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# BACKGROUND INFORMATION

## Partner country

Republic of Bulgaria and Republic of Serbia

## Contracting authority

Municipality of Vratsa

## Country background

In a new, flexible economy in which local culture, society and travel experience become part of the tourism value chain, it is vital to promote the existing resources by involving the local communities and thus attracting larger share of tourists. Regardless of the high tourist potential of the BG-SR border region, the destination remains less popular for tourists, compared to others within both countries. For the last 5 years (2013-2017) for Bulgaria an average of just 4% of all overnight stays have been realized within the region. The region remains highly unpopular among foreign tourists, compared to the nearby capital - Sofia, which attracts more than 6% alone each year. As for the CB region, the ratio between domestic and foreign visitors can get as high as 2.5 times: less than 2% of all overnight stays for the country have been realized by foreigners in the CB area. The situation on the Serbian side of the border is quite similar. The share of overnight stays for a period of 5 years (2012-2016) is 15% on the average. Stays are highly concentrated within the districts of Zajecar (where the spa resort Sokobanja is located), and the city of Nis. Apart from this city, the other parts of the region remain several times less popular among foreign visitors. The major tourist destination in Serbian side of the border region according to the number of nights is Sokobanja, which was also leader in visitors for 2013, 2014, while for 2015 and 2016 the District of Nis attracted the most people. For Bulgaria, Sofia district is well ahead for each of the past 5 years both in terms of overnight stays and visitors, followed by district of Kyustendil, where the spa resort Sapareva Banya and the Rila monastery are located. Other common problems to be solved are the declining demographic trend both sides and brain-drain of young people, as well as the highly fragmented economy. Identified challenge is investing in effective valorisation and efficient management of the territory. In such a context partners of the project spotted the opportunity to promote development of tourism initiatives called “Quest Tours” thus valorising the resources for diversified tourism in the entire border area through collaboration with local communities.

## Current situation in the sector

The project CB007.2.13.225 „QuesTour - Valorization and capitalization of unexplored tourism cultural and historical routes in the cross-border region Bulgaria-Serbia” is co-funded by the European Union, through Interreg – IPA CBC Bulgaria – Serbia Programme 2014-2020, CCI Number 2014TC16I5CB007, Subsidy contract No RD-02-29-59/14.04.2020.

QuesTour will boost the level of community involvement and dedication to the sustainable use of CBC natural, cultural and historical resources. The project covers the entire border region including 6 districts in Bulgaria and 7 districts in Serbia targeting at 2 Million of residents. It will valorise and spice up the tourism experience through pilot initiatives by engaging local community. Training stakeholders and decision-makers so they can develop knowledge on common local and individual issues regarding responsible tourism development will improve the capitalisation of natural and cultural resources.

Through a series of networking initiatives and joint events, the project will test a new strategic approach aiming to achieve attitudinal changes and engagement of the entire population. QuesTour will explore the CB cultural and historical heritage and facts kept through the ages through the conduction of tourist networking initiatives, workshop and competition for young people aiming to engage them to participate more actively in the society. Through the expertise of all partners (PPs) of the project, the project will broaden its impact. National Tourism Cluster "Bulgarian Guide" (Lead partner) is experienced in sustainable tourism development and will contribute to the dissemination of the results outside the eligible region which will have further impact on the entire countries, not only the border region. ENECA (PP2) will strengthen the partnership through its expertise in capacity building activities and initiatives, educating local stakeholders. Municipality of Vratsa (PP3) will contribute to the promotion of common traditions and history in the border region. The project will enhance the engagement of residents and local service providers as valued partners in building a better recognizable tourism destination.

## Related programmes and other donor activities

CBC programme "Interreg - IPA CBC Bulgaria-Serbia" (CCI Number 2014TC16I5CB007)

# 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 aims to boost the tourism potential of the CBC region through sustainable use of natural, cultural and historical resources by involving local communities and tourist providers.

**Project specific objectives are:** to strengthen the awareness of sustainable and responsible tourism development in the border region; to foster recognition of the destination by joint collaborating actions exploring the natural, cultural and historical resources; to enhance the cultural interaction and networking among local communities; to create an interactive environment for collaboration and capacity building activities in the tourism and supporting industries.

## Purpose

The purpose of this contract is as follows:

The purpose of this contract is providing service for organization and conducting of events planned by the Municipality of Vratsa (PP3) within project CB007.2.13.225 „QuesTour - Valorization and capitalization of unexplored tourism cultural and historical routes in the cross-border region Bulgaria-Serbia”.

