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# BACKGROUND INFORMATION

## Partner country

REPUBLIC OF SERBIA

## Contracting authority

CENTER FOR CULTURAL ACTIVITIES, TOURISM AND LIBRARIANSHIP

OF VLADICIN HAN

## Country background

The project objective is through development and establishment of new tourist product–“new tourist destinations in the small settlements” to be increased the social economic status of the population in the CBC region. The focus will be set on the opportunity on the basis of the existing from centuries local cultural institutions, the so called “community centers” and “cultural clubs” to be created a stable tourist model, which should contribute to the cultural and material prosperity of the CBC region. Main problem of the CBC region in the districts Kyustendil and Pcinja is the depopulation of the villages and the orientation of the young people to the district center or the capital of the country. The statistical data of National statistical institute of Bulgaria for a period of 2012-2016 shows that the population of district Kyustendil has been decreased with 9 382 people. The population increase is negative – minus 13%. In the villages of district Kyustendil live in total 37 837 people (less than 30% of the district’s population).The statistical data of Serbia is: The unemployment rate is 29.64%. This high unemployment rate, which is almost 2 times higher than the total unemployment rate in Serbia, drastically affects the economic lagging of the Municipality. More important is the fact, that young people (18-24 years of age) are most affected and their unemployment rate exceeds 60%.Under the preliminary made research and filled in questionnaires, the both partner organizations have established that there is a necessity of ensuring of support of the small settlements from the both CBC regions in development of cross-border tourist products.

In view of this that the community centers and Cultural centers appear to be the cultural repositories in these regions and are the natural centers for storage and reproduction of the cultural heritage and traditions, but they don’t have enough means and personnel resource, the present project will offer a solution for part of the problems. The carried out among the local cultural institutions inquiry identifies the main problems–the young people leave the small settlements and there is a lack of tourists in these settlements. The present project offers solutions for part of them, as its purpose is also to make popular the cultural activity of the local communities. In each one of the settlements there are amateur groups (singers, dancers, kuker groups), which take part in local, regional and national events. These participations, however, are casual, usually in towns and in no way contribute to attracting of tourists in the small settlements. This means that a big part of the local and specific for the regions ceremonies, customs and traditions, despite valuable, remain undisclosed for the wide audience. Problem of the small settlements is the leaving of young people, who can continue and reproduce the traditions in the way of life, crafts, folklore and in this connection the project offers solution of the problem with the migration of the youth and their staying in their home places. The increase of the tourists’ number will lead to improvement of the social economic status of the local population. The newly built mutual tourist destinations will contribute to the positive development of the both TGC regions, awakening of the small settlements, as well the connection of the village with the city. The execution of the activities under the project will affect positively on the mutual needs of the target region and will have a stable CBC effect.

## Current situation in the sector

The present project is in line with the Strategy for development of tourism in the Kyustendil municipality for the period 2014-2020 as well as with the Program for Development of the Municipality of Kyustendil in 2018 where major priorities are given to the development of small settlements, the Community centers and Small and Medium Business. It is in full compliance with one of the objectives set in the framework document of the program for stimulating the balanced and sustainable development of the border region between Bulgaria and Serbia, integrated in the European space. In accordance with EU Regulation No 1299/2013 of the European Parliament and of the Council establishing cooperation and increasing the effectiveness of the EU's cohesion policy. The project also contributes to the Europe 2020 Strategy through which it aims to develop a sustainable future by improving the living standards of the population in small settlements. The activities under the project are in accordance with the global purpose of the Cross-border Programme Bulgaria–Serbia, as well with the directly set in it tasks for solution, and namely: use of the influence of the cultural, historical and natural tourism on the border communities through mutual actions.

## 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:

The project objective is through development and establishment of new tourist product–“new tourist destinations in the small settlements” to be increased the social economic status of the population in the CBC region.The focus will be set on the opportunity on the basis of the existing from centuries local cultural institutions, the so called “community centers” and “cultural clubs” to be created a stable tourist model, which should contribute to the cultural and material prosperity of the CBC region.

