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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

NIIT Society Innovation Center

## Country background

This winter Niš was one of the polluted cities, and the concentration of harmful particles was occasional and 7 times higher than permitted.

Knowing that nature for all is equal and that it does not know the borders, we want to make move that will make awareness in Serbia and Bulgaria when it comes to environment.

Project “For everyone saved a tree (FOREST)” contains different kind of activities for enhancement of forest habitats and promotion of the nature wealth: training course; deforestation campaign; detecting and control of forest pests and diseases; mapping, assessing and improving the status of valuable species' populations; creation and exhibitions of forest herbarium; development of Long-term Strategy for involvement of young people into nature protection activities; Creating a joint Database of results of the field activities and related studies; conferences on environmental protection.

As a result of the field project activities ecological situation in forest habitats will be improved and degradation processes will be prevented. This will increase the biodiversity and will improve the economic and recreational role of forests. At the same time youth awareness about sustainable forest management and use will be increased. Furthermore, the developed Long-term Strategy for involvement of young people into activities for nature protection will ensure sustainability of the project activities and their multiplication. The joint Database will ensure permanent exchange of information between institutions from Bulgaria and Serbia. The Database will be created to monitor the status of natural components in the region, which will benefit current and future research in the forests. The interest of local young people in study of nature and their initiatives for forest preservation will be increased.

The strongest part of the project is the clever combination of knowledge and experience related to environmental issues and the use of the energy, potential and spirit of young people to carry out each of its activities. Another strong side of the project is the approach for implementation of the activities - equal number participants and experts from Bulgaria and Serbia will be involved into the implementation of each activity no matter which side of the border is happening.

## Current situation in the sector

NIIT is a voluntary, non-governmental and non-profit association founded in 2007 in Niš. NIIT’s mission is to support social development through activism and civic engagement. NIIT belongs to the policy think-tank organization.

The main objective of NIIT is to make young people more active and involved. One of the basic and most important parts of NIIT mission is to contribute to the improvement of civil society through citizen information and education on the subject of democracy and public institutions.

NIIT supports groups, associations, and individuals working on the implementation of diverse ideas of improving the environment of the civil sector. NIIT is involved in the fight against corruption, fostering transparency and other social activities. The field of environment protection, human rights, tolerance, peace, dialogue and nonviolent conflict resolution are also very important parts of organization’s mission. NIIT encourages multiculturalism and strengthen interethnic relations.

In order to complete its own mission, NIIT uses a specific methodology and approach. Contact with citizens is one of our narrowly focused methods that gives the best results. NIIT organizes trainings, conferences, workshops, consultations, presentations, educations, briefings and similar events.

The NIIT Center, among others, conducts projects in cooperation with the Swedish State and the Belgrade Open School. The project "European values of southern Serbia" includes reporting on various topics of local importance, which in their focus have both the process of European integration and the path of Serbia integration to the European Union. NIIT is also following topics which are related to chapter 27 in the negotiation process, and which are about environmental protection

In an attempt to achieve desirable goals with the use of obtainable means, NITT developed own strategy. Realized projects and other activities give possibility to reflect back and understand what has made the impacts in the past. From that source and from day-to-day issues NIIT is trying to see the big picture for the upcoming topics. For NIIT, the strategy is about shaping the future. Through the strategy, NIIT proposed a way of thinking intent of finding where to focus energy and sources, for maximization of own potentials.

NIIT members work as a team and use the specific individual expertise to reach proposed goals. To ensure as one pulling, we have considered coherence and planning.

Contacts with a wide variety of stakeholders are very important for NITT. Hence, NIIT listen to them and build up good mutual relations. The association is always open for dialog and contribution in the process of EU standards accomplishment and adoption.

In the field of economics, NIIT’s mission is to improve and extend sense for business, spreading information about current possibilities. That includes education of young people about global IT trends and use of modern IT technologies in business.

Last, but not least, is NIIT’s readiness for mutual work with both institutions and individuals, who share its values and visions. Since 2007, NIIT has conducted several projects, intended to the society development. The partners recognized NIIT's capacity for such mission and supported following projects:

“The “biZZbuZZ “ Conference”;

“New Media Project – juznevesti.com as Social Media”;

“Perun – whistle-blower anonymity”;

“South Election News”;

“Southern Political Promises”;

“Capacity building of the local media and CSOs in five regions in South Serbia for the monitoring of the local budget (planning and spending of “hidden costs”)”;

“I Have the Right to Know”

Partners and supporters in realization of mentioned projects were USAID, IREX, NED, UNDP, EESTEC, and others.

## 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:

- Improving the state of different types of forest habitats in the cross-border region between Serbia and Bulgaria;

- Inclusion of young people from both countries in joint activities for practical solution of environmental problems related to conservation and sustainable management of forests and popularization of these activities among other social groups;

- Creating a joint Database maintained by all project partners which will accumulate project results and data from scientific and applied research in the field of nature conservation.

