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# BACKGROUND INFORMATION

## Partner country

Serbia

## Contracting authority

Association “Soul of the Balkans”

## Country background

Action has to be implemented in two countries – Serbia (Bor and Zajecar districts) and Bulgaria (Vidin district). The cross-border region faces major economic problems closely related to the lack of domestic and foreign investments and the lack of innovative managerial models. During the last 10 years the population in both regions decreased in average 10 – 15%

Territory of Timok region encompasses the Eastern part of the Republic of Serbia including territories covered by the Administrative District of Zajecar and Administrative District of Bor. There are 263 settlements with 242.000 residents.

Vidin district is located in the north-western part of Bulgaria and covers a territory of 3,022 square kilometres, which is 2.7% of the country’s total. To the north it borders the Danube and is naturally connected to Romania and the other Danube countries. To the west its border (Timok River) tallies with the Bulgarian - Serbian boundary. To the east it neighbours the Montana district and to the south it is surrounded by the Balkan Mountains. Vidin is located in the lowest terrace of the Vidin Lowland, 35 meters above sea level, with a slight north-northeast grade (0.5% to 4%.

The part of Eastern Serbia in basins of the Danube and the Timok rivers and their tributaries is known as the Timok wine region with two sub-regions: Krajina, with Negotin and Kladovo and Knjaževac, where vineyards and wine production are concentrated. The Northern region along the Danube in Bulgaria is also known as a wine region with very long tradition. The beginnings of wine growing in the both side of the border date back to the middle century. In the XX century the region had unprecedented developed when wines from the region were exported to many Europe countries.

Winemakers of the Timok and Vidin regions received medals and good ranking among wine producers worldwide in the 1920’s though the 1970’s.

After this very successful period in the production of wine on both sides of the border, the sales began to decline rapidly, especially in the last years. The main reason is the increased competition on the wine global market, aggravated by the poor marketing of wine by producers and the lack of valorisation of wine in this border region. Tourism, as a potential powerful sales channel of agricultural products remains untapped.

In the past years several strategic documents analysed the developmental potential of cross-border region, which includes districts Bor, Zaječar and Vidin

Wine sales in the regions can be increased by improved marketing at production and by establishing sales channels in hotels and restaurants. A new joint regional tourism product - the “wine road” would promote wines from these two wine regions and provide information about the wine cellars.

## Current situation in the sector

The age-old tradition of wine growing in Eastern Serbia and Northwest Bulgaria has created several “wine routes” in the both countries. The geographical location and weather conditions of Eastern Serbia and Northwest Bulgaria allow the people that live in almost all parts of the region to grow grapevine. In the both regions there are around 200 different kinds of wine.

The Negotin wine route as a part of the marked wine routes in Serbia, is the centre of wine tourism in the eastern part of the country, famous for the “Rajačke pimnice” (old wine cellars in Rajac) – a complex of 270 wine cellars from the 18th century. These “pimnice” are no longer built, but some of the wineries have remodelled them so inside you can still taste the Negotin wines like Prokupac, Bagrina, Začinak, Vranac, Smederevka, Italian Riesling, Sauvignon and Sémillon.

Cold winters and warm summers with many sunny days is the climate that suits the grapevine. Exactly that is what the weather is like on next eastern Serbia marked wine routes and in the town of Knjaževac, around which grapes were grown since Roman times. This is why today we have the Knjaževac wine route. Eastern Serbia is a year-round destination for wine tourism. The best time to go on a wine tour to Eastern Serbia is March-June and September - November. During autumn and spring you will see most of the big events and festivities taking place, such as wine fairs, festivals, gastronomic presentations and workshops. All the wine tourists will be able to visit a Wine Museum in village Ravna near Knjaževac.

