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# BACKGROUND INFORMATION

## Partner country

Romania (and Republic of Serbia, the eligible area of the Interreg - IPA Cross-border Cooperation Romania-Serbia Programme).

## Contracting Authority

West University of Timisoara (Universitatea de Vest din Timisoara), Bv. Vasile Pârvan 4, Timisoara 300223, Romania

## Country background

Romania undertook the necessary measures to ensure compliance with the EU political and economic criteria and to assume its capacity of membership.

Although the project is self-standing, not being an integrative part of another project, it aims to complete and bring new areas in scientific research on environmental problems in Romania and in the Euroregion. In the last 20 years, in Romania there were outstanding concerns regarding adequate infrastructure development and modernization, proper for environmental research. The endowment of equipment in recent years have sought to increase the level of national research conducted up to international level. The research with applicative character for national R & D centers was achieved up to this moment to a lesser extent, many production companies in Romania calling upon the transfer of technology from the Western countries. The topics initiated by the members of Faculty of Chemistry – Biology –Geography (from West University of Timisoara) promote eco-innovative scientific activities, based on developing research, technologies and green products that protect and improve the environmental state the polluted areas. All this requires a trans-disciplinary collaboration of specialists in the fields of chemistry, biology, geography, economic and legal sciences, physics and informatics, based on originality and particularities of the fields, topics and research studies conducted within the project.

## Current situation in the sector

In Romania the research at the university level is under continuous evaluation and continuous adaptation and harmonization with universities and research institute from Western European countries. In fact, due the National Education Law, emitted in 2011, all the universities were classified according with their results in research and education. In the West part or Romania, West University of Timisoara is, probably, the most important university considering the number of students and the results obtained in the scientific research, especially in the field of chemistry, physics, mathematics and informatics. West University of Timisoara want to participate more actively to the problems of the society, to contribute to the achievement the objectives that Romania have assumed at her entrance in the European Union. A better environment, comprising cleaner rivers, land and atmosphere is a major objective of the university and especially of the research groups from chemistry, biology and geography.

At least within the Romania-Republic of Serbia IPA Cross-border Cooperation Programme, financed by the European Union, under the Instrument for Pre-accession Assistance (IPA) and co-financed by the partner states in the programme, there are several project aiming to improve the live quality, the environmental quality and the awareness of the population about these subjects on both side of the Danube. For more information, please access www.romania-serbia.net.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project of which this Contract will be a part is to create a cross border network for advanced and non-conventional researches in the field of environmental protection with the aim of a socio-economical, durable and equilibrated development of the Romanian-Serbian cross-border region. This network is based on two poles of excellence, the West University of Timisoara (the biggest comprehensive university in the West of Romania) and the Mining and Metallurgy Institute Bor, which is the only one with this specialty in Serbia. The third partner of the project is the Ecological Collaboration Group (GEC – Nera). To this research network is expected to adhere more institutions from both countries, Romania and Serbia. Considering the objective of the project of which this contract will be a part is organization of events that will assure the proper visibility and communication and adequate implementation of some of the project activities.

## Purpose

The purpose of this contract is as follows: Acquisition of services related to the organization and implementation of events or meetings, services for organization of a Final Gala and press conferences. More specific, the required services will include organization of workshops and thematic excursions with transportation, accommodation and meals, organization of conferences providing rooms, technical equipment, catering, for a collaborative project “ROmania Serbia NETwork for assessing and disseminating the impact of copper mining activities on water quality in the cross-border area” (code: RORS-337, acronym RoS-NET2).

In conclusion, the purposes of this contract are to support the realization of some of the project activities and to contribute to the organization of some events within the project.

## Results to be achieved by the Contractor

The service contract will contribute to the realization of a part of the activities of the project mentioned above RORS-337. Among them, we can mention:

• Thematic excursions / study workshops with students and instructors in the Romanian and Serbian mountains (between Timisoara and Bor) for instructing the students how to collect, preserve and further analyze samples for chemical, ecological and geographical point of view. These will cover the activities A.T.1.3. Selection of the studied areas, setting up and monitoring the sample extraction points and sample collection procedures; A.T.1.4. Physicochemical characterization of the samples; A.T.1.5. Toxicological characterization of the samples; A.T.1.7. In situ practical activities for students

• Organization of a final conference / gala, and press conferences will cover the activity A.C. 3. Public Event(s).

