



TERMS OF REFERENCE

for engaging Expert/s for preparing baseline data survey to determine the baseline data of the Technical assistance for the cross-border cooperation programme Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II) indicators

Position title:	Expert for baseline data survey to determine the baseline data of the Technical assistance
Place of the activities	North Macedonia and Albania
Project	Technical assistance for the cross-border cooperation programme Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II)
Organisation	IPA CBC Programme North Macedonia-Albania 2014-2020
Financing	Grant Contract
Budget line	
Duration	Up to 15 days during the project duration
Start date	08 th of January 2021
Deadline for Application	22 th of January 2021

1. Background

The Cross-border Cooperation (CBC) Programme North Macedonia - Albania 2014-2020 funded by the European Union, was adopted by the European Commission (EC) on 11/12/2014. This CBC programme aims at providing assistance for CBC operations in three thematic priorities: (i) encouraging tourism, culture and natural heritage; (ii) enhancing competitiveness, business, trade and investment; and (iii) protecting environment, promoting climate change adaptation and mitigation, risk prevention and management. Besides the above thematic priorities, this programme includes a specific budget allocation for TA operations aiming—at supporting the implementation of the entire programme.

The action support to the implementation of the CBC programme North Macedonia and Albania through the Technical Assistance (TA) of this programme, is a joint effort of the two Operating

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Ministry of Local Self Government



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Structures, the Ministry of Local self Government (MoLSG) in North Macedonia and the Ministry for Europe and Foreign Affairs (MEFA) in Albania. This TA will ensure sound Programme management throughout its entire lifecycle and capacity development of relevant Programme stakeholders.

In order to ensure that the possible impact of a Technical assistance for the cross-border cooperation programme Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II) (Technical assistance) is captured as well as to meet the requirements of the Guidelines of this Technical assistance, baseline data of this project indicators should be determined in order to be possible to know the impact of a Technical assistance.

To determine the baseline data of the project indicators, a baseline data survey will be carried out that could include activity/expert. The technical assistance indicators are already identified and will help in the designing of the questionnaire and also in determining evaluation indicators. These project indicators could also dictate the type of data to collect and how the analysis of the data will be done.

Through its results, a baseline serves as a benchmark for all future activities, where project managers can refer to for the purposes of making project management decisions.

Interested experts, having expertise in preparing baseline data survey that determines the baseline data of the project indicators who satisfying the requested conditions of this ToR, should submit an offer.

2. Purpose of the service

The selected expert/s will have to define the baseline of the already established indicators through conducting a survey in order to collect and analyze relevant statistics by which will refine or amend the baseline data of the operation indicators of the Technical assistance. The candidates can see the logical framework (log frame) indicators on the following link: [Log frame matrix revised](#).

3. Scope of services

The selected expert/s shall realize on the desk research and on the field visits research. The experts will design the questionnaire for all the relevant institutions and determined evaluation of indicators as well. During the field visits Expert/s will visit / interview the representatives of various institutions, grant beneficiaries and potential applicants as well the representatives of the OSs, DEU in MK and JTS representatives if needed.

4 . Outputs:

In the end of the assignment the expert/s shall produce and baseline data survey that determines the baseline data of the Technical assistance indicators.



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5. Contracting Authority and its role

The Contracting Authority will be the Ministry of Local Self Government (MoLSG) in the Republic of North Macedonia and it will be financed under TA Grant Contract for the CBC Programme 2014 - 2020. It will have:

- a) To share relevant information available related to the Technical assistance;
- b) To review the survey submitted by the expert/s;
- c) To arrange timely release of fees (payment) to the Expert.

MoLSG will closely cooperate with Albanian MEFA of the above mentioned issues.

It is advisable that both Ministries organize a joint meeting with the expert before the beginning of the assignment.

6. Expert Profile and qualifications

The CBC programme North Macedonia – Albania invites expert/s having expertise in the related field satisfying the following said conditions.

