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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

“House of Culture Knjaževac”, Knjaževac

## Country background

The National Strategy for Youth of the Republic of Serbia for the period 2015-2025 has defined the participation of young people in the creation of cultural content as one of its strategic goals. It is expected that the implementation activities within the mentioned National Strategy will ensure the development of entrepreneurial culture among young people, informing about examples of good practice of young entrepreneurs and a positive impact on society and the community.

Certainly, the fact that even talented and talented young people are not sufficiently encouraged to develop their potentials should not be overlooked. Significant progress has been made with the establishment of the Young Talent Fund, which provides scholarships to around 2,000 pupils and students annually. A special problem arises when graduates need to be employed, as evidenced by the length of waiting for a job. 18.5% of people with higher education have been waiting for a job between two and four years, and 15.6% of people with completed high school spend the same period looking for a job. A large number of young people with higher education have left the country or want to leave it, and therefore the task of all of us is to find a way to motivate young people to professionally and personally improve and invest their knowledge and skills in social, economic and cultural progress.

It is necessary in various ways to provide continuous support for the development of youth creativity and youth participation in the creation and use of cultural content, as well as to enable them to increase the use of cultural content for young people. New research gives a different point of view on the culture and connections between of the communities, accenting the similarities between them, and possibility to use it on create new innovative tourism products and services.

## Current situation in the sector

The many economic, social and demographic problems of the cross-border region of Vidin-Zajecar are the focus of a number of strategic documents, measures aimed at improving the state of the region and achieving sustainable development relative to other European regions or constantly developing and implementing.

At the same time, there are extremely talented and capable young people in the region who need support in order to develop their abilities in the arts and creative industries. The project will offer support to these young people by creating a mechanism and an appropriate environment to expand their knowledge, experience and skills, and to incorporate them into the values of culture and the arts.

Activities under this project are designed to create an environment for talent development, creative skills and intercultural dialogue among young people from the Vidin-Zaječar cross-border region.

Through the activities planned, creative camps will increase the knowledge, skills and motivation for the creative growth of the youngsters and a youth network will be created as support to young people's interest for art and encourage them to develop their own creative practices, also encouraging the mobility of young people from the cross-border region and the exchange of ideas and good practices will be supported through this project. Promoting cooperation and developing the two basic principles of European citizenship - solidarity and tolerance will be achieved through art.

## Related programmes and other donor activities

The project “Youth art network” is financed by the INTERREG IPA CBC Bulgaria – Serbia Programme and will be implemented in the period May 2020 – August 2021 in partnership with Chitalishte "Razvitie - 1893" Belogradchik -Bulgaria and House of Culture Knjaževac- Serbia.

To our knowledge there is now evidence of other donor funded initiatives with the similar focus.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

The project aims to create an environment for talent development, creative skills and intercultural dialogue among young people from the Vidin-Zaječar cross-border region. The specific objectives of the project are defines as: increasing the knowledge, skills and motivation for the creative growth of 120 young people from the cross-border region through the conducting of creative camps; creating of a Youth Network for Art-Environment supporting and stimulating the development of the creative abilities of young people and their personal growth and encouraging the mobility of young people from the cross-border region and the exchange of ideas and good practices.

## Purpose

The purposes of this contract are as follows:

* Providing service for organizing of event planned by the House of Culture Knjaževac, under the project “Youth art network”- CB007.2.22.231 (transportation, accommodation, catering).

## Results to be achieved by the contractor

* Bus rented for travel from Knjaževac to place of conducting Creative camp in Zaječar district (and return) for 30 Serbian participants on Creative camps in field of music, creative writing and fine arts.
* Catering provided for conducting Creative camp in field of music, creative writing and fine arts for 30 participants (coffee, refreshment, lunch and dinner)- for 6 days
* Accommodation provided for 30 Serbian participants on Creative camp in field of music, creative writing and fine arts - 5 nights
* Bus rented for travel from Knjaževac to place of conducting Creative camp (and return) for 30 Serbian participants on Creative camps in field of dance, theatre and photography.
* Catering provided for conducting Creative camp in field of dance, theatre and photography for 30 participants (coffee, refreshment, lunch and dinner)- for 6 days
* Accommodation provided for 30 Serbian participants on Creative camp in field of dance, theatre and photography - 5 nights
* Catering provided for participants of Discussion Forum in Knjaževac for 100 persons (coffee, refreshment, lunch and dinner) for 100 persons
* Accommodation provided for 60 Serbian participants of Youth cultural festival in Knjaževac municipality – 60 nights
* Catering provided for participants of Youth cultural festival in Knjaževac municipality (coffee, refreshment, lunch and dinner) for 120 persons

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The implementation of the current contract will support the House of Culture in process of implementation of the project “Youth art network”, 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:

3.2.1 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.

