harmonized energy efficiency policy with European legislation and set national energy savings targets to be achieved till 2020. The share of Building sector's contribution in energy savings targets is 36,13%. In this sector the preparatory activities were undertaken within Build Up skills Pillar 1 and two documents were published: the Status Quo Analysis with baseline indicators for building sector¹ defined the gaps between current situation and needs for skilled on-site workers, while Roadmap², endorsed by 30 members of national qualification platform, addressed priority measures to be carried out as the barriers could be overcome. The shortage of 9.600 skilled workers for energy efficiency and renewable energy sources is recommended to be decreased by implementation of Roadmap priority measures related to: upgrading national education system to provide qualifications for implementation of EE (energy efficiency) and RES (renewable energy sources); designing of training schemes for EE and RES in buildings; building capacity of the education institutions in line with the needs of the skilled workers and overcoming communication barriers to implement the roadmap goals.

1.4. Current situation in the sector

In 2016 the construction sector remained to be a fast growing sector, with rate of approx. 5% per year and employment growth by 1, 5-3% annual growth. The number of new residential apartments was increased by 1, 6 %, while renovation rate in 2015 have increased by 22, 8% faster compared to 2014.

Under the action of Build Up Skills Pillar 2, BUS BEET project in Macedonia, FYR was supported that involved upgrading of 2 voluntary qualification schemes (10 day trainings and recognition of prior learning (RPL) obtained by non-formal education for 5 prioritized EE skills: façade, roofers, carpenters, HVAC installers and electricians. Developed five training modules were disseminated through training courses and sessions for RPL, resulting with successfully qualified over 1240 people in the voluntary qualification schemes.

1.5. Related programmes and other donor activities

N/A

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The project “Sustainable EnErgy Skills in construction: Visible, Validated, Valuable” is EU funded project under HORIZON 2020 programme, topic: **Stimulating demand for sustainable energy skills in the building sector**, Type of action: CSA Coordination and support action.

The overall objective of the proposed project is: **Challenging market acceptance and acting toward stimulation of demand of energy skills in construction through a novel 3V approach, to support need for energy efficient construction of new and renovation of existing building stock**

O1 To make skills **VISIBLE** through whole value chain in building sector by implementing **Integrated register of energy skills** as cloud repository on interregional level, based on good practices from ongoing and recently finalised projects, that will result with **increasing the number of skilled building professionals and/or blue-collar workers**;

O2 To **VALIDATE** skills relevance to standardized EE construction and interventions in renovation, by matching and leveling skills and linking them to national and EU qualification standards, to **enable mutual recognition**;

O3 To emphasize skills **VALUE** in order **stimulating market demand for energy skills in design, construction and maintenance of buildings and manufacturing and installation of EE construction materials**.

2.2. Purpose

The purposes of this contract are as follows:

- The sub-contracting consulting company will develop and maintenance project web site www.seetheskills.eu .

2.3. Results to be achieved by the contractor

- Developed demo and final version of web site
- Maintenance in the 30 months period

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

N/A

3.2. Risks

N/A

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

As part of European Research and Innovation Program “Horizon 2020” on topic: „Stimulating the demand for energy efficient skills in construction" under the call: "Building a future low-carbon and climate safe, clean and efficient energy 2018-2019-2020", starts to implement the project: “Sustainable EnErgy Skills in construction: Visible, Validated, Valuable”– (SEetheSkills)

With the adoption of the new 7-year budget of the European Commission for the period from 2021 to 2027, the priorities of the European Union were defined, which should be achieved in the next 7 years, and as the first and most serious is the European Green Agreement, which is a European roadmap for a sustainable economy and which has 4 ambitious goals: complete elimination of greenhouse gas emissions by 2050; protection of wildlife from air pollution and support for companies to use technologies and materials that do not pollute the environment, and all this should be done with an inclusive transition, without losing jobs or impoverishing the population. Therefore, this project is a serious attempt to keep up with Europe and the realization of the European green deal, which means achieving energy objectives and implementation of activities to overcome the climate challenges.

