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# BACKGROUND INFORMATION

## Partner country

Republic of Turkey

## Contracting authority

Keshan Chamber of Commerce and Industry

## Country background

Cross-border cooperation within the Instrument for Pre-accession Assistance II (IPA II) has the objective of promoting good neighbourly relations, fostering stability, security and prosperity in the mutual interest of the neighbouring countries concerned, and of encouraging their harmonious, balanced and sustainable development. The core co-operation area of Bulgaria-Turkey CBC Programme includes the eligible districts Burgas, Yambol and Haskovo on the Bulgarian side, and the eligible provinces Edirne and Kirklareli on the Turkish side.

The organization sector is a service sector, so because of the friends has to work outside, and but with this project, we have the change to enrich the organizations and cross border cooperation.

In April 2018, the Managing Authority of the Bulgaria-Turkey CBC Programme has launched a call for proposals for financing actions eligible and coherent with the main priority axes of the Programme. Keshan Chamber of Commerce and Industry, Keshan, Edirne (TR) was awarded with a grant contract to implement a joint CBC project together with the project lead partner – Keshan Chamber of Commerce and Industry, Keshan (TR). The project overall objective is to contribute to increasing tourist attractiveness of the cross border area through better utilisation of natural, cultural and historical heritage.

In 2020, humanity is experiencing one of the great shocks over the past 100 years: the coronavirus pandemic. Going beyond a cause of disease or death, one can have consequences in many aspects, psychological, social and economic ones being in the first place. The Covid-19 outbreak, which first emerged in China and has spread to the whole world as of the first months of 2020, has the potential to constitute a breaking the course of history, as well. Turkey is located on the transit point between Asia and Europe with its geographical position, and thus, received its share from the outbreak of Covid-19, which spreads through social contact. Individuals infected by the Covid-19 potentially are at risk of health and economic well-being. Today, the Covid-19 is a global issue, and the world economy can be interpreted as almost at the standstill. Due to this pandemic situation is not totally ended all around the world, the exact negative effects could not be known until now. But, it is so clear that all the counties and regions, including Edirne, Keshan is effected by this crisis, too. Keshan is located in the transition road to İstanbul to İzmir and has 20 km far from Greece border. Its marketplace potential is so high. But it is getting better day by day. And all people start to work their new normal daily lives.

## Current situation in the sector

Keshan Chamber of Commerce and Industry (KCCI) was established in 1958 with the aim of providing services to its members, to facilitate their professional activities, to ensure their professional development and to foster professional discipline, trust, solidarity, morality, and integrity vis a vis the general public and each other, and to realize Chamber duties as duties set by the relevant Law. KCCI is one of the most important non governmental organisations of the South-West Thrace region.

Keşan Chamber of Commerce and Industry plays a very important and active role in the day-to-day life of businesses in Keşan-Ipsala and Enez region. KCCI has an integral part to play in the structure of commerce and business and its influence on socio-economic life impacts on local, national and international level.

Keşan Chamber of Commerce and Industry has the task to cooperate in developing the tourist attractiveness based on available historical and cultural monuments of various ages, which the region of Keşan-Ipsala and Enez has plenty of.

The project partner, Keshan Chamber of Commerce and Industry is very close relationship with the service works, organisations, touristic activities, farmers, local touristic institutions, restaurants, local food establishments. In this situation most of sectors. This way it has a broad view over the demands for information of interesting. Through the project, the project partner, having a very close relationship with the region’s touristic activities.

Thus, this advantages need to be preserved, studied and passed on to the future generations contributing to sustainable development. The project will give project partners the opportunity to develop their potential for fulfilment of partnerships and networking.

Keshan Chamber of Commerce and Agriculture, as a Project Lead partner is responsible for the implementation of project activities on the Turkish territory. Project management also includes the conduction of tender procedures for planned expenditures in conformity with PRAG procedures and requirements in order to deliver the expected project outputs.

## Related programmes and other donor activities

Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

**LOT 1:** **CB005.2.21.063**

* to develop contemporary tourist attractive services in the public cultural sector by using the modern technology

**LOT 2:** **CB005.2.23.070**

* to develop of regional tourist brand by which: the tourist resources, local products and tourist services will be kept and promoted; the specific regional tourist resources will be displayed and promoted; the quality of products and services offered will be guaranteed by means of uniform standards.

