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# BACKGROUND INFORMATION

## Partner country

Republic of Turkey

## Contracting authority

Kırklareli Municipality Culture, Art and Sports Club Association

## Country background

II. period for Pre-Accession Assistance (IPA) covering the years 2014-2020 will be carried out within the framework of the objectives of developing the capacity of our country for harmonization and implementation of the EU acquis and capacity for economic and social cohesion.

In this period, a sectoral approach was adopted by the Commission for more efficient use of funds, and within the scope of this approach, the component-based structure in the first period of the IPA was removed and certain sectors planned to be financed in the new period and sector responsible organizations that will carry out the studies within these sectors were determined.

The IPA II Regulation dated 11 March 2014 and numbered 231/2014, which constitutes the legal infrastructure on the EU side of the new period, on 15 March 2014; The IPA II Implementation Regulation dated 2 May 2014 and numbered 447/2014 was published in the EU Official Gazette on 3 May 2014.

Aid under the IPA document showing that the main funding priorities Indicative Strategy paper for Turkey (2014-2020), has been adopted by the Commission on August 26, 2014. As stated in the said Strategy Document, our 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)

'' From Past to Present The Power of The Folklore '' project was approved in order to increase cross-border tourism potential by developing common destinations between Bulgaria and Turkey. The project approved between Kırklareli Municipality Culture Art and Sports Club Association and Employment Support Association will be financed within the scope of IPA program.

## Current situation in the sector

Assistance for candidate countries within IPA is designed to support them in their efforts to strengthen democratic institutions and the rule of law; reform public administration; carry out economic reforms; respect human rights; promote gender equality; support the development of civil society; advance regional cooperation; and contribute to sustainable development in these countries. It should be therefore targeted at supporting a wide range of institution building measures. The DG “Territorial Cooperation Management”, the Ministry of Regional Development and Public Works, Bulgaria, is defined as a Managing Authority under the Bulgaria – Turkey IPA Cross Border Cooperation Programme. Kırklareli Municipality Culture Art and Sports Club Association is a partner in this project in practice. It would be difficult to imagine preserving and maintaining the common,specific and diverse cultural heritage in the municipalities of Karnobat and Kirklareli without developing a modern strategic cross-border communication.There is always a dilemma in every region:whether to be a generator of new ideas and to actively develop the processes or to be a major user of end products.Local folklore falls into this strategic dilemma.The project will provide opportunities to promote cultural heritage and create a friendly bridge through joint initiatives to present the diversity of folklore and clothing.The two partners united around the idea of the project, through a joint discussion of the problems in this direction.The folk collectives in both cities were established as one of the best ensembles in the country.In their creative way they participated in many international folklore festivals and concerts.The main purpose of the two ensembles is to preserve,popularize and live the local traditions,customs and folklore.Their repertoire has been danced by all ethnographic areas in their country.The groups have over 50 people from different ages,students,people with different professions,who share their free time because they like to dance and sing and keep the traditions and customs of their native land.The participants in the ensembles are amateurs with different financial status.The two partners are non-governmental organizations working for the benefit of their members and therefore we want to support their development by purchasing new folk costumes.The project aims to contribute to the development of better social cohesion through cultural understanding.It will establish cooperation for joint activities between the target group in the field of cultural heritage and the revival of folklore traditions. We want, through the presentation of folklore,historical and cultural traditions,and ethnic diversity to provoke the young generation to continue preserving folk art.

In line with IPA Implementing Regulation for the award of service, supply and work contracts, the procurement procedures shall follow the provisions of Practical Guide to EC External Aid Contract Procedures – EC guide on procurement and contracting procedures and rules which apply to EC external aid contracts. Kırklareli Municipality Culture Art and Sports Club Association, as a partner in From Past to Present The Power of The Folklore project from, is responsible for the implementation of the activities of the project in Kırklareli territory. One of the main tasks of Kırklareli Municipality Culture, Art and Sports Club Association in terms of project management is the execution of tender procedures for planned expenditures.

## Related programmes and other donor activities

The INTERREG-IPA CBC Bulgaria-Turkey program directly contributes to EU and national strategy papers in line with the concept of smart, sustainable and inclusive growth.Smart growth is promoted through environmental cooperation measures and through tourism activities (measures in the field of natural and cultural heritage); the strengthening of youth in the region as a backbone for future developments in this area.Europe 2020 is the EU's growth strategy over the next decade.We want the EU to become an intelligent, sustainable and inclusive economy.These three mutually supportive priorities must help Member States achieve high levels of employment, productivity and social cohesion."Strategy for European Territorial Cooperation and the Role of CBC by 2020" identifies the key challenges and opportunities for territorial development,such as increasing the impact of globalization,demographic change,social and economic exclusion.Strategic framework for Bulgaria 2014-2020 "The EU Partnership Agreement and the regional development plans of the NUTS III C regions for CBC.Strategic document for Turkey 2014-2020 Regional Development Plan Thrace Region 2014-2023.Preliminary Axis 2 ,in which we participate, aims to demonstrate the high potential of the natural,cultural and historical heritage.Our project provides,through soft measures,to show the full capacity of a variety of tourism services that will have an impact on the natural,historical and cultural heritage.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

The general purpose of the project in which Kırklareli Municipality Culture Art and Sports Club Association is a partner; It is to preserve local traditions, make them popular and keep them alive between the two communities. Thanks to what will be done in the project, a bridge will be created between the two communities. At the same time, cultural heritage will be encouraged by making joint ventures thanks to Folklore.

