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.

## Specific objective (s)

The specific objective of this contract are is follows:

Ensuring proper participations of the TRU representatives in project events under the

“Cross-border Regions Collaborate for BLUE GROWTH” project abroad

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

**Activity 1: Peer to peer visit in Burgas: 6 people x 2 times 2 meetings**

1. **Rent of vehicle**
2. **Transport Tax: 6 people x 2**
3. **Travel Insurance: 6 people x 2**
4. **Accommodation : 2 nights x 2 times x 6 people**

**Activity 2: International Conference in Burgas: 9 people**

* 1. **Rent of vehicle**
  2. **Transport Tax: 9 people**
  3. **Travel Insurance: 9 people**
  4. **Accommodation : 2 nights x 9 people**

**Activity 3: EU-Institute Visit EU-Institute Visit**

* + 1. **Transport Tax: 6 people**
    2. **Travel Insurance: 6 people**
    3. **Accommodation 6 people x 4 nights:**

**Activity 4 Experience Sharing Meeting in Burgas 40 people**

1. **Rent of vehicle**
2. **Transport Tax: 40 people**
3. **Travel Insurance: 40 people**
4. **Passport fee: 40 people**
5. **Accommodation: 40 people x 2 days**

## Expected outputs to be achieved by the contractor

**The expected outputs of this contract are as follows:**

1. **Peer to peer visit in Burgas: 6 people x 2 times 2 meetings** 
   * + 1. Rent of vehicle
       2. Transport Tax: 6 people x 2
       3. Travel Insurance: 6 people x 2
       4. Accommodation : 2 nights x 2 times x 6 people

**2:International Conference in Burgas: 9 people**

• Rent of vehicle

• Transport Tax: 9 people

• Travel Insurance: 9 people

• Accommodation : 2 nights x 9 people

**3: EU-Institute Visit**

• Transport Tax: 6 people

• Travel Insurance: 6 people

• Accommodation 6 people x 4 nights:

**4.** Experience Sharing Meeting in Burgas 40 people

For the visit of experience sharing meeting, Edirne/Turkey - Burgas/Bulgaria trip

Rent of vehicle

• Transport Tax: 40 people

• Travel Insurance: 40 people

• Passport fee: 40 people

• Accommodation: 40 people x 2 days

# 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 arrangements for relevant participants, transportation, etc.

### Geographical area to be covered

The eligible area of Bulgaria- Turkey Interreg IPA CBC Programme

### Target groups

Trakya University representatives – Total of 61 people

Travel and tour agencies

## Specific work

Peer to peer visit in Burgas: 6 people x 2 times 2 meetings

• Rent of vehicle

For visits which will be organized two times, Edirne/Turkey - Burgas/Bulgaria travel (2x240 km), 6-person car rental service shall be provided. The event is 3 days and 2 nights. The dates will be notified to the contractor 15 calendar days before the event.

The vehicle should have the following features;

• All documents of the vehicle must be relevant for international visits.

• The vehicle have air conditioner.

• The vehicle is of at least 2014 model.

• All conditions stipulated by the Highway Traffic Law should be met (chock, chain, tow rope, health kit, spare wheel, fire extinguisher, reflector, etc.).

• Transport Tax: 6 people x 2

• Travel Insurance: 6 people x 2

• Accommodation : 2 nights x 2 times x 6 people

• The accommodation provided is at Burgas/Bulgaria as accommodation dates will be notified to the contractor 15 calendar days before the event.

• All guests stay in the same hotel

• All guests are hosted in single rooms.

• Breakfast is included in the accommodation.

International Conference in Burgas: 9 people

• Rent of vehicle

For visits which will be organized two times, Edirne/Turkey - Burgas/Bulgaria travel (2x 240 km), 9-person car rental service should be provided. The event is 3 days and 2 nights. The dates will be notified to the contractor 15 calendar days before the event.

The vehicle have the following features;

• All documents of the vehicle should be relevant for international visits.

• The vehicle have air conditioner.

• The vehicle is of at least 2014 model.

• All conditions stipulated by the Highway Traffic Law are met (chock, chain, tow rope, health kit, spare wheel, fire extinguisher, reflector, etc.).

• Transport Tax: 9 people

• Travel Insurance: 9 people

• Accommodation : 2 nights x 9 people

• The accommodation is at Burgas/Bulgaria as accommodation dates will be notified to the contractor 15 calendar days before the event.

• All guests stay in the same hotel

• All guests are hosted in single rooms.

• Breakfast is included in the accommodation.

EU-Institute Visit

Transportation

• Transport Tax: 6 people

• Travel Insurance: 6 people

• Accommodation 6 people x 4 nights:

• The country/city of accommodation and accommodation dates will be notified to the contractor 15 calendar days before the event.

• All guests stay in the same hotel

• All guests are hosted in single rooms.

• Breakfast is included in the accommodation.

Experience Sharing Meeting in Burgas 40 people

For the visit of experience sharing meeting, Edirne/Turkey - Burgas/Bulgaria trip, car rental service for 40 people is provided (1x 240 km). The event is 3 days and 2 nights. The dates will be notified to the contractor 15 calendar days before the event. 4 different vehicles have to be supplied for the event.

The vehicle have the following features;

• All documents of the vehicle should be relevant for international visits.

• The vehicle have air conditioner.

• The vehicle is of at least 2014 model.

• All conditions stipulated by the Highway Traffic Law are met (chock, chain, tow rope, health kit, spare wheel, fire extinguisher, reflector, etc.).

• Transport Tax: 40 people

• Travel Insurance: 40 people

• Passport fee: 40 people

• Accommodation: 40 people x 2 days

• The accommodation is at Burgas/Bulgaria as accommodation dates will be notified to the contractor 15 calendar days before the event.

• All guests stay in a maximum of 2 different hotels,

• All guests are hosted in single rooms.

• Breakfast is included in the accommodation.

## 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 involvment 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 20.05.2022 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 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.**

## 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 people participated in events included in the contract

Number of events under contract carried out

## Special requirements

Not applicable