## Purpose

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

**LOT 1:** **CB005.2.21.063**

* **Joint Expert Network (JEN) meetings in Keshan** – Joint Expert Network will involve representatives of stakeholders in the CB region – representatives of partners, local institutions and experts from Haskovo and Keshan. The duration of the meetings will be two days. The expected participants of the meetings are 10 researchers, who will present reports in the field of suistanable tourism development. The reports will be assembled and printed in a Common knowledge book.This network aims to stimulate discussion between experts and users and get the systems ready to fulfill expectations for transfer on new information and good practices which will show the posibilities of sustainable tourism development based under the needs and potentials in the CB area.
* **Traditions and Continuity in Keshan** - a festive show will be organized for the local community, which is a kind of defile of CB region folk costumes, combined with entertainment in an authentic atmosphere and obligatory personal participation of every visitor. Тhe festive show aims to promote the newly created attraction Augmented Reality for traditional costumes and attract the attention of visitors.
* **Ancient and eternal in Edirne region** - The activity aims to increase the attractiveness of selected sites by applying marketing and advertising approaches, organizing information and promotional events and proactive presentation methods. Six Promotional events Ancient and eternal in Edirne region will be organized to promote 4 sites included as 3D models in the GIS platform.
* **Joint Project Steering (JPS) in Edirne** - A Joint Project Steering Work Group (JPS) will be established aiming to provide good management and smooth implementation of the project activities. Members of the JPS will be the official representatives of all project partners and Joint Project Management team members.
* **Moma Vs. Kokona in Hasovo** - The event is aiming in an attractive way to promote the new software - Augmented Reality Software for traditional costumes in Haskovo and touristic branch, which allows everybody who wants to dressvirtualy in Bulgarian costume and make a jump a century and a half back in time. Within this activity, a festive show will be organized for the local community, which is a kind of defile of CB region folk costumes, combined with entertainment in an authentic atmosphere and obligatory personal participation of every visitor.

**LOT 2:** **CB005.2.23.070**

* **Round Table in Keshan**- Two round tables will be -1 in Keshan for presentation of the Regional Tourist Brand. Information about the project, the regions of Haskovo and Keshan, and for the tourist recourses in the regions will be also presented on the round tables.
* **10 Information Seminars in Turkey** - During the activity a campaign will be conducted in order to promote the developed regional tourist brand in the regions of Haskovo and Keshan/Enez/Ipsala as a means of sustainable development and promotion of tourism in the regions. The goal is to provide information to wider range of target groups representatives in order to be involved in voluntary certification. As part of the campaign one-day information seminars will be held in 20 different villages (10 in BG and TR) during which will be presented the certification procedure, specific requirements for individual categories of objects and services, specific advice and recommendations for improving tourism products and services.
* **Official Ceremony in Keshan** - The official handover of the regional tourist brand certificate to the objects will take place at public ceremony with an accompanying attraction program. The event will be held in Keshan for 2 days. During the ceremony the certified objects from all categories tourist products and services will be represented. Information on the areas and tourist resources will be provided.
* **Closing Event in Haskovo**-
* **Work Meeting in Keshan**

## Results to be achieved by the contractor

The Contractor should successfully organize or support the organization of all above-mentioned events **(for both LOT 1 and LOT 2)**, according to the specific requirements and pre-set deadlines detailed in section 4 of this document and should submit the required reports and documentation, described in section 7.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

**LOT 1:** **CB005.2.21.063**

* Clear understanding of the contract objectives and purposes on behalf of the Contractor;
* Timely information for the respective place and date of the events provided by the Contracting Authority;
* 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.

**LOT 2:** **CB005.2.23.070**

* Clear understanding of the contract objectives and purposes on behalf of the Contractor;
* Timely information for the respective place and date of the events provided by the Contracting Authority;
* 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.

## Risks

Potential risks to the successful implementation of the contract include:

**LOT 1:** **CB005.2.21.063**

* 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.
* 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 on its disposal

**LOT 2:** **CB005.2.23.070**

* 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.
* 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 on its disposal

# SCOPE OF THE WORK

## General

### Description of the assignment

**LOT 1:** **CB005.2.21.063 and LOT 2:** **CB005.2.23.070**

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. 2.2. Each event has to be organized separately, at different dates. For each event the Contractor will have to provide a variety of professional services, such as: accommodation arrangements for the relevant participants, rent of hall/equipment for the events and catering for participants.

The exact dates 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 accommodation, catering and other related services.

