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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Association of citizens PLANT

## Country background

Economic growth and development of the cross border region of Bulgaria and Serbia require intensive use of natural resources. In order to be sustainable the development has to take into consideration the three pillars – economic, social and environmental, each reinforcing the others. Sustainability implies a way of thinking and living which should be formed in the early childhood. Today’s youth will become tomorrow’s leaders and it is our responsibility to provide them with educational experiences, for them to make knowledgeable decisions regarding the environment. This could be realized by the means of environmental education (EE) which helps to foster responsible attitudes and inspires young people to take action in order to live more sustainably. It can also develop their sense of identity and pride in their local environment. We believe that EE is one of the most important tools for preventing environmental problems.

The common problem that the project is addressing is the lack of school pedagogies which goes beyond the traditional approach of learning for nature protection and sustainable use of natural resources. Further the following common needs, constraints and weaknesses could be defined:

- Young people spend less of their free time outdoors (due to issues such as technology, etc).

- Compulsory education in the field of nature protection is related mainly to learning terminology and concepts relevant to scientific fields without possibility to gain sufficient practical experience. The information is presented in academic style, the children are passive learners which cease the opportunity to motivate them to develop critical thinking skills, to build environmental sensitivity and take responsible actions.

- Financial resources for interactive activities and EE outside the classrooms are lacking.

- There are no guidelines, no interactive materials, no trained educators to accomplish successful EE programs.

## Current situation in the sector

The proposed project is compliant to the achievement of “The Europe 2020: A Strategy for Smart, Sustainable, and Inclusive Growth” – its Thematic Objective 6 - protecting the environment and promoting resource efficiency. It envisages implementation of different activities related to environmental education of youths which will result in development of their knowledge, skills, environmental sensitivity, and conscious behaviour towards natural resources. The project is also in line with the European Territorial Agenda 2020 towards an inclusive, smart and sustainable Europe of diverse regions, which sets territorial priorities for development of the EU - namely priority 6 - Managing and connecting ecological, landscape and cultural values of regions „by strengthening awareness and responsibility of local and regional communities towards their environments“.

The project complies with the objectives of national strategies and plans of Bulgaria and Serbia for encouraging and increasing literacy incl. environmental. It is also in line with the National Biodiversity Strategies of both countries that promote and encourage understanding of the importance of biodiversity as well as its propagation through media and the inclusion of these topics in educational programmes.

The current project contributes to the second pillar of the EU Strategy for the Danube Region – protecting the environment in the Danube Region, by raising the youth’s awareness and knowledge on environmental issues thus contributing to better preservation of the regions’ natural resources. The EU Strategy for the Danube Region accents also on investments in young people – Priority area 9 “To invest in people and skills”. One of the main project objectives is to raise awareness and skills of children on environmental topics, which is an investment that will repay in the future by having people using resources sustainably.

## Related programmes and other donor activities

Not applicable.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The main project objectives are:

- To strengthen the capacity and create opportunities for environmental education in the cross border region;

- To promote environmental awareness, responsible behaviour, and eventually action through education;

- To build a connection to the environment, and change the perceptions youth has on the environment.

## Purpose

The purposes of this contract are as follows:

1- To prepare handbook that will provide the necessary knowledge and tools to educators to apply the principles of environmental education. Also, it should improve knowledge and skills to children from kindergartens to schools to understand how natural environments function and how people can affect the environment through our behaviour.

2- To organize a joint Travelling eco-school for children. 4 engaged experts will visit 12 schools (Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej, Palilula) as well as 5 kindergartens to give interactive presentations/ play games on the topics from the handbook

## Results to be achieved by the contractor

Task 1.

* Developed handbook for environmental education in Serbian language
* Translated handbook for environmental education in Bulgarian language
* Document should be delivered in one CD and 10 hard copies
* Delivered 2-day training for educators

Task 2:

* 12 schools and 5 kindergartens included in project activities
* 720 Serbian pupils and 100 Serbian kindergarten kids with increased understanding of environmental issues

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

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.

