ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2

1.1. Partner country 2

1.2. Contracting Authority 2

1.3. Country background 2

1.4. Current situation in the sector 2

1.5. Related programmes and other donor activities 2

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 2

2.1. Overall objective 2

2.2. Purpose 3

2.3. Results to be achieved by the Contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 3

4. SCOPE OF THE WORK 3

4.1. General 3

4.2. Specific work 3

4.3. Project management 4

5. LOGISTICS AND TIMING 4

5.1. Location 4

5.2. Start date & Period of implementation of tasks 4

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 6

6.3. Facilities to be provided by the Contractor 6

6.4. Equipment 7

7. REPORTS 7

7.1. Reporting requirements 7

7.2. Submission and approval of reports 7

8. MONITORING AND EVALUATION 8

8.1. Definition of indicators 8

8.2. Special requirements 8

# BACKGROUND INFORMATION

## Partner country

Republic of Serbia and Republic of Bulgaria.

## Contracting authority

Timok Youth Center.

## Country background

The main focus of the project “Sustainable Global Objectives Applied by Local Youths (GOAL)” is the role of young people in achieving the Sustainable Development Goals (SDGs) adopted by the world leaders in 2015 aiming to free humanity from poverty, secure a healthy planet for future generations, and build peaceful, inclusive societies as a foundation for ensuring lives of dignity for all. Implementation of the measures for achieving these 17 goals has begun but according to last UN Sustainable Development Goals Report from 2017 the rate of progress in many areas is far slower than needed to meet the targets by 2030. Young people are among the stakeholders during the development of the goals, and now when specific actions are needed, the youths are in the focus again. The main reasons for that are:

1. Agenda 2030 treats the world problems now but aims to resolve them till 2030 when today‘s young people will be adults, the wellbeing of the humankind will be their responsibility;
2. The global challenges that SDGs address require new skills and mindset and young people have to be prepared in order to be productive and adequate citizens of the global world.

Serbia and Bulgaria are among the countries that accepted the SDGs and have the engagement to work for achievement of these goals. Although some of the SDGs seem to be inapplicable to the current situation in both countries problems like air pollution and unsustainable use of resources, responsible consumption and healthy life still exist. These topics are important and interesting for young people and there are plenty of activities they could do to change their behaviour and to impact the local communities.

* Both countries accepted Agenda 2030 and the SDGs but the governments still don’t make the needed efforts to contribute to the achievement of the goals. At the same time all stakeholders are invited to take actions and young people are one of the main target group. The SDGs still are not recognized among the youths as an important topic and there is no specific awareness about them. There is a need to build capacity in the young people to deal with the challenges of the time, to keep in mind the global problems and to contribute to the global efforts;
* Although the both countries have achieved some results in many of the topics of Agenda 2030 there are still problems with understanding the importance of SDGs and its regional dimension. There is a need the communities to focus on specific topics and work with the children and youths. For example, in the both countries (and in the cross border region) there is a problem with the healthy lifestyle, poor eating habits and obesity among children and young people. Bulgaria is one of the countries in EU with greatest percent of overweight children and young people. More than 224 000 young people in BG are overweigh. These facts are closely connected with Goal 3: Good health and well-being. There are only two initiatives in BG addressing the topic responsible consumption. Both of them are organized by NGOs and are with limited influence as they work with specific group and mainly in the capital. This is connected with Goal 12: Responsible consumption and production. Ecological problems also are pressing the region. Bulgaria, for example, has made some progress in the amount of recycled waste (for 10 years, recycling has increased barely - with 10%) but is still far from the EU targets. This is connected with Goal 13: Climate action.
* Youth enthusiasm and strong energy easily could be aimed at raising public awareness on these issues;
* In the cross-border region (especially in smaller towns like Zajecar) youth communities are small and united and it is easier to communicate messages effectively.
* The topic is new and still is not recognized as crucial for the target groups in the cross-border region;
* The topic could sound abstract if it is not explained properly with simple examples of real life.

## Current situation in the sector

The consortium includes 4 partners – 2 Serbian and 2 Bulgarian, NGOs with huge experience in project management.

