# 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

## Romania and Republic of SerbiaContracting Authority

Opstina Coka

## Country background

The Interreg-IPA Cross-Border Cooperation Romania-Serbia Programme is funded by the European Union under the framework of the new Instrument for Pre-accession Assistance (IPA II), the Cross-border Cooperation (CBC) Component and co-financed by the Partner States in the Programme. The Programme focuses on increasing the overall competitiveness of the economy in the Romania-Serbia border area and on the improvement of the quality of life for the border communities in both countries. The 2014-2020 Programme is the continuation of the Romania-Republic of Serbia IPA CBC Programme financed for the 2007-2013 period.

## Current situation in the sector

All participating partners from Romania and Serbia use the same rules, implement projects jointly, and manage budgets together. This enables the establishment of long-lasting contacts between people, and joint cross-border activities to help economic development, support small-scale infrastructure, protect the environment, and foster research, culture, and education. It also increases the overall social cohesion along EU external borders. Furthermore, through the process of project identification, applying for funds and project implementation, partners from candidate countries gain valuable experience in management of EU funds. More information can be accessed via www.romania-serbia.net.

## Related programmes and other donor activities

N/A

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

Development of social and cultural relationships in the cross border area Valcani-Coka, based on multicultural cooperation, cultural heritage and joint promotion of multi-ethnic traditions.

## Purpose

The purpose of this contract is as follows:

To organise high quality events, which should contribute to the successful implementation of the project

## Results to be achieved by the Contractor

* Successfully organised cross cultural visit to CO Mora Ferenc in Coka.
* Successfully organised session of cultural education “Cultural history of interethnic Banat”.
* Successfully organised children’s summer camp of folk dances and music from Monostur.
* Successfully organised culinary art from Banat.
* Successfully organised closing press conference.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

N/A

## Risks

N/A

# SCOPE OF THE WORK

## General

### Description of the assignment

One of the main activities in our project will be organizing of promo events. Five events should be organized:

* Cross cultural visit to CO Mora Ferenc in Coka
* Session of cultural education “Cultural history of interethnic Banat”
* Children’s summer camp of folk dances and music from Monostur
* Culinary art from Banat
* Closing press conference.

In the cooperation with the Contracting Authority, selected Contractor will be in charge for the events organization.

### Geographical area to be covered

Valcani (Romania) – Coka (Serbia)

### Target groups

Group formally initiated of the legal representatives of communities belonging to the partner municipalities, representatives of schools, the senior members of the community, students, one representative of the every ethnicity

## Specific work

During 19 months, the following events should be organized:

Cross cultural visit to CO Mora Ferenc in Coka, session of cultural education “Cultural history of interethnic Banat”, children’s summer camp of folk dances and music from Monostur, culinary art from Banat so as the closing press conference.

For media coverage of all events, the Contracting authority will be in charge.

The Contractor is in charge to organize it in accordance with the following time-schedule:

|  |  |
| --- | --- |
| Activity | Predicted time |
| Cross cultural visit to CO Mora Ferenc in Coka | Beginning of November 2017 |
| Session of cultural education “Cultural history of interethnic Banat”, | End of December 2017 |
| Children’s summer camp of folk dances and music from Monostur | July 2018 |
| Culinary art from Banat | March 2019 |
| Closing press conference | May 2019 |

This time table is only provisional. Final time-table will be developed during the Contract, by the Contracting Authority, in close cooperation with the Contractor. Any changes of the time frame will be done in reasonable time, and the Contractor will be informed at most 2 weeks before the event.

***Description of activities:***

**1. Cross cultural visit to CO Mora Ferenc in Coka**

Cross cultural visit to the Mora Ferenc Cultural Organization will be organized in Coka.

Number of participants: 62 persons.

The event will last 2 days.

The Contractor should perform the following activities:

1. Providing of meal and accommodation for 12 people for 1 night
2. Providing coffee break and catering for 24 people for the first day
3. Providing lunch during the visit tour for 62 people for the second day
4. Providing a bus transportation for 50 people

Detailed requirements for each activity:

* The Contractor should provide coffee break and catering for 24 persons on first day. The coffee break should contain the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water), and 500 ml soft drink/person. For the catering, the Contractor should prepare: soup (200 ml/person), 2 main courses (1 with meat, 1 without meal, with side dish – 450gr/person), salad (50gr/person), dessert (50gr/person), sparking and still mineral water (500ml/person), soft drink (500ml/person), coffee with milk and sugar (1 piece/person), bread, at the restaurant in Coka, or at most 5km away.

* The Contractor should provide bed and breakfast accommodation for 12 persons for 1 night, in single rooms, in minimum 3 stars hotel, maximum 5km distant from Coka
* The Contractor will provide meal (lunch) on visit tour on the second day for 62 persons. Meal should contain: soup (200 ml/person), 2 main courses (1 with meat, 1 without meat, with side dish – 450gr/person), salad (50gr/person), dessert (50gr/person), sparkling and still mineral water (500ml/person), soft drink (500ml/person), coffee with milk and sugar (1 piece/person), bread, at the restaurant in Coka, or at most 5km away.
* The Contractor should provide a bus for 50 people. Bus should be not older than 10 years, in good working conditions, with air condition and experience driver, with all necessary documents and approvals for crossing the border. Relation should be Coka – Valcani – Coka.

