ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2

1.1. Partner country 2

1.2. Contracting Authority 2

1.3. Country background 2

1.4. Current situation in the sector 2

1.5. Related programmes and other donor activities 2

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 2

2.1. Overall objective 2

2.2. Purpose 3

2.3. Results to be achieved by the Contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 3

4. SCOPE OF THE WORK 3

4.1. General 3

4.2. Specific work 3

4.3. Project management 4

5. LOGISTICS AND TIMING 4

5.1. Location 4

5.2. Start date & Period of implementation of tasks 4

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 6

6.3. Facilities to be provided by the Contractor 6

6.4. Equipment 7

7. REPORTS 7

7.1. Reporting requirements 7

7.2. Submission and approval of reports 7

8. MONITORING AND EVALUATION 8

8.1. Definition of indicators 8

8.2. Special requirements 8

# BACKGROUND INFORMATION

## Partner country

Republic of Turkey

## Contracting authority

Trakya University of Edirne

## Country background

The “Cross-border Regions Collaborate for BLUE GROWTH” project is co-funded by the Interreg – IPA CBC Bulgaria – Turkey 2014 – 2020 programme and designed to support a joint cross-border initiative addressing nature protection issues such as sustainable ecosystem management and effective use of natural resources. Two universities with expertise in environmental studies and scientific activities: Trakya University of Edirne, Turkey and"Prof Dr Asen Zlatarov" University of Burgas, Bulgaria are partnering within the project to establish two Blue Growth Research Centres at both sides of the border and to set the ground for scientists, researchers, local institutions and communities to collaborate, develop common approaches, methodologies and models for responsible use of natural resources. The project:

- builds on the existing capacities for research and monitoring of the ecological status of the local ecosystems providing facilities and necessary equipment for scientists and experts from both sides of the border;

- fills in existing gaps of data and information on the ecological status of the aquatic ecosystems in the targeted region; - develop and implement initiatives related to nature protection and responsible behaviour involving local communities;

- develops and applies common methodologies and approaches in applied scientific research in the cross-border region.

Several pilot aquatic systems are selected to demonstrate the opportunities for research, analysis and coordinated action of the newly created centres. Scientists, researchers and practitioners will join efforts to gather data, analyse and assess the ecological status of the sites and recommend measures for preservation and improvement. Different aspects will be analysed and assessed demonstrating the basis for integrated management: level and sources of pollution, impact on ecosystems, novel approaches of use of resources.

## Current situation in the sector

The Black Sea, the coastal territories and the river basins have been recognized as a major environmental issue in Bulgaria - Turkey cross-border area. Several major problems are identified related to decrease of biological resources, pollution, eutrophication, erosion, anthropogenic pressure. Natural threats especially flooding due to climate change and man-made hazards is another issue to be addressed in the cross-border region. Major needs concerning the ecological status of Black sea and the coastal areas include:

- Integrated and coordinated territorial approaches, including a higher degree of information sharing for effective management of natural hazards and climate change risks

- sustainable management and protection of natural resources to improve the efficiency of use of natural resources in the area and meet the requirements of Water Framework Directive and Floods directive;

- actions and common approaches to improve the environmental state and conditions of the Black sea (incl. coastal zones) and to further promote and encourage the already existing initiatives in the area;

- initiatives involving direct removal of marine litter as well as awareness raising of the significance of the problem.

The Indicative Strategy paper for Turkey (2014-2020), has been adopted by the Commission on August 26, 2014. As stated in the said Strategy Document, total allocation for 7 years is 4.453.9 billion Euros.

For the new period, the following 9 priority sector and sector responsible organizations have been determined:

1. Democracy and Governance (Ministry for EU Affairs)

(Harmonization with EU Acquis, Union Programs and Civil Society)

2. Justice, Home Affairs and Fundamental Rights, (Ministry of Justice, Ministry of Internal Affairs, EU.)

3. Transport (Ministry of Transport, Communications and Maritime Affairs)

4. Environment and Climate, (Ministry of Environment and Urbanization)

5. Energy, (Ministry of Energy and Natural Resources)

6. Competitiveness and Innovation (Ministry of Science, Industry and Technology)

7. Employment, Human Resources Development and Social Policies, (Ministry of Labor and Social Security)

8. Agriculture and Rural Development, (Ministry of Food, Agriculture and Livestock)

9. Regional and Cross-Border Cooperation (Ministry for EU Affairs)

## Related programmes and other donor activities

Interreg IPA CBC Programme Bulgaria – Turkey 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:

Establishing Blue Growth Research Centres to address the environmental protection of aquatic ecosystems.