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The overall project objectives are to use and develop a cross-border network in the field of water quality management aiming to assess the water quality in the mining operations zones in the cross-border area, to propose remediation methods and to promote education in the field of horizontal principles and environmental protection. By the activities and actions that will be made within this contract for Acquisition Services for the organization of events: workshops (transport, accommodation and meals), conferences (rooms and technical equipment, catering) the established network will be straightened and enlarged with the participation of other research institutions from Romania and Serbia. In fact, the activities that will be realized with the implication of the Contractor will contribute to improve the cross border services for environmental protection, to raise awareness of the general population and education of pupils and students regarding the state of the rivers in the mining operating zones, the remediation solutions, the environmental issues and horizontal themes, to create a public knowledge base with data concerning the state of environment in the mining operations zones in the cross-border area and remediation procedures.

## Risks

To initiate the activities within the established research network the cooperation between the 3 project partners will be focused on a major environmental cross-border issue concerning the treatment of wastewater coming from mining processes. The industrial activities conduct to economic prosperity and creation of working places, but they are also generating a significant impact on the environment. The polluting activities should be known due to their cumulative effects from the years of intensive industrial exploitation in which the environment protection was not highly considered. The main feature of the industrial wastewater is the variety and toxicity of the pollutants. The mining industry is a source of heavy metals, and their recovery is useful to lower the purification costs. Heavy metals are toxic for living organisms making the water undrinkable and affecting the flora, fauna, and the soil. The World Health Organization considers that 2/3 of diseases come from polluted water. Therefore, a common strategy for prevention and treatment of it is necessary. Depending on the nature, physicochemical properties of the pollutants, and the specific conditions, the wastewater treatment will be done using complex methods observing the social effects and the recovery of the elements with economic value. By this, we wanted to highlight the fact that the problems studied by the project are very topical and considered to be very important for both countries - Romania and Serbia. Taking into account that within the activities of the project, a Plan for Risk and Quality Management of the project was already realized, and considering the significant experience of the members of the partners implementing the project, we do not foresee major risks related with the project.

The places of development and the days in which the events will take place will be communicated to the Contractor at least 5 days before the event, after the Contracting Authority will consult the project partners. Shifting the event data for reasons not related to the Contracting Authority can be considered as possible, although not probable.

# SCOPE OF THE WORK

## General

### 4.1.1. Description of the assignment

The present offer request is related with a possible contract for Acquisition of Services for the organization of events: thematic excursions / study workshops, that will include transport, accommodation and meals), organization of press conferences, that will request catering services, organization of scientific conference / final gala, that will demand providing rooms and technical equipment, catering and related services.

The company that will receive the contract will manage and organize at least two thematic excursions (with study workshops) with students and instructors in Romanian and Serbian mountains (between Timisoara and Bor). The aims of these thematic excursions (with study workshops) are to analyze from geographical, ecological and chemical point of view the state of the pollution of the rivers and regions visited from Romania and Serbia. During these events, the students will be taught to collect samples from water and soil, to preserve the samples and to analyze them.

Another event that will be organized by the Contractor will imply the transportation of the member of the WUT team to participate to the Middle Term Conference in Bor and to collect samples and site analyzing in the studied areas.

The Contractor will have the task to organize the logistic for two press conferences.

Another task for the company that will receive the contract will be to manage and organize the final international conference / gala. This activity will include the rent of a proper room to host around 100 participants and the necessaries technical equipment, where will be places for posters, the possibility for PowerPoint presentations ( screen, video projector, audio facilities, etc. ), also including the arrangements for coffee-breaks, and catering (lunch and dinner) for the participants to the event.

### Geographical area to be covered

The thematic excursions / study workshops (assignments A and B) and the participation to Middle Term Conference activity in Bor (assignment C), will cover the mountain regions from Timisoara until Bor. For details, see point 4.2. Specific work (below).

The press conferences and the final conference / gala (assignments D and E) will be organized in Timisoara (or its neighborhood).

### Target groups

In the thematic excursions (and study workshops) (assignments A and B, as described in point 4.2. Specific work, below) will participate the students involved in the project and some of the instructors, members of the project’ team.

For the participation at the Middle Term Conference in Bor of the members of WUT team is required the assignment C.

At the press conferences (assignment D) there will be invited members of mass media bodies from Timis county and representatives of the local authorities and institutions involved in similar activities like those covered by the project.

At the final conference / gala (assignment E), we expect to have the students involved in the project, the members of the all three partners of the project, from Romania and Serbia and persons invited from the organizations that have signed the collaboration protocol with the research network ROS-NET. Member of local authorities and institutions having similar activities to those implemented by the project will be also invited.

