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1. BACKGROUND INFORMATION

1.1. Partner country

FYROM

1.2. Contracting Authority

EA Planetum - Strumica

1.3. Country background

The territorial analysis of the cross-border region between BG and MK shows the main weaknesses and constraints of the area - constant depopulation (-2.5% over the past 7 years) and migration of young people out of the area; disproportion of development (between South-East/Blagoevgrad Regions and Kyustendil/North-East Region; between the municipal centers and the villages); unemployment (20.3% average in 2012), etc. It is not accidental that the CBC Programme has declared tourism as a separate priority axis. When developed properly and sustainably, tourism can be a very realistic, fast and efficient tool for economic development. It is a real alternative for the BG/MK border regions for the following reasons: there are numerous, well-preserved and precious resources, both natural and cultural; there is still sufficient human potential to offer the necessary services; a lot can be achieved without timely and expensive investments but simply with good organization, modern tools such as heritage interpretation, and professional marketing. What is offered by the project "Cross-Border Fun Center" is an innovative model approach which utilizes existing resources without any investments other than time, effort, imagination, cooperation and better organization. The concept of the Cross-Border Fun Center (CBFC) is a concept of a network of tourism 'knots' developing and offering services in a unified sustainable style and selling them together via a central Internet platform. Each 'knot' is a micro-destination with a central, already active tourism business and abundance of natural/cultural resources that can be interpreted into a modern tourism service. Both our organizations who have now a long experience in enhancing sustainable tourism believe that this can become a sustainable regional model, expanding to new 'knots' in the future and bringing tangible benefits to local communities.

1.4. Current situation in the sector

Tourism has been developing rapidly in Macedonia in recent years but it has included mainly the infrastructure. The level of services is very insufficient, especially the so-called additional tourism services which do not include accommodation, catering and transportation. Practically all national, regional and local strategic documents concerning (sustainable) economic development put a focus on tourism, and this is also true for the project area which covers the Blagoevgrad District in Bulgaria and the South-East Planning Region in Macedonia. It is a priority of the relevant Ministries and national committees and NGOs but also of the District Governments in BG / the organizations for development of the planning regions in MK, all municipalities and all NGOs working for local development and protection of the environment and the cultural and historical heritage.

It is usually the responsibility of the public governmental bodies such as regional and local governments and structures to provide better conditions for the development of tourism. But the tourist services themselves, keeping in mind that tourism IS a business, are the job of the tourism enterprises or organizations such as the ones implementing the current project. Of course, any service depends heavily on its provider, and tourism services lay on the tourism guides, animators, interpreters, etc. This is actually the key factor for real tourism development in the cross-border area as infrastructure, marketing and information provision are already quite ahead in this region.

1.5. Related programmes and other donor activities

In the previous programming period (2007-2013), a number of projects were funded in the cross-border area between Bulgaria and Macedonia regarding mainly the evaluation of tourism resources, the development of tourism infrastructure and the marketing of the products. Currently, there are a few related initiatives outside the Interreg-IPA CBC Bulgaria–the former Yugoslav Republic of Macedonia Programme.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

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

Stimulate tourism as a real long-term alternative for the cross-border area between Bulgaria and Macedonia.

2.2. Purpose

The purpose of this contract is as follows:

Provide logistical activities of the Cross-Border Fun Center Project.

2.3. Results to be achieved by the Contractor

- Halls secured for events under CBFC Project;
- Equipment provided for events under CBFC Project;
- Catering provided for participants in events under CBFC Project;
- Materials provided for participants in events under CBFC Project;
- Consumables provided for participants in events under CBFC Project;
- Vehicles provided for transportation for events under CBFC Project;
- Accommodation provided for participants in events under CBFC Project.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- There are sufficient tourism resources in both Blagoevgrad District in BG and the South-East Planning Region in MK (the project area) to secure the development of quality and modern additional tourism services;
- There are sufficient human resources in the project area that could provide the newly developed modern additional tourism services;
- (contract-specific) The selected logistics provider is able to guarantee sufficient quality of the required logistical services for project activities.

3.2. Risks

- Unwillingness of local businesses to participate in the development and supply of new additional tourism services;
- Delay in project time-schedule due to unforeseen factors, e.g. impossibility to gather together all the members of the CBFC Network in certain period because of other engagements, etc.
- Force majeure factors that hinder project, resp. contract implementation e.g. political crisis or natural disasters.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The assignment includes the provision of the following:

- Rent of halls
- Rent of equipment
- Coffee breaks, etc.
- Preparation of materials
- Consumables
- Rent of vehicles for events
- Accommodations for participants in the events

4.1.2. Geographical area to be covered

Blagoevgrad District of Bulgaria and South-East Planning Region of Macedonia.

