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# BACKGROUND INFORMATION

## Partner country

The Republic of Bulgaria and the Republic of Serbia.

## Contracting authority

**AGENCY FOR ECONOMIC DEVELOPMENT KOSTINBROD (AED KOSTINBROD)**

## Country background

The Republic of Bulgaria is a member state of the EU as of 1st January 2007. Currently the country has experience in developing projects under the pre-accession instruments of EU as well as within the framework of the ERDF, ESF, Cohesion fund, etc.

The new Interreg-IPA "Bulgaria – Serbia" cross-border Programme amended on 7th November 2018 by the Commission with Decision № C (2018) 7410 and focuses on measures aiming at mitigating the effects of climate change and at addressing issues related to the conservation of nature and biodiversity, the sustainable use of natural resources, environmental protection and risk management at cross-border level. A key focus of the Programme is also put on sustainable tourism. Moreover, funding will help enhance the competitiveness of SMEs and facilitate their access to new markets. It covers 6 border regions in Bulgaria and 7 regions from Serbia. It is worth nearly €29 million.

The Second Call for project proposals under the Interreg-IPA Cross-border Cooperation Bulgaria- Serbia Programme was announced on 22.01.2018 with the aim to improve the cross-border cooperation between two countries. The total amount allocated to the Second Call for proposals was € 12,121,602.00. The Call gave the opportunity to the partners from both countries (municipalities, business support organizations, educational, scientific, and cultural institutions, NGO’s, etc.) to apply with joint projects.

The present contract shall be concluded in the frame of project “Via Militaris – A Corridor for Sustainable Tourism Development”, Ref. No. CB007.2.12.032, Subsidy Contract РД-02-29-79/16.05.2019. The project is implemented by Agency for economic development Kostinbrod in partnership with Regional Development Agency South Nis as a lead partner under the Second call for proposals of the INTERREG IPA CBC Bulgaria – Serbia Programme (CCI Number: 2014TC16I5CB007).

## Current situation in the sector

Project is relevant to the following strategies:

Europe 2020 strategy’s three mutually reinforced priorities, since it mobilizes human and other resources in tourism sector in Via Militaris cross border region to plan smart, sustainable and inclusive growth;

European territorial Cooperation Agenda, as project addresses vulnerable natural, landscape, cultural heritage and cross border cooperation;

EU Country Strategy Paper (2014-2020) for Republic of Serbia, aiming at diversifying activities and sources of income in rural areas through promotion of rural tourism;

EU strategic Framework: Bulgaria Partnership Agreement and its main cooperation priorities, namely “Conservation of natural and cultural assets - investments in the field economy and tourism”;

Tourism development strategy of Republic of Serbia 2016-2025 which identifies rural tourism as one of the key touristic products;

Strategy for sustainable tourism development in Republic of Bulgaria 2014-2030-relevant to the strategy’s overall and specific aims;

“Regional Strategy for Nišava, Pirot and Toplica Districts” and number of local strategies, etc.

Cross-border territory has rich natural and cultural-historical resources. The project will contribute the realization of the untapped tourist potential through facing some basic challenges such as the improvement of the its attractiveness as a tourist destination and provides variety of opportunities for diversification of the currently available tourist products and services for sustainable development of tourism.

Developing some modern marketing outputs like Interactive kiosks, Living Lab platform and mobile apps and ensuring information about the region in the social networks will overcome most of the challenges and will turn the region one of the best-known destinations for different types of tourists.

The realization of the project will strongly affect the quality of life of local people in the region because enhancing the tourist potential will lead to better social-economic status.

The activities will raise the awareness for the cross-border territory tourist potential and pay attention on important issues such as preservation of tourist heritage.

## Related programmes and other donor activities

INTERREG - IPA CBC Programme Bulgaria - Serbia, CCI No. 2014TC16I5CB007.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the contract is providing service for organization and supporting organization of events referred to in point 2.2 related to implementation of project ““Via Militaris – A Corridor for Sustainable Tourism Development”, Ref. No. CB007.2.12.032”.