3.2.2 Risk of inability to hold events subject to the contract due to a worsened pandemic situation. For the implementation of the activities the risk could be overcome in strict compliance with all sanitary measures and requirements related to the prevention of COVID – 19. For all events that will be organized Tenderer will assist, with no additional cost for the CA, to be organized in such manner to protect all participants.

# 4. SCOPE OF THE WORK

## 4.1. General

### Description of the assignment

The assignment includes all necessary services that the Contractor shall carry out for the overall organization of the events mentioned in p. 4.2. Each event has to be organized separately and on different dates on the territory of the Zaječar District. For each event the Contractor will have to provide a variety of professional services.

The exact dates of the events listed below will be determined by the Contracting Authority in good time before each event so that the Contractor can provide the relevant conditions.

### Geographical area to be covered

CBC targeted area of Zaječar District (Serbia).

### Target groups

Participants listed project activities are young people aged 16-29

## 4.2. Specific work

4.2.1. Bus transportation for 30 persons on the relation Knjaževac to place of conducting Creative camps-Knjaževac.

Contractor will provide adequate bus for transportation 30 persons from Knjaževac on the following events that will be performed and after the end of events return them to Knjaževac:

4.2.1.1 Creative camps in field of music, creative writing and fine arts (30 participants). Event will have duration of 6 days.

4.2.1.2. Creative camps in field of dance, theatre and photography (30 participants). Event will have duration of 6 days.

4.2.2. Creative camp in field of music, creative writing and fine arts

Contractor will provide all managerial, organization, logistic, visibility and protocol activities according to description in the list of specific activities. For every activity Contractor will achieve parameter of acceptability mentioned in relevant column of the list, especially ones connected with time limits and quantities and qualities of goods and services.

Contractor will provided of adequate space and equipment at least 2 days before the event. Contractor will provide space for coffee break and catering as well as for creative camp 3 spaces for working in groups with a minimum of 20 m2. Space will be equipped with enough seats for at least 30 persons, 30 tables for individual work, easel for artistic painting and electricity connection for devices. In the space will be available to provide internet connections and projector. It is also necessary to have a 3 covered open space for the work of a group of maximum 10 participants. As well as open space with the possibility of electricity connection, where will be set up a stage of 80m2 with seating area for the audience. All spaces must be organized in the accordance with COVID-19 pandemic rules of the Serbian government.

Contractor will decorate the provided space with visibility material if such is provided by Project team.

Place of creative camp- Zaječar District

Duration of the training 6 days

Number of participants 30 (30 from Serbia)

Time of performance: The contractor will be notified within 7 days before the starting date of event, when that both project partners harmonize their terms. Related to this, the tenderer must undertake to prepare for participation in the event after ordering / awarding 7 days before the event by the Contracting Authority.

Detailed of the tasks needs

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Time** | **Parameter of acceptability** |
| Accommodation of participants | Contractor will organize accommodation for 30 participants in 2-bed rooms (bed separated) with bathrooms in the hotel with minimum 2\*, for 5 nights- breakfast included. | Accommodation reserved minimum 1 week before camp | On time and in accordance with specification and pandemic regulations |
| Providing refreshment and catering | Catering for conducting Creative camp in field of music, creative writing and fine arts for 30 participants (coffee, refreshment, lunch and dinner for 6 days).  Contractor will provide coffee and refreshment on Creative camp breaks and catering and non-alcoholic beverages for lunch and dinner for each participant.  During each day of Creative camp will be 2 breaks and quantity of coffee and refreshment will be:   * 2 breaks x 6 days x 30 coffee = 360   Refreshment juices   * 2 breaks x 6 days x 30 bottles (minimum volume of 0.25 l) = 360   Two meals will be served per day/per participant (lunch and dinner). Meals should contain:   * 1 soup ; * 2 main courses (1 with meat, 1 without meat, with side dish), * 1 salad, * 1 dessert, * sparkling and still mineral water (500ml/person), * soft drink (500 ml/person), * coffee with milk and sugar (1 piece/person), * bread, * 10% of meals would be for vegetarians. | Detailed menu prepared before camp | On time, and in accordance with specification and pandemic regulations |

4.2.3. Creative camp in field of dance, theatre and photography

Contractor will provide all managerial, organization, logistic, visibility and protocol activities according to description in the list of specific activities. For every activity Contractor will achieve parameter of acceptability mentioned in relevant column of the list, especially ones connected with time limits and quantities and qualities of goods and services.

Contractor will provided of adequate space and equipment at least 2 days before the event. . Contractor will provide space for coffee break and catering as well as for creative camp 3 spaces for working in groups with a minimum of 20 m2. Space will be equipped with enough seats for at least 30 persons, 30 tables for work and electricity connection for devices. In the space will be available to provide internet connections and projector. It is also necessary to have a 3 covered open space for the work of a group of maximum 10 participants. As well as open space with the possibility of electricity connection, where will be set up a stage of 80m2 with seating area for the audience. All spaces must be organized in the accordance with COVID-19 pandemic rules of the Serbian government.