### Geographical area to be covered

The eligible area of the Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020

### Target groups

**LOT 1:** **CB005.2.21.063**

Regional and Local authorities and stakeholders, Touristic agencies, representative of Citizens of Haskovo and citizens of Keshan; Tourists

**LOT 2:** **CB005.2.23.070**

Public authorities, representatives of the tourist business, tourist and cultural organizations and institutions, local business, local producers, the local population, tourists

## Specific work

For the implementation of the activities, the following services need to be ensured:

* + 1. **LOT 1:** **CB005.2.21.063**
* **Joint Expert Network (JEN) meetings in Keshan**

Provisional period for implementation: **February 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 10

Number of meetings: 2, each of 2 day

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 10 seated participants („cinema theatre” type), with a presidium table rented for 1 day;

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 10 people for 2 meetings and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

* Lunch for 10 participants - individually served;

The lunch should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* soup;
* main dish with bread
* dessert
* Dinner for 10 participants - individually served;

The dinner should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* salad;
* main dish with bread
* dessert

If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place. The Contractor will receive in advance 2 day-agenda of the event with specified hours for the lunches and dinners according to which they should ensure the logistics of the event.

**INTERPRETER**

* Interpreters 2 meetings in Edirne, for 32 hour

**TRANSPORT**

* A vehicle /bus or minibus/ should be ensured for renting for the travel of 5 people on the route Mineralni Bani, Bulgaria – Keshan, Turkey (250 km \* 4 = 1000 km). The vehicle should be air-conditioned and with comfortable seats.

The Contractor should ensure licensed driver for the travel. Accommodation for the driver for two (2) nights and daily allowance expenses for five (4) days should be included.

**ACCOMMODATION**

* 2-night accommodation should be ensured for 5 people, participating in an event in at least 3-star hotel in Keshan/Edirne, Turkey. The accommodation should include bed and breakfast.
* **Traditions and Continuity in Keshan**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 10

Day of meeting: 1

**TECHNICAL EQUIPMENT**

* Video production
* Audio and lighting equipment

The equipment should be rented for 1 day and tested before the event.

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 10 people for 2 meetings and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

**ACCOMMODATION**

* 1-night accommodation should be ensured for 8 people from Haskovo, participating in an event in at least 3-star hotel in Keshan/Edirne, Turkey. The accommodation should include bed and breakfast.

**INTERPRETER**

* Interpreters 1 meeting in Edirne, for 32 hour
* **Ancient and eternal in Edirne region**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 50

Day of meeting: 4

**TECHNICAL EQUIPMENT**

* Video production
* Audio and lighting equipment

The equipment should be rented for 4 events and tested before the event.

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 50 people for 4 events and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

* **Joint Project Steering (JPS) in Edirne**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 12

Number of meeting: 4

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 12 people for 4 meetings and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

**INTERPRETER**

* Interpreters 4 meeting in Edirne, for 64 hour
* **Moma Vs. Kokona in Hasovo**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 8

Day of meeting: 1

**COFFEE BREAKS, REFRESHMENTS**

* Business dinner for 8 participants - individually served;

The dinner should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* salad;
* main dish with bread
* dessert

If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place. The Contractor will receive in advance one day-agenda of the event with specified hours for the lunches and dinners according to which they should ensure the logistics of the event.

**TRANSPORT**

* A vehicle /bus or minibus/ should be ensured for renting for the travel of 8 people on the route Haskovo, Bulgaria – Keshan, Turkey (250 km \* 2 = 500 km). The vehicle should be air-conditioned and with comfortable seats.

The Contractor should ensure licensed driver for the travel.

**LOT 2:** **CB005.2.23.070**

* **Round Table in Keshan**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 40

Day of meeting: 2 days

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 40 seated participants („cinema theatre” type), with a presidium table rented for 1 day;

**TECHNICAL EQUIPMENT**

* Multimedia, sound system, lighting etc.

The equipment should be rented for 2 days and tested before the event.

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 40 people for 2 days meetings and it should include:

2 coffee breaks;

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

* 2 Lunches for 40 participants - individually served;

The lunch should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* soup;
* main dish with bread
* dessert
* 1 Dinner for 40 participants - individually served;

The dinner should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* salad;
* main dish with bread
* dessert

If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place. The Contractor will receive in advance 2 day-agenda of the event with specified hours for the lunches and dinners according to which they should ensure the logistics of the event.

**TRANSPORT**

* A vehicle /bus or minibus/ should be ensured for renting for the travel of 10 people on the route Keshan - Haskovo - Keshan, Turkey (460 km). The vehicle should be air-conditioned and with comfortable seats.

The Contractor should ensure licensed driver for the travel. Accommodation for the driver for one (1) night and daily allowance expenses for two (2) days should be included.

**ACCOMMODATION**

* 1-night accommodation should be ensured for 20 people in Keshan, participating in an event in at least 3-star hotel in Keshan/Edirne, Turkey. The accommodation should include bed and breakfast.