4.1.3. Target groups

- First members of the CBFC Network (30 people)

4.2. Specific work

No.	Title of item	Description	Required inputs, if applicable	Required time frame
1.1.	Rent of halls	Rent of hall for work meeting under Activity 1 in Strumica, for 2 days	The hall must be able to gather at least 40 people. It must be spacious, well-lit and comfortable, air-conditioned.	Not later than 29.11.2017
1.2.	Rent of equipment	Rent of equipment for work meeting under Activity 1 in Strumica, for 2 days	The equipment must include at least: sound system with speakers, amplifiers, etc. & microphones in sufficient quantity for the participants to be comfortable (at least	Not later than 29.11.2017

			one per 3 people, incl. wireless ones); multimedia system with a high-quality projector, computer and screen with sufficient size to be readable from all seats in the hall.	
1.3.	Coffee breaks, etc.	1.3.1 Catering for work meeting under Activity 1: 30 participants for 2 days. 1.3.2 Catering for 450 participants in on-spot visits in MK under Activity 2: 5 visits to sites within South-East Planning Region which will be chosen by 29.11.2017 latest. 30 participants in each visit. Each visit lasting 3 days	1.3.1 Per day of visit: 2 coffee breaks (coffee/ tea, a range of soft drinks (min. 250 ml per person), selection of pretzels and cookies); 1 lunch (3 courses with bread and at least 500 ml of soft drink per person); 1 dinner (same as lunch). Provision of vegetarian and other special dietary options. 1.3.2. Same as in 1.3.1	1.3.1. Not later than 29.11.2017 1.3.2. Not later than 29.05.2018
1.4.	Preparation of materials	1.4.1. Materials for the 30 participants in work meeting under Activity 1. 1.4.2. Materials for 450 participants in on-spot visits in MK under Activity 2	1.4.1. Printing of up to 30 pages A4 in greyscale, one-sided, per person. 1.4.2. Same as in 1.4.1.	1.4.1. Not later than 29.11.2017 1.4.2. Not later than 29.05.2018
1.5.	Consumables	1.5.1. Consumables for the 30 participants in work meeting under Activity 1. 1.5.2. Consumables for 450 participants in on-spot visits in MK under Activity 2	1.5.1. Per person: cardboard folder format A4 with bands; block-note A5 at least 40 pages; pen. For all participants: flip-chart paper, markers and support materials e.g. sticky notes, duct tape, colour paper, envelopes, etc. 1.5.2. Same as in 1.5.1	1.5.1. Not later than 29.11.2017 1.5.2. Not later than 29.05.2018
1.6.	Rent of vehicles for events	1.6.1 Transportation for MK participants in work meeting under Activity 1: 15 MK participants to Strumica, Macedonia and back. 1.6.2 Transportation for MK participants in on-spot visits under Activity 2: 10 travels for maximum 15 MK	1.6.1. Minibus or similar vehicle with modern facilities and air-conditioning for a total of 600 km (exact route to be specified prior to travel) 1.6.2. Minibus or similar vehicle with modern facilities and air-conditioning for a total of	1.6.1. Not later than 29.11.2017 1.6.2. Not later than 29.05.2018

		participants to each of the tourism ‘knots’ and back. The ‘knots’ will be selected by 29.11.2017 latest but 5 will be within Blagoevgrad District, BG, and 5 will be within the South-East Planning Region, MK.	3000 km (exact routes to be specified prior to travel)	
1.7.	Accommodations for participants in the events	1.7.1 Accommodation for 1 night for 30 participants in work meeting under Activity 1 (in Strumica). 1.7.2 Accommodation for participants in on-spot visits in MK under Activity 2: 5 visits in MK for maximum 27 participants in each. Two overnights per visit.	1.7.1 B&B accommodation in single rooms with modern amenities, in establishment at least 3 stars of category. 1.7.2 Same as in 1.7.1	1.7.1. Not later than 29.11.2017 1.7.2. Not later than 29.05.2018

4.3. Project management

4.3.1. Responsible body

EA Planetum - Strumica, represented by the Project Coordinator – Mr. Aleksandar Lazarov.

4.3.2. Management structure

The Project Coordinator is responsible to provide for the day-to-day running of project activities and internal communication; he will be responsible for acceptance of the results of the contract and communicating with the Contractor. The Project Assistant is to take care of project documentation and logistics.

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

N/A

5. LOGISTICS AND TIMING

5.1. Location

The location of the operational base for the project is town of Strumica, FYROM.

5.2. Start date & Period of implementation of tasks

The intended start date is 20.09.2017 and the period of implementation of the contract will be 9 months from this date but not later than 29.05.2018. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

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

6.2. Office accommodation

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

6.3. 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.

6.4. Equipment

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

7. REPORTS

7.1. Reporting requirements

The Contractor will submit the following reports in English language in one original:

- **Inception Report** of maximum 12 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 12 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 5 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the work done, to support an informed decision on accepting it. Proof material e.g. photos from events, lists of participants, etc. will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

7.2. Submission and approval of reports

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

8. MONITORING AND EVALUATION

8.1. Definition of indicators

- Number of participants in the first meeting of CBFC Network in Strumica, for whom the following has been provided: transport for MK participants: rent of hall & equipment, catering, materials & consumables, transportation and accommodation.
- Number of participants in work meetings of CBFC Network under project Activity 2, for whom the following has been provided: catering, accommodation, materials and consumables for visits in MK; all transport for MK participants.

8.2. Special requirements

N/A