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TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

- **Beneficiary country**

Republic of Macedonia

- **Contracting Authority**

Rural Development Network of the Republic of Macedonia, (RDN of RM), ul. "Kosta Veselinov" br. 3a, 1000 Skopje, Macedonia.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

- **Overall objective**

Strengthen the voice of civil society to make them strong partners in EU integration reforms of Macedonia, through effective engagement of rural youth and their respective CSO's.

Specific objective 1: Improve capacity of youth CSOs and rural youth for the creation and implementation of public policies through structural dialogue with decision-makers.

Specific objective 2: Strengthen capacities of rural youth making them more competitive on the labour market.

- **Purpose**

The purpose of this contract is to ensure stable, continuous and professionalized management of web administration and web maintenance according to the specific needs of the project *Rural youth assisting Macedonia in EU integration* with commitment of managerial and organizational resources, continuous maintenance and updating a web tab according to the activities previewed in the project.

3. DUITES AND RESPONSABILITES

- **General**

Description of the assignment:

The person who will be responsible for web administration related to project activities will perform following duties, but not limited to:

- **Creation of new section for the project purposes within the existing website of RDN of the RM;**
- **Regularly maintaining and updating the information on the website regarding the project activities and rural youth CSOs in 3 languages Macedonian, Albanian and English;**
- **Publish a tool-kit on the web tab;**
- **Publish regular information, reports and other data related to the project activities**

4. EXPECTED OUTPUTS AND DELIVERABLES:

The Web administrator will submit the deliverables listed below:

- **Maintained/updated separate web tab on the existing website of RDN;**

5. REQUIREMENTS

The Web administrator is expected to work for 15 (fifteen months).

5.1.1. Required qualifications and experiences

- Degree in Information technology, Graphic design, Development communications or equivalent;
- Experience with Content Management Systems;
- Understanding database architecture, software and database management systems, experience in Flash and related scripting;
- Strong problem solving skills;
- Excellent communication (oral and written) in English and Macedonian language, interpersonal, organizational and presentation skills
- Able to work independently, demonstrate initiative, take direction and collaborate well with project coordinator and project assistant;
- Good analytical skills
- At least three(3) years of work experience in web administration;
- Willingness to keep up-to-date with development in technology.
- **Special requirements**

NA.

Note: The present TOR may be adjusted and modified, without changing the overall objective and the scope of work, on the basis of consultations.