The activities that will be implemented in the next period within this project are planned in several areas, as follows: creating a wide integrated database for certified workers; available trainings for energy efficiency; companies that employ certified individuals, as well as the preparation of a catalog of energy efficient materials.

The main aim of the project is to achieve greater visibility, access and recognition of energy skills between partner countries, through their cross-validation based on learning outcomes, while using a new 3B approach to directly stimulate the demand for energy skills from the construction sector market.

Sub-contractor shall carry out the following assignment

- As a part of the project activities to develop web site www.seetheskills.eu

4.1.1. Geographical area to be covered

- Five project partners' countries (North Macedonia, Slovenia, Spain, Slovakia and Netherlands).
- Target groups: Project partners, stakeholders' target group and end-users of buildings (occupants)

4.2. Specific work

Description of the assignment

The promotion activities will be part of the dissemination and communication plan. One of the main important selected channels for the dissemination and communication of the performed work, results and impact of the ongoing activities of the SEetheSkills project is the website.

As a part of this assignment the selected expert has to deliver:

General requirements

- 1) Buy a selected domain name chosen by the Contractor for the next 3 years;
- 2) Provide a SSD hosting with at least 10GB storage for 3 years;
- 3) Provide a SSL encryption for the domain for 3 years;

- 4) Provide a highly customizable WordPress Theme with visual builder in coordination with the Contractor
- 5) Project Management plugin in coordination with the Contractor
- 6) Provide an event plugin with registration form possibilities

Information/content architecture

The website should be organized as following:

- a) Front-end infrastructure and functionalities
 - Menus defined as in *Figure 1*
 - Front page slider with news
 - Newsletter subscription
 - Blog capabilities
 - Disclaimer
 - Contact forms
 - Twitter box
 - Event box/calendar with next and past events
 - Cookies info
 - Project partners logos