## Purpose

## The following service should be provided for effective and timely implementation of activities to achieve the project goals:

* Organization of International Conference in Edirne, including meals and beverages for participants in the event

1. Coffee break for 69 persons – 2 days
2. Lunch for 69 persons – 2 days
3. Dinner for 69 persons – 2 days
4. Rent of hall – 2 days
5. Sound system – 2 days
6. Accommodation – 2 nights (for 60 persons in Edirne)
7. Translation service – 2 translators – 2 days

Organization of Project Market event – Edirne, including meals and beverages for participants in the event

1. Rent of Hall – 2 days
2. Sound system – 2 days
3. Lunch – 2 days x 250 persons
4. Coffee break – 2 days x 250 persons
5. Translation service – 2 days

* Organization of Environment Fair event in Edirne, 1 day \*250 persons

1. Rent of Hall – 1 day
2. Sound system – 1 day
3. Lunch – 1 day
4. Coffee break – 1 day
5. Translation service – 1 day

* Organization of Local Holder event in Edirne, 2 days for 30 persons
  1. Rent of Hall– 2 days
  2. Sound system – 2 days
  3. Lunch – 2 days
  4. Coffee break – 2 days

Organization: Peer to Peer Visit – Edirne. Peer to Peer Visit – Edirne, 3 days

1. Translation service, Consecutive translation service, 8 hours per day

## Results to be achieved by the contractor

• Organization of International Conference in Edirne, including meals and beverages for participants in the event

1. Coffee break for 69 persons – 2 days

2. Lunch for 69 persons – 2 days

3. Dinner for 69 persons – 2 days

4. Rent of hall – 2 days

5. Sound system – 2 days

6. Accommodation – 2 nights (for 60 persons in Edirne)

7. Translation service – 2 translators – 2 days

Organization of Project Market event – Edirne, including meals and beverages for participants in the event

1. Rent of Hall – 2 days

2. Sound system – 2 days

3. Lunch – 2 days x 250 persons

4. Coffee break – 2 days x 250 persons

5. Translation service – 2 days

• Organization of Environment Fair event in Edirne, 1 day \*250 persons

1- Rent of Hall – 1 day

1. Sound system – 1 day

2. Lunch – 1 day

3. Coffee break – 1 day

4. Translation service – 1 day

• Organization of Local Holder event in Edirne, 2 days for 30 persons

4.1. Rent of Hall– 2 days

4.2. Sound system – 2 days

4.3. Lunch – 2 days

4.4. Coffee break – 2 days

Organization: Peer to Peer Visit – Edirne. Peer to Peer Visit – Edirne, 3 days

1. Translation service, Consecutive translation service, 8 hours per day

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Good communication between CA and Contractor.

Good quality of services provided.

Excellent and effective cooperation and interaction between partners involved in the project /the contracting authority and the contractor.

## Risks

Lack of communication between the Contractor and the Contracting Authority.

Insufficient quality of the services provided by the Contractor.

Non effective cooperation and interaction between partners involved in the project /the contracting authority and the contractor.

# SCOPE OF THE WORK

## General

### Description of the assignment

The assignment includes all of necessary services that should be provided to the CA for duly participation in project events described in p. 2.2. For each event the Contractor have to provide a variety of professional services, i.e: accommodation, meals and facilities for relevant participants, etc.

### Geographical area to be covered

Edirne, Republic of Turkey

### Target groups

Trakya University representatives – Total of 61 persons

Travel and tour agencies

## Specific work

• The company providing the service will keep glass, plastic, paper, and waste bins in all services.

• There will always be tea and coffee service during the coffee breaks regarding the below mentioned 4 organizations and their sub-events, and after lunch and dinner, and people will be able to receive hot beverage service as the event continues.

• Lunch and dinner services regarding the below mentioned 4 organizations and their sub-events are served individually. The contractor should provide the bistro tables for the services which will delivered at event halls.

• The contractor will receive the event date and agenda 1 week in advance. Two days before the event, final checks and preparations, the dates and times for lunch, dinner and coffee breaks will be discussed between the contracting authority and the contractor.

• If foods are stored in service areas, their temperature degrees should be controlled and recorded for reporting.

• Hot foods or cold foods should be stored regarding the Turkish Food Codex Regulation.

• The contractor will not use soy in food and beverage production.

• The contractor will not use semi-fat or light ingredients while producing or serving food.

• In food production, tallow, lard, and cottonseed oil will not be used.

• The soups will be prepared according to seasonal characteristics and Ready packaged soup will never be used.

• All ingredients will be fresh and hygienic.