## Purpose

The purposes of this contract are as follows:

**1. Organizing travel trips for project participants**

* Organizing travel for project team members (3 persons) from Vladičin Han, **to attend** **3 project team meetings in Kyustendil,** Republic of Bulgaria **(project activity no 1)**. Travels will be organized by rent a car. Three project team meetings will be organized during the project implementation period, from october 2020 to august 2021.
* Organizing travel for project team members (3 persons) from Vladičin Han **to attend** **the closing press conference** of the Project **in Kyustendil, Republic of Bulgaria (project activity no 2)**. Travels will be organized by rent a car. This travel trip will be organized in the last trimester of the project implementation period, between june and september 2021.
* Organizing travel for project team members (3 persons) from Vladičin Han **to attend joint camp in Kyustendil,** Republic of Bulgaria **(project activity no 6).** Travels will be organized by rent a car. This travel trip will be organized in the third trimester of the project implementation period, between january and april 2021.
* Organizing travel for project team members (3 persons) from Vladičin Han **to attend 3 thematic fairs in Kyustendil,** Republic of Bulgaria **(project activity no 7).** Travels will be organized by rent a car. This travel trips will be organized in the period from the march to august 2021.
* Organizing travel for 25 participants from Serbia **to attend** **the closing press coference** of the project **in Kyustendil, Republic of Bulgaria (project activity no 2)**. Travels will be organized by rent a bus. This travel trip will be organized in the last trimester of the project implementation period, between june and septemebr 2021.
* Organizing travel for 33 participants from Serbia **to attend** **joint camp in Kyustendil, Republic of Bulgaria (project activity no 6)**. Travels will be organized by rent a bus. This travel trip will be organized in the third trimester of the project implementation period, between january and april 2021.
* Organizing travel for 20 participants from Serbia **to attend** **3 thematic fairs in Kyustendil, Republic of Bulgaria (project activity no 7).** Travels will be organized by rent a bus. This travel trips will be organized in the period from the march to august 2021.

**2. Accommodation costs for the project participants in the events**

* Organizing accommodation for **joint camp participants in Vladičin Han** **(project activity no 6). Total 198 nights – 66 participants x 3 nights.** The joint camp in Vladičin Han will be organized in the third trimester of the project implementation period, from january to april 2021.
* Organizing accommodation for **participants from Bulgaria on 3 thematic fairs in Vladičin Han** **(project activity no 7). Total 60 nights – 3 fairs x 20 persons x 1 night.** The thematic fairs in Vladičin Han will be organized in the last trimester of the project implementation period, in period from june to septembar 2021.

**3. Catering for events**

* Organizing catering (one catering unit consists of: coffe + refreshments + lunch) for all participants on the opening press conference in Vladičin Han (project activity no 2) which will take place in period between October and November 2020. **Total number of catering units: 50** – 50 persons x 1 day.
* Organizing catering (one catering unit consists of: coffe + refreshments + lunch + dinner) for all participants on the joint camp in Vladičin Han (project activity no 6) which will take place in the third trimester of the project implementation period, from january to april 2021. **Total number of catering units:264 – 66 participants x 4 days.**
* Organizing catering (one catering unit consists of: coffe + refreshments + lunch + dinner) for all participants **on 3 thematic fairs in Vladičin Han** **(project activity no 7)** which will take place in the last trimester of the project implementation period, in period from june to septembar 2021. **Total number of catering units 240 – 3 fairs x 40 persons x 2 days.**

**4. Rent of hall for events**

* For opening press conference in Vladičin Han (project activity no 2): a hall for 50 participants
* For joint camp in Vladičin Han district – 1 cam x 4 days (project activity no 6): a hall for 66 participants

**5. Rent of audio/video equipment for events**

* For opening press conference in Vladičin Han (project activity no 2) – for 1 day: equipment for the translation and visualization
* For joint camp in Vladičin Han district – 1 cam x 4 days (project activity no 6): - 4 days: equipment for the translation and visualization