The experts should have the following educational and professional qualifications:

- 6.1 Senior professional level with a minimum of three years' experience in preparing baseline data survey that determines the baseline data of the projects indicators. (max 30 points);
- 6.2 Recognized degree in related fields; (20 max points);
- 6.3 Strong research skills, combined with superior communication and interpersonal skills (max 10 points);
- 6.4 Relevant experience in working for governments and/or international organizations on consultancy assignments, especially in strategic planning and project implementation (max 10 points);
- 6.5 Strong English skills, both in written and oral format; (max 10 points);
- 6.6 Only the pre-selected candidates will be interviewed.

General Competencies

- Ability to work in a team in a multi-cultural environment;
- Ability to multi-task and work irregular and long hours; and
- Flexibility to travel as required (if applicable).



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The experts will work under the direct supervision of the Operating Structures of this IPA CBC programme: MoLSG – North Macedonia and MEFA – Albania.

7. Engagement Period and location:

The expert/s for preparing baseline data survey that determines the baseline data of the Technical assistance indicators shall discharge their duties for a maximum of 10 days within of contract duration.

The assignment will be coordinated from OSs from Skopje and Tirana.

8. Deliverables/Outputs

The expert/s for preparing baseline data survey of the Technical assistance indicators shall, from time to time, provide outputs related to the proposed to the key duties and responsibilities.

9. Reporting

Formally, the expert/s for preparing baseline data survey that determines the baseline data of the Technical assistance indicators has to submit a baseline data survey to the Contracting authority and to the Albanian MEFA.

10. Language of the Specific Contract

Proposals, correspondence and documents relating to the deliverables should be submitted in the official programme language which is English.

11. Remuneration

For the execution of the tasks defined by this ToR, the expert/s will be hired to discharge his or her duties – preparing of baseline data survey that determines the baseline data of the Technical assistance indicators for a maximum of 1800,00 EUR.

Travel and accommodation costs pertaining to meetings to be attended and the field work are included in the aforementioned amount.

The payments will be made on an output delivery basis, upon submission of outputs defined in point above, subject to clearance of the OSs.

12. Evaluation Criteria

The maximum number of points is 100. The points will be distributed by the following criteria:



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80 points for profile and qualification from point 7 (6.1, 6.2, 6.3, 6.4 and 6.5) and 20 points for price from point number 11.

The points for price will be got according to following formula: $(\text{lowest price}) \times (20) / (\text{priced offered})$.

12. Confidentiality

The selected baseline data survey that determines the baseline data of the Technical assistance indicators shall not disclose to third party any news or information relating to the project on which it is working during the period of assignment period and thereafter, without prior written consent of CA or as required by the terms of or for execution of this assignment. In this case, the CA shall consult beforehand the Albanian MEFA.

13. Termination

The contract can be terminated by either side on giving a Notice period of 20 (twenty) days. During the Notice Period, both parties shall carry out their work conscientiously. At the end of the Notice Period, the Expert shall hand over all documents and relevant updates to the CA.

14. Submission

The expert /s for baseline data survey that determines the baseline data of the Technical assistance indicators shall submit its proposal separately for this assignment latest by **22th January 2021**

The contract will be awarded to the Expert based on the evaluation criteria.

A detailed technical and financial offer along with CV of experts should reach the following address by **22.01.2021 – 23:59 o'clock**.

Ss Cyril and Methodius, 54, Skopje, 1000

Republic of North Macedonia

Tel: +389 (2) 3253921

Fax: +389 (2) 3253920

Email: info@mls.gov.mk

The last date of submission of the offer is **22.01.2021**. Offers shall be submitted in a sealed cover by post mail/courier to reach the above mentioned address before the prescribed date.

The selection of successful candidate will be made jointly by MoLSG and MEFA.