Bulgarians have a long history in winemaking. This is something we inherited from everybody that once inhabited our territory – Thracians, Romans, Byzantines etc. They were all famous for being good wine connoisseurs. From the archaeologists we know that the Thracians had many rituals dedicated to the God Zagreus (or Dionysus as the Greeks call him or Bacchus as the Romans know him) – the God of Wine who inspired some of their most important cults. Images associated with the harvesting of grapes and winemaking are found on pottery, murals and mosaics in residential and public buildings. Even in some tombs. At the end of the 19 century this tradition grew and developed as a professional industry. The interest in good wines and local types of grapes is nowadays rapidly increasing. Both among locals and foreigners. Wine tourism has become a popular tourist attraction. This is the perfect region for both red (Cabernet Sauvignon, Merlot, Pamid, Gamza, Pinot Noir) and white (Riesling, Tamianka, Aligote, Sauvignon Blanc, Chardonnay, Misket) wines. Winemaking is mostly concentrated in the cities of Vidin and Belogradchik

Wines in Eastern Serbia and Northwest Bulgaria are a valuable cross-border asset and the Interreg – IPA Cross-Border Cooperation Program provides an excellent opportunity for their integration into the cross-border tourism industry through the creation of joint tourism products. The "Veni, Vino, Vicchi" project in 2013 identifies specific cross-border needs and initiates the development of the "Soul of the Balkans" wine route as a cross-border tourist product. As a result of this project, a cross-border association "Soul of the Balkans" was also registered in 2015.

The current project “Joint initiatives and capacity building for improvement of “Soul of the Balkans” wine rout” have a strong cross-border impact because it will upgrade the previous project in the following way:

* by increasing the capacity of the members of the cross-border association "Soul of the Balkans" to attract more tourists
* by organizing joint events to improve the promotion of the wine route and attract more tourists.
* by combining tourist services on both sides of the border and allowing them to create better synergies between themselves
* by integrating the new cross-border tourist product with existing economic activities, but also with natural and cultural heritage.

The cross-border Association for wine route management “Soul of the Balkans” and wine route tourism product will serve as the basis for a long-lasting cooperation in the cross-border region, which will be beneficial for both the association itself and each individual member of the cross-border region.

Association for wine route management, “Soul of the Balkans” is composed of 22 members from the border regions of eastern Serbia and North-Western Bulgaria.

## Related programmes and other donor activities

N/A

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

* To strengthen the capacity of the members of cross-border Association for wine route management, ‘’Soul of the Balkans’’.
* To launch more joint initiatives, aiming to promote the wine rout and attraction of more tourists
* To diversify tourism in the border area by creating new cross-border tourism services and marketing tools,

## Purpose

The purpose of this contract is as follows:

1. To organise high quality events, which will contribute to the successful implementation of the project.

## Results to be achieved by the contractor

The Contractor should successfully organize or support the organization of project events, according to the specific requirements and pre-set deadlines detailed in section 4 of this document and should submit the required reports, described in section 7. Therefore, results to be achieved by the contractor are:

1. Successfully organized accommodation for the project team members in Bulgaria and Eastern Serbia
2. Successfully organized Training for tour operators and winemakers
3. Successfully organized Wine route Management Workshop
4. Successfully organized Traveling workshop for the exchange of experience
5. Successfully organized Trainings for internet marketing
6. Successfully organized Cross Border Wine competition
7. Successfully organized travel of participants to events in Bulgaria and Serbia

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The contract will be implemented as a part of the project “Joint initiatives and capacity building for improvement of “Soul of the Balkans” wine rout” by the Association “Soul of the Balkans” as a Contracting Authority. All the EU regulations will be applied. The following assumptions can be made in order to reduce the risks related to delay or non-realization of the activities, subject to this Terms of Reference:

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

## Risks

There are no greater risks during the implementation of the project. The Contracting Authority should provide to the Consultant the necessary information, part of the signed subsidy contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Proba-bility  H/M/L\* | Impact  H/M/L | Counter measures |
| Some of hotels and proposed meeting rooms are not available long time | L | H | Contracting Authority will send events schedule minimum 30 days before and Contractor will have enough time to make reservation |
| Lack of communication and logistical coordination between the Contractor and the Contracting Authority. | L | H | The Contractor should be proactive and maintain continuous contact with the relevant representatives of the Contracting Authority. |

# 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, at 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: transport, accommodation and catering for the team members and participants.