• Service and all materials required for serving (napkins, spices, salt, plastic cutlery, toothpicks, hygienic wipes, etc.) will be supplied the contractor.

• The contractor will have disinfection stands in the event halls.

• The contractor is responsible for the organization of registration desks.

• The Service will be clean, hygienic and of high quality.

• The contractor will ensure that the food is cooked, prepared, and served in hygienic conditions. Any responsibility in this regard belongs to the contractor.

• The contractor must take protective measures against food poisoning. All material and moral damages and compensations including the legal interest payments, occurring because of food poisoning shall be covered by the contractor.

• The contractor should provide a sample of the menu to the contracting authority 4 days before the event.

• Stainless steel containers will be used to transport the food cooked in the kitchens and distributed to the dining halls. Daily temperature controls will be made, and records will be kept by the contractor.

• The food will have the desired qualities in terms of color, consistency, smell, and taste. Olive oil will be used in salads and cold dishes, sunflower oil or margarine will be used in rice and pasta. Refined iodized salt will be used in cooking and serving tables. No chemical additives (flavor enhancers, bouillons, etc.) will be used.

• The production of the food and service (Clothing of service personnel, assistant personnel, etc.) will be in accordance with the Turkish Food Codex Regulation.

• All services will be planned in accordance with the number of participants.

• Payments to the contractor will be paid according to the number of services realized.

**Organization: International Conference – Edirne.**

**International conference – Edirne 2 days \* Consists of 138 packages for 69 people.**

1st and 2nd day service

1- Coffee break for 69 people – 2 days

2- Lunch for 69 people – 2 days

3- Dinner for 69 people – 2 days

4- Rent of hall – 2 days

5- Sound system – 2 days

6- Accommodation – 2 nights (for 60 persons in Edirne)

7- Translation service – 2 translators – 2 days

* 1. **Coffee break for 69 people – 2 days**

**Rules regarding the service of coffee breaks**

Coffee breaks will be organized depending on the number of people determined for the events.

All hot drinks will be served in paper cups.

The following stands should be opened during coffee breaks.

**Soft Drink Stand**

\* Water (Ph: 7.2-8.5)

\* Soda (200 ml glass bottle)

\* Carbonated drinks (200 ml glass or 330 ml can)

\* Fruit juice (200 ml cherry, peach, apricot or mixed)

**Coffee Stand**

\* Turkish coffee

\* Machine coffee types (Machine coffee: bean ground, Espresso, Americano, Cappuccino, Frappe, Latte, Macchiato, Mocha will be given from a coffee machine with at least three different combinations.)

**Food Stand**

\* Sweet dry cake varieties (luxury)

\* Salty cake varieties (luxury)

\* Carrot cakes

\* Water pastry

\*Mini inserts

\* Sofa (2 types)

\* Sliced ​​wraps

* 1. **Lunch for 69 people – 2 days**

**DAY 1: 69 people**

**Table Seating Lunch**

• meatballs with rice dipped in egg batter and fried (2 pieces)

• Meat fajita

• Rice (boiled)

• Seasonal salad with cheese and pomegranate

• Hayrabolu dessert (in a separate bowl)

•Juice

• Water 2 pieces of 330 ml. (Ph 7.2-8.5)

**DAY 2: 69 people**

**Table Seating Lunch**

• Stuffed leaves with olive oil (2 pieces)

• Meatballs with eggplant puree

• Rice (boiled)

• Seasonal salad with cheese

• 2 eclairs cake (in a separate container)

• Juice

• Water 2 pieces of 330 ml. Ph 7.2-8.5

**Dinner for 69 people**

**1st DAY 69 people with Table Seating service**

• Packaged roll bread 2 pieces

•Lentil soup

•Stuffed meatballs

• Spoon Salad

• Tandoori

• Dessert plate with 3 kinds of syrup

• Kinds of fruit juices, carbonated and still drinks

• Tea and coffee Stand

• Water 2 pieces

**2.DAY 69 people with Table Seating Service**

• 2 pieces of roll bread packaged

•Soup

• Salad

• ½ portion liver, ½ portion meatball

• Dried pepper, tomato-pepper, garnish

• Hayrabolu dessert

• Kinds of fruit juices, carbonated and still drinks

• 2 pieces of water

• Tea and coffee Stand

**Rent of Hall – 2 days**

- Halls and lounge area will be suitable for the number of participants of the organization (at least 4 m2 per participant) and in line with related healthy requirements

**Sound system – 2 days**

- Optional lapel microphone for speakers,

- Adequate sound system for the organization area

**Accommodation – 2 nights for 60 persons**

- All guests will stay in a maximum of 2 different hotels,

- Single room for every guest.