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Note

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



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Logical framework and activity matrix¹

The logical framework (logframe) matrix should evolve during the action (i.e. the project’s) lifetime: new lines can be added for listing new activities as well as new columns for intermediary targets (milestones) when it is relevant and values will be regularly updated in the column foreseen for reporting purposes (see ‘Current value’, to be included in interim and final reports)². **The term “results” includes: overall objective (impact), specific objective (outcome), other outcomes and outputs.** The logframe can be revised as necessary (in line with the provisions defined in Article 9.4 of the general conditions).

In order to determine the baseline data indicators of the TA grant project, on the beginning of the TA grant project implementation will be carried out survey for baseline indicators.

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
Impact (Overall objective)	To support the national authorities in ensuring the efficient setup and management of CBC programme.	Increase in the average rate of population of the programme area that are aware of the cross-border cooperation opportunities Percentage of population in the programme area having direct or indirect benefits as a result of the operation undertaken	TBD TBD	10% 50%		Special survey Final project report using the individual reports from the grants under the calls	Not applicable

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
<p>Outcome(s) (Specific objective(s))</p> <p>Outcome(s) (Specific objective(s))</p>	<p>1. To ensure the efficient, effective, transparent and timely implementation of the CBC programme</p>	Average share of beneficiaries satisfied with the programme implementation support.	TBD	60%		Requires a regular and simple survey using a standard questionnaire with closed types of questions.	The grant beneficiaries take the satisfaction survey seriously and keep answering the questionnaire.
		Percentage of JMC decisions implemented in a timely manner (as prescribed in JMC minutes)	90%	100%		Follow-up reports on minutes of the JMC meetings	JMC members understand their role and take active part in the meetings of this body;
		Percentage of TAGC-related reports approved by the OSs and the CA	6	100%		Payments under the TAGC effected.	Staff from The JTS, JMC and OSs benefit from capacity building events;
		Percentage of expenditure reported under TAGC found eligible by the Contracting Authority	100%	100%		Evaluation reports, project and programme reports (AIR)	Staff from the OSs are available to discuss the progress of the programme implementation as well as its bottlenecks;
		Average increase in the number of proposals received within each consecutive call ³	96 in 2018	+45%		Evaluation reports, project and programme reports (AIR)	The fees of the JTS experts will not differ substantially from the same positions in other CBC programmes in the WB region;
		Average increase in the percentage of concept notes that would qualify for further assessment for each consecutive call (i.e. receiving a score of at least 30) ⁴					
		Number of concept notes received	96 (AIR 2017)	+10%			
		Number of concept notes that would qualify for further assessment	20 (AIR 2017)	+10%			
	Average increase in the share of full applications that receive a score of 70 or more points for each consecutive call ⁵					Fees of the JTS experts are regularly and timely paid	
	Number of full applications	20(AIR)			Evaluation reports, project and programme reports (AIR)	High attendance to the workshops for potential	

³ This indicator might not be achieved due to the policy of applying restrictive CfPs / strategic projects

⁴ This indicator might not be achieved due to the policy of applying restrictive CfPs / strategic projects

