



TERMS OF REFERENCE (ToR)

Title: Engagement of a Finance Support Expert

Project: Building bridges - A multi-stakeholder approach to inclusive employment

Date: 15.06.2026

1. Information about the Project

The regional project “Advancing Socioeconomic Participation in Municipalities in the Western Balkans” (SPARK), implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), supports municipalities, relevant private sector actors, and civil society organisations across Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia in improving the social and economic participation of women and other vulnerable groups on local level. In this regard, the project cooperates closely with the political partner, the Network of Associations of Local Authorities in South-East Europe (NALAS) and its members, the Local Government Associations (LGAs). Based on the principle of “Leave No One Behind” (LNOB) and gender equality, it ensures rights and access to services for the most vulnerable groups – with a focus on women. The SPARK project builds on the approaches developed and disseminated in the predecessor project (SoRi). These include innovative social approaches for municipalities, such as awareness raising, daycare centres, inclusive disaster risk management, mobile outreach teams, and social dialogue forums, as well as an LNOB-sensitive social mapping methodology for evidence-based decision-making and service design, and social mentoring as an inclusive employment measure. In general, the project targets all types of vulnerable groups, paying attention to intersecting forms of discrimination, with a focus on women and girls.

Building upon the promising results and positive practice of implementing Social Mentoring (work integration mentoring) as a work integration approach for disadvantaged groups, PUBLIC

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- Association for research, communications and development from Skopje, in partnership with The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is implementing the project “Building bridges - A multistakeholder approach to inclusive employment” from June 2026 until April 2028. It is aimed at strengthening mechanisms that support the development of employability skills, especially among women and girls from vulnerable groups, and improving retention in inclusive, equitable, and supportive workplaces.

The project is implemented in North Macedonia, Montenegro, and Albania and builds upon the successful implementation of the social mentoring methodology between 2020 and 2025.

The project focuses on four key areas: 1.Strengthening employment pathways through social mentoring; 2.Institutional recognition of social mentoring within municipal sectoral policy documents; 3.Supporting private sector stakeholders in adopting inclusive employment policies and procedures; 4.Strengthening capacities of professional mentors and employers to promote inclusive and gender-equitable employment practices.

Within North Macedonia, the project will support 30 mentees from vulnerable groups and facilitate cooperation with four municipalities to integrate social mentoring into local policies and practices.

2. Purpose and Task Description

Public is seeking a qualified and experienced Finance Support Expert to support the financial implementation of the project throughout its duration. The selected expert will be responsible for ensuring sound financial management of the project in accordance with the donor requirements, internal financial procedures, and applicable national legislation. The expert will provide ongoing financial guidance and technical support to the Project Administrative Assistant and the project team, ensuring timely financial planning, budgeting, reporting, documentation, and compliance with all contractual and administrative requirements.

The Finance Support Expert will be responsible for:

- Supporting the financial planning and implementation of project activities.

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- Providing continuous guidance and technical support to the Project Administrative Assistant on all financial and administrative matters.
- Monitoring project expenditures and budget implementation.
- Preparing budget revisions, forecasts, and financial projections, when required.
- Reviewing and verifying the financial eligibility of project expenditures.
- Supporting the preparation of financial reports in accordance with donor requirements.
- Ensuring compliance with donor rules, internal financial procedures, and national legislation.
- Reviewing supporting financial documentation, procurement records, and payment requests.
- Monitoring financial documentation and maintaining complete financial records for project implementation and audit purposes.
- Supporting procurement and contracting processes from a financial compliance perspective.
- Assisting in the preparation of project audits and responding to auditor requests.
- Providing financial advice to the Project Manager and other project staff regarding budget implementation and financial risks.
- Participating in project coordination meetings whenever financial input is required.
- Performing other finance-related tasks necessary for the successful implementation of the project.

3. Profile of the Potential Finance Support Expert

Applicants should have a minimum of five years of relevant professional experience in financial management and administration of projects financed by international donors, preferably the GIZ, European Union, UN agencies, Swiss Agency for Development and Cooperation (SDC), or other bilateral and multilateral development partners. Proven experience in project budgeting, financial planning, expenditure monitoring, preparation of financial reports, and ensuring compliance with donor rules and procedures is required.

The selected expert should demonstrate excellent knowledge of financial management principles, accounting procedures, procurement-related financial documentation, and audit

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requirements. Experience in supporting project teams throughout project implementation, including financial planning, implementation, reporting, and project closure, will be considered a strong advantage.

The Finance Support Expert is expected to possess strong analytical and organizational skills, attention to detail, and the ability to work independently while providing continuous support to the Project Administrative Assistant and the project team. Excellent communication and coordination skills, proficiency in financial planning and reporting tools, and the ability to manage multiple tasks and deadlines are essential for the successful implementation of this assignment.

4. Deliverables and Financial Proposal

Interested applicants are required to submit an **updated Curriculum Vitae (CV)**, together with a **financial proposal** indicating their proposed **gross daily fee (EUR per expert day)** for the provision of services during the project implementation period (August 2026 - March 2028).

The expert will be engaged for up to 90 expert days over the course of the project. Remuneration will be paid on a monthly basis, based on approved monthly timesheets and activity reports and the actual number of expert days worked during the respective reporting period.

Monthly deliverables are expected to include, as applicable:

- Ongoing financial support to the Project Administrative Assistant and project team;
- Budget monitoring and financial planning support;
- Review of financial documentation and expenditure eligibility;
- Support in the preparation of financial reports and donor documentation;
- Financial guidance related to procurement, contracting, and project implementation;
- Support for audit preparation and compliance with donor requirements;
- Participation in project coordination meetings, when required.

6. Application Procedure

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Interested candidates are invited to submit a complete application package consisting of:

- An updated Curriculum Vitae (CV) demonstrating their qualification;
- Financial proposal, that should indicate: a gross daily fee (EUR per expert day).

All applications will be assessed on the basis of the applicants' professional background, and experience and overall value for money of the financial proposal. Only shortlisted candidates will be contacted for interview and further consideration.

Interested individuals should send their proposals via mail to: fata@public.org.mk, not later than 24.07.2026 end of the day, with subject: Finance Support Expert.

Only selected applicants will be informed on the decision. PUBLIC retains the right not to disclose further details on the evaluation criteria associated with individual submissions. PUBLIC reserves the right not to award the contract to any received application.

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