
TERMS OF REFERENCE

for Liaison Officer

1. Project Background

Project title: Innovative digital municipal solutions in Municipality of Tetovo.

Overall objective: Contribution to increased quality of living in Municipality of Tetovo through digitization of municipal services.

Specific objective: Application of ICT solution for improving urban & inspectors' municipal services.

Project Results:

- 1) Developed tailor-made ICT platform for urban & inspectors' municipal services in the Municipality of Tetovo;
- 2) Built capacity of municipal and related staff for using of the ICT platform;
- 3) Promoted application use of the ICT municipal platform; and
- 4) Advocated ICT municipal services' use by citizens and enterprises

This project is funded by the European Commission through the Delegation of the European Union in North Macedonia and implemented by Municipality of Tetovo and Albiz Foundation.

Location:

The project activities will take place in Municipality of Tetovo.

2. Implementing organization

The Foundation for Development of Education and Culture – Albiz as project partner of Municipality of Tetovo is one of the leading non-profit foundations based on social economy model, particularly aimed at assisting vulnerable groups. For the promotional part the co-applicant of the project Albiz Foundation will be responsible. Municipality will use all the channels of information to reach the targeted audience, and will support the co-applicant with their network and experience on promotional events. Albiz Foundation, as Co-Applicant to the Action, will be involved in the procurement of the software design architecture, and be responsible for the organization of the media campaigns and hackathon. It will also be responsible for dissemination of information on the Project, including vulnerable groups.

3. Purpose and Scope of Work

The purpose of the Call is selection of a LIAISON OFFICER, with part-time allocation (50%), who will be engaged in cross-sector cooperation. The Liaison Assistant should work on completing the tasks arising from the activities, and specifically for communication with EU municipalities, City of Skopje, communication with the business sector, non-governmental sector, other levels of government, organizing the training and capacity building sessions.

The intended start date and month is April 3, 2023 and the period of implementation of the contract will be for 20 months. The payment will be realised after delivery of Timesheet for the months the expert will be engaged in the project.

4. Specific objectives:

- Completing the tasks arising from the activities,
- Communication with EU municipalities, City of Skopje,
- Communication with the business sector, non-governmental sector, other levels of government,
- Organizing trainings and capacity building sessions.

Confidentiality of information:

The Liaison Assistant mission will follow the principles of confidentiality. All documents and data collected will be treated as confidential and used solely to facilitate the analysis.

All data and information provided is to be delivered to Albiz Foundation and Municipality of Tetovo, to be stored safely in line with policies in place. The collection and processing of data will be monitored, and the process supported/facilitated by Albiz Foundation and Municipality of Tetovo.

Intellectual Property Rights:

Albiz Foundation reserves all intellectual property rights in relation to the Liaison Assistant mission and all related documents and data. No copies of this economic plans or data shall be used, reproduced or shared with other parties without written authorization of Albiz Foundation.

5. Expert profile

The expert should have the following education, experience and skills:

5.1 Education:

- The expert should have a University Degree in Project Management or similar branch.

5.2 Experience:

- Minimum 5 years general professional experience in Project Management
- At least 3 years' experience in EU projects
- Extensive knowledge of PRAG regulations
- Fluency in written and oral English.

5.3 Functional Competencies:

- Excellent team player and communication skills
- Computer literacy in MS Office, particularly Excel and Word
- Has excellent writing skills

5.4 Language Requirements:

- Excellent English skills (written) is required

6. Required documents for application

- Reference list
- CV of expert

7. How to apply

CV and the required documentation should be sent before 30.03.2023 to the Contracting authority through official e-mail communication to: info@albiz.org.mk
