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# BACKGROUND INFORMATION

## Partner country

Republic of Bulgaria

## Contracting authority

Association Center for Development Montanensium /ACDM/

## Country background

The border area of ​​Bulgaria and Serbia is poorly developed and significantly poorer than the other parts of both countries. In this sense, communication between young people is hampered by lack of financial opportunities for travel, cross-border training or lack of contact information with young people on the other side of the border with similar interests, knowledge and skills. The current project will create the conditions for meeting existing communication needs, including networking at schools, groups or on professional levels. Each of both countries has a good education system, but there is no exchange of information between stakeholders participating in it. The science at the end of the 20th century and the 21st one requires from the young people strong commitment to learn and use modern methods to apply collected knowledge so they are adequate on the labour market. Minimum 120 18-19 year-old people and 10 teachers will be involved in the project to create the foundation of a future strong networking system to support joint CBC development and encourage young people to learn, educate and raise a responsible attitude toward the public life and setting the society agenda. The prevailing trend in modern education is not only for young people to learn in the traditional system of mathematics, literature, history, but also to apply a comprehensive exchange of the information through networks around the world and lifelong learning services. The base of this approach, as envisaged by the project strategy, is the personal contacts and the core network through which sub-networks at the school level, interest groups and professional groups will be developed.

The project focus is to turn the exhausting work of studying of youth into learning through networking. Despite the increased number of visits between BG and Serbia including in CBC region, there are very few BG students in Nisava University and no one SER student on the territory of Montana, Vratsa and Vidin districts. Only after few years Serbia will become EU member and the same young people will define the schedule of the society of both countries. This project will support the mutual acquaintance and development of network between a minimum of 120 young people and 10 teachers and maintenance of a minimum of 3 facebook profiles pointed to the specific groups of interest. All numbered under project strategy will provoke the development of a strong network among BG and SER young people who will build up their civil education and by that approach they will have more opportunities to have an influence over the common Balkans and EU future. What is more, both PPs will provide all conditions under the project so this networking will be developed as live and sustainable process not only in the period of project implementation. The project designs under the common Agreement between both PPs and Association Hunting Fisheries Society "Ogosta", Montana to support the network developed and to maintain project outputs as well /birdhouses and feeding troughs put/ and to provide information about them - pictures, analyses ets. All promotional articles will be provided free of charge among all interested and web-page and specific Facebook profiles will be maintained by PPs after project completion as well. It is expected all teachers involved will have strong exchange of good practices and tools to improve the traditional education systems. Finally, different organizations of BG-SER CBC region have long-lasting partnerships under the project financed by private or public financing. The project designs to involve some of them in this network to support young people in their future.

## Current situation in the sector

Association Center for Development Montanensium /ACDM/ is founded in 2008 as a non-governmental, non-profit and apolitical organization to contribute to the development of the North-Western Bulgaria and support different stakeholders to smooth differences both within the region and compared to other BG regions; to perform activities supporting the tourizm's development; to perform activities supporting CBC cooperation; to protect environment and bio-diversity; to preserve cultural heritage and traditions; to support the advancement and development of youth initiatives and activities; to promote human rights, equal opportunities and non-discrimination. ACDM is founded as an output under the project financed by PHARE RO-BG with an idea to strengthen CBC relations to develop common projects and support CBC in the area of economic and human sources development. We have experience both in implementing EU projects and carrying out sub-activities in the field of public important projects - activities pointed to the youth, tourizm promotion, environment and bio-diversity protection and running information activities in the EU integration area. At the present ACDM has 1 person as a staff appointed on labour contract who are office accommodated and equipped. As LP of the project named "The Alternative Tourizm as an Instrument for Economic Development" financed under BG-SER IPA CBC Program ACDM has completed it successfully in July, 2015. Project is proposing to collect and disseminate information about alternative elements of tourizm sphere which are not wide-popular as far as they are significant on the regional level especially these directed to the cross-border cooperation. Additionally, ACDM has another project completed successfully in July 2017 as LP under Romania – Bulgaria Interreg V-A Programme in the area of youth networking development, tourism promotion and development of new tourist product named Green School Education. The project is proposing to expand comunication among youth cominities, tourists' stream between BG and RO and to improve the quality of integrated tourist services. Additionally the project is pointed to the development of networking between schools and teachers as a storng tool pointed to the building up traditional education system. More than 300 young people were involved directly and created skills and experience to develop their own education, thinking and realising their role in the community development.