## Purpose

The purpose of this contract is to provide and coordinate professional and timely services for successful organization of the following events and services:

* Joint initial workshop in Pernik, Bulgaria (2 days)
* Public Private People Partnerships (PPPP) workshop meeting in Pernik, Bulgaria (1 day)
* Travel round trip journey for Tourism Service Providers (TSP) to workshop meeting in Pirot, Serbia (2 days)
* Joint workshop for creation of the sustainable action plan in Pernik, Bulgaria (2 days)
* Joint promotional Via Militaris tour for TSP from Pernik, Bulgaria to Niš, Serbia – 4 overnights (2 nights in Bulgaria and 2 nights in Serbia)
* Travel round trip journey for final and press conference participants to Niš, Serbia (2 days)
* Accommodation costs for project team members

## Results to be achieved by the contractor

The Contractor should successfully organize or support the organization of all above-mentioned 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* one (1) 2 days Joint Initial Workshop under Activity 2 for 30 participants and provided accommodation cost for two project team members (PTM) on the territory of Pernik, Republic of Bulgaria;
2. *Successfully organized* one (1) Public Private People Partnerships (PPPP) workshop under Activity 3 for 20 participants on the territory of Pernik, Republic of Bulgaria;
3. *Successfully organized* travel journey for 20 participants (route Pernik, BG – Dimitrovgrad, SR – Pirot, SR, round trip) and provided accommodation costs for two PTM for Tourism Service Providers’ (TSP) Workshop meeting under Activity 4 on the territory of Pirot, Republic of Serbia;
4. *Successfully organized* one (1) 2 days Joint Workshop for creation of the sustainable action plan under Activity 5 for 30 participants and provided accommodation costs for two PTM on the territory of Pernik, Republic of Bulgaria;
5. *Successfully organized* one (1) 4 days Joint promotional Via Militaris tour under Activity 6 for 20 TPS participants and provided accommodation costs for one PTM (route in eligible territories of Nisava, Pirot and Zajecar Districts in Serbia and Sofia, Montana and Pernik Districts in Bulgaria, round trip);
6. *Successfully organized* travel journey for 40 participants (route Pernik, BG – Dimitrovgrad – Pirot – Niš, SR – round trip) and provided accommodation costs for 3 PTM for final and press conference under Activity 6 on the territory of Niš, Republic of Serbia

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The following assumptions should be made to avoid the risks associated with the delay or failure of the activities, mentioned in the project:

* Clear understanding of the contract purpose, objectives and tasks on behalf of the Contractor
* Excellent and effective cooperation and interaction between partners involved in the project (Contracting Authority and The Contractor) with high quality and within the budget limitation
* Adequate preliminary planning
* Execution of the tasks according to the timeframe
* Meeting the requirements set in the Visual identity guidelines of the Programme
* On-time given information for the respective place and date of the events provided by the Contracting Authority
* The methods used are appropriate and relevant for the project

## Risks

Potential risks that could affect the successful and timely completion of the project are:

* Delay in delivering
* Delay in approval
* Delay or lack of communication and logistical coordination
* Incorrect partnership
* Inadequate financial and resource planning
* Inadequate communication and involving of target groups
* Unexpected changes in the subsidy contract
* Insufficient quality of the services provided by the Contractor

In order to avoid these risks, the Contractor should use the most reliable and experienced staff/service providers on its disposal.

In order to avoid these risks, both sides should be proactive and maintain continuous contact with their relevant representatives.

# SCOPE OF THE WORK

## General

### Description of the assignment

The contract will support AED Kostinbrod during the implementation of project “Via Militaris – A Corridor for Sustainable Tourism Development”, Ref. No. CB007.2.12.032 in the cross-border region.

The assignment includes all necessary services that the Contractor shall carry out for the overall logistical coordination and the organization of the events and services mentioned in p. 2.2., 2.3. and 4.2. Each event or service 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 and accommodation arrangements for the relevant participants, rent of hall/equipment for the events, catering for participants and guests, translation and set of materials.

The exact dates and venues as well as the number of participants of the listed below events will be determined by the Contracting authority in due time before the respective event in order for the Contractor to be able to ensure transport, accommodation, catering and other related services.

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

Geographical area to be covered is the eligible area of Nisava, Pirot and Zajecar Districts in Serbia and Sofia, Montana and Pernik Districts in Bulgaria.

### Target groups

* Tourist Service Providers (TSP)-SMEs and individuals active in the tourism sector such as: Travel agencies and tour operators, tourism related transport, accommodation, food, leisure, promotion, cultural event organizers, etc;
* Local/regional/national public and private bodies in charge of tourism and culture (such as ministries, tourism organizations, bodies in charge of managing protected sites, etc.)
* Local self-governments in Nisava, Pirot and Zajecar Districts in Serbia and Sofia, Montana and Pernik Districts in Bulgaria;
* Other cultural or tourism related stakeholders such as associations, institutions, networks or working groups, development agencies, etc.
* Visitors to the region.