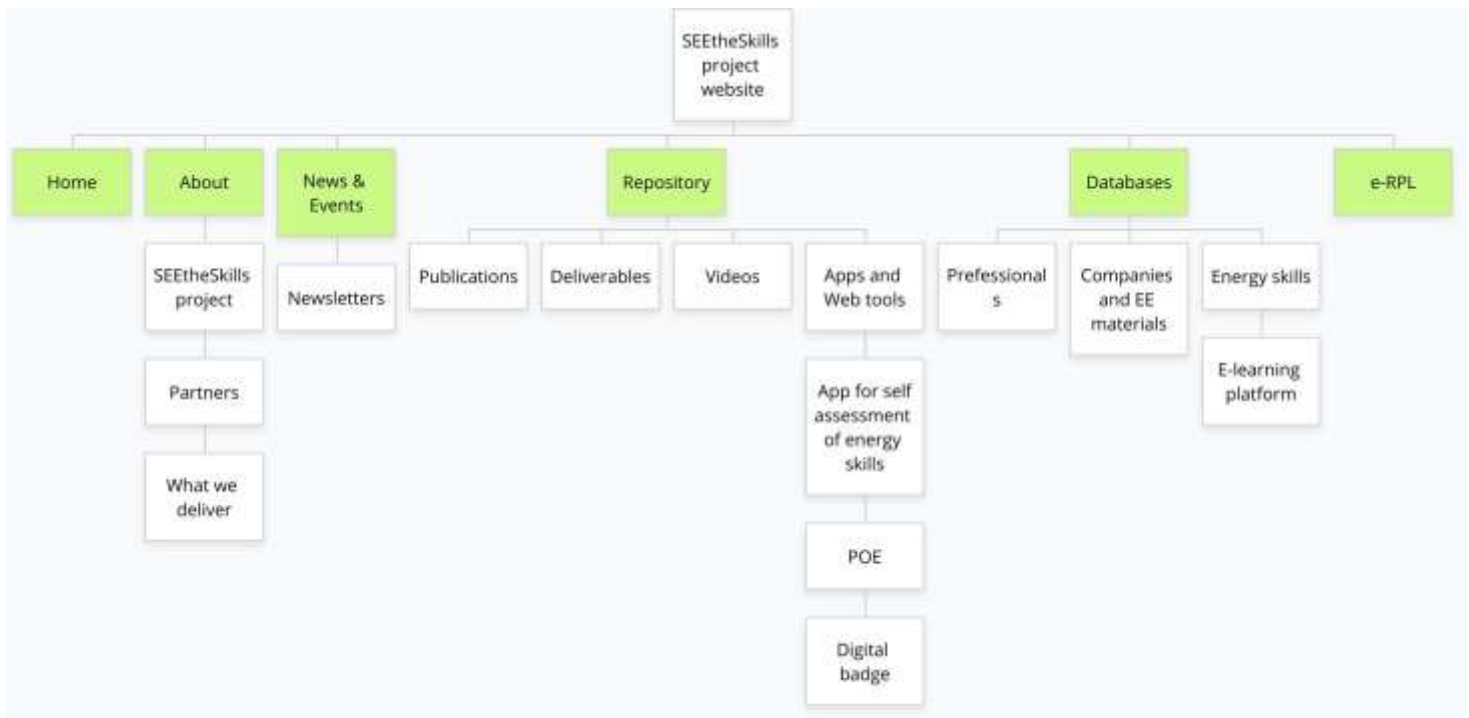
a) Back-end infrastructure

- Create and manage users
- Administration of the content with visual builder
- Create and manage newsletters
- Create and manage events
- Create and manage surveys
- Create and manage newsletters
- Create front page slider with news
- Google Analytics
- SEO implementation
- Security implementation
- Project management backend
- Social media connection and share possibilities
- Forum plugin and setup
- File management tool for downloading files from the front-end pages

The contractor assignment should be realized in two phases:

- Development of demo version for approval and development of final version for public use.

a) Front-end infrastructure



5. LOGISTICS AND TIMING

5.1. Location

- Home based

5.2. Start date & period of implementation

The intended start date is **24.09.2020** and the period of implementation of the contract will be about and/or less than **2 months from this date**.

The phase I: The assignment and demo version of two online tools sending should end on **20.10.2021**

The phase II: The assignment and final version of two online tools sending should end on **20.11.2021**.

6. REQUIREMENTS

6.1. Company

- Established as legal entity (Current condition from Central Register).
- Experience with minimum one similar assignment (Reference List)

6.2. \Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.2.1. Key expert

Key expert have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles.

The tenderer shall submit CV and statement of exclusivity and availability for the following key expert:

Key expert 1: WordPress Developer and UI/UX Designer

Qualifications and skills

- Competent knowledge of WordPress CMS
- Good understanding of front-end technologies, including HTML5, CSS3, etc
- Good understanding PHP knowledge and MySQL database
- Understanding of integration of 3rd party plugins

General professional experience

- 5+ (senior) years of experience in WordPress CMS
- Understanding of PHP

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.3. Incidental expenditure

No incidental expenditure is foreseen under this contract.

6.4. Lump sums

No lump sums are foreseen in this contract.

6.5. Expenditure verification

The verification will be made by the contracting authority and all references to an expenditure verification report will not be applicable.

7. DELIVERABLES

7.1. Reporting requirements

Please see Article 26 of the general conditions. There must be a draft report, final report, and a final invoice at the end of the period of implementation of the tasks. Note that the final report is additional to any required in Section 4.2 of these terms of reference. Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Name of report	Content	Time of submission
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Interim report	Concept and Demo version	No later than 20.10.2021.
Final report	Final version of web site fully operational (testing and instruction for users) submitted	No later than 26.11.2021 days

7.2. Submission & approval of reports/ deliverables

One copy of the draft and final report referred to above must be submitted to the project manager electronically by e-mail identified in the contract. The reports must be written in English.

The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Special requirements

N/A