The exact dates and venues as well as the number of participants of the 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 and catering. In case of catering services, the Contractor shall provide the Contracting Authority with two alternative offers of menus.

The Contracting authority reserves the right to make changes in the provisionally requested services with the consent of the Contractor.

### Geographical area to be covered

The contract will be realized in the territory of Vidin District in Bulgaria, and Bor and Zaječar Districts in Eastern Serbia

### Target groups

Wine producers and owners of wine cellars, tourist service providers (restaurants, hotels, pensions etc), cultural and nature protection institutions (museums, galleries, local authorities, associations etc).

## Specific work

The following services will be provided from the selected Contractor (winner of the tender):

**Providing accommodation for the project team members in Bulgaria and Eastern Serbia**

The service provider should provide accommodation (bed and breakfast) for 2 members of the project during the events in the Vidin District in Bulgaria and Bor and Zaječar Districts in Serbia. The service provider should provide accommodation in minimum 3 stars hotel in single rooms with bathroom, TV, phone, WI-FI internet and with good condition for staying in all seasons (air condition in summer time and heating in winter time)

* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Vidin District during the Training for tour operators and winemakers
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Vidin District during the Wine route management workshop
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Vidin District during the Traveling workshop for the exchange of experience
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Vidin District during the Wine Fair
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Bor and Zajecar Districts during the Training for tour operators and winemakers
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Bor and Zajecar Districts during the Wine route management workshop
* Accommodation (bed and breakfast) for 2 members of the project team for 1 night (2 nights in total) in Bor and Zajecar Districts during the Traveling workshop for the exchange of experience
* Accommodation (bed and breakfast) for 2 members of the project team for 2 nights (4 nights in total) in Bor and Zajecar Districts during the 2 Trainings for internet marketing

Provisional period for implementation: October 2019 – July 2020

**Preparation and organisation of 2 days Training for tour operators and winemakers**

Technical preparation and organization of two days Training for tour operators and winemakers in Eastern Serbia for 20 participants. Location for organisation has to be somewhere on project territory in Eastern Serbia – Bor and Zaječar Districts. The Contracting Authority will provide at time all necessary data and time schedule related to implementation of this Contract. The preparation and organization of two days Training consists of the following activities:

* + Preparation of invitation letters and, in accordance with the dynamics of holding of the meeting, timely sending invitations to participants. The list of the participants, contacts and Agenda of meeting will be provided from Contract Authority 15 days before the event.
  + Renting the venue for two days for the organization of training for 20 participants in the specified period and of the duration of 10 hours/per day. The room should be of sufficient capacity to receive the anticipated number of participants, to have enough chairs and tables for the anticipated number of participants + 6 Project team members and 10 journalists, to have space to mount the technical equipment for uninterrupted operation, to have good condition for work in all seasons (air condition in summer time and heating in winter time) and to have adequate toilet facilities for anticipated number of participants. The hall must be technically equipped for training (laptop computer, video beam projector, screen for the video beam, loudspeakers with 2 microphones and flipchart with blank sheets and markers
  + Provision of serving 80 participants (2 times x 2 days x 20 participants) during two breaks every day of the training, namely (coffee, tea, salty and sweet pastries 200 gr/per participants, fruits, water 0,5 litter and soft drinks 0,3 litter per participants The service provider should provide one waiter during the breaks
  + The service provider should provide buffet lunch (in the same facilities where the training is) for 40 participants of meeting (2 days x 20 participants), who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the lunch
  + The service provider should provide accommodation (bad and breakfast) for participants for 1 night. Accommodation is necessary for 20 participants (20 accommodations in total) The service provider should provide accommodation in minimum 3 stars hotel in single rooms with bathroom, TV, phone, WI-FI internet and with good condition for staying in all seasons (air condition in summer time and heating in winter time)
  + The service provider should provide dinner for 20 participants for the first day of the training who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the dinner
  + The Contractor must also comply with the latest Communication and Visibility Guidelines of the Interreg - IPA CBC Bulgaria – Serbia Programme (See <http://www.ipacbc-bgrs.eu/sr> )
  + The contractor should provide up to 20 photos (in high resolution and quality), and attendance list

