



National federation of farmers

Terms of Reference (TOR)

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External IT Expert for maintenances of the e-farm platform

Project "SUPPORT OF THE MARKET LINKAGES FOR RURAL POPULATION WITH STRONG ACCENT ON PEOPLE WITH DISABILITY, RURAL WOMEN AND OTHER VULNERABLE GROUPS"

Duration of project: 01.02.2023-01.02.2024

I. Background

National Federation of Farmers (NFF) represents the largest network of farmers and farmer's organizations in the country. It unites the effort of over 30 local farmers' organizations and cooperatives, representing the voice of more than 3.000 members and cooperating with almost all key players in the agriculture and agribusiness sector. It works under the common vision: *Profitable agriculture – stable village*, and the mission: *Organized farmer leader in the agricultural and rural development*.

In addition to the farmers, the agricultural associations and the agricultural cooperatives, NFF in its work pays special attention to strengthening and supporting vulnerable categories in rural areas, and gives larger support for young people, women and people with disabilities and their direct involvement in the agricultural development through decision-making and active action.

NFF puts its efforts in improving the life of the rural population by assisting and facilitating sustainable mechanisms through lobby and advocacy, information, education, business support, demonstration plots, study visits and other forms of know-how transfer and learning. NFF believes that only well trained, skilled and business oriented farmers can lead the rural community development in sustainable manner.

Organization maintains the strategic partnership with the academic and research community (faculties and institutes), extension service providers (NEA and private companies), other NGOs from Macedonia and from the region and partnership with state and foreign institutions and organizations.

NFF is implementing a range of projects focusing on agriculture and rural development in North Macedonia and actively cooperates with different international and donor organizations.

The **project: „Support of the market linkages for rural population with strong accent on people with disability, rural women and other vulnerable groups”** is supported by the Deutsche

Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH within project "Support to Economic Diversification of Rural Areas in Southeast Europe" (SEDRA II).

The objective of the project is to increase the market linkages for rural population with strong accent on disabled persons, rural women and other vulnerable groups, aiming at providing them with possibilities for creation of new or additional job opportunities, as well as possibilities to increase their income generation.

The project has three sub-objectives:

- sub-objective 1: Increase of skills for marketing and promotion within the local context in the rural municipalities for disabled, rural women and other vulnerable groups
- sub-objective 2: Improvement of business operation of the agro-food producers providing direct sales opportunities, shortening the supply chain, increase of the income/profit, access to new customers, creation of more competitive added value products, establishment of potential stable market linkages that could enable planned production in the future.
- sub – objective 3: Improving the performance of the NRDNs as key representatives of the needs of the rural communities at national level

The Expert

External IT Expert for maintenances of the e-farm platform will be upgraded and updated visually the platform, with new promotional stories, helping farmers for up-date their information and will be regularly maintained, which would lead into strengthening the online promotion and increased direct sales of products, produced by small farmers.

Farmers will be supported on a daily basis for registration and use of the e-platform. The person engaged for administration of the E-farm will help them for proper process of registration, attachment of photos, filling in the price lists and other issues related to the use of the platform. Reports on the project progress will be prepared regularly for the purposes of monitoring of the activities and the results by the E-farm administrator.

For successful implementation of this activity the expert will be hired for twenty (20) working days in the period March 2023 – February 2024.

The Expert **must know**:

- IT technology for effective management of e-platforms
- Knowledge of web servers, databases, and applications.
Ability to work independently, remotely as well in team environment
- Flexibility and ability to work under tight deadlines.
- Very good communication management skills
- Strong organizational, analytical and problem solving are required
- Good interpersonal and teamwork skills

The Expert must **have experience** in:

- web application/mobile system managing
- management of e-platforms

- database system design Familiar with Social Media applications
- Team working

The **obligations and responsibilities** of the consultants are:

- Maintain the e-platform for uploading photos, text editing and additional services.
- Database administration, updates, configuration and management in accordance
- Support the farmers on a daily basis for registration and use of the e-platform.
- Collaborate with IT expert for up-grating visualization of efarm.mk to discuss, analyze and solve issues Organazing workshop for NFF stuff for mantain efarm.mk
- Prepare the final report for the visibility of the platform

Timing: The expert will be engaged for a period of twenty (20) working days. External IT Expert for maintenances of the e-farm platform, the consultant is required to complete timesheet to identify time spent, as instructed by the NFF Project Manager and NFF Project Coordinator.

The ToR Calendar

Month	Activities
March 2023 – May2023	<ul style="list-style-type: none"> • Maintain the e-platform for uploading photos, text editing and additional services. • Database administration, updates, configuration and management in accordance • Support the farmers on a daily basis for registration and use of the e-platform. • Collaborate with IT expert for up-grating visualization of efarm.mk to discuss, analyze and solve issues • Organazing workshop for NFF stuff for mantain efarm.mk • Prepare the final report for the visibility of the platform

Application procedure:

Interested candidates should submit the following documents:

- Up to date CV clearly indicating previous working experience
- Financial offer expressed in MKD, gross per diem with personal tax included and a total gross amount with personal tax included for 20 working days

All documents should be submitted by email to the following emails at once angela.samardzik@nff.org.mk and nff@nff.org.mk by 16.03.2023 (Thursday)

Evaluation of the offers

Incomplete applications and/or applications received after the deadline will not be taken into consideration.

The offers will be evaluated on the following criteria:

Best value for money principle will be taken into account by using a weighted scoring method to evaluate the combination of **CV i.e previous experience (40%) and financial offer/proposal (60%)**

Payment

Payment will be made monthly and upon submission of all expected deliverables including timesheet. Once deliverables are submitted and approved by the NFF Project manager and Project Coordinator, the payment of the total contracted fee will be paid.