## Results to be achieved by the contractor

The Contractor shall logistically assist the Contracting Authority in organizing and conducting all planned events, in accordance with the specific requirements described in detail in section 4 of this document, and submit the necessary reports described in section 7.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The implementation of the current contract will support Municipality of Vratsa in the implementation process of the project “QuesTour - Valorization and capitalization of unexplored tourism cultural and historical routes in the cross-border region Bulgaria-Serbia”, and will assure compliance with the EU regulations. 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, with high quality and within the budget limitation;

• Timely information for the respective place and date of the events provided by the Contracting Authority;

## Risks

Potential risks to the successful implementation of the contract include:

3.2.1 Lack of communication and logistical coordination between the Contractor and the Contracting Authority. In order to avoid this risk, the Contractor should be proactive and maintain continuous contact with the relevant representatives of the Contracting Authority. Also, the Contractor must present a detailed work programme for the implementation of each task, subject to present contract.

3.2.2 Insufficient quality of the services provided by the Contractor. In order to avoid this risk the Contractor should use the most reliable and experienced staff/service providers at its disposal. Also, the Contractor must present a statement that the appointed by him sufficient ongoing staff (min. two experts) will be available for the entire period of the implementation of contract.

3.2.3 Risk of inability to hold events subject to the contract due to a worsened pandemic situation. 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

The assignment includes all necessary services that the Contractor shall carry out for the overall logistical coordination and the organization of the events mentioned in p. 4.2. Each event has to be organized separately and on 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: transportation and accommodation arrangements for the relevant participants, rent of hall for the events, rent of equipment, tents/stands for exhibition, catering for events, consumables and materials for events etc.

The exact dates and venues in 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, rent of hall, rent of equipment, tents/stands for exhibition, catering for events and other related services.

### Geographical area to be covered

The eligible area is the Bulgaria – Serbia cross-border region.

### Target groups

Residents of the cross-border region;

Tourist enterprises/establishments in the region;

Youth organisations

## Specific work

**Task 1:**

**Organization and carrying out of a 1 - day “QuesTour” design competition for young people**

The conduct of the competition will be in accordance with a methodology on the competition developed by the project partners.

The event should be held in strict compliance with all sanitary measures and requirements related to the prevention of COVID - 19.

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| **Time (duration)/place**: | Duration of the event – 1 (one) day;  Place: Vratsa Region, Republic of Bulgaria  Time: The contractor will be notified within 10 (ten) days before the starting date of event. Related to this, the tenderer must undertake the engagement to organize the event after order/assignment 10 days before the carrying out of the event from the Contracting Authority’s side. |
| **Service 1.1** | **Rent of hall** |
| **Service description** | Contractor must provide one hall for 1 day. The hall must have a ventilation system, sound and lighting and must to be located near the venue/hotel, where will be provided the accommodations and where the catering will be provided for the participants. The hall must be with a capacity of a minimum of 25 participants. The arrangement of the chairs should be at a distance of at least 1.5 meters. |
| **Maximum estimated budget** | 200 euro |
| **Service 1.2** | **Rent of audio/video equipment** |
| **Service description** | For the event, the Contractor must provide a multimedia, a screen and a laptop for 1 day. Free Wireless access should be available.  The expenditures for rent of the conference hall and rent of the audio and video equipment are paid by the Contractor. |
| **Maximum estimated budget** | 50 euro |