**INTERPRETER**

* Interpreters 1 person\* 2 days in Edirne
* **10 Information Seminars in Turkey**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 15

Day of meeting: 10 days

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 40 seated participants („cinema theatre” type), with a presidium table rented for 1 day;

**TECHNICAL EQUIPMENT**

* Multimedia, sound system, lighting etc.

The equipment should be rented for 10 days and tested before the event.

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 15 people \*1 day for 10 meetings and it should include:

20 coffee breaks;

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

* 10 Lunches for 15 participants - individually served;

The lunch should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* soup;
* main dish with bread
* dessert
* **Official Ceremony in Keshan**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 60

Day of meeting: 2 days

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 60 seated participants („cinema theatre” type), with a presidium table rented for 1 day;

**TECHNICAL EQUIPMENT**

* Multimedia, sound system, lighting etc.

The equipment should be rented for 2 days and tested before the event.

**COFFEE BREAKS, REFRESHMENTS**

The coffee breaks, refreshments, lunch and dinner should be provided for 60 people for 2 meetings and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml);
* At least 2 serving pieces of cold cocktail snacks per person;
* At least 2 pieces of cocktail deserts;

The tables where the catering will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. The Contractor will receive agenda of the press-conference with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

* 2 Lunches for 60 participants - individually served;

The lunch should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* soup;
* main dish with bread
* dessert
* 1 Dinner for 60 participants - individually served;

The dinner should comprise of the following items for each participant:

* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
* salad;
* main dish with bread
* dessert

If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place. The Contractor will receive in advance 2 day-agenda of the event with specified hours for the lunches and dinners according to which they should ensure the logistics of the event.

**TRANSPORT**

* A vehicle /bus or minibus/ should be ensured for renting for the travel of 60 people for visiting tour for officially ceremony in Keshan, Turkey (200 km). The vehicle should be air-conditioned and with comfortable seats.

The Contractor should ensure licensed driver for the travel.

**ACCOMMODATION**

* 1-night accommodation should be ensured for 40 people in Keshan, participating in an event in at least 3-star hotel in Keshan/Edirne, Turkey. The accommodation should include bed and breakfast.

**INTERPRETER**

Interpreters 1 person\* 2 days in Edirne

* **Closing Event in Haskovo**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Number of participants: 30

**TRANSPORT**

* A vehicle /bus or minibus/ should be ensured for renting for the travel of 30 people for closing event (Keshan-Haskovo-Keshan) (460 km). The vehicle should be air-conditioned and with comfortable seats.

The Contractor should ensure licensed driver for the travel.

ensuring vehicle for 30 participants (Keshan-Haskovo-Keshan),

* **Work Meeting in Keshan**

Provisional period for implementation: **August 2020**

Location: Keshan/Edirne, Turkey

Day of meeting: 3 days

**INTERPRETER**

Interpreters 1 person\* 3 days in Edirne

## Project management

### Responsible body

Keshan Chamber of Commerce and Industry

### Management structure

Keshan Chamber of Commerce and Industry 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.

The Manager of the project will be a contact person who will be responsible on behalf of the Contracting Authority for the communication with the Contractor.

The Contractor is fully responsible for the quality and timely delivery of the contract results, according to the contractual provisions. In this respect, the Contractor shall ensure that the reports are delivered on time and the executed activities are in line with the current Terms of Reference and the regulatory framework requirements.

### 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

Operational base for the project is set up in the premises of the Keshan Chamber of Commerce and Industry in Keshan, Turkey. The locations of the specific events will be specified by the Contracting Authority.

## Start date & period of implementation of tasks

The intended start date is 24.07.2020 and the period of implementation of the contract will be 21 months for **LOT 1** and 8 months for **LOT 2.** 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.

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 should provide acceptance certificates for each separate event (**for LOT1 and LOT 2**) where all the services provided within the contract should be described in English language in one original. Each acceptance certificate should include lists of participants and photos of participants, hall, catering for each day of the respective event.

Final acceptance certificate should be submitted after the completion of all described services in point 4.2 together with corresponding invoice.

## Submission and approval of reports

The acceptance certificates referred to above must be submitted to the project manager identified in the contract. The Contracting Authority is responsible for approving the acceptance certificates.

# MONITORING AND EVALUATION

## Definition of indicators

The indicators are specified as related to the organization of:

**LOT 1:** **CB005.2.11.063**

* Four (5) project events, organized according to the requirements, specified in point 4.2.1;

**LOT 2:** **CB005.2.23.070**

* Five (5) project events, organized according to the requirements, specified in point 4.2.2.

## Special requirements

Not applicable