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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Association Manifesto

## Country background

N/A

**Current situation in the sector**

N/A

## Related programmes and other donor activities

N/A

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objectives of the project are as follows:

## - to improve the capacity of the target group to meet the needs of senior tourists,

## - to create a common and innovative tourist product for seniors tourists +55,

## - to create an adequate database and routes suitable for tourists + 55,

## - to promote the new product through social media.

## Purpose

The purposes of this contract are the following services to be provided, which are needed for implementation of project activities: Organization of events

## Results to be achieved by the contractor

* All events organized in accordance with this ToR and instruction from Contracting Authority

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# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Implementation of the project will be supported with the successful implementation of this contract. The following assumptions can be made in order to reduce the risks related to delay or non-realization of the activities, subject to this Terms of Reference:

* Clear understanding of the contract purpose and tasks on behalf of the Contractor;
* Full cooperation between the Contracting Authority and the Contractor in view to fulfil the tasks on time, with high quality and within the budget limitation;
* Timely information for the respective place and date of the events provided by the Contracting Authority.

## Risks

There are no greater risks during the implementation of the project except the state of emergency caused with COVID 19. The Contracting Authority should provide to the Contractor the necessary information for the fulfillment of the tasks.

# SCOPE OF THE WORK

## General

### Description of the assignment

Rent of hall for Opening conference in RS.

Rent of hall for Workshops in RS.

Rent of a mini bus x 1 Opening Conference in Vidin x 10 people from RS regions;

Rent of a mini bus x 1 Workshop in Vidin x 10 people from RS regions;

Rent of a mini bus x 1 Final Conference in Belogradchik x 15 people from BG regions;

Coffee breaks, refreshments, lunches and dinners for participants for first day of workshop in Knjazevac x 20 people (10 from RS, 10 form BG);

Coffee breaks, refreshments, lunches and dinners for participants for second day of workshop in Knjazevac x 20 people (10 from RS, 10 form BG);

Accommodation for 20 participants in Workshop in Knjazevac (10 from RS, 10 from BG) \* 1 night.

Engage moderators of Opening Conference 1 day, per Workshops 2 days.

### Geographical area to be covered

The contract will be realized in the territory of Zajecar district in Serbia, and Vidin district in Bulgaria.

### Target groups

## Tourism providers (hoteliers, restaurants, SMЕ in the filed of tourism), civil sector dealing with tourism and with seniors, local authorities, tourism agencies and tour operators.

## Specific work

**Rent of hall for Opening conference**

The Consultant is obliged to provide premise for implementation of the Opening conference, lasting for four hours, which must suit to the following requirements:

* to be placed in a suitable location
* to be in ground floor or at most on the first floor
* to be suitable to host at least 20 participants
* to poses following infrastructure: electric power, central heating, air condition device, full equipped toilet
* to be equipped with: conference room for at least 20 persons, at least 20 chairs, enough place to be placed lap top, video projector, white board
* with enough windows to allowed day light

The Contractor is obliged to maintain a premise before and after the conference.

**Rent of hall for Workshop in Knjazevac**

The Consultant is obliged to provide premise for implementation of the Workshop which must suit to the following requirements:

* to be placed in a suitable location
* to be in ground floor or at most on the first floor
* to be suitable to host at least 20 participants
* to poses following infrastructure: electric power, central heating, air condition device, full equipped toilet
* to be equipped with: conference room for at least 20 persons, at least 20 chairs, enough place to be placed lap top, video projector, white board
* with enough windows to allowed day light

The Consultant is obliged to maintain a premise before and after the Workshop.

Workshop will last for two days, in total 10 working hours within the premise.

**Coffee breaks, refreshments, lunches and dinners for participants in Workshop in Knjazevac for the first day**

Lunch for 20 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery.

Dinner for 20 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery.

Coffee break for 20 participants should contain: one coffee per participant and, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water).

For each meal (lunch, dinner and coffee break with refreshments) one waiter should be provided.  
  
**Coffee breaks, refreshments, lunches for participants in Workshops in Knjazevac for second day**

Lunch for 20 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery.

Coffee break for 20 participants should contain: one coffee per participant and, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water).

For each meal (lunch, dinner and coffee break with refreshments) one waiter should be provided.  
  
**Accommodation for 20 participants in Workshop in Knjazevac – 1 overnight**

Consultant should organize overnights for 20 participants in Knjazevac or near surrounding in minimum 3 star hotel in double rooms. It can be possible to organize accommodation as well in ethno house, eco lodge or similar, respecting the quality level of hotel 3 star standard. Overnights shall include standard breakfast for all participants.

**Travel for events**

-Rent of minibus for 10 participants in Opening conference in Vidin (1 minibus x 1 Opening conference x 200 km x 2 directions = 400 km). Transportation must be done in appropriate vehicle, in good condition, with air condition, with minimum 10 passenger seats, with experienced driver, with all necessary licences for border crossing.

-Rent of minibus for 10 participants in Workshop in Vidin (1 minibus x 1 event x 200 km x 2 directions = 400 km). Transportation must be done in appropriate vehicle, in good condition, with air condition, with minimum 10 passenger seats, with experienced driver, with all necessary licences for border crossing.

-Rent of bus for 15 participants in Final conference in Belogradchik (1 minibus x 1 event x 200 km x 2 directions = 400 km). Transportation must be done in appropriate vehicle, in good condition, with air condition, with minimum 15 passenger seats, with experienced driver, with all necessary licences for border crossing.

**Engage moderators of Opening Conference**

There should be moderator engaged for 1 day of Opening conference, and per Workshop (2 days). Moderation services should be provided for in total three days.

Moderator should be capable to guide participants and speakers into the smooth realization of the event’s agenda, ensuring equal participation of interested participants.

## Project management

### Responsible body

Association Manifesto

### Management structure

The responsible persons for implementation of the tasks related to this project and this contract, in the Contracting Authority is Ivan Svetozarević – president of Managing body.

### Facilities to be provided by the contracting authority and/or other parties

For this tender, there is no need to provide more facilities. The Contracting Authority will timely provide necessary information such as: the specific time and place of events, agendas and similar.

# LOGISTICS AND TIMING

## Location

The project activities related to this Contract will be realized in Zajecar and Vidin districts.

## Start date &period of implementation of tasks

The intended start date is 28.07.2020 and the period of implementation of the contract will be 9 months from this date, but not later than 29.04.2021. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

The contractor has to ensure sufficient number of qualified experts for quality and timely implementation of tasks planned by these Terms of References. These experts are considered as non-key experts therefore their CVs will not be submitted with the application.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by Contractor and will be included in the global price.

## Facilities to be provided by the contractor

## N/A

## Equipment

**N/a**

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original:

* Final report prepared in English language shall be submitted no later than 10 (ten) working days after the end of implementation of tasks under the current Contract. It should provide conclusions and clear evidence of the implementation of all requested services. Approval of the final report by the Contracting Authority will be a basis for final payment under the contract. The final report must be provided along with the corresponding invoice.

## Submission and approval of reports

The report referred to above must be submitted to the Project Coordinator identified in the contract. The Project Coordinator is responsible for approving the reports before issuing any payments.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is all services provided in time, quality and quantity manner as required in these Terms of Reference.

## Special requirements

Not applicable