Association Center for Development Montanensium /ACDM/ as a Lead Partner within Project “We have a dream” will ensure: overall management and coordination of the project communication with the Programme Joint Secretariat; communication and cooperation between the partners, risk management, internal monitoring; project reporting, etc. Furthermore, Association Center for Development Montanensium /ACDM/ is the responsible partner for implementing and reporting of project Activities 4, 6 and 7.

## Related programmes and other donor activities

Not applicable.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To develop an youth network between secondary-schools students in Montana, Nisava and Pirot; Specific objective 1 is to train 120 young people from Montana, Nisava and Pirot in key competences related to the volunteering, personality development, environmental protection and necessity for communication in joint development. Specific objective 2 is signing Partnership Agreement and development of a strong partnership to support subsequent youth networking initiatives.

## Purpose

The purpose of this contract is providing service for organization and supporting organization of events planned by the Lead partner within project “We have a dream”.

## Results to be achieved by the contractor

The Contractor should successfully organize all events planned by the Contracting Authority, according to the specific requirements detailed in section 4 of this document and should submit the required reports, described in section 7.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The implementation of the current contract will support Association Center for Development Montanensium /ACDM/ in the implementation process of the project “We have a dream”, and will assure compliance with the EU regulations. 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

## Potential risks to the successful implementation of the contract include:

## Lack of communication and logistical coordination between the Contractor and the Contracting Authority. In order to avoid this risk, the Contractor should be proactive and maintain continuous contact with the relevant representatives of the Contracting Authority. Also, the Contractor must present a detailed work programme for the implementation of each task, subject to present contract.

## Insufficient quality of the services provided by the Contractor. In order to avoid this risk the Contractor should use the most reliable and experienced staff/service providers at its disposal. Also, the Contractor must present a statement that the appointed by him sufficient ongoing staff – 2 (two) experts will be available for the entire period of the implementation of contract.

# SCOPE OF THE WORK

## General

### Description of the assignment

The assignment includes all necessary services that the Contractor shall carry out for the overall logistical coordination and the organization of the events mentioned in p. 4.2. Each event has to be organized separately and on different dates and in different places on the territory of the respective partnering country. For each event the Contractor will have to provide a variety of professional services, such as: transportation and accommodation arrangements for the relevant participants, rent of hall for the events, rent of equipment, rent of sporting facilities, catering for events, etc.

The exact dates and venues in the listed below events will be determined by the Contracting authority in due time before the respective event in order for the Contractor to be able to ensure transport, accommodation, rent of hall, rent of equipment, rent of sporting facilities, catering for events and other related services.

### Geographical area to be covered

The eligible area is the Bulgaria – Serbia cross-border region, specifically the territory of Republic of Bulgaria, Montana District for organization of events and the territory of Republic of Serbia, Nishava District for the travelling for the theoretical course.

### Target groups

120 young people /18-19 year-old/ from Montana, Nisava and Pirot districts who will participate in 3-day-theoretical course /with 80 young people/ in SER and 5-day-practical course in BG /with 80 ones/ to build up their civil education under 3 conceptions in 8 lectures. A network will be developed and a minimum of 3 specific Facebook profiles will be maintained by PPs as an answer of existing needs to exchange information and good practices and tools in traditional education.10 teachers /equally divided between both countries/ will support working and learning under common network.