## Risks

There are no greater risks during the implementation of the project in normal conditions. But the risk may arise due to a new CORONA virus pandemic, which would slow down the execution of planned tasks. For the execution of the first task - designing a handbook - the risk can be avoided by applying protective equipment and distance between experts. And for the execution of the second task - organizing workshops with children in schools - the risk can be overcome by organizing a larger number of workshops with smaller groups of children and organizing the presentations/ games with children outside.

# SCOPE OF THE WORK

## General

### Description of the assignment

Topic 1:

A handbook for environmental education will be developed covering topics – environmental interrelations, abiotic factors (air, water, soil), natural heritage (with accent on protected areas, caves and karst), biodiversity (with subtopics on specific for the cross border region flora and fauna), waste and sustainable consumption, climate change. The handbook will be used by trainers to provide knowledge and skills to children from kindergartens to schools to understand how natural environments function and how we as humans effect the environment through our behavior. The handbook will include on one hand lectures for educators for self-preparation on the certain topic and on the other hand materials for kids and pupils -age specific (4-6, 7-10, 11-14 years old), interactive, practical exercises and outdoor games to underpin a solid environmental awareness foundation. It will take into consideration the education received by the children so far.

First a draft will be developed by the hired consultant. It will be discussed with teachers from the region and adjusted according to their comments. The handbook will be elaborated originally in Serbian and later translated into Bulgarian. It will be designed in an attractive way and made available in electronic version to interested teachers in the region by publishing it on USBs and the LP website.

In order to achieve a multiplier effect and sustainability of the developed handbook for environmental education Contracting authority will organize one training for interested parties from both sides of the border in Nis. Three of experts who prepared handbook will be educators during this 2 days.



Topic 2:



Based on the developed handbook for environmental education, will be organized a Travelling eco-school. 4 chosen experts will visit 12 Serbian schools (Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej, Palilula) as well as 5 kindergartens to give interactive presentations/ play games on the topics from the handbook.

### Geographical area to be covered

Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej, Palilula in the Republic of Serbia.

### Target groups

Young people (age 4-6, 7-10, 11-14) from Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej and Palilula in Republic of Serbia:

-720 pupils and

-100 kindergarten kids

## Specific work

Topic 1:

The aim of the handbook is to provide the necessary knowledge and tools to educators to apply the principles of environmental education. Also, it should improve knowledge and skills to children from kindergartens to schools to understand how natural environments function and how people can affect the environment through our behaviour.

The handbook should facilitate the process of developing environmental literacy among youths based on four major stands: Knowledge, Skills, Affect (environmental sensitivity, attitudes and values) and Behaviour (personal responsibility, and active involvement). The handbook will be elaborated originally in Serbian and later translated into Bulgarian. It will be designed in an attractive way and made available in electronic version to interested teachers in the region by publishing it on USBs and the LP website

The handbook will include on one hand lectures for educators for self-preparation on the certain topic and on the other hand materials for kids and pupils -age specific (4-6,7-10,11-14 years old), interactive, practical exercises and outdoor games to underpin a solid environmental awareness foundation.

The handbook should cover the following 9 topics:

1. Environmental interrelations
2. Air and climate
3. Water (with a special focus on Danube - the longest river within today's European Union, the Danube River Basin, its assets)
4. Soil
5. Natural heritage (with focus on protected areas and in particularly Vitosha as the oldest park on the Balkan Peninsula, caves and karst in Vitosha)
6. Biodiversity - flora of the cross border region Serbia -Bulgaria incl. most characteristic and endangered plant species, role of forests and their ecosystem functions
7. Biodiversity - fauna of the cross border region Serbia -Bulgaria incl. most characteristic and endangered animal species
8. Waste and sustainable consumption
9. Climate change.

Each topic should be developed to include:

- Information for educators for self-preparation - basic information on the topic

- Interactive power - point presentation for children presenting the main issues related to the topic and providing advises for responsible behaviour (e.g. Tips on how to save water, or how to produce less waste);

- Description of interactive children games that could be played outdoors to enable a practical experience and underpin a solid environmental awareness foundation (theme covered, recommended group size, duration, outlining the presented idea, objectives, materials, preparation, instructions);

- Materials for kids in three age groups (4-6, 7-10,11-14 years old) -1 page each (3 pages total) designed and ready to use/ print -the materials should facilitate the execution of the games. The materials should be interactive, catchy, age specific, easy to understand.

