



# National Federation of farmers

Terms of Reference (TOR)

*National Federation of farmers*

*IT expert for the upgrade of the visualization of the e-farm platform*

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

**Duration: 01.02.2023 – 01.02.2024**

## Introduction

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 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 rural community development in a 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 a rural population with a 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, an increase of the income/profit, access to new customers, creation of more competitive added value products, the 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**

The **IT expert** will support the background administration and backup of the e-platform. This ToR specifies the role and responsibilities of the Expert that will implement the task.

IT expert will support the **improved, up-grading platform efarm.mk and make more visibly with new design.**

For successful Implementation of this activity the expert will be hired twenty (20) working days in the period April 2023 – July 2023.

The Expert **must know**:

- professional IT experience and maintain websites
- The specifics of web-hosting, cloud systems
- Knowledge for change necessary in the organization's website
- The operational use of the e-platform
- 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:

- at least 5 years of professional IT experience for up-grading of the visualization of the websites
- at least 5 years' experience of Web- hosting

- System administration experience
- Team working

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

- Up- grade of the efarm.mk
- Technical up-grade of the web/cloud space within the MKHOST
- Increased visibility of efarm.mk
- Collaborate with IT expert maintaining efarm.mk to discuss, analyze and solve problematic issues
- Prepare the report for the activity

**Timing:** The consultant will be engaged for a period of twenty (20) working days. During the course of work, the consultant is required to complete a timesheet to identify time spent, as instructed by the NFF Project Manager and NFF Project Coordinator.

#### The ToR Calendar

Month	Activities
April 2023- July 2023	<ul style="list-style-type: none"> <li>• Up- grade of the efarm.mk</li> <li>• Technical up-grade of the web/cloud space within the MKHOST</li> <li>• Increased visibility of efarm.mk</li> <li>• Collaborate with IT expert mantainig efarm.mk to discuss, analyze and solve problemtic issues</li> <li>• Prepare the report for the activity</li> </ul>

#### 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](mailto:angela.samardzik@nff.org.mk) and [nff@nff.org.mk](mailto:nff@nff.org.mk) by 7.04.2023 (Friday)

#### 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:

The 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 the timesheet. Once deliverables are submitted and approved by the NFF Project manager, the payment of the total contracted fee will be paid.