⁵ Information to be provided by the contracting authority

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
	2. To raise awareness of the programme amongst national, regional and local communities and, in general, the population in the eligible programme area	<p>received Number of full applications that receive a score of 70 or more points</p> <p>Increase in the number of visits to the programme websites.</p> <p>Increase in the number of people reached via social medias (posts /like</p> <p>Number of non-commissioned media reports related to the programme published</p> <p>No of people in the eligible area who have been reached by information campaign</p>	<p>2017)</p> <p>40 (AIR 2013)</p> <p>913 (AIR 2018)</p> <p>TBD</p> <p>TBD</p>	<p>+10%</p> <p>700</p> <p>2000 Posts 1000 Likes 500</p> <p>TBD</p> <p>TBD</p>		<p>Evaluation reports, project and programme reports (AIR)</p> <p>Requires a regular and simple survey using a standard questionnaire with closed types of questions.</p>	<p>applicants</p> <p>CfP rules that could impede the number of applications received are not changed in a negative way (e.g. limiting types of organisations that are allowed to be lead beneficiaries)</p> <p>The information and communication campaign has used all available means to reach a wide audience</p>
Outputs	<p>Provided technical and financial means necessary for the administrative and operational functioning of the OSs, JMC and JTS and antenna office</p> <p>Enhanced administrative support to the operating structures (OS) and the joint monitoring committee (JMC);</p> <p>Increased technical and</p>	<p>Number of JTS/antenna offices newly equipped and functional</p> <p>Number of events related to the programme management organised</p> <p>JMC meetings</p> <p>Technical meetings including staffers of OSs and the JTS</p> <p>Coordination meetings including staffers of OSs and the JTS</p> <p>Joint Task Force meetings</p> <p>Joint Task Force public events</p>		<p>2</p> <p>6</p> <p>6</p> <p>6</p> <p>4</p> <p>4</p>		<p>Project reports, annual and final implementation reports,</p>	<p>OSs, JMC and JTS benefit from capacity building events; Staff from the OSs are available to discuss the progress of the programme implementation as well as its bottlenecks; JMC members understand their role and take active part in the meetings of this body; The fees of the JTS experts will not differ substantially from the same positions in other CBC programmes in the</p>

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
	administrative capacity for programme management and implementation;	Info sessions 3 rd CfP Number of capacity building events attended Trainings abroad ETC events Exchange of staff Number of procurement procedures, including tender dossiers, conducted in relation to the implementation of the TAGC Number of external programme evaluations, monitoring or audit missions supported		6 6 2 2 8 1 mid-term evaluation of CBC programme			WB region; Fees of the JTS experts are regularly and timely paid
	Ensured capacity building of the main stakeholders, i.e the OSs, the JMC, the JTS and the potential applicants and the grant beneficiaries and other stakeholders.	Number of capacity building events held in benefit of potential applicants, grant beneficiaries and programme structures' employees (disaggregated by type of event and by type of participants) Info sessions for potential applicants Partner search for a for potential applicants Workshops for potential applicants Regular CfPs Trainings for unsuccessful applicants Trainings for grant beneficiaries		6 2 2 2 5		Evaluation reports, project and programme reports (AIR)	High attendance of potential applicants to the workshops, info sessions. New potential applicants have been encouraged to submit applications; High interest of the GBs regarding the TA activities focused to enhanced their capacity for projects implementation

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
		Round tables for grant beneficiaries Number of participants in capacity building events organized (to be disaggregated by type of participant and gender) Info sessions for potential applicants Partner search for a for potential applicants Workshops for potential applicants <u>under 3rd CfP</u> Regular CfPs Trainings for unsuccessful applicants Trainings for grant beneficiaries Round tables for grant beneficiaries Number of project monitoring missions implemented Number of project risk assessment analysis prepared Number of queries of the grant beneficiaries resolved Number of project evaluation procedures supported		3 150 60 40 40 100 25 6 25 2			
	To raise awareness of the programme amongst national, regional and local communities and, in general, the population in the	Number of communication action plans produced Number of promotional and visibility events organised		1			

	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
	eligible programme area.	Visibility events (ETCD)		3			
	Guaranteed visibility and publicity of the CBC programmes and their outcomes.	Press conferences		5			
	Enhanced necessary capacity for increasing visibility and publicity of the CBC programme and its outcomes.	Promotional events on the capitalization		2			
		TV/radio broadcasts		3		Project reports, annual and final implementation reports,	The information and communication campaign has used all available means to reach a wide audience
		Press Visits with high officials		2			
		Branding of busses		5			
		<u>Number of events regarding the COVID 19</u>		2			
		Number of people participating in promotional and visibility events		300			
		Visibility events (ETCD)		230			
		Potential applicants		60			
		Grant beneficiaries		10			
		Programme structures' staffers		100			
		Press conferences		60			
		Potential applicants		10			
		Grant beneficiaries		10			
		Programme structures' staffers		60			
		Joint Task Force meetings					
		Joint Task Force public events		100			
		Potential applicants		60			