## Purpose

The purposes of this contract are to ensure the requirements of PRAG in awarding procedures for the implementation of the project “From Past to Present The Power of The Folklore” and to procure;

* **1 day Rent of Hall** for 60 persons for Final Conference in Turkey Activity 1
* **2 days Rent of Hall** for 70 persons for Seminar Activity 2
* **1 day Coffee Break** for 50 participants Final Conference in Turkey Activity 1
* **2 days Coffee Break** for 35 participants Seminar (totally 70 people all 2 days) Activity2
* **3 days Coffee Breaks** for 30 participants’ activity 2
* **4 days Coffee Breaks** for 20 participants’ activity 4
* **Rent of Vehicle** 450 km Activity 2
* **Rent of Vehicle** for internal transport 100 km Activity 2
* **Rent of Vehicle** forexploratory tour around the area1420 km Activity 4
* **Visa Costs** totally for 50 people ( 30 representatives activity2, 20 representatives activity4)
* **2 days Accommodations** for 30 participants Activity2
* **3 days Accommodations** for 20 participants Activity4
* **Translation Lecturers** 15 units
* **3 Interpreter** (3 interpreters’ activity 2)
* **1 Lecturer** (1 lecturer for roundtable activity 2)
* **4 interpreters** for activity 4 (10 hours per day)
* **Entrance fees in the museum** for 20 people, activity 4

## Results to be achieved by the contractor

As a result of project’s implementation the following results will be achieved:

- Turkish participants will participate in the folklore show prepared by the leader partner in Karnobat.

- There will be a folklore show in Kırklareli.

- Seminar will be held in Kırklareli.

- A trip will be organized on the tour route created for the team from Bulgaria.

- The route prepared by the leader partner in Bulgaria will also be visited by Turkish participants.

- There will be a final meeting of the project.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The following assumptions should be made to avoid the risks associated with the delay or failure of the activities mentioned in the project:

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

- Execution of the tasks according to a timeframe.

- Strong team work.

- Work well under pressure.

-Organizational awareness

## Risks

The Contracting Authority should provide to the Consultant the necessary information*,* part of the signed subsidy contract.

The main risk attached to the assignment is the critical time schedule. The Consultant shall therefore take all necessary actions to avoid delays, and any potential delays shall be brought to the immediate attention of the Contracting Authority so that corrective actions may be implemented.

# SCOPE OF THE WORK

## General

### 4.1.1 Project description

With this contract, a Folklore show will be held in Kırklareli in order to develop tourism between the two countries and protect the local folk dances in the "From Past to Present the Power of the Folklore" project. The points determined in Kırklareli region will be visited with our project partners from Bulgaria. Finally, a Final meeting will be held.

### Geographical area to be covered

It will include the city of Kırklareli and region.

### Target groups

* 30 people participating in folklore groups from two countries for the project, a total of 60 people.
* 20 participants from Bulgaria who will visit the Kırklareli region.
* 20 participants from Turkey, who will visit the Karnobat region.
* Population of two regions in Karnobat and Kırklareli.
* Local travel agencies and representatives of the Tourism business;
* Tourists and visitors visiting Karnobat and Kırklareli, where the project is involved.

## Specific work

**Activity 1: There will be a final meeting of the project.**

- A hall will be rented in center of Kırklareli city for the final conference for 1 day for at least 60 persons.

- Coffee breaks will be provided for 50 participants for 1day in Kırklareli.

This event will realize in one of the months of June July / August 2021. The contractor will be informed of the exact dates later. The contractor declares that he has already accepted the dates.

**Activity 2: Turkish participants will participate in the folklore show organized by the leader partner in Karnobat.**

- 30 people will participate in this activit in Karnobat.

- Bulgaria Visa services will be provided for 30 participants.

- A bus will be rented for partcipants to go to the Karnobat.-Kırklareli to Karnobat 600km

**There will be a folklore show in Kırklareli. Seminar will be held in Kırklareli.**

- A hall will be rented in center of Kırklareli city for 2 days for the seminar for 70 persons .

-Coffee Breaks services will be provided for 70 people for 2 days in Kırklareli.

- A bus for internal transport will be used for participants and total road length will be 100km .

-Accommodation servises of 30 people coming from Karnobat for 3 days will be provided in the center of Kırklareli.

- 1 lecturer for the roundtable meeting will work for 5 hours in Kırklareli

- 3 interpreters will work for the seminer for 5 hours -(Turkish and Bulgarian) in Kırklareli

- 15 booklets will be translated. (Turkish and Bulgarian)

This event will realize in one of the months of April/May 2021. The contractor will be informed of the exact dates later. The contractor declares that he has already accepted the dates.

