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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Citizens' Association "Institute for Progress and Collaboration of the Western Balkans Regions"

## Country background

Tourism has lots of potentials to be one of the key economic development branches connecting people in Bulgaria and Serbia, with lots of underdeveloped sectors and areas. Still general condition of one of the greatest touristic attractions in the region, the great Nisava Fortress from medieval age, as one of the Serbian monuments of great importance, and the Sofia Ancient Mausoleum are being devastated, ruined and underutilised for the long period of time. Thus, there are possibilities for development and full exportation of those two sites, according to the domestic legislation. By developing joint investments in the touristic infrastructure will increase competitiveness of the region and the strengthening tourist market, introducing Sofia and Nis and leaders of joint CBC tourist measures and will enhance economic development of the Sofia and Nis and encourage promotion and raising awareness of local touristic products, that most of the people are not aware of. Needs: A new touristic infrastructure, supported with new touristic services should be built up or renewed. It will support employment, economic growth and decrease strong socio economic pressure in the region. A need for new project management knowledge is essential in order to validate all touristic, cultural and general strengths and potentials in the region. Strengths: Rich cultural heritage in cross border region. Tourists have awareness of historical sites in Sofia and Nis and visit them as touristic destinations of great importance and high attractiveness. Constraints: lack of communication and cooperation between different institutions and bodies in charge for taking care and utilisation of those monument sites. Proposed strategy: Gathering all key players and stakeholders on improving the poor condition of those two locations, and their development and opening to the wider population and awareness raising of their importance and their touristic significance.

**Current situation in the sector**

The project invests in the effective valorisation and the efficient management of the cultural and historical heritage assets of the territory (Nis Fortress and Sofia Ancient Mausoleum), promotes the balanced development of history tourism thus valorising the favourable conditions for diversified tourism in the border area, leading to smart economic growth of the Bulgaria-Serbia border region area. It exploits different form of practice for revitalisation and utilisation of heritage sites, disseminate these best practices and delivering common utilization strategy thus promoting joint territorial management by the regional authorities and balancing the conserving and developing aspects of natural resources in creating sustainable tourist attractions used to improve the quality of visiting environment and also to contribute to the quality of living environment. These territorial development approaches are designed to be fully in line with the overall aim of the programme

## Related programmes and other donor activities

Not applicable

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objectives of the project are as follows:

* Increasing the touristic attractiveness of Sofia and Nis.

## Purpose

The purposes of this contract are the following services to be provided, which are needed for implementation of project activities:

Organization of project events

## Results to be achieved by the contractor

* All events organized in accordance with this ToR and instruction from Contracting Authority

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# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Implementation of the project will be supported with the successful implementation of this contract.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 except the state of emergency caused with COVID 19. The Contracting Authority should provide to the Contractor the necessary information for the fulfillment of the tasks.

# SCOPE OF THE WORK

## General

### Description of the assignment

Rent of hall for 2 day training for popularization of "hidden" tourist sites in Nis  
Rent of audio/video equipment (Lap top, video projector with projector screen, 2 microphones, audio mixer, audio recording) for 2 day training for popularization of "hidden" tourist sites in Nis         
Coffee breaks, refreshments, lunches and dinners for participants in day training for popularization of "hidden" tourist sites in Nis for first day  
Coffee breaks, refreshments, lunches for participants in day training for popularization of "hidden" tourist sites in Nis for second day     
Accommodation for 30 participants in day training for popularization of "hidden" tourist sites in Nis for 1 night   
Rent of hall for events

Rent of audio/video equipment for event

Travel for events  
Catering for events  
Publications in mass media  
Organization of a medieval fest

### Geographical area to be covered

The contract will be realized in the territory of City of Niš

### Target groups

Youth and inhabitants of Serbia and youth around the world, touristic organizations, beneficiaries of the project, research institutions, government and non-governmental organizations.

## Specific work

**Rent of hall for 2 day training for popularization of "hidden" tourist sites in Nis**

The Consultant is obliged to provide premise for implementation of trainings which must suit to the following requirements:

* to be placed in the town centre (Nis)
* to be in ground floor or at most on the first floor
* at least 60 m² of working space
* to poses following infrastructure: electric power, central heating, air condition device, full equipped toilet
* to be equipped with: conference room for at least 30 persons, at least 30 chairs, enough place to be placed lap top, video projector, white board
* with enough windows to allowed day light

The Consultant is obliged to maintain a premise before and after the trainings.