## Specific work

The selected Contractor shall provide the following services related to the envisaged events:

### 4.2.1. General requirements for all events:

CONFERENCE HALL

* A conference hall or a big meeting room, ensuring enough space for convenient work of the participants and interpreters (when required), rented for the whole day of the event with sitting places for all participants, designed and arranged according to the requirements of the Contracting Authority and working tables if necessary
* A room (lounge, reception room etc.) for coffee breaks and lunch located close by the conference room
* Wireless Internet access in the meeting room for all participants of the event

AUDIO – VIDEO EQUIPMENT

* A multimedia projector and a white screen or 50-inch TV with cable connections for displaying presentations
* 1 flipchart and markers
* Audio equipment for the entire duration of the event including 2 microphones, at least one of them wireless
* Ensuring partial or full Audio and video recording of the event according to the Contracting authority requirements
* Pictures capturing and providing from the event
* A technician in charge of providing all the above-mentioned IT/technical equipment and ensuring that it functions correctly during the entire period of the meeting for no additional costs

TRANSLATION/INTERPRETATION

* Interpretation services in two languages carried out by translators (consecutive translation from the Bulgarian language to Serbian language and opposite)

CATERING TYPE A

* Mineral water (minimum 500 ml) served in bottles and glasses during the meeting in the conference hall
* Welcome coffeefor the maximum number of participants for each event unless the Contracting Authority does not specify the exact number of persons, including water, juice, coffee, tea, biscuits, etc.
* 1 buffet lunch for the maximum number of participants, including a choice of salads, meat and/or fish and vegetarian hot and cold dishes, a choice of desserts, plus water, juices, coffee or tea
* 1 buffet dinner for the maximum number of participants, including a choice of salads, meat and/or fish and vegetarian hot and cold dishes, a choice of desserts, plus water, juices and tea
* The catering services should include professional staff for serving as well as ensuring special catering tables (in case such are not available at the venue)

CATERING TYPE B

* Mineral water (minimum 500 ml) served in bottles and glasses during the meeting in the conference hall
* Welcome coffeefor the maximum number of participants for each event unless the Contracting Authority does not specify the exact number of persons, including water, juice, coffee, tea, biscuits, etc.
* 1 buffet lunch for the maximum number of participants, including a choice of salads, meat and/or fish and vegetarian hot and cold dishes, a choice of desserts, plus water, juices, coffee or tea
* The catering services should include professional staff for serving as well as ensuring special catering tables (in case such are not available at the venue)

CATERING TYPE C

* Mineral water (minimum 500 ml) in bottles during the trip served in the bus – 2 (two) per day per person
* 1 (one) coffee or teafor the maximum number of participants for each day in plastic or paper caps, served in the bus/ gas station or on-road stopping
* 1 set or a-la-cart lunch for the maximum number of participants, including salads, meat and/or fish and vegetarian hot and cold dishes, a choice of desserts, plus water, juices, coffee or tea in an on-road restaurant
* 1 set or a-la-cart dinner for the maximum number of participants, including a choice of salads, meat and/or fish and vegetarian hot and cold dishes, a choice of desserts, plus water, juices and tea in an on-road restaurant or in the place of accommodation

CONSUMABLES AND MATERIALS (per each participant)

* Writing paper sheets in A4 format; color: white; paper quality: 80 g/m2 or better; 10 sheets per person
* Plastic pens: with blue ink
* Folders in A4 format, branded with Programme logo, EU logo, Project name, project logo (if available) and EU flag

ACCOMODATION TYPE A

* Bed and breakfast (BB) accommodation arrangements in the same hotel as of the venue of the event (or in another at least 3 stars hotel) – single rooms for number of nights, specified for each separate event

ACCOMODATION TYPE B

* Bed and breakfast (BB) accommodation arrangements in an on-road hotel or motel during trip (at least 2- or 3-stars hotel or similar) – single rooms for number of nights, specified for each separate event

TRANSPORTATION

* Transportfor indicated number of persons from project team members (PMT) and/or participants from specified pick-up place to the place of the venue and back; it should be ensured that the bus/minibus that is used for the transportation is new, not older than 2006 model, air conditioned, with comfortable seats and drinking water for the passengers

COMMUNICATION AND VISIBILITY

* The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See <https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en>

#### **4.2.1.1. Joint initial workshop in Pernik, Bulgaria**

Joint initial workshop will be held to introduce stakeholders to the project idea, principles of green sustainability tourism and involve them in identification of natural, built and living heritage in Via Militaris cross border region that can be included in future joint concept. This event is under project Activity 2 – Initial analysis of Via Militaris destination.