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| **Service 1.3** | **Providing transportation of participants to the project event** |
| **Service description** | Travel of 10 BG participants from the border BG area to the Competition in Vratsa region  The Contractor should provide travel with route: approx. 200 km round trip. The contractor will be notified of the exact route with the assignment letter.  The Contractor must provide 1 (one) bus for not less than 10 people with necessary documents required according to the Bulgarian legislation. The bus must be equipped with air-conditioning and heating and must be comfortable for long travel. The exact place of departure, arrival and the time will be further agreed with the Contracting Authority.  All expenditures for providing transportationare paid by the Contractor. |
| **Maximum estimated budget** | 300 euro |
| **Service 1.4** | **Providing of catering** |
| **Service description** | The Contractor must provide catering for 1-day for 20 participants.  Coffee, refreshment, lunch and dinner for participants  The Contractor should provide 2 coffee breaks, 1 lunch and 1 dinner during the implementation of the event.  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)  Lunch – buffet, included: 2 kinds of soup; 2 kinds of dishes; 2 kinds of warm appetizers, 2 kinds of salad; 2 kinds of roasted meat dishes, juice, mineral water and fruits.  Dinner – buffet**,** included: 2 kinds of warm appetizers, 2 kinds of cold appetizers, 2 kinds of salad, 2 kinds of roasted meat dishes, juice, mineral water and fruits.  The catering services (coffee breaks, lunch and dinner) should include staff for serving of the meals and drinks.  If requested and if possible, coffee breaks, lunch and dinner should be made outdoors.  All expenditures for providing of catering are paid by the Contractor. |
| **Maximum estimated budget** | 560 euro |
| **Service 1.5** | **Accommodation for the participants in the Competition event in Vratsa** |
| **Service description** | Booking and paying for hotel accommodation for 20 participants (10 SR and 10 BG youngsters) for 1 (one) night. The accommodation services shall be provided on the territory of Vratsa region.  The accommodation should be at venue/ hotel with minimum requirements:  - 3 stars category;  - Accommodation services on BB basis for 20 people x 1 nights = 20 breakfasts;  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Maximum estimated budget** | 1600 euro |
| **Service 1.5** | **Consumables and materials for the Competition event in Vratsa** |
| **Service description** | Purchase of badges for 20 participants  Printing materials (invitations, agendas and Power Point presentations) for 20 participants.  The materials must to be prepared in accordance to the requirements for visualization of the Programme Interreg - IPA CBC Bulgaria-Serbia. |
| **Maximum estimated budget** | 26.40 euro |
| **Note** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, attendance list, list for provided accommodations, list for provided catering, photos from the event (recorded on electronic media). The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |
|  |  |

**Task 2:**

**Organization and carrying out of a QuesTour Festival**

The conduct of the Festival will be in accordance with a concept on the Festival developed by the project partner 3 (Municipality of Vratsa).

The event should be held in strict compliance with all sanitary measures and requirements related to the prevention of COVID - 19.

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| **Time (duration)/place** | Duration of the event – 3 (three) days;  Place\*: Vratsa Region, Republic of Bulgaria  \*The venue will be selected by all partners during the pre-final Virtual meeting and it will be near a specific site from one of the QuesTours.  Time: The contractor will be notified within 10 days before the starting date of event. Related to this, the tenderer must undertake the engagement to organize the event after order/assignment 10 days before the carrying out of the event from the Contracting Authority’s side.  Participants in event will be 40 representatives (10 exhibitors and 30 performers – equal number BG and SR) of local communities, musicians, dancers, keepers of traditions, story tellers, craftsmen, etc. who will present festival activities.  After identifying the exhibitors and participants from the project partners, the contractor should prepare and send the invitations to participate. |
| **Service 2.1** | **Rent of tents/stands for exhibition** |
| **Service description** | Contractor must provide tents/stands for exhibition - 10\*3 days for 10 exhibitors. The tents/stands must be equipped with at least one table, min two chairs, provided electricity and security. |
| **Maximum estimated budget** | 3000 euro |
| **Service 2.2** | **Rent of audio/video-equipment** |
| **Service description** | Contractor must provide audio/video-equipment for 3 days.  The expenditures for rent of tents/stands for exhibition and rent of the audio and video equipment are paid by the Contractor. |
| **Maximum estimated budget** | 240 euro |
| **Service 2.3** | **Providing transportation of participants to the project event** |
| **Service description** | Travel for 20 participants from BG border region to the Festival.  The Contractor must provide 2 (two) minibus for not less than 10 people each with necessary documents required according to the Bulgarian legislation. The buses must be equipped with air-conditioning and heating and must be comfortable for long travel.  1 meeting point at Vratsa, 1 meeting point at Kyustendil, total km for both minibuses - approx.450 km  The exact place of departure, arrival and the time will be further agreed with the Contracting Authority.  All expenditures for providing transportationare paid by the Contractor. |
| **Maximum estimated budget** | 675 euro |
| **Service 2.4** | **Providing of catering** |
| **Service description** | The Contractor must provide catering for 3 (three) days for 40 exhibitors/participants (20 SR and 20 BG).  Coffee, refreshment, lunch and dinner for participants  The Contractor should provide 5 coffee breaks, 3 lunches and 2 dinners during the implementation of the event.  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)  Lunch/ 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/ catering should comprise of the following:  Dinner – buffet, included: 2 kinds of warm appetizers, 2 kinds of cold appetizers, 2 kinds of salad, 2 kinds of roasted meat dishes, juice, mineral water and fruits.  The catering services (coffee breaks, lunches and dinners) should include staff for serving of the meals and drinks.  If requested and if possible, coffee breaks, lunch and dinner should be made outdoors.  All expenditures for providing of catering are paid by the Contractor. |
| **Maximum estimated budget** | 4200 euro |
| **Service 2.5** | **Accommodation for the participants in the Festival** |
| **Service description** | Booking and paying for hotel accommodation for 40 participants (20 SR and 20 BG) for 2 (two) nights.  The accommodation should be at venue/ hotel with minimum requirements:  - 3 stars category;  - Accommodation services on BB basis for 40 people x 2 nights = 80 breakfasts;  The accommodation services shall be provided on the territory of Vratsa region.  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Maximum estimated budget** | 6400 euro |
| **Note** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, 3 attendance lists, 2 lists for provided accommodations, 3 lists for provided catering, photos from the event (recorded on electronic media). The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |

**Task 3:**

**Organization and carrying out of a Quest Tours initiative 3**

The event should be held in strict compliance with all sanitary measures and requirements related to the prevention of COVID - 19.

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| **Time (duration)/place** | Duration of the event – 3 (three) days;  Place: starting point-Dragoman  The contractor will be notified of the exact route with the assignment letter.  Time: The contractor will be notified within 10 days before the starting date of event. Related to this, the tenderer must undertake the engagement to organize the event after order/assignment 10 days before the carrying out of the event from the Contracting Authority’s side.  Quest Tours initiative based on historical heritage will be organized for to 10 participants (journalists, travel bloggers, photographers, vloggers, etc.) by involving local stakeholders. |
| **Service 3.1** | **Providing transportation of participants to the project event** |
| **Service description** | Travel for QuesTour 3 - rent of minibus for not less than 10 participants from the starting point-Dragoman) roundtrip along the border area, approximately 700 km in total.  The Contractor must provide one minibus for minimum 10 people with necessary documents required according to the Bulgarian legislation. The buses must be equipped with air-conditioning and heating and must be comfortable for long travel.  The exact place of departure, arrival and the time will be further agreed with the Contracting Authority.  All expenditures for providing transportationare paid by the Contractor. |
| **Maximum estimated budget** | 1050 euro |

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| **Service 3.2** | **Providing of catering** |
| **Service description** | The Contractor must provide catering for 3 (three) days for 10 participants  Coffee, refreshment, lunch and dinner for participants  The Contractor should provide 5 coffee breaks, 3 lunches and 2 dinners during the implementation of the event.  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)  Lunch/ 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/ 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 dinner menu.  The catering services (coffee breaks, lunches and dinners) should include staff for serving of the meals and drinks.  If requested and if possible, coffee breaks, lunches and dinners should be made outdoors.  All expenditures for providing of catering are paid by the Contractor |
| **Maximum estimated budget** | 1050 euro |
| **Service 3.3** | **Accommodation for the participants in QuesTour 3** |
| **Service description** | Booking and paying for hotel accommodation for 10 (ten) participants for 1 (one) night in BG border region.  Booking and paying for hotel accommodation for 10 (ten) participants for 1 (one) night in SR border region.  The accommodation should be at venue/ hotel with minimum requirements:  - 3 stars category;  - Accommodation services on BB basis for 10 people x 2 nights = 20 breakfasts.  All expenditures related to the reservation and accommodation are paid by the Contractor. |
| **Maximum estimated budget** | 1600 euro |
| **Note** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, 3 attendance lists, 2 lists for provided accommodations, 3 lists for provided catering, photos from the event (recorded on electronic media). The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |

**Task 4:**

**Organization and carrying out of a final meeting and dissemination event in Vratsa**

The event should be held in strict compliance with all sanitary measures and requirements related to the prevention of COVID - 19.

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| **Time (duration)/place** | Duration of the event – 1 (one) day;  Place: City of Vratsa, Vratsa District, Republic of Bulgaria  Time: The contractor will be notified within 10 days before the starting date of event. Related to this, the tenderer must undertake the engagement to organize the event after order/assignment 10 days before the carrying out of the event from the Contracting Authority’s side.  Final dissemination conference will be held in Vratsa with the participation of local stakeholders (10 participants) after the final partners meeting in Vratsa. Invited will be representatives of the counties/districts’ administrations, stakeholders from the project areas of the countries and representatives of interested public institutions, tourist and youth organizations. |