- Suggestions for follow-up activities to be completed by children as extracurricular or extramural activities.

A special chapter of the handbook should provide advises to educators on different teaching techniques and how to capture children interest, to engage them and keep their attention.

For these tasks will be engaged next 4 experts:

1- Expert in abiotic factors in charge for development of the following topics: Air and climate with special focus of Cross border region Serbia-Bulgaria; Water (with a special focus on Danube - the longest river within today's European Union, the Danube River Basin, its assets); Soil with special focus of Cross border region Serbia-Bulgaria, Natural heritage (with focus on protected areas and in particularly Vitosha as the oldest park on the Balkan Peninsula, caves and karst in Vitosha)

2- Expert biologist/agricultural in charge for development of the following topics: Biodiversity of the cross border region Serbia -Bulgaria / Nisava and Sofia district - flora incl. most characteristic of the plants including endangered plant species, role of forests and their ecosystem functions and Biodiversity-fauna incl. most characteristic and animal species (including endangered species)

3- Educational expert in charge for preparation of Information for educators for self-preparation - basic information on the topic interactive power - point presentation for children presenting the main issues related to the topic and providing advises for responsible behaviour (e.g. Tips on how to save water, or how to produce less waste); description of interactive children games that could be played outdoors to enable a practical experience and underpin a solid environmental awareness foundation (theme covered, recommended group size, duration, outlining the presented idea, objectives, materials, preparation, instructions); preparation of materials for kids in three age groups (4-6,7-10,11-14 years old) -1 page each (3 pages total) designed and ready to use/ print - the materials should facilitate the execution of the games. The materials should be interactive, catchy, age specific, easy to understand; Suggestions for follow-up activities to be completed by children as extracurricular or extramural activities.

4- Engineer in charge Environmental interrelations; waste and sustainable consumption and climate change with special focus of Cross border region Serbia-Bulgaria.

Also, translator for Bulgarian language will be needed. Translator must have experience with translation of environmental topics.

In order to achieve a multiplier effect and sustainability of the developed handbook for environmental education Contracting authority will organize one training for interested parties from both sides of the border in Nis. The main aims of the training are:- to show the positive effects of environmental education, - to present the handbook, - to train the participants on how to deliver the different presentations, games, etc. which are part of the handbook, - to expand their knowledge and motivate them to use it in their everyday teaching/ interactions with young people, - to establish a joint network of environmental educators that will continue the work after the end of the project and will hopefully grow to cover more children in different regions. The 2 days training will include both indoor presentations as well as outdoor demonstrations. A special visit to the „ECO CAMP“ in Kamenica Hill will be organized to show the opportunities it provides for environmental education in the region. Three of experts who prepared handbook will be educators during these 2 days.



Topic 2:

Will be organized a Travelling eco-school. 4 chosen experts described above will visit 12 Serbian schools (Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej, Palilula) as well as 5 kindergartens to give interactive presentations/ play games on the topics from the handbook.

Minimum 60 pupils from each school and minimum 20 kids from each kindergarten will take part in one day Travelling eco – school events. All events will take place both inside and outdoors. They will start with interactive presentations/ film projections. Then the children will be divided into age specific groups and will play games with the educators. As a result they will develop a deeper understanding of environmental issues and will be motivated to take action to improve the environment. School teachers will see how the handbook works in practice and will be urged to use it in the future and join the network of educators. The educators will travel with specially purchased mini-bus that will be painted and equipped as Travelling eco-school

## Project management

### Responsible body

The responsible body is the Association of citizens PLANT as 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.

The Contractor is fully responsible for the quality and timely delivery of the contract results, according to the contractual provisions.

