

## Terms of Reference (ToR)

### WP2 – D2.4 Administrative Staff – Awareness & Dissemination Support

This Terms of Reference defines the responsibilities, requirements, and working conditions for two Administrative Staff members engaged under Work Package 2 (WP2) – Awareness, Communication and Dissemination Activities of the REWASTE project, implemented under the Interreg IPA CBC Greece–North Macedonia Programme.

#### 1. Background

The REWASTE project aims to promote environmental awareness, strengthen community engagement, and support effective communication and dissemination of project results among partner municipalities and stakeholders.

Work Package 2 (WP2) focuses on communication, awareness-raising, visibility, and dissemination activities. Within this framework, **Deliverable D2.4** foresees the organisation and implementation of awareness events and dissemination activities at local and cross-border level. Administrative Staff will provide essential operational, logistical, and administrative support to ensure the smooth and effective implementation of these activities.

#### 2. Objective of the Position

The objective of this assignment is to provide **administrative, logistical, and operational support** for the organisation and implementation of awareness events and dissemination activities under WP2, ensuring proper coordination, documentation, and compliance with programme requirements.

#### 3. Scope of Work / Responsibilities

- Assist in planning and organising awareness events and dissemination activities.
- Support logistics: venue preparation, participant coordination, materials distribution.
- Assist in field implementation during events.
- Prepare agendas, attendance lists, minutes, distribution records and documentation.
- Maintain administrative records and filing systems for WP2 activities.
- Communicate with partners, schools, community groups and stakeholders prior to events.
- Support visibility requirements (photos, branded materials, documentation).
- Prepare supporting documents for interim/final reports and audits.
- Submit timesheets documenting hours worked.

#### 4. Deliverables

- Administrative documentation for each event (agendas, lists, minutes).

- Distribution records for dissemination materials.
- Event logistical coordination notes.
- Inputs for WP2 reporting.
- Timesheets for each contracted staff member.

## **5. Required Profile of Each Expert**

- National of North Macedonia
- Secondary or higher education in administration, management, communication or related field.
- Minimum 1–2 years of administrative, logistical or event support experience.
- Experience with EU-funded or donor-funded projects is considered an advantage.
- Experience in organising public activities or events is desirable.
- Strong organisational and coordination abilities.
- Good communication skills.
- Ability to prepare administrative documentation.
- Basic IT skills (Word, Excel, email).
- Reliability, accuracy, and attention to detail.

## **6. Time Allocation**

- Number of staff: 2 persons
- Hours per staff member: 100
- Duration: up to 24 months, according to project needs and approved timesheets

*(The financial terms of the engagement shall be defined in the contract)*

- The assignment may be implemented by **one or two persons**, depending on project requirements and availability

## **7. Required Documents**

Applicants applying for this position shall submit the following documents:

- **Curriculum Vitae (CV)**
- **Notice Letter / Declaration of Interest**, clearly indicating the position applied for (**Finance Manager (WP2 / D2.4)**)