

ToR for one **JUNIOR** non-key expert

Title of ToR: 1 Junior Non-Key Expert Campaigns and Events Assistant

1. Reference persons

Reference persons for the mission are Project Manager Aneta Spirkoska, e-mail: aneta.spirkoska@bseurope.com and Project Director, Carlos Callejo, carlos.callejo@bseurope.com.

2. Reference documents

Terms of Reference of the Project and the Organisation and Methodology (O&M) of Business and Strategies in Europe (B&S Europe) consortium

3. Terms of Reference Relevance

The assignment will contribute to raise public awareness of and contribute to public support for the European Union and its actions and the EU accession process.

4. Assignment objective(s)

The assignment aims at supporting the KE3 and Senior Events Manager and the other members of the team if needed in implementing the plan of activities and contribute to reaching project objectives.

5. Main Tasks/Activities

For this activity, we envisage one JUNIOR expert to support the management all project activities and staff related to any organization and implementation of events and campaigns.

6. Related Outputs

The Junior Expert is expected to support the conceptualization, creation, operationalization, coordination and implementation of all public information and communication events and campaigns envisaged under the project contract (incl. VIP visits) , more specifically support and assist in:

- Assist in event management and campaigns (e.g. conferences, visits, large scale outdoor public awareness campaigns and events , roundtables, panel discussions, trainings, debates, workshops, quizzes, competitions, exhibitions, book/brochure presentations, film projections, receptions, lectures, press conferences, networking events, open air cultural/sports events, prize awarding ceremonies, other with the participation of the Head of Delegation, senior officials, and high level visitors from Brussels, etc.)
- Assisting coordination and implementation all public information and communication events and campaigns at the EHs in Skopje, Kriva Palanka, Strumica as well as in other locations throughout the country
- Support logistical requirements and practical aspects of information campaigns, ranging from the organisation, acquisition of all necessary permits and licences, coordination of all parties involved in the execution from team members to outside support staff or especially contracted personnel
- Prepare and maintain list of participants/speakers for the events/meetings/campaigns
- Prepare and send invitations to participants, get confirmations for participation
- Assist organizational and logistics aspects before and during the events/meetings/campaigns;
- Assist in the activities implementation (regulation of information and promotional materials banners, different publications, etc.) and ensure that all visibility elements are included
- Ensure translation during activities when required
- Assist in the preparation of written documents, photos and videos taken during activities;
- Contribute to the preparation of information materials (books, leaflets, brochures, flyers, factsheets, videos, etc)

7. Timing and duration of mission/s

The selected expert shall be engaged for a **minimum of 600 days** in the period from **February 2023 until 15 January 2026**.

8. Expert's profile

Qualifications and skills

- A university degree
- Fluency in written and spoken English and Macedonian
- Fully computer literate;
- Fluency in written and spoken Albanian would be considered as an asset

General Professional experience

- Minimum 3 years' experience in the field of marketing/communication ;

Specific Professional experience

- Experience in management and organization of events and campaign;
- Working experience in EU funded projects;
- Capacity to work within a team;
- Experience in working with different target groups and/or multipliers (civil societies, media, academia, government, business, other);
- Dynamic, motivated, highly committed, honest and demonstrating a willingness to work for long term.

10. Performance indicators

The indicators reflecting the expert's performance are: good planning and execution of the assignment, timely presentation of results and outputs, quality of documents and monthly reporting to be provided to the Team Leader and the Beneficiary.

11. Evaluation of work

Performance of the expert will be assessed by the Team Leader and Project Manager based on the monthly reporting from the expert.

12. Other arrangements

Liaise with Team Leader and the other experts when needed on all steps related to the accomplishment of the above mentioned tasks, to inform and receive approval on all implementation aspects as per Europe House internal rules and procedures.

In accordance with the standard operating procedure, the expert will accomplish and sign a monthly timesheet for approval and signature by the Team Leader and EUD, reflecting the actual number of workdays rendered, briefly indicating the place where, and the task for which, these were rendered.