### Management structure

The management structure of Association of citizens PLANT is as follows:

* General Assembly – the supreme management body of the organisation, meeting annually to take the most strategical decisions of the organisation;
* The Management board – meeting regularly to address important issues, related with the life of the organisation;
* President of Management Board and official representative of the organisation, who is in charge of the day-to-day management of the organisation and the decision-making regarding project implementation;
* Furthermore the project implementation team is responsible for the technical implementation of the project and leading of documentation

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

Lead partner will purchase and equip a mini bus as Travelling eco-school.

PP3 ‘’Open door’’ will prepare the film on protected nature with emphasis on Vitosha, caves and karst.

Contracting authority will prepare video on waste and sustainable consumption and age specific educational materials (4-6, 7-10, 11- 14).

# LOGISTICS AND TIMING

## Location

Municipalities of Bela Palanka, Pirot, Mediana, Niska banja, Crveni Krst, Pantelej and Palilula in Republic of Serbia.

## Start date & period of implementation of tasks

The intended start date is 20.07.2020. and the period of implementation of the contract will be 8 (eight) months from this date. 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

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert 1: Team leader -** Environmental interrelations

*Qualifications and skills*

* University degree or equivalent in Environmental engineering or Occupational safety engineering;
* Good command of English (written)
* Excellent management and organizational skills;

*General professional experience*

* Preferably 5 years professional experience in environmental topics, but a minimum 3 years required;

*Specific professional experience*

* At least 3 years professional experience in documents preparing and educations / trainings with children in environmental protection;

**Key expert 2:** Educational expert

*Qualifications and skills*

* University degree or equivalent in Environmental engineering or Occupational safety engineering or Pedagogy or other Social science;
* Good command of English (written)
* Excellent management and organizational skills;

*General professional experience*

* Preferably 5 years professional experience in environmental topics, but a minimum 3 years required;

*Specific professional experience*

* At least 3 years professional experience in documents preparing and educations / trainings with children in environmental protection;

**Key expert 3:** Expert biologist/agricultural

*Qualifications and skills*

* University degree or equivalent in Biology engineering or Agricultural engineering or other Natural science;
* Goo command of English (written)
* Excellent management and organizational skills;

*General professional experience*

* Preferably 5 years professional experience in environmental topics, but a minimum 3 years required;

*Specific professional experience*

* At least 3 years professional experience in documents preparing and educations / trainings with children in environmental protection;

**Key expert 4:** Expert in abiotic factors

*Qualifications and skills*

* University degree or equivalent in Ecology, Environmental engineering or Occupational safety engineering or other Natural science;
* Good command of English (written)
* Excellent management and organizational skills;

*General professional experience*

* Preferably 5 years professional experience in environmental topics, but a minimum 3 years required;

*Specific professional experience*

* At least 3 years professional experience in documents preparing and educations / trainings with children in environmental protection;

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

For all key experts is required to provide CVs in accordance with Annex IV to the Tender Dossier.

### 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 and one electronic copy.

* **The first Interim Report** of maximum 3 pages to be produced after finishing the first part of the first task of project – draft of handbook delivering and its approval by Contracting authority – during second month from the start of implementation, along with the corresponding invoice. This report will be the conditions for payment for that activity.
* **The second Interim Report** of maximum 3 pages to be produced after finishing the second part of the first task of project – translation of handbook in Bulgarian, printing handbook and two days training delivering – during third month from the start of implementation, along with the corresponding invoice. This report will be the conditions for payment for that activity.
* **The third Interim Report** of maximum 3 pages to be produced after organizing Travelling eco-school in 6 Serbian schools as well as 3 kindergartens – during 6th month from the start of implementation, along with the corresponding invoice. This report will be the conditions for payment for that activity.
* **Final report** of maximum of 7 pages in free format prepared in English language shall be submitted no later than 10 (ten) business 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 balance 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 manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

* Developed 1 handbook for environmental education in Serbian language
* Translated 1 handbook for environmental education in Bulgarian language
* Handbook delivered in one CD and 10 hard copies
* Delivered 2 day training for educators
* 720 Serbian pupils and 100 Serbian kindergarten kids participated in environmental educations
* 12 schools and 5 kindergartens participated in project activities

## Special requirements

Not applicable