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	Result chain	Indicators	Baseline (value & reference year)	Target (value & reference in the year 2022)	Current Value* (reference year)	Sources and mean of verification	Assumptions
		Grant beneficiaries		10			
		Programme structures' staffs					
		Promotional events on the capitalization		100			
		Potential applicants		60			
		Grant beneficiaries		10			
		Programme structures' staffs		6 issues of programme newsletters			
		Number of publications produced and disseminated		1			
		Number of calls for research papers launched		15			
		Number of applications received under calls for research papers		700			
		Number of entries, including updates, made to the programme website		2000			
		Number of people reached via social medias (posts /likes)		Posts 1000 Likes 500			
				350			
		Number of entries made to the database of potential applicants		20			
		Number of advertisements published in media (disaggregated by type of advertisement and media)		2			

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Activity Matrix

<p><i>A1.1</i> Ensure the availability of JTS office accommodation (main office and antenna), its functioning and fully operational</p> <p><i>A1.2</i> Preparation of the annual work plan of the JTS;</p> <p><i>A1.3</i> Support the OSs to carry out the programme level monitoring;</p> <p><i>A1.4</i> Support the OSs for the management of the TA grant contract;</p> <p><i>A1.5</i> Organise and finance the JMC meetings of the programme;</p> <p><i>A1.6</i> Organise and finance the technical meetings of the Oss;</p> <p><i>A1.7</i> Participation of Oss and JTS on regional events (CBC Consultative Forums).</p> <p><i>A1.7.1</i> Participation of OS and JTS staffers in capacity building seminars/workshops abroad;</p> <p><i>A1.7.2</i> Participation of OSs and JTS staffers in special event in broad;</p> <p><i>A1.8</i> Provision of equipment of both offices of JTS and Antenna;</p> <p><i>A1.9</i> Carry out control of the quality of data provided by the grant beneficiaries;</p> <p><i>A1.10</i> Ensure administrative and logistic support to JMC and OSs with regard to the revision of the 2014-2020 IPA II CBC programme document;</p> <p><i>A1.11</i> Help OSs with the development of strategic projects;</p> <p><i>A1.12</i> Provide background data and arrange meetings for the auditors of the programme;</p> <p><i>A1.13</i> Provide background data and arrange meetings for the contractor in charge of carrying out the mid-term evaluation of the CBC programme;</p> <p><i>A1.14</i> Ensure administrative and logistic support to the meetings of the joint task force (JTF) for preparation of the 2021-2027 IPA III CBC programme document;</p> <p><i>A1.15</i> Collect field data for the situation and SWOT analysis that have to serve the OSs and the JTF for the preparation of the 2021-2027 IPA III CBC programme document;</p> <p><i>A2.1</i> Support the contracting authority of the programme on the publicity and information activities related to calls for proposals;</p> <p><i>A2.2</i> Encourage and guide potential applicants to establish partnerships by special events or IT tools;</p> <p><i>A2.3</i> Assist potential applicants <u>under the 3rd Cfp</u> in improving the quality of their applications;</p> <p><i>A2.4</i> Finance the participation of observers in the</p>	<p>Means:</p> <ul style="list-style-type: none"> - Personnel: JTS (Antenna) Staff, Oss staff, JMC members - Travel and per diems for missions furniture - Provision of vehicles for JTS (Antenna) and office need various equipment. - Insurance, registration, maintenance and fuel necessary for one vehicles - Office accommodation, utilities and stationery; - Hiring short term experts and interns - Meetings, field visits, surveys and events; - Subcontracted programme activities; - Communications and visibility activities and dissemination of results and outputs. <p>Costs:</p> <p>Subtotal Human Resources : 232.200,00</p> <p>Subtotal Travel: 25.500,00</p> <p>Subtotal Equipment and supplies: 47.000,00</p> <p>Subtotal Local office: 44.520,00</p> <p>Subtotal Other costs, services: 151.370,00</p> <p>Indirect costs: 410,00</p> <p>Provision for contingency reserve: 9.000,00</p> <hr/> <p>Total accepted costs of the Action: 510.000,00</p>	