All of the PPs are active youth organizations – Proaktiv and TOC are leaders in the youth sector in Serbia, Kauzi and Active society are part of Youth Centers Network in Bulgaria. Each of the partners implement a lot of project and works with young people on spot. The Sustainable Development Goals as a topic will enter in the agenda of the organizations and they will use the methodology and in other projects.

The project relates with Europe 2020 Strategy as it also presents an effort for achieving the SDGs targets. Special relation is observed in the priority Sustainable growth where the point is on promoting more resource efficient, greener economy. The project contributes to this with the broad dialogue in the cross border area for the climate actions and responsible consumption promotion.

The project is in coherence with the national strategy for development of Bulgaria. One of the priorities of the National programme Bulgaria 2020 is “achieving sustainable regional development with use of the local potential” which is integrated in the project as a focus on building capacity of local youth to face the future challenges.

The project refers to the EU Country Strategy Paper (2014-2020) for Republic of Serbia in its strategic aims in the field of environmental protection and social policy reforms.

The project refers to National Youth Programme (2006-2020) of Bulgaria in its two strategic objectives: a/ enhancing healthy life of young people and b/ building attractive environment for development of young people in small living places and rural areas. One of the main focuses of the project is healthy life and more of the activities are concentrated in Vidin and Zajecar – small towns in the rural cross border area.

## Related programmes and other donor activities

The project “Sustainable Global Objectives Applied by Local Youths (GOAL)” is financed by the INTERREG IPA CBC Bulgaria – Serbia Programme and will be implemented in the period January 2021 – January 2022 in partnership with Proactive – Nis, Serbia, Kauzi Foundation - Sofia, Bulgaria, Active Society - Vidin, Bulgaria and Timok Youth Center – Zajecar, Serbia.

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

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

* to create youth network in the cross-border area dedicated to knowing, understanding and recognizing the Sustainable Development Goals as an important issue. The project proposes investing in youth and creation of skills. Also aims promotion of cross border initiatives and enhancing the mobility of young people across the cross border area.

## Purpose

The purpose of this contract are as follows:

* To ensure necessary logistics for the joint project events across Bulgaria-Serbia cross-border area (transportation, accommodation, catering).

## Results to be achieved by the contractor

* Organized logistic of following events:
* Accommodation of project team during focus groups, partner’s meetings, meetings with the ambassadors, workshops, youth event and final event in Nis, Vidin and Sofia;
* Transportation of 10 participants from Zajecar to Youth event in Vidin;
* Accommodation for 30 participants and 2-day catering for 50 participant of Youth event in Zajecar;
* Transportation and accommodation of 3 participants from Zajecar to Final event in Sofia.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Implementation of the current contract will support the TOC in process of implementation of the project.

## Risks

In the moment of publishing the tender COVID-19 pandemic is present also in Bulgaria and Serbia cross border area. Both countries adopted rules, guidelines, recommendations and travel restrictions for their citizens and foreigners in order to reduce spreading of respiratory viruses. The situation is changing and updating on daily bases.

This may cause for some events to be postponed or even cancelled which may result the change in payment instalments. For all events that will be organized Tenderer will assist, with no additional cost for the CA, to be organized in such manner to protect all participants (hall suitable for social distance, disinfection and aeration of hall, conditions for personal hygiene, etc).

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# SCOPE OF THE WORK

## General

### Description of the assignment

Project activities, which having regard to the implementation to the contract are:

* Activity 1 – Building network
  + The main aim of the activity is to create community of partners (organizations, NGOs, persons) with specific expertise in the fields of the chosen goals – ecology, responsible consumption and healthy lifestyle.
    - Organization of cross-border focus groups. Organizations, experts and opinion leaders in the field of ecology, healthy life and responsible consumption from the both sides of the border will meet to discuss the common problems, to create the messages for the different audiences, to build a strategy for successful communication and attraction of the target group.
      * It will be 2 events 20 participants, will be held in Sofia and Nis.
* Activity 3 - Working with the communities
  + This is key activity focused on “on spot” working with the local youth communities. Its main purpose is to communicate the messages to the young people, to involve them in SDGs problems and to build capacity to address the problems locally.
    - Organization of meetings with the ambassadors. The meetings will be organized in Nis (3), Zajecar (3), Sofia (3), Vidin (3). Each ambassador will take part in 2 events in its country. The aim is to promote the SDGs with the support of well-known faces and opinion leaders.
    - Workshops on SDGs. Experts trainers will conduct workshops with young people – 3 in each place - Nis, Zajecar, Sofia, Vidin. The main aim of the trainings will be building skills for facing the challenges of the modern reality. With the conduction of this activity will be created group of young people who will apply for participation in the events in Youth events.
* Activity 4 - Youth events
  + The design of the events is focused on the specific characteristics of the target group and plans to conduct interactive games and team challenges. The first day will be organized in park or other public open space and will attract and citizens. 1st day – GLOBAL SUSTAINABILITY GAMES - activities in 3 main directions – quizzes with questions for the SDGs; searching of entrepreneurial solutions to face challenges coming from the global problems; town hunt activities, challenges for running, jumping and other sport activities. 2nd day – workshop reflecting on what the young people have learned and how will they apply it in their everyday activities, how will they change their behavior and inform the local community and their friendly circle for the importance of the SDGs.
    - Two-days events with 50 participants each will be organized in Zajecar and Vidin. Part of the participants (10 per other partners, 30 in total) will come from the other towns included.
      * The participant will be selected after a transparent online application process. Most of them will be participants in the previous activities but PPs rely on inclusion of other youths.
* Activity 5 - Final event
  + The main aim of this activity is to present the results of the project, to inform other stakeholders, which was not included in the project implementation, for the impact and to demonstrate the progress in the understanding of the meaning and the importance of the SDGs in young people from the cross-border area. The event will have two panels: 1/ keynote speakers will give the global, regional and local point of view over the progress that has been achieved in SDGs indicators – representatives of the NGOs or other organizations, that have taken part in the 1st activity of the project; 2/ young people, participants in the project activities will share their experience, entrepreneurial ideas and other significant result that have achieved during the participation in the project.
    - The final event is a 1-day event for 50 participants which will be held in Sofia.
* Management of the project
  + The partners’ kick off meetings will be done at beginning and end of project implementation, starting with first 2 days (on night) meeting in Nis and finishing with 2 days (on night) evaluation meeting in Sofia.

### Geographical area to be covered

The eligible cross-border region, covered and defined by the Interreg-IPA cross-border Bulgaria-Serbia Programme

* for Bulgaria – districts of Vidin and Sofia;
* for Serbia – districts of Zajecar and Nisava.

### Target groups

Participants listed project activities are young people (pupils, students, employed, unemployed and NEETs group) aging 15-29 in Bulgarian - Serbian border region.

