



INOVA

AGENCY FOR INNOVATION, SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENT AND ENTREPRENEURSHIP OF THE REPUBLIC OF NORTH MACEDONIA

Република Северна Македонија
Republika e Maqedonisëse Veriut
Агенција за иновации, научно-технолошки
развој и претприемништво **ИНОВА** Скопје
Agjencia e inovacionit zhvillimit shkencor-
teknologjik dhe sipërmarrjes **INOVA** Shkup

Број / Numër 09-1729/1

Датум / Data 10.07.2026 год./viti.

Terms of Reference

**For engagement of the Project Implementation Team member – Office Manager
(Greening Business Facility - Grant Scheme)**

Ref. IPA/2021/PC-25553

CONTRACTING AUTHORITY

Agency for Innovation, Scientific and Technological Development and Entrepreneurship (INOVA)

BACKGROUND

The Republic of North Macedonia is progressing toward the European Union (EU) accession and alignment with the European Green Deal and the Green Agenda for the Western Balkans, yet faces persistent structural and environmental challenges. The economy remains energy-intensive and dependent on imported fossil fuels, with outdated industrial processes and limited uptake of renewable energy and circular economy practices. These constraints hinder competitiveness, innovation, and progress toward the national commitments on decarbonization and sustainable growth.

The proposed Greening Business Facility (GBF) grant scheme builds on several analytical and policy foundations, including the OECD Roadmap toward a Circular Economy for North Macedonia (2024), the National Small and Medium Enterprise (SME) Strategy (2025-2030), Smart Specialization Strategy (2024-2027) and the Green Agenda for the Western Balkans. Within these policy frameworks the need for a dedicated financial and technical mechanism to de-risk private investment, mobilize EU and international funding, and strengthen institutional capacity for green transition are identified.

The GBF is therefore designed as a targeted response to these challenges—creating an enabling environment where businesses can adopt cleaner technologies, enhance resource efficiency, and contribute to a resilient, low-carbon economy aligned with EU standards.

PURPOSE

By implementing this action, the project activities will support the country's efforts in achieving the goals set in the Green Agenda of Western Balkans. This will be done by supporting investments in private companies toward environmentally sustainable practices. The implementation of the action tackles the issued identified in the Green Agenda document. This action also contributes to achieving the goals and objectives set in other national policies related to setting up green business practices, waste treatment, smart use of energy, reducing pollution, etc.

In order to contribute to the achievement of this objective, the action supports the establishment of the GBF that represents an investment vehicle used to encourage SMEs to intensive adoption of environmentally sustainable practices in their operation and thus reduce their carbon footprint and reduce use of natural resources.





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OBJECTIVE

The overall objective of this action is to support the Republic of North Macedonia to achieve of the climate neutral goals set in the Green Agenda of Western Balkans by supporting investments in private companies toward environmentally sustainable practices.

The specific objective of this action is to operate a special “Greening Business” facility as an investment vehicle to encourage SMEs to intensive adoption of environmentally sustainable practices in their operation and thus reduce their carbon footprint and reduce use of natural resources

EXPECTED OUTPUTS/RESULTS

The following outputs and results are expected to be implemented during the implementation of the project:

- At least 300 supported companies benefiting from the Greening Business grant scheme (financial instruments)
- 8 mil EUR financial leverage (mobilised private investments for the supported initiatives)
- At least 180 supported companies in implementing at least one EU/international standard
- At least 700 new, preferably green jobs to be created
- Reduce the use of natural resources by 20%
- Increase by 10% turnover of supported companies

LOCATION FOR EXECUTION OF THE SERVICES

This assignment requires 100% office work, which means that Office Manager will have to be present in the Contracting Authority's (CA) premises, while implementing the assignment. The CA will be responsible for securing office space and necessary working equipment.

The CA shall provide the Office Manager with any existing information and documentation at its disposal which may be relevant to the performance of the contract.

COMMENCEMENT DATE & PERIOD OF IMPLEMENTATION

The intended commencement of services is 1 August 2026 and the period of implementation is 42 months. During this period, the Office Manager is expected to show estimated level of effort equivalent to 8 hours per day or 160 hours monthly.

SCOPE OF THE ACTIVITY

In order to carry out the assignment, the Office Manager is required to conduct the following activities:

- Ensure an efficient day-to-day operation of the project office.
- Organize office systems, filing, and document management (electronic and hard copy)
- Maintain project correspondence, records, and administrative documentation
- Provide administrative support to the Team Leader and other project implementation unit members
- Prepare official correspondence, letters, meeting invitations, and administrative reports.
- Organize project calendars, appointments, and internal schedules.



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- Organize project meetings, workshops, trainings, conferences, and visibility events
- Prepare agendas, participant lists, attendance sheets, meeting materials, and minutes.
- Assist with the preparation of administrative and financial documentation.
- Collect and organize invoices, receipts, and supporting documents.
- Support budget monitoring and expenditure tracking.
- Maintain project documentation required for audits and EU verification.
- Ensure proper archiving of project deliverables and supporting evidence.
- Track deadlines for reports, deliverables, and contractual obligations.
- Ensure administrative procedures comply with EU contractual requirements and project manuals.
- Maintain confidentiality of project information and personal data in accordance with GDPR and applicable regulations.
- Support preparation for audits, monitoring missions, and evaluations.
- Support effective communication and teamwork within the project.
- Perform other administrative and operational tasks necessary for successful project implementation.

KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES

The candidates must fulfill the following criteria:

- University degree in business administration, management, economics, public administration, or a related field.
 - Professional experience in office management or project administration will be considered as an asset.
 - Excellent organizational, communication, and multitasking skills.
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and online collaboration tools.
 - Ability to work independently, meet deadlines, and maintain confidentiality
 - Excellent Knowledge of English and Macedonian languages.
- Ability to interact, establish and maintain effective working relations in a culturally diverse team;

REPORTING

The Office Manager will report to the project Team Leader and the Director of the CA.

PERFORMANCE EVALUATION

Performance will be evaluated based on the quality and timeliness of deliverables, effectiveness of team coordination, and achievement of project objectives.





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PAYMENT TERMS

Payment will be made in accordance with the contract.

CONFIDENTIALITY

The Office Manager shall maintain confidentiality of all project related information and documents during and 2 years after the assignment.

Director

Daniela Dimovska



Prepared: Igor Nikoloski
Controlled: Larisa Kitanov Acevska
Approved: Aleksandra Civlacki



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SCIENTIFIC AND TECHNOLOGICAL
DEVELOPMENT AND
ENTREPRENEURSHIP

Quay Dimitar Vlahov, nr. 4,
1000, Skopje - R.N. Macedonia
+386 2 3120 1341 - inova.gov.mk | inova@nova.gov.mk