## Results to be achieved by the contractor

* Ensure adequate travel for the project team memebers from Vladičin Han to attend **three project team meetings**, **the closing press conference, joint camp and thematic fairs in** to Kyustendil, Republic of Bulgaria**.**
* Provide adequate travel for 25 participants from Serbia **to attend** **the closing press coference in Kyustendil,** for 33 participants from Serbia **to attend** **joint camp in Kyustendil and for** 20 participants from Serbia **to attend** **3 thematic fairs in Kyustendil.**
* Provide adequate accommodation and catering for **joint camp participants in Vladičin Han and** for **participants from Bulgaria on 3 thematic fairs in Vladičin Han.**
* Provide adequate catering for all participants on the opening press conference in Vladičin Han.
* Ensure adequate space and audio/video equipement for organizing opening press conference and joint camp in Vladičin Han.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The following assumptions can be made in order to reduce the risks related to delay or non-realization of the activities, subject to this Terms of Reference:

* Clear understanding of the contract purpose and tasks on behalf of the Contractor;
* Full cooperation between the Contracting Authority and the Contractor in view to fulfil the tasks on time.

## Risks

There are no greater risks during the implementation of the project in normal conditions. But the risk may arise due to a new CORONA virus pandemic, which would slow down the execution of planned activities. For the implementation of the activities the risk could be overcome in strict compliance with all sanitary measures and requirements related to the prevention of COVID – 19.

# SCOPE OF THE WORK

## General

### Description of the assignment

Providing of logistic for project events for participants by rent of hall for opening press conference in Vladičin Han, joint camp in Vladičin Han; rent of audio/video equipment for press conference, joint camp and 3 thematic fairs in Vladičin Han; provision of travel for project team meeting, closing press conference, joint camp and 3 thematic fairs in Kyustendil district; catering for opening press conference in Vladičin Han, joint camp in Vladičin Han and 3 thematic fairs in Vladičin Han; Providing of accommodations for participants in the joint camp in Vladičin Han district and 3 thematic fairs in Vladičin Han district. Additional information of the specific services to be provided is presented in p. 4.2 below.

### Geographical area to be covered

Vladičin Han, Republic of Serbia and Kyustendil town, Republic of Bulgaria.

### Target groups

Target groups:

The local communities, young people, hotels owners, guests houses owners, restaurant owners, minoryties, people with disadventages, tourists, organized groups of students and retirees

Direct beneficiaries:

Community center workers, craftsmen, businessmen, tour operators

Final beneficiaries:

Craftsmen, SME s in CB region, travel agencies, families of unemployed

## Specific work

The specific tasks for the Contractor include the following:

**1. RENT OF HALLS FOR:**

**1.1. Opening press conference in Vladičin Han:**

* Venue for press conference – municipality of Vladičin Han;
* Capacity of the hall: minimum 60 person;
* The arrangement of the chairs should be at a distance of at least 1.5 meters /requirement related to COVID 19/;
* The Contractor should be provide masks and disinfectant for all participants /requirement related to COVID 19/;
* The official table to be positioned with good visibility for all guests;
* Duration of the event – 1 day;
* The hall should be spacious and easy access to the catering venue;
* Period of implementation: By preliminary request by the Contracting Authority not later than 7 days before the actual implementation of the event;
* Estimated month of implementation: november 2021.

**1.2. Joint camp in Vladičin Han municipality:**

* Venue for Joint camp – Vladičin Han municipality;
* Capacity of the hall: minimum 70 person;
* The arrangement of the chairs should be at a distance of at least 1.5 meters /requirement related to COVID 19/;
* The Contractor should be provide masks and disinfectant for all participants /requirement related to COVID 19/;
* Duration of the event – 4 days;
* The hall should be spacious and easy access to the catering venue;
* Period of implementation: By preliminary request by the Contracting Authority not later than 7 days before the actual implementation of the event;
* Estimated period of implementation: 19 november 2020 – 18 March 2021.