## Specific work

* Activity 1 – Building network (focus groups)
  + Place of implementation: Sofia and Nis;
  + Period of implementation: 2st trimester of project realization - Jun to July 2021. Planned period and detailed timeline (meeting agenda) towards the need of Contracting Authority of which the Tenderer will be informed in due course and at least 10 days before realization.
  + Duration: two 2 days (1 night) events;
  + Number of participants: 2 persons;
  + Providing accommodation in single rooms in hotel rating with minimum 3 stars and maximum 4 starts for 2 participants (PP3 TOC project team members) on meetings in Nis and Sofia, 1 night and 1 breakfast. Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
    - Accommodation with safety regulations and food safety system.
* Activity 3 - Working with the communities (Meetings with the ''Ambassadors'' and Workshops)
  + Place of implementation: Nis, Sofia and Vidin;
  + Period of implementation: 2nd and 3rd trimester of project realization – Jun to December 2021. Planned period and detailed timeline (meeting agenda) towards the need of Contracting Authority of which the Tenderer will be informed in due course and at least 10 days before realization.
  + Duration: three two-days events (1 night);
  + Number of participants: 2 persons;
  + Providing accommodation in single rooms in hotel rating with minimum 3 stars and maximum 4 stars, 1 night and 1 breakfast. Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
    - Accommodation with safety regulations and food safety system.
* Activity 4 - Youth events
  + Place of implementation: Zajecar and Vidin;
  + Period of implementation: 3rd trimester of project realization – August to October 2021. Planned period and detailed timeline (meeting agenda) towards the need of Contracting Authority of which the Tenderer will be informed in due course and at least 10 days before realization.
  + Duration: Two-day’s events (1 night);
  + Number of participants: 50 participants per event (30 in total will come from the other towns);
  + Providing transport service with vehicle (rented minibus) for 10 persons (participants from Zajecar) which include daily allowance and accommodation for driver/s, cost of tolls, vignettes, parking and fuel on relation from Zajecar to Vidin, up to 150km, both directions;
    - The vehicle must be roadworthiness and meet all legal requirements for the transport of people in the country and abroad with the licensed driver.
  + Providing accommodation during Youth event in Vidin, 1 night and 1 breakfast, with safety regulations and food safety system, in single rooms in hotel rating with minimum 3 stars and maximum 4 starts for 2 participants (PP3 TOC project team members). Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
  + Providing accommodation during Youth event in Zajecar, 1 night and 1 breakfast, with safety regulations and food safety system, in single rooms in hotel rating with minimum 3 stars and maximum 4 starts for 30 participants (young people from Bulgarian - Serbian border region). Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
  + Providing catering for the Youth event in Zajecar that include coffee breaks with refreshments, two lunches and dinner for 50 people for 2 days;
    - Catering with food safety system.
* Activity 5 - Final event
  + Place of implementation: Sofia;
  + Period of implementation: 4th trimester of project realization – November to December 2021. Planned period and detailed timeline (meeting agenda) towards the need of Contracting Authority of which the Tenderer will be informed in due course and at least 10 days before realization.
  + Duration: One-day event (1 night);
  + Number of participants: 50 participants;
  + Providing accommodation, 1 night and 1 breakfast, with safety regulations and food safety system, in single rooms in hotel rating with minimum 3 stars and maximum 4 starts for 2 participants (PP3 TOC project team members). Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
  + Providing accommodation, 1 night and 1 breakfast, with safety regulations and food safety system, in single rooms in hotel rating with minimum 3 stars and maximum 4 starts for 3 participants. Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;
  + Providing transport service with vehicle (rented car) for 3 persons (participants from Zajecar) which include daily allowance and accommodation for driver/s, cost of tolls, vignettes, parking and fuel on relation from Zajecar to Sofia, up to 400km, both directions;
* Management of the project (Project partners meetings)
  + Place of implementation: Sofia and Nis;
  + Period of implementation: 2nd and 4th trimester of project realization – Jun to December 2021. Planned period and detailed timeline (meeting agenda) towards the need of Contracting Authority of which the Tenderer will be informed in due course and at least 10 days before realization.
  + Duration: two two-days events (1 night);
  + Number of participants: 2 participants (PP3 TOC project team members)
  + Providing accommodation, 1 night and 1 breakfast, with safety regulations and food safety system, in single rooms in hotel rating with minimum 3 stars and maximum 4 starts. Emphasize the possibility of using services such as: air-conditioning unit, wireless or wired internet in the rooms and / or public spaces and parking;

## Project management

### Responsible body

TOC – Timok Youth Center as a project partner no. 3 will be Contracting Authority. Beneficiary country is the Republic of Serbia. Person, which will be responsible for managing the contract is Ivana Damnjanovic – project coordinator and program manager of TOC.

### Management structure

Management structure of the TOC (Contracting Authority) is based on the Statute of the organization. The President of the Board is the legal representative of the organization. The Management Board is elected by the General Assembly and meets regularly in order to discuss major issues and take important decisions. The Board appointed the project team for technical and financial implementation of the project.

The LP Proaktiv is responsible for the proper implementation and reporting of the whole project and achieving the goals. Each of the partners is responsible for the activities included in the project proposal – organizations, reporting, financing. PPs operate with their own budget and organizes the procurement. Each of the partners coordinates the schedules, agendas and reporting with the LP. Each partner is responsible for documentation and archive of the project documentation. The project team consist of 8 members – 2 managers - LP (RS) and PP4 (BG), 2 coordinators – PP2 (BG) and PP3 (RS), 4 financial experts (in each partner).

* The two coordinators in BG and RS are responsible for the organization of the events, relations with the other partners, elaboration of project documentation.

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

The CA will provide the specific dates and places of events in advance.

The CA will also transfer funds as necessary to support its activities under the contract.

# LOGISTICS AND TIMING

## Location

The events will take place on the cross-border territory of Bulgaria and Serbia (Nis, Zajecar, Sofia, Vidin).

## Start date & period of implementation of tasks

The intended start date is 15.06.2021. and the period of implementation of the contract will be 7 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 defined and they must submit CVs and signed statements of exclusivity and availability.