- Breakfast is included in the accommodation service,

- Water, hot water and coffee, tea etc. will be available in the rooms,

- Transfers of the guests between hotel and conference hall are included.

**Translation service – 2 translators – 2 days**

- Consecutive translation service,

- 2 translators will work 8 hours a day,

- Translators must have a document showing their knowledge of the Bulgarian language (education, certificate, etc.)

**Organization: Project Market event in Edirne**

**Project Market – Edirne. 2 days \*250 people consist of 500 people in total**.

The service to be received on the 1st and 2nd days is about the purchase of coffee break for 250 people and lunch service for 250 people.

1- Rent of Hall – 2 days

2- Sound system – 2 days

3- Lunch – 2 days

4- Coffee break – 2 days

5- Translation service – 2 days

**2.1. Rent of Hall – 2 days**

Halls and lounge area will be suitable for the number of participants of the organization (at least 4 m2 per participant) and in line with related healthy requirements

**2.2. Sound system – 2 days**

- Optional lapel microphone for speakers,

- Adequate sound system for the organization area

**2.3. Lunch – 2 days**

**DAY 1: 250 people – in Kraft (Paper) Bag**

• 2 rolls including cheddar cheese, smoked turkey, and cucumber

• 2 Kavala cookies

• 1 portion of seasonal fruit

• Fruit juice in a glass bottle

• Water 330 ml. 2 pieces (ph between 7.2-8.5)

• Wet wipes, napkins

**DAY 2: 250 people - in Kraft (Paper) Bag**

• 2 rolls including cheddar cheese, smoked turkey, and cucumber

• 2 Kavala cookies

• 1 portion of seasonal fruit

• Fruit juice in a glass bottle

• Water 330 ml. 2 pieces (ph between 7.2-8.5)

• Wet wipes, napkins

**2.4. Coffee break – 2 days**

**Rules regarding the service of coffee breaks**

Coffee breaks will be organized depending on the number of people determined for the events.

All hot drinks will be served in paper cups.

The following stands should be opened during coffee breaks.

**Soft Drink Stand**

\* Water (Ph: 7.2-8.5)

\* Soda (200 ml glass bottle)

\* Carbonated drinks (200 ml glass or 330 ml can)

\* Fruit juice (200 ml cherry, peach, apricot or mixed)

**Coffee Stand**

\* Turkish coffee

\* Machine coffee types (Machine coffee: bean ground, Espresso, Americano, Cappuccino, Frappe, Latte, Macchiato, Mocha will be given from a coffee machine with at least three different combinations.)

**Food Stand**

\*Sweet dry cake varieties (luxury)

\* Salty cake varieties (luxury)

\* Carrot cakes

\* Water pastry

\*Mini inserts

\* Sofa (2 types)

\* Sliced ​​wraps

* 1. **2.5. Translation service – 2 translators – 2 days**

- Consecutive translation service,

- 2 translators will work 8 hours a day,

- Translators must have a document showing their knowledge of the Bulgarian language (education, certificate, etc.)

**Organization: Environment Fair event in Edirne.**

**Environment Fair – Edirne. 1 day \*250 people consists of 250 people in total.**

It is about the purchase of coffee break for 250 people and lunch service for 250 people on the 1st day.

1- Rent of Hall – 1 day

2- Sound system – 1 day

3- Lunch – 1 day

4- Coffee break – 1 day

5- Translation service – 1 day

**3.1. Rent of Hall– 1 day**

- Halls and lounge area suitable for the number of participants of the organization (at least 4 m2 per participant)

**3.2. Sound system – 1 day**

- Optional lapel microphone for speakers,

- Adequate sound system for the organization area

**3.3. Lunch – 1 day**

**DAY 1: 250 people – in Kraft (Paper) Bag**

• 2 rolls including cheddar cheese, smoked turkey, and cucumber

• 2 Kavala cookies

• 1 portion of seasonal fruit

• Fruit juice in a glass bottle

• Water 330 ml. 2 pieces (pH between 7.2-8.5)

• Wet wipes, napkins

**3.4. Coffee break – 1 day**

**Rules regarding the service of coffee breaks**

Coffee breaks will be organized depending on the number of people determined for the events.

All hot drinks will be served in paper cups.

The following stands should be opened during coffee breaks.

