



Head Office / Secretariat of the Regional Rural Development Standing Working Group in South-Eastern Europe (SWG) – Skopje

Terms of Reference (ToR) for Regional Coordinator for the Western Balkan rural cross-border regions

1. Introduction

The Regional Rural Development Standing Working Group (SWG), as a platform for networking and regional co-operation, has been established during the Agricultural Policy Forum 2005 (“Rural Development Opportunities for Co-operation in the SEE”) held in Macedonia and Serbia in June 2005.

With the International Agreement in March 2009, the SWG is registered as an International Intergovernmental Organization, with its managing and coordinative body – SWG Head Office/Secretariat based in Skopje, Macedonia. On September 7th 2009, the Law on Ratification of the SWG Agreement has been decisively completed by the Parliament of the Republic of Macedonia.

The main SWG strategic framework is composed of the following elements:

SWG vision is to promote innovative and sustainable agriculture and rural development through regional cooperation, to improve rural livelihoods in the SEE countries.

Mission - to increase horizontal cooperation among respective countries and territories of South Eastern Europe, by coordinating regional initiatives related to agriculture and rural development and supporting the process of social and economic development of rural areas in SEE region.

General objective of SWG is to facilitate close cooperation between the Ministries of Agriculture and other stakeholders in the field of agriculture and rural development and to support EU integration in SEE. The SWG has four specific objectives on which the organization has focused its work:

1. To improve the common understanding on agriculture and rural development policies;
2. To assist the improvement of implementing structures and systems for agriculture and rural development, with specific emphasis on cross border cooperation;
3. To improve the understanding and use of implementation tools for agriculture and rural development;
4. To identify and share information and application of good practice in agriculture and rural development to broaden the rural agenda.

2. Background

The SWG strategic framework and operational plan defines the scope for development in the upcoming mid-term period and focuses on the priority needs for regional agriculture and rural development. The main SWG work during upcoming period of few years will be organized through activities implemented in the following areas:

- Networking and capacity enhancement of SWG Member Institutions;
- Facilitating regional cooperation between other rural stakeholders in the SEE region;
- Implementing local community development known as **area based development approach (ABD) in the SEE region.**



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This cross-border local approach is considered to be an innovative approach enabling breakthrough in sustainable growth of rural cross-border regions in the WB countries. ABD is perceived as suitable for targeting defined geographical areas in cross-border regions in the Western Balkans, characterized by specific complex development problems. The approach as its core principles uses methodology, which is inclusive, participatory, and flexible and ensures integration and coherence. It is suitable in particular for areas where one or several of the following development situations are present: poverty gap, post-natural or human disasters, post-conflict environment and exclusion issues.

The SWG objectives are to contribute to sustainable economic growth of target regions “Drina- Tara” (cross-border region between BiH, SRB, MNE), “Prespa” (cross-border region between ALB and MK), “Sharra” (cross-border region between ALB, MK and KOS*), and “Drina – Sava” (cross-border region between BiH, HR, SRB) by strengthening the cooperation of public administrations and other public bodies, the private sector and NGO’s in the field of local development and regional cooperation by building-up local and regional cross-border capacities.

The organization promotes mutual understanding and cooperation among the stakeholders, regional ownership of the actions to be implemented in function to sustainable economic growth of the SEE cross-border regions. It creates framework conditions within the SWG as organization and the SWG member countries for implementation of the area based development approach and in that way contribute to the sustainable growth of the rural cross-border areas of the SEE region.

On behalf of the Regional Rural Development Standing Working Group, the SWG Head Office/ Secretariat as a managing and coordinative body will be responsible for the project implementation.

3. Specific situation

The aim of the engagement of the Regional Coordinator is to provide secretarial and technical assistance and support to the SWG Head office/Secretariat and the rural Stakeholder Groups in implementation of regional and technical activities in the field.

The Regional Coordinator will assist the SWG Head Office/Secretariat in the process of establishment of implementing structure for implementation of cross border local community development in the WB cross-border regions.

In addition, the Regional Coordinator will provide assistance in the process of cooperation and communication between the Stakeholder Groups of the pilot cross-border regions, Regional Offices and SWG Head Office/Secretariat.

4. Tasks of the Regional Coordinator

In particular, the tasks are the following:

1. Support the SWG Head Office/ Secretariat in undertaking, maintaining and facilitating contacts and dialogue to Stakeholder Group (SHG) of the pilot cross-border regions, local authorities and other interested parties in order to schedule meetings between the involved parties;



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2. Arrange national and regional meetings of the Stakeholder Groups, support the process of preparation of meeting programmes, ensure participation of key stakeholders, provide logistic support, support the preparation of meeting reports;
3. In cooperation with the Regional Staff and SWG Head Office/ Secretariat support the process of preparation of capacity building measures of the Stakeholder Groups, support performance of training need assessment, preparation of training programmes, ensure participation of key stakeholders, provide technical and logistic support etc.;
4. Assist in identification of relevant stakeholders (institutions, organizations, donors, individuals etc.) to be further involved in the activities of the SHG and the preparation for implementation of the cross-border local community development approach in Western Balkans;
5. Support the development of communication lines along with the SHG representatives to ensure full transparency and involvement;
6. Support the establishment of an adequate platform for informing all potential stakeholders in the area about SHG meetings and the activities of the SHG, including the strategies and established project pipeline and the results of the meetings. *As a general rule all persons with a legitimate interest in the activities should be involved;*
7. Provide written translation of documents and oral translation during the meetings;
8. Assume overall responsibility for administrative matters and maintenance of project files and records;
9. Assist in distribution of promotional materials;
10. Provide other support to SWG project staff in the implementation of their tasks for the achievement of project results.

5. Reporting and outputs

The Regional Coordinator is responsible to the SWG Secretary General Mr. Boban Ilic, the SWG Head of Operations Ms. Katerina Kolemishavska.

The Regional Coordinator will deliver:

- Monthly technical reports on the performed activities.

The Technical reports should be prepared in English language.

The following **outputs** are foreseen for the Regional coordinator within this ToR:

- Meetings conclusions;
- Documents, project proposals and other documents which are result of the SHG and WG meetings;
- Technical reports on the performed activities.

6. Place of assignment

The place of assignment of the Regional Coordinator **will be the regional cross-border regions of SWG and the set Regional Offices.**



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7. Timeframe

The Regional Coordinator will be engaged for the period of 4 months with possible extension of the Contract.

8. Reimbursement

For the performance of services the Regional Coordinator will be remunerated on a monthly basis.

Total remuneration (in letters): to be negotiated.

All taxes and levies that may arise from the engagement of the Regional Coordinator are in full responsibility of the Regional Coordinator.

All costs incurred in connection with the performance of the services are deemed settled herewith.

The payment of the agreed remuneration shall be effected upon submission of invoices by the Regional Coordinator.

For the official trips in the country of residence and abroad the Regional Coordinator will be entitled for reimbursements according to the SWG Operational Manual for Financial Management, Procurement and Contracting.

The travel costs for official trips will be covered according to the SWG Operational Manual for Financial Management, Procurement and Contracting.

9. Payments

Payment of the remuneration agreed in Section 8 shall be effected following the performance of services, submission of outputs, acceptance of services performed and invoicing in 2 installments payment.