This event should be organized in accordance with the Contracting Authority’s General requirements, listed above as rent of hall, rent of audio/video equipment, accommodation TYPE A for participants, accommodation TYPE A for project team members (PTM), catering TYPE A, consumables and materials for events, translation/interpretation and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: October/November 2019

**Location:** Pernik, Bulgaria

**Duration:** 2 days (2 overnights)

**Maximum number of participants:** 30 persons + 2 project team members

**The Contractor shall provide the following:**

1. Rent a hall

* A formal conference hall in at least 3 stars hotel or nearby to the hotel, at a central location, in Pernik, Bulgaria.
* The hall should be rented for whole two days of the event.
* Event hall capacity: minimum 35 people
* All other General requirements for CONFERENCE HALL for this event are applied

1. Technical (audio-video) equipment

* For two days
* All other General requirements for AUDIO – VIDEO EQUIPMENT for this event are applied

1. Catering TYPE A

* For 30 people for two days
* All other General requirements CATERING TYPE A for this event are applied

1. Accommodation TYPE A

* For 2 project team members for two overnights
* For 30 participants for two overnights
* All other General requirements for ACCOMODATION TYPE A for this event are applied

1. Consumables and materials

* For 30 participants once +1 set for Contracting Authority
* All other General requirements for CONSUMABLES AND MATERIALS (per each participant) for this event are applied

1. Professional translation services – consecutive translation

* Translation type – consecutive translation
* Languages: Bulgarian-Serbian and opposite
* The Contractor should provide at least 1 professional translator for the entire duration of the event – **for 16 hours**. The translator should be experienced in the field of consecutive translation
* All other General requirements for TRANSLATION/INTERPRETATION for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

**4.2.1.2. Public Private People Partnerships (PPPP) workshop in Pernik, Bulgaria**

Workshop will be organized that will connect local population, TSP and the decision makers from the local self-governments to discuss management modalities and potentials for joint people, public and private partnerships (PPPP). This event is under project Activity 3 – Assessment of the proposed sites and creation of the joint concept.

This event should be organized in accordance with the Contracting Authority’s General requirements, listed above as rent of hall, rent of audio/video equipment, transportation, catering TYPE B, consumables and materials for events and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: December/January 2019

**Location:** Pernik, Bulgaria

**Duration:** 1 day

**Maximum number of participants:** 20 persons + project team members

**The Contractor shall provide the following:**

1. Rent a hall

* A formal conference hall at a central location, in Pernik, Bulgaria.
* The hall should be rented for the whole one day of the event.
* Event hall capacity: minimum 25 people
* All other General requirements for CONFERENCE HALL for this event are applied

1. Technical (audio-video) equipment

* For one day
* All other General requirements for AUDIO – VIDEO EQUIPMENT for this event are applied

1. Transportation

* Travel for 20 Bulgarian participants to PPPP workshop in Pernik
* Route Dragoman – Pernik, BG – round trip – 165 km
* The driver should pick-up the participants in the morning to reach the destination on-time for the event start and transport them back late afternoon in the same day
* All other General requirements for TRANSPORTATION for this event are applied

1. Catering TYPE B

* For 20 people for one day
* All other General requirements CATERING TYPE B for this event are applied

1. Consumables and materials

* For 20 participants once +1 set for Contracting Authority
* All other General requirements for CONSUMABLES AND MATERIALS (per each participant) for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

**4.2.1.3. Travel journey and PTM’ accommodation costs for Tourism Service Providers’ (TSP) Workshop meeting in Pirot, Republic of Serbia**

Based on results of the Living Lab e-experiment, collaborative Living Lab workshop for tourism agencies/ operators (2 days, 10+10 BG and SR agencies/operators) will be organized to develop pilot tourist packages. Results of collaboration and feedback between stakeholders in Living Lab will be analyzed by expert teams and incorporated in updated version of the joint concept. TSP event will happen in Pirot, SR – it is a joint one.