Contractor will decorate the provided space with visibility material if such is provided by Project team.

Place of creative camp- Zaječar District

Duration of the training 6 days

Number of participants 30 (30 from Serbia)

Time of performance: The contractor will be notified within 7 days before the starting date of event, when that both project partners harmonize their terms. Related to this, the tenderer must undertake to prepare for participation in the event after ordering / awarding 7 days before the event by the Contracting Authority.

Detailed of the tasks needs

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Time** | **Parameter of acceptability** |
| Accommodation of participants | Contractor will organize accommodation for 30 participants in 2-bed rooms (bed separated) with bathrooms in the hotel with minimum 2\*, for 5 nights- breakfast included. | Accommodation reserved minimum 1 week before camp | On time and in accordance with specification and pandemic regulations |
| Providing refreshment and catering | Catering for conducting Creative camp in field of dance, theatre and photography for 30 participants (coffee, refreshment, lunch and dinner for 6 days).  Contractor will provide coffee and refreshment on Creative camp breaks and catering and non-alcoholic beverages for lunch and dinner for each participant.  During each day of Creative camp will be 2 breaks and quantity of coffee and refreshment will be:   * 2 breaks x 6 days x 30 coffee = 360   Refreshment juices   * 2 breaks x 6 days x 30 bottles (minimum volume of 0.25 l) = 360   Two meals will be served per day/per participant (lunch and dinner). Meals should contain:   * 1 soup ; * 2 main courses (1 with meat, 1 without meat, with side dish), * 1 salad, * 1 dessert, * sparkling and still mineral water (500ml/person), * soft drink (500 ml/person), * coffee with milk and sugar (1 piece/person), * bread, * 10% of meals would be for vegetarians. | Detailed menu prepared before camp | On time, and in accordance with specification and pandemic regulations |

4.2.4. Catering for discussion Forum

Contractor will provide all managerial, organization, logistic, visibility and protocol activities according to description in the list of specific activities. For every activity Contractor will achieve parameter of acceptability mentioned in relevant column of the list, especially ones connected with time limits and quantities and qualities of goods and services.

Contractor will provided of adequate space and equipment at least 2 days before the event. Contractor will provide space for coffee break and catering as well as for work. Space will be equipped with enough seats for at least 50 persons, tables for work and electricity connection for devices. In the space will be available to provide internet connections and projector. All spaces must be organized in the accordance with COVID-19 pandemic rules of the Serbian government.

Contractor will decorate the provided space with visibility material if such is provided by Project team.

Place of discussion forum- Knjaževac

Duration of the event- 2 days

Number of persons 100 (50 persons per day)

Time of performance: The contractor will be notified within 5 days before the starting date of event, when that both project partners harmonize their terms. Related to this, the tenderer must undertake to prepare for participation in the event after ordering / awarding 5 days before the event by the Contracting Authority.

Detailed of the tasks needs

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Time** | **Parameter of acceptability** |
| Providing refreshment and catering | Catering for conducting discussion forum for 100 persons (coffee, refreshment, lunch and dinner for 2 days).  Contractor will provide coffee and refreshment on discussion forum breaks and catering and non-alcoholic beverages for lunch and dinner for each participant.  During each day of discussion forum will be 2 breaks and quantity of coffee and refreshment will be:   * 2 breaks x 2 days x 50 coffee = 200   Refreshment juices   * 2 breaks x 2 days x 50 bottles (minimum volume of 0.25 l) = 200   Two meals will be served per day/per person (lunch and dinner). Meals should contain:   * 1 cold appetizer; * 2 main courses (1 with meat, 1 without meat, with side dish), * 1 salad, * 1 dessert, * fruits * sparkling and still mineral water (500ml/person), * soft drink (500 ml/person), * coffee with milk and sugar (1 piece/person), * bread, * 10% of meals would be for vegetarians. | Detailed menu prepared before event | On time, and in accordance with specification and pandemic regulations |

4.2.5. Youth cultural festival

Contractor will provide all managerial, organization, logistic, visibility and protocol activities according to description in the list of specific activities. For every activity Contractor will achieve parameter of acceptability mentioned in relevant column of the list, especially ones connected with time limits and quantities and qualities of goods and services.

Contractor will provided of adequate space at least 2 days before the event. Contractor will provide space for coffee break and catering. As well as open space with the possibility of electricity connection, where will be set up a stage of 80m2 with seating area for the audience. In the space will be available to provide internet connections and projector. All spaces must be organized in the accordance with COVID-19 pandemic rules of the Serbian government.

Contractor will decorate the provided space with visibility material if such is provided by Project team.