**2. RENT OF AUDIO/VIDEO EQUIPMENT FOR:**

**2.1. Opening press conference in Vladičin Han:**

* High quality multimedia projector and screen;
* Sound system that complies with the room/hall size, including at least: 1 mixing console, 2 active speakers, 2 active subwoofers, 2 static and 1 wireless microphones, 2 speakers and microphone stands;
* Free Wireless access should be available;
* The equipment should be rented/provided for the entire duration of the press conference (1 day)

**2.2. Joint camp in Vladičin Han:**

* High quality multimedia projector and screen;
* Sound system that complies with the room/hall size, including at least: 1 mixing console, 2 active speakers, 2 active subwoofers, 1 static and 2 wireless microphones, 2 speakers and microphone stands, the microphones should also be connected to the sound system;
* Free Wireless access should be available;
* The equipment should be rented/provided for the entire duration of the joint camp (4 days);
* For outdoor activities (if any and allowed by the weather conditions) the Contractor should be able to install the equipment outdoors)

**2.3. Three thematic fairs in Vladičin Han:**

* High quality multimedia projector and screen;
* Sound system suitable for outdoor activities, including at least: 1 mixing console, 2 active speakers, 2 active subwoofers, 2 speakers and 2 microphones with stands, the microphones should also be connected to the sound system;
* The equipment should be rented/provided for the entire duration of the fairs (4 days)
* Estimated period of implementation: The months june, july and september 2021.

**3. TRAVEL FOR EVENTS**

**3.1. Closing press conference in Kyustendil**

* The Contractor should provide Mini Bus for not less than 25 participants and the one comfortable passanger car with the driver for the 3 members of the project team from Vladičin Han;
* The Contractor should provide travel with route: Vladichin Han, Surdulitsa, Bosilegrad, Oltomanci, Kyustendil and vice versa - total 220 km.;
* Estimated period of implementation: September 2021.

**3.2.**  **Joint camp in Kyustendil**

* The Contractor should provide Bus for not less than 55 participants and the one comfortable passanger car with the driver for the 3 members of the project team from Vladičin Han;
* The Contractor should provide travel with route: Vladichin Han, Surdulitsa, Bosilegrad, Oltomanci, Kyustendil and vice versa - total 220 km.;
* Estimated period of implementation: 19 november 2020 – 18 March 2021.

**3.3. Three thematic fairs in Kyustendil**

* The Contractor should provide Mini Bus for for not less than 20 participants and the one comfortable passanger car with the driver for the 3 members of the project team from Vladičin Han;
* The Contractor should provide three travel with route: Vladichin Han, Surdulitsa, Bosilegrad, Oltomanci, Kyustendil and vice versa – total 660 km.;
* Estimated period of implementation: The months may and august 2021.

**3.4. Three project team meetings in Kyustendil**

* The Contractor should provide the one comfortable passanger car with the driver for the 3 project team members from Vladičin Han;
* The Contractor should provide three travels with route: Vladichin Han, Surdulitsa, Bosilegrad, Oltomanci, Kyustendil and vice versa – total 660 km.;
* Estimated period of implementation: from November 2020 to august 2021.

**4. CATERING FOR EVENTS**

**4.1. Opening press conference in Vladičin Han:**

* Coffee, refreshment and launch for participants

- The Contractor should provide 1 coffee break and 1 catering menu during the implementation of the event

- Coffee break and refreshment for not less than 50 persons (participants);

- Food/catering menu for not less than 50 persons (participants);

- Estimated duration of the break: 15 – 20 minutes;

- Estimated duration of the lunch: 1 hour;

- If requested and if possible, coffee break and lunch should be made outdoors;

* The coffee break should consist of at least the following for each participant:

- 1 cup of freshly brewed coffee or tea;

- 1 small bottle of mineral water (minimum 250 ml) per person;

- 1 cup fruit juice;

- Pastries (at least 2 per person)

* Launch/ catering should comprise of the following items for each participant:

- Serving on a fixed menu;

- The Contractor should prepare at least 2 versions of the lunch menu;

* Service: The catering services (coffee break and lunch) should include staff for serving of the meals and drinks;
* Period of implementation: By preliminary request by the Contracting Authority not later than 7 days before the actual implementation of the event;
* Estimated month of the event: november 2021.

