



## Terms of Reference for web editor [aidsactioneurope.org](http://aidsactioneurope.org) (RU)

8 hours per week (contract for the year 2012)

### General information AIDS Action Europe

AIDS Action Europe is the NGO Partnership on HIV and AIDS in Europe and Central Asia. We currently unite more than 400 AIDS-related non-governmental organisations from currently 45 European and Central Asian countries. Our mission is to unite civil society to work towards a more effective response to the HIV epidemic in Europe and Central Asia.

### General Objectives

- Strengthen civil society's contribution to a more effective response to the HIV epidemic;
- Make an effective and meaningful contribution to regional and national policies related to HIV and AIDS;
- Facilitate continuous exchange among NGOs on good practices and lessons learned related to HIV and AIDS;
- Develop a stronger, more effective organisation and network

### Goal of [aidsactioneurope.org](http://aidsactioneurope.org)

Our website [www.aidsactioneurope.org](http://www.aidsactioneurope.org) plays a key role in reaching our objectives. Not only does it serve as a resource for information from the field (announcements, advocacy messages, events, vacancies, etc.), it is also a platform for linking and learning between our members and partners. Moreover, it hosts the HIV/AIDS Clearinghouse – the central database for the exchange of good practice materials in Europe and Central Asia. Communications through our website is cross-linked with communications through our social media channels (Facebook and Twitter) as well as our digital newsletters and our print materials. Our communications Coordinator based in Amsterdam is responsible for the maintenance of the website. Since the website is bilingual we are looking for a person/agency who will take care of the maintenance of the Russian part of the website.

### Scope of work

The web editor will work in close cooperation with the communications coordinator and the external web company based in the Netherlands. He/she will be responsible for the entire content management (Drupal) of the Russian part of [aidsactioneurope.org](http://aidsactioneurope.org) and [hivaidsclearinghouse.eu](http://hivaidsclearinghouse.eu). This includes:

- Translating and posting news, announcements, vacancies and events
- Management of the member profiles, partner profiles and EU project profiles on the website
- Translating, publishing and posting new uploads in the HIV/AIDS Clearinghouse
- Assisting in development and improvement of the usability of the (different sections of the) website as well as bug-tracking and trouble shooting
- Occasionally adding new pages, changing existing pages, etc.

Additionally, the Russian web editor will also be responsible for the Russian version of our digital newsletters (quarterly E-news and monthly clearinghouse updates), which will include the following activities:



- Assisting in screening content
- Occasionally writing and translating (short) articles
- Proofreading and editing translations of (longer) articles
- Edit the Russian newsletters in the online mailing programme (Your Mailinglist Provider.com), this includes adding images and links.

The web editor further assists with translations and/or proofreading of other communications materials, including the corporate leaflet (updated every year); flyers; PowerPoint Presentations; (promotion) videos, mailings, etc.

In case of absence of the communications coordinator in Amsterdam, the web editor will also be responsible for the maintenance of the English website, clearinghouse and newsletters as well as for the management of AIDS Action Europe's social media channels.

## **Qualifications and experience**

- Background in Communications, Information Technology or New Media
- Excellent knowledge of English and Russian language
- Proven track-record of experience with translations from English to Russian and Russian to English
- Sound knowledge of the current situation of HIV and AIDS in Europe and Central Asia, familiar with terminology and abbreviations
- At least 2 years experience in web design, development and maintenance
- Experience with Drupal, Photoshop (or other programme for image editing), and preferably also Your Mailinglist Provider
- Skills of distance work (communications via Skype, email and phone)
- Flexibility in terms of availability: 8 hours per week spread over the entire week
- Knows how to set priorities and is result oriented

Since this work is co-funded by the European Commission, participation in this tender procedure is open to all natural and legal persons from the European Union, third countries which have a special agreement in the field of public procurement with the European Communities (under the conditions laid down in that agreement), or third countries which have ratified the Multilateral Agreement on Government Procurement concluded within the World Trade Organisation (under the conditions laid down in that agreement).

## **Award criteria**

Proposals will be assessed against the following criteria:

- Relevant experience in the field of the assignment – maximum 30 points
- Skills in terms of English and Russian languages and translations – maximum 30 points
- Cost-effectiveness of the proposal – maximum 20 points
- Knowledge of relevant content management systems – maximum 20 points



## How to apply

Please send your application in for this tender to [mvandermeulen@aidsactioneurope.org](mailto:mvandermeulen@aidsactioneurope.org). Your application has to be in English language and should include the following:

- Motivation letter
- Curriculum vitae
- Price quote

**Deadline to apply is Sunday 5 March.**