



REPUBLIKA E SHQIPËRISË

**MINISTRIA E INFRASTRUKTURËS DHE ENERGJISË
AGJENCIA KOMBËTARE E PLANIFIKIMIT TË TERRITORIT
PROJEKTI ARSINOE-HORIZON2020**

**Terms of Reference, duties and responsibilities for a Project Manager
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 Ohrid/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 PANEPISTIMIO 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 (The period of the project according to the grant is 2021-2025).

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.

Project Manager duties and responsibilities

The Project Manager will report to the General Director of NTPA and the leader of each WP 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.

Coordination of project activities in time and with efficiency as well as their close monitoring, ensuring that all project activities are planned and implemented on optimal technical and financial basis.

Project coordinator duties include, but are not necessarily limited to:

- The implementation of project activities at the national, regional and local level, as requested in the project reference documents (Grand Agreement, Project Handbook, communication with the coordinator);
- Preparing progress reports on technical activities in collaboration with the technical staff;
- Supervision of financial control, technical and financial reporting to senior partner;
- Preparing progress reports on financial activities in collaboration with the technical staff;
- Active participation in all meetings of the project after approval by the General Director;
- Communication with all parties involved in project implementation;
- Contracting and coordinating project local staff after approval;
- Coordination of interaction between Albanian experts and foreign partners;

- Organizing technical and dissemination activities related with the project topics;
- Monitoring on site the case study development and identifying the needs, activities foreseen in the grant, implementation of the innovation on site;
- Continues communication with the innovator selected by the Innovation Bazaar Open tender in 2023;
- Check of quality of project operational procedures;
- Acting as contact point with state and private institutions that can assist the project;
- Close monitoring of project activities.

Work Experience and qualifications

- A postgraduate degree in Environmental field, Business Administration, Spatial Planning or any related fields;
- Minimum 5 years of experience in similar position in European funded projects;
- Familiar with Climate Change issues and innovation and technology;
- Familiarity with basic international environmental laws and Plans/Strategies related to Climate Change
- desired;
- Policy and institutional knowledge in the Climate Change sector;
- Knowledge on the international experiences and best practices as well as knowledge on implementation of climate change adaptation measures in the country;
- Excellent oral and written communication skills in English;
- Interdisciplinary team management experience required;
- Excellent organizations and analytical skills required;
- Self-motivated and directed with strong analytical skills required;
- Ability to work under pressure with several tasks and various deadlines required;
- Actively generates creative, practical approaches and solutions to overcome challenging situations required;
- Uses Information Technology effectively as a tool and resource required;
- Have good communication skills and experience in coordinating project activities required.