These services should be organized in accordance with the Contracting Authority’s General requirements, listed above as accommodation TYPE A for project team members (PTM), transportation and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: April/May 2020

**Location:** Pirot, Serbia

**Duration:** 2 days (1 overnight)

**Maximum number of participants:** 20 persons

**The Contractor shall provide the following:**

1. Transportation

* Travel for 20 Bulgarian and Serbian participants to TSP’ collaboration workshop in Pirot, SR
* Route Pernik, BG – Dimitrovgrad, SR – Pirot, SR – round trip – 212 km
* The driver should pick-up the participants in early morning in Pernik, BG and Dimitrovgrad, SR to reach the destination on-time for the event start and transport them back late afternoon on the next day
* All other General requirements for TRANSPORTATION for this event are applied

1. Accommodation TYPE A

* For 2 project team members for one overnight
* All other General requirements for ACCOMODATION TYPE A for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

#### **4.2.1.4. Joint workshop for creation of the sustainable action plan in Pernik, Bulgaria**

Joint workshop for creation of the sustainable action plan will be organized in Bulgaria. This event is under project Activity 5 – Formulation of the sustainable action plan for Via Militaris.

This event should be organized in accordance with the Contracting Authority’s General requirements, listed above as rent of hall, rent of audio/video equipment, accommodation TYPE A for participants, accommodation TYPE A for project team members (PTM), catering TYPE A, consumables and materials for events, translation/interpretation and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: May/June 2020

**Location:** Pernik, Bulgaria

**Duration:** 2 days (2 overnights)

**Maximum number of participants:** 30 persons + 2 project team members

**The Contractor shall provide the following:**

1. Rent a hall

* A formal conference hall in at least 3 stars hotel or nearby to the hotel, at a central location, in Pernik, Bulgaria.
* The hall should be rented for whole two days of the event.
* Event hall capacity: minimum 35 people
* All other General requirements for CONFERENCE HALL for this event are applied

1. Technical (audio-video) equipment

* For two days
* All other General requirements for AUDIO – VIDEO EQUIPMENT for this event are applied

1. Catering TYPE A

* For 30 people for two days
* All other General requirements CATERING TYPE A for this event are applied

1. Accommodation TYPE A

* For 2 project team members for two overnights
* For 30 participants for two overnights
* All other General requirements for ACCOMODATION TYPE A for this event are applied

1. Consumables and materials

* For 30 participants once +1 set for Contracting Authority
* All other General requirements for CONSUMABLES AND MATERIALS (per each participant) for this event are applied

1. Professional translation services – consecutive translation

* Translation type – consecutive translation
* Languages: Bulgarian-Serbian and opposite
* The Contractor should provide at least 1 professional translator for the entire duration of the event – **for 16 hours**. The translator should be experienced in the field of consecutive translation
* All other General requirements for TRANSLATION/INTERPRETATION for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

**4.2.1.5. Joint promotional Via Militaris tour in Bulgaria and Serbia**

Joint promotional Via Militaris tour for 20 (10+10) TSPs from Serbia and Bulgaria will be organized to provide firsthand experience of selected attractions and facilitate exchange of ideas, experiences and know how between TSPs working in tourism field. The duration of the trip will be 5 days (4 overnights). This tour is under project Activity 6 – Promotion and dissemination.

This trip should be organized in accordance with the Contracting Authority’s General requirements, listed above as accommodation TYPE B for participants, accommodation TYPE B for project team members (PTM), CATERING TYPE C, transportation and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: May/June 2020

**Location:** eligible territories of Nisava, Pirot and Zajecar Districts in Serbia and Sofia, Montana and Pernik Districts in Bulgaria according to the project plan, given by the Contracting Authority 30 days before start date of the tour.

**Duration:** 5 days (4 overnights)

**Maximum number of participants:** 25 persons

**The Contractor shall provide the following:**

1. Transportation

* Travel for 25 Bulgarian and Serbian participants for the joint promotional trip
* Route: eligible territories of Nisava, Pirot and Zajecar Districts in Serbia and Sofia, Montana and Pernik Districts in Bulgaria – 800 km
* The driver should pick-up the participants in early morning according to the project plan, given by the Contracting Authority 30 days before start date of the tour
* All other General requirements for TRANSPORTATION for this event are applied

1. Accommodation TYPE B

* For 1 project team member for 4 (four) overnights – 2 nights in Bulgaria and 2 in Serbia
* For 20 participants for 4 (four) overnights – 2 nights in Bulgaria and 2 in Serbia
* All other General requirements for ACCOMODATION TYPE B for this event are applied

1. Catering TYPE C

* For 20 people for 4 (four) days
* All other General requirements CATERING TYPE C for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

**4.2.1.6. Travel journey and PTM’ accommodation costs for closing conference (final and press conference) in Nis, Republic of Serbia**

Final version of the joint concept and action plan will be presented to stakeholders from both countries on final and press conference.