**Rent of audio/video equipment**

Consultant shall provide Lap top, video projector with projector screen, 2 microphones, audio mixer, audio recoriding for 2 day training for popularization of "hidden" tourist sites in Nis

**Coffee breaks, refreshments, lunches and dinners for participants in day training for popularization of "hidden" tourist sites in Nis for first day**

Lunch for 30 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery

Dinner for 30 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery

Coffee break for 30 participants should contain: one coffee per participant and, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water)  
  
**Coffee breaks, refreshments, lunches for participants in day training for popularization of "hidden" tourist sites in Nis for second day**

Lunch for 30 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery

Dinner for 30 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery

Coffee break for 30 participants should contain: one coffee per participant and, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water)  
  
**Accommodation for 30 participants in day training for popularization of "hidden" tourist sites in Nis for 1 night**

Consultant should organize a overnights for 30 participants in Nis in minimum 3 star hotel in double rooms. Overnights shall include standard hotel breakfast for all participants.

**Rent of hall for events**

The Consultant is obliged to provide premise for implementation of 2 day events which must suit to the following requirements:

* to be placed in the town centre (Nis)
* to be in ground floor or at most on the first floor
* at least 150 m² of working space
* to poses following infrastructure: electric power, central heating, air condition device, full equipped toilet
* to be equipped with: at least 30 chairs, enough place to be placed lap top, video projector, white board
* with enough windows to allowed day light

The Consultant is obliged to maintain a premise before and after the event.

**Rent of audio/video equipment for event**

The Consultant is obliged to provide all necessary equipment for the training implementation: Lap top, Projector with video beam, Flip chart.

**Travel for events**

Rent of bus for 10 participants in training for popularization of "hidden" tourist sites in Montana(1 bus x 211km x 2 direction x 1 event)-total 422km. Transportation must be done in appropriate vehicle, in good condition, not older than 5 years, with air condition, with minimum 15 passenger seats, with experienced driver, with all necessary licences for border crossing.

**Catering for events**

Lunch for 30 participants should contain: main course consists with meat and side dish (mixed vegetable), dessert (sweet or fruit), coffee, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water), with appropriate cutlery

Coffee break for 30 participants should contain: one coffee per participant and, non-alcoholic drinks (soda, juice, carbonated and non-carbonated water)  
  
**Publications in mass media**

Consultant shall prepare 2 press releases and send it to relevant regional and local media for publishing. Consultant shall also verify publications in media.

**Organization of a one day medieval fest**

Using attractive event campaigns to meet common goals is an old and successful method of responding to public threats such as environmental pollution. It is a combination of a mass sweep initiative and a festival atmosphere that will be a successful way to attract more volunteer attention and participation. For this purpose, after the information and promotion campaign will be organized. The event will be organized for app. 500 participants and will include: - Rental of a 10x10 meter festival stage, open space; - Provide cold catering for 500 people; - Provision of cold drinks from 10 am to the end of the event on the respective day; - Provision of sound equipment and event manager from 10:00 to 20:00; - Providing promotional t-shirts - 500 pieces; - restoration of battle will be performed.

## Project management

### Responsible body

Citizens' Association "Institute for Progress and Collaboration of the Western Balkans Regions"

### Management structure

The responsible persons for implementation of the tasks related to this project and this contract, in the Contracting Authority is Bratislav Stoiljković-Project Coordinator.

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

For this tender, there is no need to provide more facilities. The Contracting Authority will timely provide necessary information such as: the specific time and place of events, agendas and similar.

# LOGISTICS AND TIMING

## Location

The project activities related to this Contract will be realized in City of Niš, Republic of Serbia

## Start date &period of implementation of tasks

The intended start date is 04.06.2020 and the period of implementation of the contract will be 6 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

Key experts are not required.

### Other experts, support staff & backstopping

The contractor has to ensure sufficient number of qualified experts for quality and timely implementation of tasks planned by these Terms of References. These experts are considered as non-key experts therefore their CVs will not be submitted with the application.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by Contractor and will be included in the global price.

## Facilities to be provided by the contractor

## N/A

## Equipment

**N/a**.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original and one copy:

* First Interim Report shall be submitted at the end of Month 2 of Contract realization.
* Second Interim Report shall be submitted at the end of Month 4 of Contract realization
* Final report prepared in English language shall be submitted no later than 10 (ten) working 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 Coordinator identified in the contract. The Project Coordinator is responsible for approving the reports before issuing any payments.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is all services provided in time, quality and quantity manner as required in these Terms of Reference.

## Special requirements

Not applicable