## Specific work

1. **Services related to the organization and implementation of events: thematic excursion no. 1 (and study workshop no. 1) in the period 8-10 May 2020 (from Friday to Sunday)**

The proposed route (at least 900 km): Timisoara– Socol - Pojejena - Coronini - Moldova Noua- Portile de Fier– Bor and retour: Bor– Vrsac– Timisoara.

In Bor, the participants (students and instructors) will need to travel to Bor mines surrounding area, such as to pass next to some mine parts (overburden heaps, flotation tailings, etc.), visit of Robule lake (Ostrelj village), confluence of Bor and Krivelj rivers and Bela river (at least 100 km).

The Contractor will organize this event assuring:

(i) transport with a coach for 50 persons, coach must have air-conditioning and a functional WC;

(ii) stops for collecting water samples in Socol (Nera river), Pojejena (Radimna river) and Coronini (Bosneag river) and for visiting the hydroelectric power station Portile de Fier.

(iii) Two (2) nights accommodation with breakfast in Bor in a minimum 3 stars hotel (clean rooms with private bathroom.

(iv) Meals: lunch on Friday 8 May in Moldova Noua, Saturday 9 May and Sunday 10 May in Bor; dinner on Friday 8 May and Saturday 9 May in Bor. For every lunch, we need for every person a soup, a main dish, a desert and 0.5 L of water. For every dinner, we need for every person an appetizer, a main dish and 0.5 L of water.

Required inputs: qualified and experienced driver in transporting students, punctuality, seriousness, clean rooms (each for 2-4 people with private bathrooms).

1. **Services related to the organization and implementation of events: thematic excursion no. 2 (and study workshop no. 2) in the period 16-18 October 2020 (from Friday to Sunday)**

The proposed route (at least 900 km): Timisoara– Socol - Pojejena - Coronini - Moldova Noua- Portile de Fier– Bor and retour: Bor– Vrsac– Timisoara.

In Bor we need to travel to Bor mines surrounding area such as to pass next to some mine parts (overburden heaps, flotation tailings, etc.), visit of Robule lake (Ostrelj village), confluence of Bor and Krivelj rivers and Bela river (at least 100 km);

(i) Transport with a coach for 50 persons, coach must have air-conditioning and a functional WC;

(ii) Stops for collecting water samples in Socol (Nera River), Pojejena (Radimna River) and Coronini (Bosneag River) and for visiting the hydroelectric power station Portile de Fier.

(iii) Two (2) nights accommodation with breakfast in Bor in a minimum 3 stars hotel (clean rooms with private bathroom.

(iv) Meals: lunch on Friday 16 October in Moldova Noua, Saturday 17 October and Sunday 18 October in Bor; dinner on Friday 17 October and Saturday 18 October in Bor. For every lunch, we need for every person a soup, a main dish, a desert and ½ l of water. For every dinner, we need for every person an appetizer, a main dish and 0.5 L of water.

Required inputs: qualified and experienced driver in transporting students, punctuality, seriousness, clean rooms for 2-4 people with private bathrooms.

1. **Services to assure the participation of WUT team to Middle Term Conference activity in Bor**
2. Transport on the route (at least 900 km): Timisoara– Socol - Pojejena - Coronini - Moldova Noua- Portile de Fier– Bor and retour: Bor– Vrsac– Timisoara.
3. In Bor we need to travel to Bor mines surrounding area such as to pass next to some mine parts (overburden heaps, flotation tailings, etc.), visit of Robule lake (Ostrelj village), confluence of Bor and Krivelj rivers and Bela river (at least 100 km);
4. Accommodation (including breakfast) in Moldova Noua (2 nights 15 -16 September 2020 and 18-19 September 2020 ) and in Bor (2 nights, 16-17 September 2020, 17-18 September 2020) for members of WUT team.

Required inputs: qualified and experienced driver, punctuality, seriousness, clean rooms for 1-2 people with private bathrooms.

1. **Services related to the organisation and implementation of events: press conferences**

The Contractor (with participation of the members of the Contraction Authority) will organize the logistic for two (2) press conferences: catering services (coffee, coffee milk, tea, juices, water, cookies, crackers, disposable glasses and plates, napkins) for 20 persons for each of the conference.

Required inputs: punctuality, seriousness, to be clean.

Required time frame: 4 September 2020, 1 September 2021.

1. **Services related to the organisation and implementation of events: Final Gala**

In order to implement the event Final Gala the Contractor will assure the logistic for the event: a conference room for 10 hours in Timisoara, furnished with the necessary equipment - the hall must be equipped to allow PowerPoint presentations, poster display, presentation and discussion support. The hall has to be large enough to host at least 100 persons.