## Specific work

**Task 1:**

**Organization and carrying out of a 5 - day practical course**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of the event – 5 /five/ days;  Place: Montana District, Bulgaria  Time: The contractor will be notified 1 /one/ month before the starting date of the 5-day practical course on the territory of Montana District. In accordance to the fact that the main participants in the 5-day practical course on the territory of Montana District are pupils, the carrying out of the event will be in coordination with the school time and out of school time within the respective year. In accordance to the above mentioned facts it is impossible to specify the exact time of the carrying out of the 5-day practical course. Related to this, the tenderer must undertake the engagement to organize the event after order/assignment one month before the carrying out of the event from the Contracting Authority’s side, regardless of when the submission of the order/assignment was made /regardless of the seasonal tourist search/. |
| **Service 1.1**: | **Rent of hall and rent of audio/video equipment.** |
| **Service description:** | For the 5-day practical course on the territory of Montana District the Contractor must provide one hall for 4 days / one day from the period of the practical course will be in the nature/. The hall must have a ventilation system, sound and lighting and must to be located near the hotel/hotels or hotel complex/complexes, where will be provided the accommodations and where the catering will be provided for the participants. The chairs in the hall should be arranged in rows /4 or 5 chairs per row/.The hall must be with a capacity of a minimum of 95 participants /40 SER and 40 BG youngsters; 5 BG and 5 SER teachers; 5 project team members/ and should not be transformed into a conference room dining room. For the event, the Contractor must provide a multimedia, a screen and a laptop for 3 of days of the 5-day practical course. The expenditures for rent of the conference hall and rent of the audio and video equipment are paid by the Contractor. |
| **Service 1.2**: | **Providing of facilities for one-day camp in the nature** |
| **Service description:** | For the one-day camp in the nature, the Contractor must provide the following facilities: facilities necessary for the organization of the one-day camp in the nature during the carrying out of 5-day practical course – 3 barbeques for preparation of the food by the participants and 1 tent for preparation of the food by the participants. The expenditures for transportation of the barbeques and tent to the place of the one-day camp in the nature are paid by the Contractor. |
| **Service 1.3.** | **Providing of sport facilities** |
| **Service description:** | For the 5-day practical course on the territory of Montana District, the Contractor must provide the following facilities: sport facilities, where the BG and SER youngsters /80 youngsters in total/ will be doing sports in three days of the 5-day practical course, 2 hours per day. The expenditures for providing of sport facilities are paid by Contractor. |
| **Service 1.4**: | **Providing of catering** |
| **Service description:** | The Contractor must provide catering for 5-day practical course on the territory of Montana District for 90 participants for each of the days /40 SER and 40 BG youngsters; 5 BG and 5 SER teachers/ as follows: lunch and dinner for the first 4 days and only lunch for the last 5th day. The catering should be tailored to the age group of the participants /pupils/ in the event and should include the following:  For the first three days of the 5-day practical course:   * **Lunch - buffet –** included: 2 kinds of soup; 2 kinds of dishes; 2 kinds of warm appetizers, 2 kinds of salad; 2 kinds of roasted meat dishes, juice, mineral water and fruits. * **Dinner - buffet** – included: 2 kinds of warm appetizers, 2 kinds of cold appetizers, 2 kinds of salad, 2 kinds of roasted meat dishes, juice, mineral water and fruits.   For the fourth day/the day camp in nature - lunch/:   * + **Lunch-**the contractor must prepare the products for the preparation of food by the participants during the one day camp in the nature as follows: sliced products for 90 salads - /cabbage, tomatoes and cucumbers/;products prepared for barbeque for 90 participants/45 chicken steaks; 45 pork steaks; 90 meatballs; 90 sausages/ 90 loaves of bread; 90 bottles of mineral water. * The contractor must provide all necessary seasonings for the preparation of the food, 2 kinds of sauces, as well as cutlery/plastic plates, forks, knifes, serviettes, blotting paper, disposable tablecloths /   The expenditures for transportation of the products for food preparation to the place of the one-day camp in the nature are paid by Contractor.   * **Dinner - buffet** – included: 2 kinds of warm appetizers, 2 kinds of cold appetizers, 2 kinds of salad, 2 kinds of roasted meat dishes, juice, Mineral water and fruits.   For the last fifth day from the 5-day practical course:   * **Lunch - buffet –** included: 2 kinds of soup; 2 kinds of dishes; 2 kinds of warm appetizers, 2 kinds of salad; 2 kinds of roasted meat dishes, juice, mineral water and fruits.   The expenditures for providing of catering are paid by the Contractor.  In accordance to the fact that the main participants in the 5-day practical course on the territory of Montana district are pupils, the Contractor must provide the catering /lunch and dinner/ for all 90 participants in the restaurant of the same hotel/hotels or hotel complex/hotel complexes where the accommodation will be provided. |
| **Service 1.5**: | **Accommodation for the participants in the 5-day practical course on the territory of Montana District** |
| **Service description:** | Booking and paying for hotel accommodation for 92 participants /40 SER and 40 BG youngsters; 5 BG and 5 SER teachers; 2 SER project team members/ - 92 persons x 4 nights in one or maximum 2 hotels/hotel complexes, minimum 3 stars category, situated on the territory of Montana District, as follow: 90 participants in double rooms /40 SER and 40 BG youngsters; 5 BG and 5 SER teachers/ and 2 SER project team members in single rooms.  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Note:** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: Interim report in accordance to point 7.1.below, takeover protocol for the implemented activity, 5 attendance lists, for each of the days of carrying out of the events, 4 lists for provided accommodations, 5 lists for provided catering, photos from the event /on CD/ for each of the days and invoices for the interim payment /one for catering and one for accommodation/. The takeover protocol should be signed by the Contractor and Contracting Authority All the above mentioned documents must be original. |
| **Task 2: Organization and carrying out of a final press conference on the territory of Montana district** | |
| **Time (duration)/place**: | Duration of the event –one day;  Place: Montana District, Bulgaria  Time: The contractor will be notified 2 /two/ weeks before the starting date of the final press conference on the territory of Montana District |
| **Service 2.1**: | **Rent of hall and rent of audio and video equipment for 4 hours.** |
| **Service description:** | For the final press conference the Contractor must provide 1 /one/ conference hall on the territory of Montana District with a ventilation system, sound and lighting. The chairs in the hall should be arranged in rows /4 or 5 chairs per row/. The hall must be with a capacity for minimum 25 participants and should not be transformed into a conference room dining room. For the carrying out of the event, the Contractor must provide a multimedia, a screen and a laptop. The expenditures for rent of conference hall and rent of audio and video equipment are paid by the Contractor. |
| **Service 2.2**: | **Accommodation for 2 /two/ people /2 Serbian project team members/** |
| **Service description:** | Booking and paying for hotel accommodation for 2 Serbian project team members for participation in the final press conference – 2 persons x 1 night in single room in a hotel/hotel complex, minimum 3 stars category, situated on the territory of Montana District.  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Note:** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, attendance list /one attendance list/, one list for accommodated people, photos from the event /on CD/. The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |
| **Task 3:Organization and carrying out of 6/six/ two-day project team meetings** | |
| **Time (duration)/place**: | Duration of each project team meeting – two days;  Place: Montana District, Bulgaria;  Time: The contractor will be notified 2 /two/ weeks before the starting date of each team meeting. |
| **Service 3.1**: | **Accommodation** |
| **Service description:** | Booking and paying for hotel accommodation for 2 /two/ people /2 Serbian project team members/ for participation in Project team meetings– 2 persons x 6 nights in single room in a hotel/hotel complex, minimum 3 stars category, situated on the territory of Montana District.  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Note:** | Within 10 days of the end of each of the 6 /six/ two-day project team meeting the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, two attendance lists /one attendance list per day/, one list for accommodated people, photos from the event /on CD/.The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |

**Task 4: Organization of travelling for 3-day theoretical course in Nishava District, Serbia**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of the event: three days  Place: Montana District, Bulgaria, Nisava District, Serbia  Time: The contractor will be notified 1 /one/ month before the starting date of the travelling for 3-day theoretical course to Nishava in SER |
| **Service 4.1**: | **Providing transportation of participants to the project events** |
| **Service description:** | For the organization of travelling to Nisava, Republic of Serbia for 3-day theoretical course, the Contractor must provide 1 /one/ bus for 45 people/40 pupils 18-19 years old and 5 teachers/ with necessary documents required according to the Bulgarian legislation. The bus must be equipped with air-conditioning and heating and must be comfortable for long travel. The exact place of departure, arrival and the time will be further agreed with the Contracting Authority, but it will be on the territory of Montana District and on Nishava District. |
| **Note:** | Within 10 days from the end of the carried out travelling the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, one list for travelling. The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must to be original. |

The sustainability and dissemination of project results, planned to be conducted within the project will be ensured during the events. The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project, available at <https://ec.europa.eu/europeaid/work/visibility/_en>) and also published on the Programme's official web-page, within Project Implementation Manual documents for second call for project proposals and available at [http://www.ipacbc-bgrs.eu](http://www.ipacbc-bgrs.eu/)).

## Project management

### Responsible body

Association Center for Development Montanensium /ACDM/ will be Contracting Authority for this contract. The Contracting Authority is responsible for conducting the current tender procedure, signing the service contract and carrying out the overall management and control on the contract implementation.

### Management structure

The decision making, related to the organization, is made by the Chairman (legal representative) of Association Center for Development Montanensium /ACDM/. The responsible person for implementation of the tasks related to this project and this contract, in the Contracting Authority is the Project manager. His tasks regarding implementation of the contract connected with the current procedure include: correspondence with the Contractor, appointment of the specific time of events, agendas approval of: the hotel for accommodation, etc. Interim reports and final report will be approved by the Project manager, and the Approval Certificate will be signed by the legal representatives of both parties.

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

No facilities or equipment will be provided by the Contracting Authority.

# LOGISTICS AND TIMING

## Location

Location of the project activities related to this contract is in Bulgarian and Serbian cross-border region and in the main building of Association Center for Development Montanensium, Republic of Bulgaria, Montana Municipality Montana 3400, 12 Dragan Tsankov Str. The locations of the specific events are described in Section 4 of this document.

## Start date & period of implementation of tasks

The intended start date is 18.10.2019 and the period of implementation of the contract will be until 16 August 2020. 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

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

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

* **Interim report** should be submitted 10 (ten) business days after the implementation of the Task 1 – Organization and carrying out of 5-day practical course on the territory of Montana District. The report must be provided along with the corresponding invoices /one for the accommodation and one for the organization of the event/. Interim payment is envisaged on the basis of approval of the interim report proving that specific objective has been reached. The interim report should also include all costs for the completed events, presenting their breakdowns by type.
* **Final summary report a** maximum of 5 pages in free format. This report shall be submitted no later than 10 (ten) business days after the implementation of all tasks under the current Contract. It should provide conclusions and clear evidence of the implementation of all requested services. The report must be provided along with the corresponding invoices /one for the accommodation and one for the organization of the events/ Approval of the final report by the Contracting Authority will be a basis for balance payment under the contract.

The reports provided by the Contractor should be prepared in English language and submitted in 1 (one) original, duly signed, stamped and dated by the legal representative of the Contractor. The interim and final report must be provided along with the corresponding invoices.

## Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

The following quantitative results are to be achieved:

### Indicators related to the organization and carrying out of a 5-day practical course.

* Rent of hall for 4 days with capacity of 95 participants and rent of audio/video equipment for 3 days provided;
* Facilities for one – day camp in nature /3 barbeques and 1 tent/ and sporting facilities for 80 youngsters for 3 days for 2 hours per day provided;
* Catering services (lunch and dinner) for 90 participants for 5 days provided;
* Accommodation for 92 participants for 4 nights provided;

### Indicators related to organization and carrying out of a final press-conference on the territory of Montana District.

* Rent of hall with capacity of 25 participants and rent of audio and video equipment for 4 hours provided;
* Accommodation for 2 people for 1 night provided;

### Indicators related to organization and carrying out of 6/six/ two –day project team meetings.

* Accommodation for 6 team meetings for 2 project team members for 1 night provided;

### Indicators related to organization of traveling for 3-day theoretical course to Nisava in Serbia.

* Transportation for 45 participants for 3 days provided;

## Special requirements

Not applicable.

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