Provisional period for implementation: October 2019 – January 2020

**Preparation and organisation of 2 days Wine route Management Workshop**

Technical preparation and organization of two days Wine route Management Workshop in Eastern Serbia for 22 participants. Location for organisation has to be somewhere on project territory in Eastern Serbia – Bor and Zaječar Districts. The Contracting Authority will provide at time all necessary data and time schedule related to implementation of this Contract. The preparation and organization of two days’ Workshop consists of the following activities:

* + Preparation of invitation letters and, in accordance with the dynamics of holding of the meeting, timely sending invitations to participants. The list of the participants, contacts and Agenda of meeting will be provided from Contract Authority 15 days before the event.
  + Renting the venue for two days for the organization of workshop for 22 participants in the specified period and of the duration of 10 hours/per day. The room should be of sufficient capacity to receive the anticipated number of participants, to have enough chairs and tables for the anticipated number of participants + 6 Project team members and 10 journalists, to have space to mount the technical equipment for uninterrupted operation, to have good condition for work in all seasons (air condition in summer time and heating in winter time) and to have adequate toilet facilities for anticipated number of participants. The hall must be technically equipped for workshop (laptop computer, video beam projector, screen for the video beam, loudspeakers with 2 microphones and flipchart with blank sheets and markers
  + Provision of serving 88 participants (2 times x 2 days x 22 participants) during two breaks every day of the workshop, namely (coffee, tea, salty and sweet pastries 200 gr/per participants, fruits, water 0,5 litter and soft drinks 0,3 litter per participants The service provider should provide one waiter during the breaks
  + The service provider should provide buffet lunch (in the same facilities where the workshop is) for 44 participants of meeting (2 days x 22 participants), who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the lunch
  + The service provider should provide accommodation (bad and breakfast) for participants for 1 night. Accommodation is necessary for 22 participants (22 accommodations in total) The service provider should provide accommodation in minimum 3 stars hotel in single rooms with bathroom, TV, phone, WI-FI internet and with good condition for staying in all seasons (air condition in summer time and heating in winter time)
  + The service provider should provide dinner for 22 participants for the first day of the workshop who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the dinner
  + The Contractor must also comply with the latest Communication and Visibility Guidelines of the Interreg - IPA CBC Bulgaria – Serbia Programme (See <http://www.ipacbc-bgrs.eu/sr> )
  + The contractor should provide up to 20 photos (in high resolution and quality), and attendance list

Provisional period for implementation: November 2019 – January 2020

**Preparation and organisation of Traveling workshop for the exchange of experience in Eastern Serbia**

Technical preparation and organization of two days Traveling workshop in Eastern Serbia for 15 participants. Location for organisation has to be somewhere on project territory in Eastern Serbia – Bor and Zaječar Districts. The Contracting Authority will provide at time all necessary data and time schedule related to implementation of this Contract. The preparation and organization of two days’ Traveling workshop consists of the following activities:

* + Preparation of invitation letters and, in accordance with the dynamics of holding of the meeting, timely sending invitations to participants. The list of the participants, contacts and Agenda of meeting will be provided from Contract Authority 15 days before the event.
  + Provision of serving 60 participants (2 times x 2 days x 15 participants) during two breaks every day of the Traveling workshop, namely (coffee, tea, salty and sweet pastries 200 gr/per participants, fruits, water 0,5 litter and soft drinks 0,3 litter per participants The service provider should provide one waiter during the breaks
  + The service provider should provide buffet lunch for 30 participants of Traveling workshop (2 days x 15 participants), who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the lunch
  + The service provider should provide accommodation (bad and breakfast) for participants for 1 night. Accommodation is necessary for 15 participants (15 accommodations in total) The service provider should provide accommodation in minimum 3 stars hotel in single rooms with bathroom, TV, phone, WI-FI internet and with good condition for staying in all seasons (air condition in summer time and heating in winter time)
  + The service provider should provide dinner for 15 participants for the first day of the Traveling workshop who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the dinner
  + The Contractor must also comply with the latest Communication and Visibility Guidelines of the Interreg - IPA CBC Bulgaria – Serbia Programme (See <http://www.ipacbc-bgrs.eu/sr> )
  + The contractor should provide up to 20 photos (in high resolution and quality), and attendance list