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<p>meetings of the evaluation committees;</p> <p>A2.5 Capacity building for unsuccessful applicants;</p> <p>A2.6 Conduct operations level monitoring and report on the monitoring findings to the OSs and the Contracting Authority;</p> <p>A2.7 Finance the provision of external expertise (if needed and justified) that could assist the OSs and the JTS to improve the performance of the Programme and its mandate;</p> <p>A2.8 Capacity building activities for grant beneficiaries in order to improve the quality of implementation of the CBC operations;</p> <p>A2.8.1 Answering queries from the interested potential applicants, and other programme stakeholders or using IT tools;</p> <p>A2.8.2 Helpdesk for grant beneficiaries;</p> <p>A3.1 Preparation, implementation and regular revision of the <i>visibility and communication plan</i>;</p> <p>A3.2 Organisation of promotional visibility <i>events such as</i>:</p> <ul style="list-style-type: none">- A3.2.1 Signing ceremonies;- A3.2.2 Information campaigns related to events, visits, launching of calls-A3.2.3 Audio-visual materials- A3.2.4 Visibility events in the frame of the celebration of the European Cooperation Day (one per each country) targeted to the general public and enhancing visibility;- A3.2.5 Press conferences targeted to the general public and enhancing visibility;-A3.2.5 Press conferences targeted to the general public and enhancing visibility- A3.2.6 TV/radio broadcasts targeted to the general public and enhancing visibility- A3.2.7 Press Visits with high officials from the OSs / EUDs- A3.2.8 Branding of busses with EU visibility and logo of the CBC programme- <p>A3.3 Production, publication and distribution of <i>promotional materials (publicity items)</i>:</p> <ul style="list-style-type: none">- A3.3.1 Leaflets for the programme & adverts for calls for proposals;- A3.3.2 Brochures for the programme;- A3.3.3 Posters of the programme;- A3.3.4 Publishing periodically the		
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<p>newsletter of the programme;</p> <ul style="list-style-type: none">- A3.3.5 Banners of the programme;- A3.3.6 Other promotional items/materials: notepads; pens; folders; maps; USB; display panel; stickers for equipment; umbrellas; business cards, letter head; caps; T-shirt; EU-MK-AL flags; women's & men's casual jacket; fabric bag; mug; thermos; bottle; laptop bag; agenda organizer; set of colour markers; etc. <p>A3.4 <i>Website</i> page maintenance (updating and upgrading of the programme website) targeted to the general public, <i>potential beneficiaries</i> and enhancing visibility;</p> <p>A3.5 Contribute to the <i>capitalisation of programme results</i> and knowledge sharing on lessons learnt and best case studies).</p> <p>A3.6 Social media</p> <p>A3.7 Handling <i>media</i> enquiries;</p> <p>A3.8 Keeping a <i>database</i> of contacts and circulate information to them;</p> <p>A3.9 <i>Activities with stakeholders</i> which are aiming to increase the CBC impact and visibility (such as joint school/student/university research papers, eco patrols, paintings etc)</p> <ul style="list-style-type: none">- A3.9.1 Lunching of the call for students research papers within universities on the CBC target area titled "EU-funded prize for CBC research papers for the projects implemented under IPA I CBC MK-AL 2007-2013";- A3.9.2 Internship for students or young professionals to the JTS and Antennae offices. <p>A.3.10 Help for institutions / communities and vulnerable groups regarding the COVID 19</p>		
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