



## **Open Call for Provision of Technical Services**

**Reference Number: 002-018**

### **TERMS OF REFERENCE: Assistant – content management of the RCC specialized website**

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| <b>Title:</b>               | Assistant - content management of the RCC specialized web site on Prevention and countering violent extremism (P/CVE) in South East Europe |
| <b>RCC Department:</b>      | Political Department   |
| <b>Starting Date:</b>       | February 15 <sup>th</sup> 2018   |
| <b>Location:</b>            | Sarajevo, Bosnia and Herzegovina   |
| <b>Duration:</b>            | February 15 <sup>th</sup> – May 15 <sup>th</sup> 2018  |
| <b>Application Deadline</b> | February 11 <sup>th</sup> 2018   |

## **I BACKGROUND**

### **Purpose**

The purpose of this project is to assist implementation of the RCC's commitments in prevention and countering violent extremism, as defined by the RCC South East European Regional Platform for Countering Radicalization and Violent Extremism Leading to Terrorism and Recruitment of Foreign Terrorist Fighters (SEE Regional CVE-FTF Platform), and also under IPA II 2016 Regional Action on P/CVE in the Western Balkans. The RCC is a partner in IPA II 2016 Regional Action on P/CVE in the Western Balkans, with DCAF Ljubljana as the leading partner. This activity is a part of the IPA's implementation is going to be financed from the EC grant for it.

The main expected output of the activity is to fill the specialized RCC regional P/CVE and security cooperation web platform ([rcc.int/p-cve](http://rcc.int/p-cve)) with content pertinent for transforming this web platform into a regional open source for all relevant information in the field of P/CVE.

Therefore, a contractor is expected to provide support in gathering, analysing and streamlining relevant information from international, regional, national and sub-national level.

The RCC specialized P/CVE web platform will have to become and remain relevant source of information in the P/CVE and security field in general, in SEE and wider – contributing to regional and national security in SEE, and security of the whole of Europe. The activity should also significantly contribute to the achievement of the objectives of the RCC Regional P/CVE Platform, Western Balkans Counter-Terrorism Initiative (WBCTi) and through it, Integrative Internal Security Initiative (IISG).

## **Background information**

The interlinked phenomena of radicalization, violent extremism and terrorism pose a significant security risk for South East Europe. After the significant outflow of people from SEE joining the ranks of foreign terrorist fighters (FTF), primarily in Syria and Iraq, due to the changed situation on the battlefields, but also stronger response of the national authorities and enhanced bilateral, regional, and international cooperation, the outflow of FTF from WB has effectively stopped. However, the movement in the opposite direction has started, with former FTF returning to their countries of origin or permanent residence. In spite of more proactive, better planned, increasingly coordinated and successful response of the RCC and other international and regional organisations and initiatives, national authorities, civil society, religious communities, academia, and media, terrorists and violent extremists continue with their activities to lure, brainwash, infuse with extreme ideologies and finally radicalize people in the Western Balkans, especially youth. In addition to this, the prevailing socio-economic and political situation in the Western Balkans, with relatively slow economic growth, high youth unemployment, and quite widespread feeling of a lack of perspective among the youth contribute to creating a fertile ground for the propaganda of violent extremism.

## **II DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and Scope of Assignment**

The main objective of the assignment is to ensure relevant content, regular update and maintenance of the RCC specialized website devoted to prevention and countering violent extremism (P/CVE) in South East Europe.

Although RCC's specialized regional P/CVE web platform ([rcc.int/p-cve](http://rcc.int/p-cve)) has already been established, it has yet to be transformed into an effective tool and valuable place for sharing relevant information. Besides analysis of current activities among SEECP participants, this also includes database of relevant international, regional and national documents (resolutions, declarations, laws and by-laws, national strategies, action plans, programmes, academic and

relevant journalist research papers and articles; links to other relevant websites; glossary of terms etc.

The person chosen to fulfil the task is to familiarize oneself with the overall security situation in SEE, in particular as regards radicalization and violent extremism leading to terrorism (VERLT) and ongoing and planned CT and P/CVE efforts, especially those which are part of the implementation of the RCC P/CVE Platform, WBCTi and IISG.

This is a part-time assignment, to be done from home, but in regular consultations with the Head of the Political Department of the RCC Secretariat.

### **Tasks expected to be carried out**

- Desk research of the overall security situation in SEE, in particular as regards radicalization and violent extremism leading to terrorism (VERLT) and ongoing and planned CT and P/CVE efforts, especially those which are part of the implementation of the RCC P/CVE Platform, WBCTi and IISG.
- Thorough consultations with the Head of Political Department and Senior Advisor for Security Policy Issues as regards the RCC P/CVE Platform's objectives and implementation, the web platform's concept and expected results.
- Online research of available relevant documents and data to be included in the website.
- Keeping all parts of the web platform up-to-date, filled with accurate and relevant documents and information.
- Analysing P/CVE trends in the region SEE, particularly regarding measures and activities undertaken by respective authorities in SEE.

### **Deliverables**

The following deliverables will be produced and transferred to the RCC during the course of the assignment:

- The rcc.int/p-cve website to be kept at all times up-to-date, with all rubrics of the web platform up-to-date, filled with accurate and relevant documents and information.
- If necessary, under the instructions of the Head of Political Department to perform other duties.

### **Timeframe**

The total duration of the engagement will be approximately three months, starting on February 15<sup>th</sup> 2018 and finishing by May 15<sup>th</sup> 2018.

### III COMPETENCIES

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| <ul style="list-style-type: none"><li>▪ University degree in security studies, political science, international relations, law, or related field. Advanced degree with thesis directly related to the subject of engagement would be an advantage.</li></ul>  |
| <ul style="list-style-type: none"><li>▪ Proven record of theoretical knowledge and practical experience and expertise in the area of P/CVE and regional security cooperation in general.</li><li>▪ Demonstrable data retrieval and management</li><li>▪ Drafting, analytical and communication and presentation skills would be a distinct advantage.</li></ul> |
| <ul style="list-style-type: none"><li>▪ Fluency in English, as the official language of the RCC. Knowledge of one or multiple languages of the Western Balkans would be an advantage.</li></ul>   |
| <ul style="list-style-type: none"><li>▪ Practical experience with maintenance and content management of a website would be a distinct advantage.</li></ul>  |

#### Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Results-orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations.
- Client orientation: Ability to establish and maintain productive partnership with the RCC Secretariat as the immediate client, and through it or directly with other included stakeholders, content contributors, and partners.

#### Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### IV QUALITY CONTROL

The incumbent should ensure an internal quality control during the assignment.

## **Quality Control by the Regional Cooperation Council**

The person chosen for this assignment should work in close cooperation and under the guidance and instructions of the RCC Secretariat, especially the Head of Political Department and Senior Advisor for Security Policy Issues, showing client-orientation, tact, and flexibility, as well as the professionalism and team spirit.

### **Application Rules**

Qualified candidates are invited to send their cover letter, CV highlighting relevant experience and three references by **February 11<sup>th</sup> 2018 Central European Time** via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int)

**Only** shortlisted candidates will be contacted for an interview.

Selection process is based on a written test and competency-based interview.