

ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION	2
1.1. Current situation in the sector	2
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	2
2.1. Overall objective.....	2
2.2. Results to be achieved by the expert.....	2
3. SCOPE OF THE WORK.....	2
3.1. General.....	2
3.2. Specific work.....	2
3.3. Project management.....	2
4. LOGISTICS AND TIMING	3
4.1. Location.....	3
4.2. Start date & period of implementation of tasks	3
5. REQUIREMENTS	3
5.1. Staff	3
6. REPORTS	3
6.1. Reporting requirements	4

1. BACKGROUND INFORMATION

1.1. Current situation in the sector

Children with special needs, as well as the other children, have not been attending school and other activities for 1 year due to the current situation with the Covid 19 pandemic. Of course, the pandemic affects both children and adults in different ways and fundamentals, but for children's with special needs this problem has its own specificity as well as the specificity of the group.

The organization is not able to implement direct work with the activities in the rehabilitation process, and is not able to implement activities that would be in terms of social interaction in the community. Because people with moderate, severe, and combined disabilities are not independent in a number of functions, and their reduced attention to remote work requires more systematic and illusory animated forms and content in order to establish appropriate action and communication. Therefore, this project works on the development of IT technology and IT content through which we can reach the attention of children. It involves animated simple action games tutorials and other possibilities that are unlimited in the IT sector. IT technology experts as well as disability experts can work together to detect children's needs and adjust them accordingly.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

< General objective: To improve the situation of people with special needs in the Municipality of Delchevo, by activating and mobilizing IT resources for support, education and treatment at home, caused by the pandemic - Covid 19.

Specific goal: To develop and implement IT program for working at home through internet video connection, and to strengthen the psycho-physical condition of people with special needs from Delchevo. >

2.2. Results to be achieved by the expert

Result 1: Created a distance learning program for the needs of people with moderate, severe and combined disabilities at home.

Result 2: Developed IT system for communication and inclusion of people with disabilities.

Result 3: Improved psycho-physical condition of people with special needs, included in the pilot program.

3. SCOPE OF THE WORK

3.1. General

3.1.1. Target groups

<25 people with moderate, severe and combined disabilities>

3.2. Specific work

The chronology of tasks that will be implemented during the project are:

1. Working meetings of experts in the field of disability and experts in IT technology in order to inform about the characteristics of the groups, their real possibilities, their current situation in terms of conditions.
2. Making proposals for IT connection by IT experts
3. Suggestions for improving the capabilities of the web portal and other related systems of Bravura Cooperative.
4. Didactic internet platforms games and ways of simplest communication is in the part of the first month of activities.
5. Developed platforms and testing
6. Installation of the service

3.3. Project management

3.3.1. Management structure

Aleksandar Nikolov, President of the Organization will be the responsible coordinator for the implementation of all project activities

4. LOGISTICS AND TIMING

4.1. Location

The implementation of the project as well as the expert meetings will be implemented in the city of Delchevo.

4.2. Period of implementation of tasks

Period of implementation of the contract will be 2 months from starting date.

5. REQUIREMENTS

5.1. Staff

5.1.1. Experts¹

The project requires 2 IT experts. The IT experts should have professional experience in the technology domain and have good understanding on how to use Microsoft Office, Oracle, Java, C++, Networking, Html, Sql, APEX, ADP Etc. With solid skills in database administration, human resource administration, and leadership skills, we are looking for a powerful communicator, manager and problem solver who motivates teamwork and possesses the initiative to meet and exceed the demands of enthusiastic human resource, IT, data entry, and other related administrative objectives.

Within the engagement it is necessary to:

- Create and adapt an IT program for distance learning for the needs of people with moderate, severe and combined disability at home.
- To develop an IT system of communication and inclusion of people with disabilities.
- Create new opportunities for group communication, and the opportunity for social networking.
- New opportunities for alternative education through games and application of games online.
- Created a system of action, communication and social interaction, on a long-term basis.
- Improving the platform of the Website.

¹Note that civil servants and other staff of the public administration of the country cannot be approved.

Criteria:

- At least 3 years of relevant work experience in assessment, development and maintenance of IT solutions and systems in companies and state institutions,
- Completed higher education (Degree of education vii / 1/240 credits according to ect.) Or at least 10 years of relevant work experience;
- Excellent knowledge of English
- Proven ability to work and communicate with people from different professional, social and cultural backgrounds.

Available budget:

- The maximum budget is 2400 euros.

Required application documents:

- CV - Short biography
- List of realized projects or references
- Financial offer in free form

6. REPORTS**6.1. Reporting requirements**

In addition to the regular communication, the experts will inform the organization about all activities carried out within 2 weeks, in accordance with the already implemented activities. However, the communication will be on a daily basis according to the needs. Meetings with the team are also part of the report, as well as a final report of the offered and realized action.