For the event there must be organized the following catering services:

1. Two (2) coffee breaks for 100 persons - coffee, coffee milk, tea, juices, water, cookies, crackers, disposable glasses and plates, napkins. These coffee breaks will be organized at 11:00 and at 17:00.
2. A lunch for 100 persons will be organized at 13:30 (soup, main dish, dessert, coffee and 0.5 L water).
3. A festive dinner for 50 persons will be organize at 21:00 (appetizer, main dish, desert, coffee, 0.5 L juice, 0.5 L water).

Required inputs: IT assistance for the equipment in the conference room, space for exposing posters, personnel for the catering services, punctuality, seriousness, clean and ordered rooms.

Required time frame: 3 September 2021.

## Project management

### Responsible body

The WUT members of the acquisition team will contribute to organize all the activities concerning the realization of the contract for the Services related to the organization and implementation of events or meetings: Final Gala and Press Conferences: thematic excursions, study workshops (transport, accommodation and meals), conferences ( rooms and technical equipment, catering, etc.). The Project management team will be responsible to manage the contract.

### Management structure

The responsible person is Vasile OSTAFE, the manager of the project. He is assisted by a team that will include a Financial Manager, a Coordinator of the Knowledge Base, a Coordinator for Training Activities, and a Responsible for Communication Activities.

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

The members of the project will provide all the information for the advertising the events in mass media and to invite the participants to the events covered by this contract.

# LOGISTICS AND TIMING

## Location

The activities of the Project ROS-NET are realized in eligible areas and especially in Timisoara and Bor. The students from West University of Timisoara (WUT), involved in this project will participate to the thematic excursions / study workshops and to the final conference / gala. The instructors from Timisoara and Bor will teach the students participating to these events and coach them to prepare presentations for the conference / gala.

The details about the exact locations of each events are mentioned in point 4.2. Specific work. The Contracting Authority will communicate any changes to the Contractor in a timely manner.

## Start date & Period of implementation of tasks

The intended commencement date is 25 February 2020 and the period of implementation of the contract will be until 09 September 2021. The details about the specific events are presented in point 4.2. Specific work. The Contracting Authority will communicate any changes to the Contractor in a timely manner. Please refer to Articles 4 and 5 of the Special Conditions for the actual commencement 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 organizations 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

*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 | Qualification and skills |
| Key expert 1 / Team Leader-responsible for organization of events | Very good planning and organizational skills;  English language fluency;  At least 3 years of professional experience in organizing events, in communications, public relations, journalism, marketing and/or a related field;  Experience in organizing and promotion of at least one event in the last 3 years, as manager, leader or responsible person (or other similar function) of that event. |

### 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 are not examined prior to the signature of the contract and should not be included in the tender.

The Consultant shall select and hire other experts as required according to the needs. The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

Cost for backstopping and support staff, as needed, are considered to be included in the financial offer of the tenderer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor (if it is necessary) and 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.

## Equipment

No equipment is to be purchased on behalf of the West University of Timisoara as part of this contract or transferred to the Contracting Authority / Beneficiary Country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

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 and 1 copy:

1. **Inception Report**: No later than 1 month after the signing the Contract, the Contractor must present to the Contracting Authority a report regarding the analysis of existing situation and work plan for the project. This report should present proofs that the coaches were rented / programmed and the reservations were made for the rooms, halls, restaurants, etc. needed to ensure the events will be properly realized.
2. **Interim reports:** The contractor must prepare interim reports after providing the services for events, according to the tasks requested by the Contracting Authority. The approval of interim reports by the Contracting Authority will be the basis for issuing interim invoices and making interim payments as indicated in the Special Conditions.

* Interim report no. 1 – in May – June 2020
* Interim report no 2 – in October – November 2020

1. **Final report:** This report will be realized after the last event realized during the period of implementation of the contract (September 2021); as in the case of interim reports, the approval of final report by the Contracting Authority will be the basis for issuing the final invoice and making the final payment as indicated in the SpecialConditions.

All the reports will incorporate any comments received from the members of the teams of the project (Contracting Authority - West University of Timisoara).

## Submission and approval of reports

The reports referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

# MONITORING AND EVALUATION

During the first month of the implementation there will be at least one meeting between the members of the WUT team of the project and the specialists of the Contractor.

After each event, a report of the Contractor will be presented to the Manager of the project.

After the closing conference / gala a report of the Contractor will be presented to the Manager of the project.

## Definition of indicators

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