1. **Session of cultural education “Cultural history of interethnic Banat”**

The cultural education will be organised in Coka and in Valcani (Romania).

Number of participants: 150 persons.

The event will last approximately 8 hours.

The Contractor should perform the following activities:

* The Contractor should provide a mini bus for transportation for group of 12 people. Mini bus should be not older than 10 years, in good working conditions, with air condition and experience driver, with all necessary documents and approvals for crossing the border. Relation should be Coka – Valcani – Coka.
* The Contractor should provide 2 lecturers who should prepare the lecture about multicultural, history and tradition in Banat. Expert should prepare training material in the form of Power point presentation, and to be ready to answer on participant’s question, in order to implement inter-active lecturing.

The topic of the lecturing should be cultural traditions on the following subjects:

1. Banat- between past and present;
2. Customs and traditions of Valcani and Čoka
3. Inter-culturalism and tolerance in Banat

* The Contractor will provide coffee break and catering for 150 persons. The coffee break will contain the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water) and 500 ml soft drink/person. Catering should contain 2 kind of salty and 2 kind of sweet domestic pastry, minimum 1 of each per person.

1. **Children’s summer camp of folk dances and music from Monostur**

The children’s camp will be organised in Banatski Monostur.

Number of participants: 220 persons

The event will last 10 days.

The Contractor should perform the following activities:

* The Contractor will provide meals for 220 participants during the camp for 10 days. The meal should include breakfast, lunch and dinner. The Contractor should engage 3 cooks for whole activity for 10 days. Cooks will have to make full daily menu. The Contractor should provide all necessary ingredients for the meals, for 10 days, for 220 participants:

1. Continental breakfast
2. Lunch: traditional domestic main dish (stew, goulash, bean, or similar) (300gr/person), salad (50gr/person), dessert (domestic sweets or fruit) (2pc/person), sparkling and still mineral water (200ml/person), soft drink (200ml/person), bread.
3. Dinner: traditional domestic main dish (stew, goulash, bean, or similar) (300gr/person), salad (50gr/person), dessert (domestic sweets or fruit) (2pc/person), sparkling and still mineral water (200ml/person), soft drink (200ml/person), bread.

* The Contractor should provide instructors for handmade, folk dance, pictures, musical instruments.
* The Contractor should provide materials for handcrafts, approximately:

1. Acrylic paint, 10 different colours, 1l of each
2. Plastic boxes, 50 pc
3. Wool rough 10kg
4. Wool coloured, 4 different colours, 2kg of each
5. Clay 5kg
6. Paint brushes, different sizes, 50pc
7. Glue for wallpapers 2.5kg
8. Soap 20pc
9. Plastic pearls and additional material 5kg

* The Contractor should provide prizes/medals for 25 people.

1. **Culinary art from Banat**

The Culinary art contest will be organised in Banatski Monostur.

Number of participants: 50 persons

The event will last 1 day.

The Contractor should perform the following activities:

* The Contractor will provide necessary ingredients for this activity (approximately 30kg of meat (pork, beef, chicken), 30kg of vegetables, necessary spices).
* Ensure catering for participants/guests (50 persons) at the place of action. Catering should contain 2 kind of salty and 2 kind of sweet domestic pastry, minimum 1 of each per person and coffee 80 ml/person including milk.
* The Contractor will provide awards in the form of medals or cups for 3 first places.

1. **Closing press conference**

The closing press conference will be organized in Coka.

Number of participants: 70 persons.

The event will last approximately 3 hours.

* The Contractor will provide the necessary technical equipment (sound system, video projector, laptop, translation equipment, projection screen), arrange the hall for the conference, provide cleaning before and after the conference. The venue of the conference will be provided by the Contracting Authority.
* The Contractor will provide coffee break for 70 persons. The coffee break will contain the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water), 500 ml soft drink/person.

## Project management

### Responsible body

The Contracting Authority will be responsible for the implementation of the contract.

### Management structure

Project manager for this Contract is Zoran Jovanov.

### Facilities to be provided by the Contracting Authority and/or other parties

N/A

# LOGISTICS AND TIMING

## Location

The location of the operational base for the project will be Coka, Serbia

## Start date & Period of implementation of tasks

The intended start date is the date of signing contract by both sides and the period of implementation of the contract will be 19 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.

**3.4.4.4.1 Key experts**

Key experts are not required

### Other experts, support staff & backstopping

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

## Office accommodation

N/A

## Facilities to be provided by the Contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The Contractor will submit the following reports in English in one original and 1 copy:

The contractor will prepare brief interim reports at 2nd and 9th month, and the final report at the end of the contract.

Reports should contain all necessary details of the contract implementation. The approval of Interim and Final reports will be the basis for issuing respective payment as indicated in the Special Conditions.

* The required formats of the report will be communicated to the Contractor by the Contracting Authority after the signature of the contract.

## Submission and approval of reports

The report referred to above must be submitted to the person in charge for this Contract, Zoran Jovanov. Zoran Jovanov is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

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

## Special requirements

N/A