**Activity 4: A trip will be organized in Kırklareli region for Bulgarian participants.**

- A bus for the exploratory tour around the area of Kırklareli region will be provided for 20 participants and the tour will take totally 1420 km. (The exploratory tour schedule will be determined later. The contractor declares that he has already accepted the tour program )

- Coffee Breaks will be provided to 20 participants for 4 days in Kırklareli

- 3 nights accommodation service will be provided for 20 participants in the center of Kırklareli,

- 4 museums will be visited in the Kırklareli region with 20 participants and also entrance fees will be provided by the contractor for 20 participants.

- 4 interpreters will work for the activiy for 2 days for 10 hours per day. ( Turkish and Bulgarian)

**The route prepared by the leader partner in Bulgaria will also be visited by Turkish participants.**

* Bulgaria Visa services will be provided for 20 Turkish participants for the trip to the Karnobat region.

This event will realize in one of the months of June July / August 2021. The contractor will be informed of the exact dates later. The contractor declares that he has already accepted the dates.

## Project management

### Responsible body

Responsible body for this service contract will be the Contracting Authority specified above. Responsible for monitoring, supervision and control of the implementation of the present contract are the project team members of the Kırklareli Municipality Culture Art and Sport Club Association

### Management structure

The Contracting Authority- Kırklareli Municipality Culture Art and Sport Club Association and in that capacity it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be also performed by Kırklareli Municipality Culture Art and Sport Club Associate which is responsible for implementation of project “From Past to Present The Power of The Folklore” financed under Bulgaria – Turkey IPA Cross-border Programme.

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

The Contracting authority shall provide all the necessary information and assistance with regard to the specific programme requirements to the Consultant.

# LOGISTICS AND TIMING

## Location

The operational base for the project will be set up in the office of Contractor.

## Start date & period of implementation

The intended start date is January, 2021 and the period of implementation of the contract will be 8 months from this date. Please refer to Articles 4 and 5 of the Special Conditions for the actual commencement date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional 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

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert 1: Drivers**

Qualifications and skills

* To have driving license – category D
* To have experience in international and domestic travel
* To have clean driving license

Specific professional experience

* At least 2 years professional experience as a driver;
* At least 1 years professional experience as an international driver

**[Key expert 2: Lecturer**

Qualifications and skills

* Must have a university degree

General professional experience

* Knowledge of history and folklore

Specific professional experience

* At least 2 years of experience in the educational institution

**Key Expert 3:** **İnterpreters**

Qualifications and skills

* License to speak Bulgarian
* At least high school graduate

Specific professional experience

* At least 2 years professional experience as an interpreter

### Non-key experts

CVs for non-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 must select and hire other experts as required according to the profiles identified in the organisation & methodology [and/or these terms of reference]. It must clearly indicate the experts’ profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.

### Support staff & backstopping

The contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

## 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

Experts will be found by the consultant. the consultant will ensure that the experts are adequately supported and equipped. In particular, it will oversee the specialists' concentration on their primary responsibility. It should also make regular and timely payments to its employees to support their contractual activities.

## 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 that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

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

## Submission & approval of reports

The report referred to above must be submitted to the project manager identified in the contract. Reports should be written in English.

The project coordinator is responsible for the approval of the reports.

The project coordinator is responsible for archiving the report.

# MONITORING AND EVALUATION

## Definition of indicators

Activities related to the execution of services are qualitatively and quantitatively linked. The main activities related to the execution of the activities will be used to monitor the physical progress of the project. These activities;

- A hall rented for the final conference for 1 day for at least 60 persons.

- Coffee breaks provided for 50 participants for 1day.

- 30 people participated to the folklore show in Karnobat.

- Bulgaria Visa services provided for 30 participants.

- A bus rented for participants to go to the Karnobat.-Kırklareli to Karnobat 600km

-The hall rented for 2 days for the final seminar.

- Coffee Breaks services provided for 70 people for 2 days.

- A bus for internal transport used for participants and total road length taken 100km .

-Accommodation services for 30 Bulgarian participants for 3 days provided.

- 1 lecturer for the roundtable meeting worked for 5 hours

- 3 interpreters worked for the seminer for 5 hours -(Turkish and Bulgarian)

- 15 booklets translated. (Turkish and Bulgarian)

- A bus for the exploratory tour around the area of Kırklareli region provided for 20 participants and the tour taken totally 1420 km.

- Coffee Breaks provided to 20 participants for 4 days.

- 3 nights accommodation service provided for 20 participants,

- 4 museums visited in the region with 20 participants and also entrance fees provided by the contractor for 20 participants.

- 4 interpreters worked for the activity for 2 days for 10 hours per day. ( Turkish and Bulgarian)

* Bulgaria Visa services provided for 20 Turkish participants for the trip to the Karnobat region.

## Special requirements

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