



REPUBLIKA E SHQIPËRISË

MINISTRIA E INFRASTRUKTURËS DHE ENERGJISË
AGJENCIA KOMBËTARE E PLANIFIKIMIT TË TERRITORIT

Terms of Reference, duties and responsibilities for a Financial Officer ARSINOE project, European Green Deal- Horizon 2020 Framework Programme

General description of the Project

ARSINOE project - Climate-resilient regions through systemic solutions and innovations is approved and signed by the European Commission on September 2021, has started October 2021 and is a four-year project.

Systems Innovation Approach (SIA) addresses the growing complexity, interdependencies and interconnectedness of modern societies and economies, focusing on the functions of the cross-sectoral system as a whole and on the variety of actors. The Climate Innovation Window (CIW) is the EU reference innovations marketplace for climate adaptation technologies. ARSINOE shapes the pathways to resilience by bringing together SIA and CIW, to build an ecosystem for climate change adaptation solutions. Within the ARSINOE ecosystem, pathways to solutions are co-created and co-designed by stakeholders, who can then select either existing CIW technologies, or technologies by new providers (or a combination) to form an innovation package.

Systems Innovation Approach (SIA) addresses the developing complexity, interdependencies and interconnectedness of contemporary societies and economies, covering the functions of the cross-sectoral system as a whole and the respective variety of stakeholders. The Climate Innovation Window (CIW) refers to the European Union's innovations marketplace for climate adaptation technologies.

ARSINOE project, starting from 1 October 2021 and for the next four years will develop a methodological framework for the combination of SIA with the CIW to create an ecosystem under a three-tier approach: (a) integration of multi-faceted technological, digital, business, governance and environmental aspects with social innovation for the development of adaptation pathways to climate change, so as to meet EU Green Deal targets for specific regions; (b) linkage with CIW to form innovation packages by matching innovators with end-users/regions; (c) fostering the ecosystem sustainability and growth with cross-fertilization and replication across scales, at European level and beyond, using appropriate business models and exploitation-outreach actions.

Nine regions case-study across Europe will demonstrate the ARSINOE three-tier approach as a proof-of-concept with regards to its applicability, replicability, potential and efficacy. These are: (i) Athens metropolitan area (EL), (ii) Mediterranean ports including Port of Piraeus (EL), Limassol (CY) and Valencia (ES), (iii) Main river in Germany (DE), (iv) transboundary Ochrid/Prespa lakes (MK, AL, EL), (v) Canary Islands (ES), (vi) transboundary Black Sea including Romania, Bulgaria and Turkey (RO, BG and TR), (vii) Southern Denmark (DK), (viii) Torbay and Devon county (UK) and (ix) the Mediterranean island Sardinia (IT).

Project leader of the project is PANEPITIMIO THESSALIAS (UTH) University of Thessaly, Greece. The project has 41 partners from different countries of Europe such as Netherlands, Denmark, United Kingdom, France, Germany, Italy, Spain, Turkey, Romania, North Macedonia. Most of them are universities, research institutions, academic institutes, small and medium-sized enterprises (SMEs), as well as state institutions.

The project is organized in will be developed in 8 working packages WP, which will extend over a period of 4 years. The amount allocated by the EU for the project will be distributed to all partners based on the volume of work performed by each of them.

AKPT/NTPA (National Territorial Planning Agency of Albania) will give its contribution and will be included in WP (working package) 1, 5, 6 (case study Ohrid/Prespa (CS4)),7 and 8 (4 years' period).

A brief explanation for each of the working package where AKPT is involved:

WP 1 is the management project. This package is the general management package where is about supporting the coordinator within the request coming from the European commission, preparing the delivery and the ethics and procurements procedure;

WP 5 is the package linked with the portfolio of the innovations and support scheme in preparing the open calls for innovation, respective for the case study, launching the call, stocktaking the appropriate innovation for the case study Ohrid/Prespa, updating the climate innovation windows.

WP 6 is the coordination and implementation package of the case study. AKPT is in a transboundary case study together with Greece and Macedonia, responsible for implementation for the system innovation approach and the resilience framework in CS4.

WP 7 financial issues and financial instrument, is a working package where AKPT has the role of supporting the coordinator and the partners for the co-creation of the pathways of founding requirements and co-development of the portfolios of founding schemes.

WP 8 is the working package for the impact maximization, dissemination, communication. AKPT is responsible for widening the information of the project, preparing communication channels and disseminate the timeline and the results of the project.

Financial Officer duties and responsibilities

The Financial Officer will report to the General Director of NTPA and the financial leader/coordinator of the project where we are partner, also to the General Coordinator of the project, in real time on all matters arising during the implementation of the project based on explanations and action plan of the project.

Financial officer duties include, but are not necessarily limited to:

- Developing, review the project budget, estimate and specify the financial items in line with the EU regulations and national legislation;
- Preparing internal reporting according the coordinator timeline and template, also preparing the financial report for the EU portal;
- Coordinates and support the Team Leader during external and internal audit implementation;
- Review completeness of supporting documents;
- Data entry and records of financial expenses;
- Based in EU policies, drafts the procurement plan timeline. Review procurement requests by the project managers and initiate procurement procedures for the project;
- Ensures all financial transactions have the appropriate and required supporting document in compliance Albanian Law, donor's policies and procedures, terms and conditions;
- In charge of the documents and supporting documents for the whole project implementation;
- Respond to project partners queries as and when required and provide guidance on financial matters/policies to project colleagues;
- The financial officer prepares and takes part in audits and expenditure verification of the project;
- Estimate and evaluate the cost analyzed for the activities relevant for the project implementation;

Work Experience and qualifications

- University degree in finance, business administration or public administration.
- At least 5 years of relevant experience in administration and finance in the public or private sector.
- Ability to interpret and implement financial rules, regulations and procedures and explain them clearly
- and concisely;
- Ability to interpret administrative and personnel rules, regulations and procedures and explain them
- clearly and concisely. Experience in EU funds administrative procedures desirable;
- Understanding of Taxes, bank reconciliation, and bookkeeping.
- Intermediate knowledge's in Microsoft Office programs (Excel, Word, Powerpoint)
- Good writing and communication skills