Place of festival- Knjaževac municipality

Duration of the event- 2 days

Number of persons 120 (60 persons per day)

Time of performance: The contractor will be notified within 5 days before the starting date of event, when that both project partners harmonize their terms. Related to this, the tenderer must undertake to prepare for participation in the event after ordering / awarding 5 days before the event by the Contracting Authority.

Detailed of the tasks needs

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Time** | **Parameter of acceptability** |
| Accommodation of participants | Contractor will organize accommodation for 60 persons in 2-bed rooms (bed separated) with bathrooms in the hotel with minimum 2\*, for 1 night- breakfast included. | Accommodation reserved minimum 1 week before festival | On time and in accordance with specification and pandemic regulations |
| Providing refreshment and catering | Catering for conducting festival for 60 persons (coffee, refreshment, lunch and dinner for 2 days).  Contractor will provide coffee and refreshment on festival breaks and catering and non-alcoholic beverages for lunch and dinner for each participant.  During each day of festival will be 2 breaks and quantity of coffee and refreshment will be:   * 2 breaks x 2 days x 60 coffee = 240   Refreshment juices   * 2 breaks x 2 days x 60 bottles (minimum volume of 0.25 l) = 240   Two meals will be served per day/per participant (lunch and dinner). Meals should contain:   * 1 soup; * 2 main courses (1 with meat, 1 without meat, with side dish), * 1 salad, * 1 dessert, * fruits, * sparkling and still mineral water (500ml/person), * soft drink (500 ml/person), * coffee with milk and sugar (1 piece/person), * bread, * 10% of meals would be for vegetarians.   In the case that lunch will be served out of hotel, Consultant will provide foods that will include:  - At least 10 different finger foods,  - At least 2 different sweets,  - At least 2 vegetarian finger foods  - All necessary equipment (plastic glasses, cups, forks, knives, plates, serviettes and similar) | Detailed menu prepared before festival | On time, and in accordance with specification and pandemic regulations |

## Project management

### Responsible body

Responsible body will be Project team of the House of culture Knjaževac.

### Management structure

The Contracting Authority of the public procurement is the director of the House of culture Knjaževac. The responsible person for implementation of the tasks related to this project and this contract, in the Contracting Authority is the Project coordinator. Her 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 events, the hotel for accommodation, etc. The final report will be approved by the Project coordinator, and the Service acceptance will be signed by the legal representatives of both parties.

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

Contracting authority will provide agenda of event to the Contractor.

Contracting authority will provide list of participants for accommodations for event to the Contractor.

Contracting authority will provide assembly and disassembly stage with staff for manual installation-removal as well as the necessary accompanying audio equipment for event to the Contractor.

# LOGISTICS AND TIMING

## Location

Location of the project activities related to this contract is in Serbian in the Zaječar District. 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 date of contract signature and the period of implementation of the contract will be until the completion of all tasks, but not later than 18th of August 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 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 in English in **1** **original and 1 copy**:

* **Inception Report** to be produced after produced two 6-days Creative camps. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and travel. The contractor should precede with his/her work unless the contracting authority sends comments on the inception report.
* **Final report** no less than 4 pages in free format. This report shall be submitted no later than 5 (five) 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 final report must be provided along with the corresponding invoice. Approval of the final report by the Contracting Authority will be a basis for balance payment under the contract.

## 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

## Definition of indicators

Provided services, as follows:

- Travel of 30 participants for 6 day creative camp in field of music, creative writing and fine arts form Knjaževac to place of conducting Creative camp in Zaječar district- Knjaževac;

- Travel of 30 participants for 6 day creative camp in field of dance, theatre and photography form Knjaževac to place of conducting Creative camp in Zaječar district- Knjaževac;;

- Catering for 6 day creative camp in field of music, creative writing and fine arts for 30 participants (coffee, refreshment, lunch and dinner)

- Catering for 6 day creative camp in field of dance, theatre and photography for 30 participants (coffee, refreshment, lunch and dinner)

- Catering for 2 day discussion forum for 100 persons (coffee, refreshment, lunch and dinner) in Knjaževac

-Catering for 2 day Youth cultural festival for 120 persons (coffee, refreshment, lunch and dinner) in Knjaževac

-Accommodation for 5 nights for 30 participants for creative camp in field of music, creative writing and fine arts in Zaječar district

-Accommodation for 5 nights for 30 participants for creative camp in field of dance, theatre and photography in Zaječar district.

-Accommodation for 1 night for 60 participants for c Youth cultural festival in Knjaževac.

## Special requirements

During implementation of the contract, all national and regional anti-epidemiological measures imposed by the authorities must be respected.

In case of deterioration of the situation with the Corona virus, the contract will be performed in accordance with Art. 38 Force majeure of the General conditions of the contract (Annex I).