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| **Service 4.1** | **Rent of hall** |
| **Service description** | Contractor must provide one hall for 1 day. The hall must have a ventilation system, sound and lighting and must to be located near the place where the catering will be provided for the participants.. The arrangement of the chairs should be at a distance of at least 1.5 meters.  The hall must be with a capacity for not less than 10 participants. For the event, the Contractor must provide a multimedia, a screen and a laptop.  The expenditures for rent of the conference hall are paid by the Contractor. |
| **Maximum estimated budget** | 200 euro |
| **Service 4.2** | **Providing of catering** |
| **Service description** | The Contractor must provide catering for 1 (one) day for 10 participants.  Coffee, refreshment and lunch for participants  The Contractor should provide 1 coffee break and 1 lunch during the implementation of the event.  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)  Lunch/ 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/ catering menu.  The catering services (coffee break and lunch) should include staff for serving of the meals and drinks.  If requested and if possible, coffee breaks, lunch and dinner should be made outdoors.  All expenditures for providing of catering are paid by the Contractor. |
| **Maximum estimated budget** | 200 euro |
| **Note** | Within 10 days of the end of the event the Contractor must provide the Contracting Authority with the following: takeover protocol for the implemented activity, attendance list, list for provided accommodations, list for provided catering, photos from the event (recorded on electronic media). The takeover protocol should be signed by the Contractor and Contracting Authority. All the above mentioned documents must be original. |

The Contractor must comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project, available at <https://ec.europa.eu/europeaid/work/visibility/_en>) and also published on the Programme's official web-page, within Project Implementation Manual documents for second call for project proposals and available at [http://www.ipacbc-bgrs.eu](http://www.ipacbc-bgrs.eu/)).

## Project management

### Responsible body

Municipality of Vratsa will be 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.

### Management structure

The Contracting Authority of the public procurement is the mayor of Vratsa municipality. The responsible person for implementation of the tasks related to this project and this contract, in the Contracting Authority is the Cultural Activities Manager. His tasks regarding implementation of the contract connected with the current procedure include: correspondence with the Contractor, appointment of the specific time of events, agendas approval of the events, the hotel for accommodation, etc. The final report will be approved by the Cultural Activities Manager, and the Approval letter will be signed by the legal representatives of both parties.

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

No facilities or equipment will be provided by the Contracting Authority.

# LOGISTICS AND TIMING

## Location

Location of the project activities related to this contract is in Bulgarian and Serbian cross-border region and in the main building of Vratsa Municipality. The locations of the specific events are described in Section 4 of this document.

## Start date & period of implementation of tasks

The intended start date is the date of contract signature and the period of implementation of the contract will be until the completion of all tasks, no later than 14.07.2021. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.

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

**Expert 1: Event manager**

General professional experience

* Minimum 5 years’ experience;

Specific professional experience

* Experience in the organization and conduct of at least two seminars and/or trainings and/or festivals and/or competitions and/or conferences and/or other equivalent events and as an Event manager at least in one event.

**Expert 2: Event organizer**

General professional experience

* Minimum 3 years’ experience

Specific professional experience

* Experience in the organization and conduct of at least one seminar and/or training and/or festival and/or competition and/or conference and/or other equivalent events.

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

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

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

## Equipment

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

# REPORTS

## Reporting requirements

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

* **Final report** no less than 5 pages in free format. This report shall be submitted no later than 10 (ten) business days after the implementation of all tasks under the current Contract. It should provide conclusions and clear evidence of the implementation of all requested services. The final report must be provided along with the corresponding invoice. Approval of the final report by the Contracting Authority will be a basis for balance payment under the contract.

## 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.

# MONITORING AND EVALUATION

## Definition of indicators

Provided logistic services, as follows:

* Rent of tents/stands for exhibition and audio/video equipment for Festival in Vratsa region for 3 days;
* Rented hall/ audio/video equipment for QuesTour Competition for 1 day;
* Rent of hall for final meeting and dissemination event in Vratsa for 1 day ;
* Travel /minibus/ for of 10 participants from the border BG area to the Competitiion in Vratsa appr. 200 km in total;
* Travel /2 minibuses/ for 20 participants from BG border region to the Festival - appr. 450 km in total;
* Travel /minibus/ for QuesTour 3 - appr. 700 km in total;
* Catering for QuesTour 3 - 3 days for 10 participants;
* Catering for the Competition in Vratsa - 1 day for 20 participants;
* Catering for exhibitors/participants in Festival in Vratsa region - 3 days for 40 participants;
* Catering for the final dissemination event - 1 day for 10 participants;
* Accommodations for 20 participants in QuesTour 3 for 2 nights;
* Accommodations for 20 participants in Competition in Vratsa for 1 night;
* Accommodations for 40 participants in Festival in Vratsa region for 2 nights;

## Special requirements

During implementation of the contract, all national and regional anti-epidemiological measures imposed by the authorities must be respected.

In case of deterioration of the situation with the Coronavirus, the contract will be performed in accordance with Art. 38 Force majeure of the General conditions of the contract (Annex I).