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– logistics expert**

Qualifications and skills

* Faculty of tourism or equivalent
* Technical and personal skills
* Excellent communication and organization skills
* Good knowledge of English

General professional experience

* At least 3 years in the field of organization of events

Specific professional experience

* Experience in work with EU funded projects
* Experience in the eligible border region.

### 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 language in one original:

* Interim reports after implementation of each activity, listed in point 4.2. Interim payments will be made on the basis of approval of interim reports proving that specific objectives have been done.
* Final report should be minimum 3 pages (main text, excluding annexes) in free format This report shall be submitted no later 5 days after the end of the period of implementation of tasks. The report shall contain a sufficiently information about the performed activities. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. 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.

* Timok Youth Center
* Generala Gambete 44/8, 1900 Zajecar, Serbia
* [office@toc.rs](mailto:office@toc.rs)

# MONITORING AND EVALUATION

## Definition of indicators

## The Consultant is expected to perform the work in a professional manner observing all of the above requirements and ensuring smooth running of the festivities. The Contracting authority will accept contract as implement, only if Consultant has implement all above mention services.

## The following results are to be achieved:

* Travel of 3 participants from Zajecar to Sofia on Final event;
* Travel of 10 participants from Zajecar to Vidin on Youth event;
* Catering (2 lunches, 1 dinner, coffee and refreshments) for 50 participants during 2-day Youth event in Zajecar
* Accommodation for 2 nights of 2 project team members in Sofia and Nis during focus groups;
* Accommodation for two times 2 nights of 2 project team members in Sofia and Nis during Project partners meeting;
* Accommodation for three times for 1 night of 2 project team members in Sofia and Nis during Meetings with the ''Ambassadors'';
* Accommodation for three times for 2 nights of 2 project team members in Sofia and Nis during Workshops;
* Accommodation for 1 night of 2 project team members in Vidin during Youth event;
* Accommodation for 1 night of 3 participants and 2 project team members in Sofia during Final event;
* Accommodation for 1 night of 30 participants in Zajecar during Youth event.

## Special requirements

* + *The Contractor shall provide the overall organization of events as required by the Contracting Authority (CA) indicated above.*
  + *Each event is organized on the basis of a request from CA within specified time limits. The request should contain parameters for organizing the event - particularly location, number of participants, dates of implementation, etc.*
  + *For events in Serbia, within three (3) business days after receipt of the request to organize the event, the Contractor shall provide the CA a proposal with at least two alternatives in the chosen location for accommodation (by phone, e-mail or fax).*
    - *Within two (2) business days after submission of the Contractor's proposals for at least two alternatives in the chosen location for accommodation, the CA shall notify the Contractor for its choice by phone, e-mail or fax.*
  + *At the time of submission of the offer, the participant should NOT submit proposals for specific hotels and restaurants, with their names.*
  + *The Contractor shall provide for its own account overall coordination of activities under the contract in Bulgaria. For this purpose,* ***for each event, the Contractor should provide at least one person who will be involved with organizational and technical support to such an event on the spot.*** *The costs of these persons (accommodation, fee, etc.) for each event should be fully paid by the selected Contractor.*
  + ***The minimum requirements for catering (all meals - lunches, dinners and coffee breaks) are as follows:***
    - ***Lunch: soup and salad, main dish with meat (with option for vegetarians), and dessert. To have mineral water/soda and bread for each participant;***
    - ***Dinner: salad, main dish with meat (with option for vegetarians), and dessert. To have mineral water/soda and bread for each participant;***
    - ***Coffee break: coffee or tea (depending on the wishes of the participants), mineral water and sweets total for each participant.***
  + *For all types of transport services, travel expenses (per diems, accommodation, including abroad) and reward of the drivers during the event, as well as those arising in connection with travel outside the cost of fuel, such as vignettes, road fees, parking fees, insurance, etc. are included and are not due additionally by CA.*
  + *The Contractor should provide publicity and awareness of the project within which operate, observing the requirements for visualization of the Programme Interreg-IPA CBC Bulgaria-Serbia, related to the subject of the service.*
  + *The CA shall contribute actively in the process of organization and implementation of activities under the contract and is entitled at any time to receive information and carry out monitoring and monitoring the progress of their organization and implementation*.