## Purpose

The purpose of this contract is providing service for organization and supporting organization of events planned by the Project Partner 2 within project “For everyone saved a tree” (FOREST)”.

## 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 NIIT in the implementation process of the project “For everyone saved a tree (FOREST)” 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;

## 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.

# 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 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 (bed and full-board) arrangements for the relevant participants, rent of hall for the events, etc.

The exact dates and venues as well as the number of participants 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 (bed and full-board) and other related services.

### Geographical area to be covered

The eligible area is the Serba - Bulgaria cross-border region, specifically Nišava District, Serbia and Sofia District Bulgaria

### Target groups

* NIIT’s Project Team members;
* Young people from Nišava and Sofia district, aged between 13 and 18 years.

## Specific work

**Task 1: Accommodation (bed and full-board) for Project Team members for participation in work meetings of the Project Team**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of each work meeting – two days;  Place: Sofia District, Bulgaria and Nisava District, Serbia;  The contractor will be timely notified about the exact date and location of each work meeting of the Project Team. |
| **Service 1.1**: | **Providing accommodation (bed and full-board) for 2 members of NIIT’s Project Team for participation in work meetings of the Joint Project Team** |
| **Service description:** | Booking and paying for accommodation (bed and full-board) for 2 members of NIIT’s Project Team for participation in 6 work meetings of the Project Team - 2 persons \* 6 work meetings \* 1 night in single rooms in a minimum three stars (or equivalent) hotel with included breakfast, lunch, dinner and two coffee-breaks per day. The hotels selected should have Wi-Fi and parking space. Booking of the rooms has to be made after proposal of at least 2 options of hotels and approval of one of them by the Contracting Authority. |

**Task 2: Accommodation (bed and full-board) for 1 Project Team member for participation in project activities (Activities 2, 3, 4, 5, 6, 7)**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of each project activity – three days;  Place: Sofia District, Bulgaria and Nisava District, Serbia;  The contractor will be timely notified about the exact date and location of each project activity. |
| **Service 2.1**: | **Providing accommodation (bed and full-board) for 1 member of NIIT’s Project Team for participation in project activities (Activities 2, 3, 4, 5, 6, 7)** |
| **Service description:** | Booking and paying for accommodation (bed and full-board) for 1 member of NIIT’s Project Team for participation in 6 project activities – 1 person \* 6 activities \* 2 nights in single room in a minimum three starst hotel (or equivalent) with included breakfast, lunch, dinner and two coffee-breaks per day. The hotels selected should have Wi-Fi and parking space. Booking of the rooms has to be made after the proposal of at least 2 options of hotels and approval of one of them by the Contracting Authority. |

**Task 3: Hall for project activities (Activities 1, 3, 6)**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of each project activity – two days except activity one (1 day);  Place: Nišava district, Serbia;  The contractor will be timely notified about the exact date and location of each project activity. |
| **Service 3.1**: | **Providing halls for project activities (Activities 1,3,6 )** |
| **Service description:** | * Providing a conference/working hall in Nišava District, Serbia. The hall must be located in the hotel selected for the relevant project activity or nearby ; * The hall should be rented for the whole duration of each event; * Hall capacity: For Activity 1 minimum 100 people; For Activities 3,6 minimum 65 people * The hall should have Wi-Fi, minimum 65 chairs and a screen for multimedia; * A separate hall/lobby/restaurant near the hall should be reserved for coffee-breaks /refreshments/. |

**Task 4: Providing audio/video equipment for events**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of project activity – one day  Place: Nišava district, Serbia;  The contractor will be timely notified about the exact date and location of each project activity. |
| **Service 4.1**: | **Providing audio/video equipment for events (Activitie 1)** |
| **Service description:** | * Providing audio and video equipment for the opening seminar. * Providing microphones for panellists, headphones, cables, and all supporting equipment, as well as video projector, computer for presentations. |

**Task 5: Transportation of participants to project events**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of project activities:   * Project Activities 1 and 10 – one day duration; * Project Activities 2,3,4,5,6 and 7 – three days duration; * Events for opening of Herbarium exhibitions – one day duration.   Place: Sofia District, Bulgaria, Nisava District, Serbia;  The contractor will be timely notified about the exact date and location of each project activity. |
| **Service 5.1**: | **Providing transportation of participants to the project events** |
| **Service description:** | * Providing and paying transportation for 25 Serbian participants /young people, aged between 13 and 18 years/ to the project activities by bus /3 activities in Nisava District, Serbia /Activities 1, 3, 6/ \* 170 km/ + /5 activities in Sofia District, Bulgaria /Activities 2, 4, 5, 7, 10/ \* 500 km/; * Providing and paying transportation of the Serbian participants (young people and external experts) to the Herbarium exhibitions in Bulgaria (Activity 7) - (1 exhibition in Botevgrad \* 470 km) + (1 exhibition in Pravets \* 480 km) + (1 exhibition in Etropole \* 500 km) The bus has to be equipped with air conditioning. * The vehicle must be roadworthiness and meet all legal requirements for the transport of people at the country and abroad |

