

Term of Reference Consultancy Notice

Position	IT expert for setting up, configuring and maintaining the online mechanism server in CVE Center
Project	Strengthening local structures and government institutions to prevent violent extremism and support the Rehabilitation and Re-integration process in Albania"
Project Areas	Pogradec, Cërrik, Kavajë, Fier, Vlorë dhe Tiranë
Project Duration	01 August 2024 – 31 July 2026
Type of contract	Service Contract
Start date	20 September 2024

The Initiative for Social Change ARSIS **seeks to hire an IT expert for setting up, configuring and maintaining the online mechanism server to the CVE Center.** The purpose of the service is to provide technical assistance for setting up, configuring and maintaining the online mechanism server for identification and referral to the CVE Center, ensuring that the server functions effectively and is capable of supporting the efforts of the center for the prevention and combatting of violent extremism (PVE) and for the new integration and rehabilitation (R&R) process. This project is implemented by the Initiative for Social Change ARSIS in collaboration with the Coordination Centre against Violent Extremism and with the financial support of the Global Community Engagement and Resilience Fund (GCERF) program.

About Initiative ARSIS

The Initiative for Social Change ARSIS (Initiative ARSIS) is a non-profit organization that was established in February 2016. Initiative ARSIS is a non-governmental actor with influence in the civil society sector in Albania.

The mission of the Initiative ARSIS is to provide services and sustainable solutions to the most marginalized individuals and groups in Albanian society. The initiative ARSIS advocates and lobbies at local and central level on issues of child and youth protection, development and participation, improvement of socio-economic conditions of their families and strengthening the capacities of service providers, non-profit organizations, professionals and other actors working with children in vulnerable situations.

About the project

The program aims to address the prevention of violent extremism (PVE) in six municipalities in Albania: Vlora, Fier, Kavajë, Cërrik, Pogradec, and Tirana, through a comprehensive and community-based approach. The focus is on supporting the CVE Center to enhance coordination and management of efforts related to violent extremism (VE) and reintegration and rehabilitation (R&R). This program seeks to build community resilience and promote social cohesion by raising awareness and developing the capacities of young people through civic education. It will also organize informational activities with parents, teachers, religious leaders, journalists, and local CSOs to promote democracy, the rule of law, and human rights. Additionally, it will provide psychosocial, educational, and well-being activities for returning children and their mothers in Tirana, facilitating their reintegration.

Duties and responsibilities of the expert:

- Install, configure and provide new server functionality for the identification and referral mechanism.

- Provide continuous technical support for a period of 24 months, including updates and technical problems.
- Ensuring the integrity and security of data stored and processed on the server, by implementing security protocols.
- Design and develop practical training sessions for CVE Center staff on server usage, maintenance and problem solving.
- Training the Center's staff on a quarterly basis on server deployment and configuration, data management, technical problem solving, security protocols and data protection

The expert is expected to deliver as follows:

- A fully functional and configured server for the online identification and referral mechanism.
- Monthly reports on server operation, including any problems encountered and measures taken to resolve them.
- Complete documentation for the training sessions of the CVE Center staff, including training materials and feedback from participants.
- A detailed manual for the CVE Center staff on server usage and maintenance.

Qualifications and work experience:

- University degree in Information Technology, Computer Engineering, or a similar field.
- Minimum 5 years of experience working in server configuration and management, with proven experience in data security and technical support.
- Strong communication skills to provide training and communicate effectively with non-technical staff.
- Strong understanding of data protection rules and best practices.
- Excellent writing and oral communication skills in English and Albanian.

Child Protection Policies: All persons working with the Initiative ARSIS programs are obliged to respect child safeguarding policies, policy on protection from sexual abuse and exploitation, the internal regulation of the Initiative ARSIS, the code of conduct, the full Legislation on Child Protection and any other documents that must be aware of.

The potential start time for work is September 20, 2024.

Application Procedure:

Applicants interested in applying for the expert position should email:

- 1- Expressions of interest;
- 2- Curriculum Vitae (evidence of previous similar works);
- 3- 2 References
- 4- Financial offer

All application documentation must be submitted to the email address: info@nisma-arsis.org by **18 September 2024**, midnight, subject to: *Application_ IT expert*

Only candidates selected for the interview stage will be contacted.