These services should be organized in accordance with the Contracting Authority’s General requirements, listed above as accommodation TYPE A for project team members (PTM), transportation and communication and visibility options, only. The specific issues of this event are as follows:

**Provisional period for implementation**: July/August 2020

**Location:** Nis, Serbia

**Duration:** 2 days (1 overnight)

**Maximum number of participants:** 40 persons

**The Contractor shall provide the following:**

1. Transportation

* Travel for 40 Bulgarian and Serbian participants to closing conference (final and press conference) in Nis, SR
* Route Pernik, BG – Dimitrovgrad, SR – Pirot, SR – Nis, SR – round trip – 354 km
* The driver should pick-up the participants in early morning in Pernik, BG, Dimitrovgrad, SR and Pirot, SR to reach the destination on-time for the event start and transport them back late afternoon on the next day
* All other General requirements for TRANSPORTATION for this event are applied

1. Accommodation TYPE A

* For 3 project team members for one overnight
* All other General requirements for ACCOMODATION TYPE A for this event are applied

1. Communication and visibility

* All General requirements for COMMUNICATION AND VISIBILITY for this event are applied

## Project management

### Responsible body

Agency for Economic Development Kostinbrod in its capacity of a project partner in project “Via Militaris – A Corridor for Sustainable Tourism Development”, Ref. No. CB007.2.12.032.

### Management structure

The Contracting Authority – Agency for Economic Development Kostinbrod, Republic of Bulgaria is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The project team at the Contracting Authority consists of a Project Coordinator, Technical Assistant and an Accountant who are responsible for the day-to-day operational implementation of project “Via Militaris – A Corridor for Sustainable Tourism Development” in Bulgaria. The Project Coordinator of the project in the Contracting Authority is authorised member of the board and can solely take decisions related to the implementation of the project.

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

The Contracting Authority shall provide no facilities.

# LOGISTICS AND TIMING

## Location

The operational base for the project is in town of Kostinbrod, Republic of Bulgaria. The events will take place on the cross-border territory of Bulgaria and Serbia according to p. 4.2. The precise locations and additional information of the specific events will be specified by the Contracting Authority 30 days in advance.

## Start date & period of implementation of tasks

The intended start date is the day of signing the contract and the period of implementation of the contract will be 10 months from this date, but not longer than 16th of August 2020. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

The indicative time schedule for events is as follows:

|  |  |
| --- | --- |
| ***Task/ Event*** | ***Period of realization*** |
| Event 1: Joint initial workshop in Pernik, Bulgaria | October/November 2019 |
| Event 2: Public Private People Partnerships (PPPP) workshop in Pernik, Bulgaria | December/January 2019 |
| Event 3: Tourist service providers (TSP) collaboration workshop in Pirot, Serbia | April/May 2020 |
| Event 4: Joint workshop for creation of the sustainable action plan in Pernik, Bulgaria | May/June 2020 |
| Event 5: Joint promotional Via Militaris tour in Bulgaria and Serbia | May/June 2020 |
| Event 6: Closing conference (final and press conference) in Nis, Serbia | July/August 2020 |

The Contracting Authority reserves the right to change the provisional dates and periods of implementation of the events. The exact dates will be officially confirmed and communicated to the Contractor after signing the service contract and 30 days in advance from each event. In case of further needs for changes, the Contractor will be officially notified.

# 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

Minimum two person to work on this contract. CVs for the 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. In terms of service, the Contractor can provide its own technical facilities (audio & video equipment), required for the events.

## 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:

* **Inception Report** of maximum 10 pages to be produced after two weeks from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
* **Draft final report** of maximum 10 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
* **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 10 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on 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.

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

The Contracting Authority will communicate the required formats of the reports to the Contractor after the signature of the contract.

# MONITORING AND EVALUATION

## Definition of indicators

The indicators are specified as related to the organization of:

* Three (3) Project workshop events organized according to general requirements described in p. 4.2.1. and pursuant to p. 4.2.1.1, 4.2.1.2., 4.2.1.4
* One (1) Joint promotional Via Militaris tour organized according to general requirements described in p. 4.2.1. and pursuant to p. 4.2.1.5
* Two (2) travel round trip journeys organized according to general requirements described in p. 4.2.1. and pursuant to p. 4.2.1.3. and 4.2.1.6
* Seventeen (17) overnights accommodation in hotel for project team members organized according to general requirements described in p. 4.2.1. and pursuant to p. 4.2.1.1, 4.2.1.3., 4.2.1.4, 4.2.1.5 and 4.2.1.6

## Special requirements

N/A