**4.2. Joint camp in Vladičin Han:**

* Coffee, refreshment, launch and dinner for participants

- The Contractor should provide 4 coffee breaks, 4 lunches and 4 dinners during the implementation of the event.

- 4 coffee breaks and refreshments for not less than 66 persons (participants);

- 4 lunches for not less than 66 persons (participants);

- 4 dinners for not less than 66 persons (participants);

- Estimated duration of the break: 15 – 20 minutes;

- Estimated duration of the lunch: 1 hour;

- Estimated duration of the dinner: 1 hour;

- If requested and if possible, coffee breaks, lunches and dinners should be made outdoors;

* The coffee break should consist of at least the following for each participant:

- 1 cup of freshly brewed coffee or tea;

- 1 small bottle of mineral water (minimum 250 ml) per person;

- 1 cup fruit juice;

- Pastries (at least 2 per person)

* Launch/ catering should comprise of the following items for each participant:

- Serving on a fixed menu;

- The Contractor should prepare at least 2 versions of the lunch menu;

* Dinner should comprise of the following items for each participant:

- Serving on a fixed menu;

- The Contractor should prepare at least 2 versions of the dinner menu;

* Service: The catering services (coffee breaks, lunches and dinners) should include staff for serving of the meals and drinks;
* Period of implementation: By preliminary request by the Contracting Authority not later than 7 days before the actual implementation of the event;
* Estimated months of the event: 19 november 2020 – 18 March 2021.

**4.3. Three thematic fairs in Vladičin Han:**

* Coffee, refreshment, launch and dinner for participants

- The Contractor should provide 6 coffee breaks, 6 lunches and 6 dinners during the implementation of the events.

- 6 coffee breaks and refreshment for not less than 40 persons (participants);

- 6 lunches for not less than 40 persons (participants);

- 6 dinners for not less than 40 persons (participants);

- Estimated duration of the break: 15 – 20 minutes;

- Estimated duration of the lunch: 1 hour;

- Estimated duration of the dinner: 1 hour;

- If requested and if possible, coffee breaks, lunches and dinners should be made outdoors;

* The coffee break should consist of at least the following for each participant:

- 1 cup of freshly brewed coffee or tea;

- 1 small bottle of mineral water (minimum 250 ml) per person;

- 1 cup fruit juice;

- Pastries (at least 2 per person)

* Launch/ catering should comprise of the following items for each participant:

- Serving on a fixed menu;

- The Contractor should prepare at least 2 versions of the lunch menu;

* Dinner should comprise of the following items for each participant:

- Serving on a fixed menu;

- The Contractor should prepare at least 2 versions of the dinner menu;

* Service: The catering services (coffee breaks, lunches and dinners) should include staff for serving of the meals and drinks;
* Period of implementation: By preliminary request by the Contracting Authority not later than 7 days before the actual implementation of the event;
* Estimated months of the event: The months june, july and september 2021.

**5. ACCOMMODATION FOR PARTICIPANTS IN THE EVENTS**

**5.1. Joint camp in Vladičin Han district:**

* Accommodations

- The contractor should provide accommodations for 66 participants for 3 nights

* Total number of participants to be accommodated: 66 (sixty six);
* Total number of overnight stays:66 persons x 3 nights = 198 overnight stays;
* The accommodation should be at venue/ hotel with minimum requirements:

- 3 stars hotel;

- Air-conditioning installation;

- TV;

- Secured Internet access;

- Private bathroom.

* Accommodation services on BB basis for 66 people x 3 nights = 198 breakfast;
* The accommodation services shall be provided near at the place of the joint camp venue.

**5.2.. Three thematic fairs in Vladičin Han:**

* Accommodations

- The contractor should provide accommodations for 3 fairs for 20 participants for 1 nights.