**Soft Drink Stand**

\* Water (Ph: 7.2-8.5)

\* Soda (200 ml glass bottle)

\* Carbonated drinks (200 ml glass or 330 ml can)

\* Fruit juice (200 ml cherry, peach, apricot or mixed)

**Coffee Stand**

\* Turkish coffee

\* Machine coffee types (Machine coffee: bean ground, Espresso, Americano, Cappuccino, Frappe, Latte, Macchiato, Mocha will be given from a coffee machine with at least three different combinations.)

**Food Stand**

\* Sweet dry cake varieties (luxury)

\* Salty cake varieties (luxury)

\* Carrot cakes

\* Water pastry

\*Mini inserts

\* Sofa (2 types)

\* Sliced ​​wraps

**3.5. Translation service – 2 translators – 1 day**

- Consecutive translation service,

- 2 translators will work 8 hours a day,

- Translators must have a document showing their knowledge of the Bulgarian language (education, certificate, etc.).

**Local Holder event in Edirne. 1 day \*2 events for 30 people, consisting of 60 people in total.**

On the 1st day, 2 coffee breaks for 30 people and 2 lunches for 30 people are purchased.

4.1. Rent of Hall– 2 days

4.2. Sound system – 2 days

4.3. Lunch – 2 days

4.4. Coffee break – 2 days

**4.1. Rent of Hall**

- Halls and foyer area suitable for the number of participants of the organization (at least 4 m2 per participant)

**4.2. Sound system**

- Optional lapel microphone for speakers,

- Adequate sound system for the organization area

**4.3. Lunch**

**1st DAY 30 person seating with regular service attendant**

• Packaged roll bread 2 pieces

• Lentil soup

• Stuffed meatballs

• Spoon Salad

• Tandoori

• Dessert plate with 3 kinds of syrup

• Kinds of fruit juices, carbonated and still drinks

• Tea and coffee Stand

• Water 2 pieces

**2nd DAY 30 person seating with regular service attendant**

• 2 pieces of roll bread packaged

• Soup

• Salad

• ½ liver, ½ meatball

• Dried pepper, tomato-pepper, garnish

• Hayrabolu dessert

• Kinds of fruit juices, carbonated and still drinks

• 2 pieces of water

• Tea and coffee Stand

**4.4. Coffee break**

Coffee breaks will be organized depending on the number of people determined for the events.

All hot drinks will be served in paper cups.

The following stands should be opened during coffee breaks.

**Soft Drink Stand**

\* Water (Ph: 7.2-8.5)

\* Soda (200 ml glass bottle)

\* Carbonated drinks (200 ml glass or 330 ml can)

\* Fruit juice (200 ml cherry, peach, apricot or mixed)

**Coffee Stand**

\* Turkish coffee

\* Machine coffee types (Machine coffee: bean ground, Espresso, Americano, Cappuccino, Frappe, Latte, Macchiato, Mocha will be given from a coffee machine with at least three different combinations.)

**Food Stand**

\* Sweet dry cake varieties (luxury)

\* Salty cake varieties (luxury)

\* Carrot cakes

\* Water pastry

\*Mini inserts

\* Sofa (2 types)

\* Sliced ​​wraps

**Organization of Peer to Peer Visit in Edirne.**

**Peer to Peer Visit – Edirne. 2 visits \* 3 days = 6 days**

**Translation service**

- Consecutive translation service,

- 1 translator will work 8 hours a day,

- Translators must have a document showing their knowledge of the Bulgarian language (education, certificate, etc.).

## Project management

### Responsible body

Contracting authority (CA) – Trakya University of Edirne

### Management structure

The Project management unit established at “Trakya University” -Edirne acting as a project partner of the “Cross-border Regions Collaborate for BLUE GROWTH” project consists of:

* Project coordinator
* Project activities coordinator
* Financial expert
* Technical assistant
* PR expertise

The Project coordinator is responsible for the management of “Trakya University” -Edirne involvement in the project supported by the Project activities coordinator. The operational management and communication under the present contract shall be the responsibility of the project activities coordinator. Any issues arising during the implementation of the contract shall be reported and discussed with the Project coordinator.

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

Not applicable

# LOGISTICS AND TIMING

## Location

N/A

## Start date & period of implementation of tasks

The intended start date is 14/01/2022 and the period of implementation of the contract will be 8 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

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

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

Not required

## 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 consultant should submit a Final report in English language in one original and one copy. The Final report should be maximum 4 pages (main text, excluding annexes) in free format. This report shall be submitted no later 5 days before the end of the period of implementation of tasks. The report shall contain a sufficiently information about the performed activities.**

## Submission and approval of reports

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

# MONITORING AND EVALUATION

## Definition of indicators

Number of persons participated in events included in the contract

Number of events under contract carried out

## Special requirements

Not applicable