Provisional period for implementation: February 2020 – June 2020

**Preparation and organization of** **2 trainings (2-days each) for internet marketing**

Technical preparation and organization of 2 trainings (2-days each) for internet marketing in Eastern Serbia for 15 participants per training (30 in total). Location for organisation has to be somewhere on project territory in Eastern Serbia – Bor and Zaječar Districts. The Contracting Authority will provide at time all necessary data and time schedule related to implementation of this Contract. The preparation and organization of 2 trainings (2-days each) consists of the following activities:

* + Preparation of invitation letters and, in accordance with the dynamics of holding of the meeting, timely sending invitations to participants. The list of the participants, contacts and Agenda of meeting will be provided from Contract Authority 15 days before the event.
  + Renting the venue for 2 days/per training (4 days in total) for the organization of training for 12 participants/per training in the specified period and of the duration of 10 hours/per day. The room should be of sufficient capacity to receive the anticipated number of participants, to have enough chairs and tables for the anticipated number of participants + 6 Project team members and 5 journalists, to have space to mount the technical equipment for uninterrupted operation, to have good condition for work in all seasons (air condition in summer time and heating in winter time) and to have adequate toilet facilities for anticipated number of participants. The hall must be technically equipped for training (laptop computer, video beam projector, screen for the video beam, loudspeakers with 2 microphones and flipchart with blank sheets and markers
  + Provision of serving 96 participants (2 trainings x 2 times x 2 days x 12 participants) during two breaks every day of the training, namely (coffee, tea, salty and sweet pastries 200 gr/per participants, fruits, water 0,5 litter and soft drinks 0,3 litter per participants The service provider should provide one waiter during the breaks
  + The service provider should provide buffet lunch (in the same facilities where the training is) for 48 participants of meeting (2 trainings x 2 days x 12 participants), who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the lunch
  + The service provider should provide accommodation (bad and breakfast) for participants for 1 night/per training (2 nights in total). Accommodation is necessary for 12 participants/per training (24 accommodations in total) The service provider should provide accommodation in minimum 3 stars hotel in single rooms with bathroom, TV, phone, WI-FI internet and with good condition for staying in all seasons (air condition in summer time and heating in winter time)
  + The service provider should provide dinner for 12 participants/per training, 24 in total, (2 trainings x 12 participants) for the first day of each training who will consist of (hors d'oeuvre 150 gr per participants, salads 200 gr/per participants, soups 300 ml/per participants, main dishes with meat 400 gr/per participants, vegetarian dishes 400 gr/participants, deserts 150 gr/per participants, water 0,5 litter per participants and soft drink 0,3 litter per participants). The service provider should provide one waiter during the dinner
  + The Contractor must also comply with the latest Communication and Visibility Guidelines of the Interreg - IPA CBC Bulgaria – Serbia Programme (See <http://www.ipacbc-bgrs.eu/sr> )
  + The contractor should provide up to 20 photos (in high resolution and quality), and attendance list

Provisional period for implementation: February 2020 – July 2020

**Organization of** **Cross Border Wine competition**

The project will organize the "Soul of the Balkans" wine competition in Eastern Serbia. All wineries, who want to award wines for evaluation, will provide them to a jury, specifically hired on the occasion. A professional evaluation on the basis of blind testing will be made. Location for organisation has to be somewhere on project territory in Eastern Serbia – Bor and Zaječar Districts. The Contracting Authority will provide at time all necessary data and time schedule related to implementation of this Contract. The preparation and organization of Cross Border Wine competition consists of the following activities:

* + Preparation of invitation letters and, in accordance with the dynamics of holding of wine competition, timely sending invitations to all wineries. The list of the wineries, contacts and competition rules will be provided from Contract Authority on a timely manner.
  + Renting the venue for 1-day Cross Border Wine competition for the organization of event in the specified period and of the duration of 10 hours. The room should be of sufficient capacity and must be equipped for organisation of wine competition with a sufficient number of tables, which depends of the number of wineries participating in the competition (each winery will have exposed wine on a separate table) and a sufficient number of wine glasses for each wine judged at the competition. The exact number of wineries participating in the competition on which the number of tables and glasses depends will be known when the winery registration will be complete and Contracting Authority will provide on time to Contractor
  + The contractor should provide up to 50 photos (in high resolution and quality)

Provisional period for implementation: February 2020 – June 2020

**Organizes and ensures travel of participants to events in Bulgaria and Serbia**

The service provider should provide transportation services via bus/ minibus (high tourist class, Audio CD/DVD equipped, LCD TV, microphone, reclining seats, seatbelts, A/C) and an experienced bus driver, with included expenses for fuel, insurance, vignette, road toll, room and board for the driver for travel to the following locations in Bulgaria,

* Transportation to the Vidin District up to the 10 Serbian participants in the Training for tour operators and winemakers (240 km, 2 Days)
* Transportation to the Vidin District up to the 11 Serbian participants in the Wine route management workshop (240 km, 2 Days)
* Transportation to the Vidin District up to the 10 Serbian participants in the Traveling workshop for the exchange of experience (240 km, 2 Days)
* Transportation to the Vidin up to the 20 Serbian participants in the Wine fair (120 km, 2 Days)
* Transportation to the Zaječar and Bor Districts up to the 10 Serbian participants in the Training for tour operators and winemakers (110 km, 2 Days)
* Transportation to the Zaječar and Bor Districts up to the 11 Serbian participants in the Wine route management workshop (110 km, 2 Days)
* Transportation to the Zaječar and Bor Districts up to the 10 Serbian participants in the Traveling workshop for the exchange of experience (110 km, 2 Days)
* Transportation to the Zaječar and Bor Districts 2 times, up to the 12 Serbian participants in the 2 Training for internet marketing (2 x110 km = 220 km, 2x2 days= 4 days)

Provisional period for implementation: October 2019 – July 2020

## Project management

### Responsible body

The Project Management Unit from Association “Soul of the Balkans” is responsible for managing this Contract on behalf of the Contracting Authority

### Management structure

The responsible person for implementation of the tasks related to this contract, in the Contracting Authority is Mr Branko Brković, member of the project team.

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

The Contracting Authority will provide all necessary data and information related to implementation of this Contract.

# LOGISTICS AND TIMING

## Location

The project activities related to this Contract will be realized in Bor, and Zaječar Districts in Serbia and Vidin Districts in Bulgaria

## Start date & period of implementation of tasks

The intended start date is date of signature of the contract by both parties and the period of implementation of the contract will be 9 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.

### 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 copy:

1. First Interim Report shall be submitted after realisations of the two events (Training for tour operators and winemakers and Wine route Management Workshop. The First Interim Report must be provided along with the corresponding invoice for the first payment after the approval of the report
2. Final report of maximum of 5 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 final payment under the contract. The final report must be provided along with the corresponding invoice.

## Submission and approval of reports

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

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is Services provided in timely, quality and quantity manor, as required in these Terms of Reference.

The indicators are specified as related to the organization of:

1. Accommodation for the project team members in Bulgaria and Eastern Serbia
2. Training for tour operators and winemakers
3. Wine route Management Workshop
4. Traveling workshop for the exchange of experience
5. Trainings for internet marketing
6. Cross Border Wine competition
7. Travel of participants to events in Bulgaria and Serbia

## Special requirements

N/A