* Total number of participants to be accommodated: 20 (twenty);
* Total number of overnight stays:20 persons x 1 nights x 3 fairs = 60 overnight stays;
* The accommodation should be at venue/ hotel with minimum requirements:

- 3 stars hotel;

- Air-conditioning installation;

- TV;

- Secured Internet access;

- Private bathroom.

* Accommodation services on BB basis for 20 people x 3 nights = 60 breakfast;
* The accommodation services shall be provided near at the place of the thematic fairs

venue.

## Project management

### 4.3.1. Responsible body

The responsible body is the Center for cultural activities, tourism and librarianship of Vladicin Han as Contracting Authority for this contract.

The Contracting Authority is responsible for conducting the current tender procedure, signing the service contract and carrying out the overall management and control on the contract implementation.

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

### 4.3.2. Management structure

The management structure includes the project staff from the project "New opportunities for sustainable tourism in the villages" which is funded by **Second call for proposals of the** Interreg – IPA CBC Bulgaria – Serbia Programme 2014-2020 (CCI Number: 2014TC16I5CB007). The person in charge for managing this contract is the Project manager.

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

No facilities shall be provided by the Contracting Authority.

# LOGISTICS AND TIMING

## Location

Municipality of Vladičin Han, Pčinja District, Republic of Serbia;

Kyustendil town, Kyustendil district, Republic of Bulgaria.

## Start date & period of implementation of tasks

The intended start date is date when the last of the two Parties signs Service Contract and the period of implementation of the contract will be 10 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.

### 6.1.1. Key experts

Key experts are not required.

### 6.1.2. Other experts, support staff & backstopping

### The contractor will 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.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

### 6.2. Office accommodation

The costs of office accommodation will be included in the global price.

## 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. The contractor shall ensure any other facilities, including the transportation means, necessary for quality and timely implementation of the tasks described in these Terms of Reference.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority as part of this service contract or transferred to the contracting authority at the end of this contract.

The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

# REPORTS

## Reporting requirements

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

* **Final report** – Following the completion of all activities (in a free format including relevant annexes) and accompanied by a full delivery – acceptance sheet (distributed by units and unit prices) of the provided services in the frame of the service contract. The report should be submitted upon completion of the services, but not letter 7 days after the submission of the final services/products. The report shall contain sufficient information about the performed activities and shall be approved by contracting authority in order to consider the services as completed.

## Submission and approval of reports

The report referred to above must be submitted to the director of the Contracting Authority. The director is responsible for approving the report.

The approval of the report by the Contracting Authority will be the basis for issuing a payment as indicated in the Special Conditions.

# MONITORING AND EVALUATION

## Definition of indicators

* Provided logistic service - Rented hall/ audio/video equipment for Opening press conference in Vladičin Han;
* Provided logistic service - Rented hall/ audio/video equipment for Joint camp in Vladičin Han;
* Provided logistic service - Rented hall/ audio/video equipment for three thematic fairs in Vladičin Han;
* Provided logistic service – Travel by car for project team mebers from Vladičin Han for , 3 project team meetings, joint camp, 3 thematic fairs and Closing press conference in Kyustendil;
* Provided logistic service – Travel /mini bus/ for Closing press conference in Kyustendil;
* Provided logistic service – Travel /bus/ for Joint camp in Kyustendil;
* Provided logistic service – Travel /mini bus/ for three thematic fairs in Kyustendil;
* Provided logistic service – Food/ catering services for Opening press conference in Vladičin Han;
* Provided logistic service – Food/ catering services for Joint camp in Vladičin Han;
* Provided logistic service – Food/ catering services for three thematic fairs in Vladičin Han.
* Provided logistic service – accommodation for Bulgarian and Serbian participants during the conduction of Joint camp in Vladičin Han;
* Provided logistic service – accommodation for Bulgarian participants during the conduction of three thematic fairs in Vladičin Han;

## Special requirements

N/A