**Task 6: Catering for events**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of each project activity – one day (Activity 1);  Place: Nišava district, Serbia;  The contractor will be timely notified about the exact date and location of each project activity. |
| **Service 6.1**: | **Providing catering for events** |
| **Service description:** | * Catering (coffee, refreshments and lunch) for the participants in the Opening Seminar (Activity 1) - 50 young people + 31 official guests * **Catering** – refreshments and lunch 50 young people + 31 official guests   Buffet-lunch will be in a separate room of the conference hall/hall. Buffet-style lunch should include cold appetizers, salads, grilled meat dishes and dessert for each person. The standard grammage of meal per each person should be respected. Some of the dishes should include fish/sea food products, instead of meat.  During the lunch, refreshment which includes natural/sparkling water and soft drinks, 0,5 l in total per each person, will be served for all persons;  The Contractor should prepare at least 2 versions of the menu. The menus should be sent by the Contractor to the representatives of the Contracting Authority for approval. |

**Task 7: Accommodation (bed and full-board) for participants in project activities**

|  |  |
| --- | --- |
| **Time (duration)/place**: | Duration of each project activity – three days;  Place: Nišava district, Serbia;  The contractor will be timely notified about the exact date of each project activity. |
| **Service 5.1**: | **Providing accommodation (bed and full-board) for the participants in project activities (Activities 3, 6, )** |
| **Service description:** | * Booking and paying for accommodation (bed and full-board) for 50 participants in the “Afforestation campaign” /Activity 3/ – 50 people \* 2 nights in double rooms in a minimum two stars hotel with included breakfast, lunch, dinner and two refreshments per day. The hotels selected should have Wi-Fi and parking space. The booking of the rooms has to be made after proposal of at least 2 options of hotels and approval of one of them by the Contracting Authority;   Booking and paying for accommodation (bed and full-board) for 50 participants in the project activity “Creation of herbarium of forest plants in Serbia” /Activity 6/ – 50 people \* 2 nights in double rooms in a minimum two stars hotel with included breakfast, lunch, dinner and two refreshments per day. The hotels selected should have Wi-Fi and parking space. The booking of the rooms has to be made after proposal of at least 2 options of hotels and approval of one of them by the Contracting Authority. |

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. (See <https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en>.

## Project management

### Responsible body

NIIT Society Innovation Center/ 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 President (legal representative) of NIIT Society Innovation Center in Niš. 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, approval of hotels for accommodation (bed and full-board), 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 Serbian and Bulgarian cross-border region and in the office of NIIT Society Innovation Center – Radanska 10, 18103 Niš, Serbia. 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 27.09.2019 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 reports** should be submitted six months after the start of the implementation of contract. The report must be provided along with the corresponding invoice. 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 report** maximum of 5 pages in free format. This report 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 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 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

The indicators are specified as related to the organization of:

### Accommodation (bed and full-board) for 2 Project Team Members for 6 work meetings (2 person \* 6 meetings \* 1 night) provided;

### Accommodation (bed and full-board) for 1 Project Team member for participation in 6 project activities (1 person \* 6 activities \* 2 nights) provided;

* Halls with capacity for minimum 50 people provided for 4 days (2 activities \* 1 hall \* 2 days) and Hall with capacity for minimum 100 people provided for 1 day (1 activity, 1 hall, 1 day)
* Provided audio and video equipment for the opening seminar.

Providing microphones for panellists, headphones, cables, and all supporting equipment, as well as video projector, computer for presentations.

* Transportation for 25 Serbian participants /young people, aged between 13 and 18 years/ to the project activities by bus /3 activities in Nisava District, Serbia /Activities 1, 3, 6/ \* 170 km/ + /5 activities in Sofia District, Bulgaria /Activities 2, 4, 5, 7, 10/ \* 500 km/; provided
* Transportation of the Serbian participants (young people and external experts) to the Herbarium exhibitions in Bulgaria (Activity 6) - (1 exhibition in Botevgrad \* 470 km) + (1 exhibition in Pravets \* 480 km) + (1 exhibition in Etropole \* 500 km) provided
* Accommodation (bed and full-board) for 50 participants in the project activity “Afforestation campaign” /Activity 3/ for 2 nights provided.

## 8.2. Special requirements

Not applicable.