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# BACKGROUND INFORMATION

## Partner country

*Republic of Bulgaria*

## Contracting authority

EUROCLUB WOMAN

## Country background

EUROCLUB WOMAN is currently implementing two projects under Interreg-IPA CBC Bulgaria-Turkey 2014-2020,CCI No 2014TC16I5CB005:

* Project **ECO WOMAN - INITIATIVES TO MANAGE NATURAL RESOURCES FOR BETTER LIFE (ECO WOMAN)** (Lead Partner)**, with Ref. number CB005.2.12.079**

and

* Project **CRAFTS - NETWORK for joint initiatives for their protection, promotion and turning them into tourist attractions ( CRAFTS) (Partner Organisation), № CB005.2.23.022**

The Project Procurement Plans of both projects are prepared and approved in a way, that they are uniting similar services and supplies from both projects in tender procedures divided in LOTS. LOT 1 is concerning the services for project ECO WOMAN and LOT2 is concerning services for project CRAFTS. That is why the current tender procedure is uniting similar services regarding management of events divided in two LOTs: LOT1: CB005.2.12.079 services for ECO WOMAN and LOT2: CB005.2.23.022 services for CRAFTS.

The present Terms of Reference describes the services to be provided within the tender procedure “MANAGEMENT THE LOGISTICS OF EVENTS”, **LOT 1:CB005.2.12.079**, launched by EUROCLUB WOMAN (Contracting Authority) regarding the implementation of Project “ECO WOMAN - INITIATIVES TO MANAGE NATURAL RESOURCES FOR BETTER LIFE (ECO WOMAN), with Ref. number CB005.2.12.079, Contract No РД 02-29-174/23.07.2019

Project **ECO WOMAN - INITIATIVES TO MANAGE NATURAL RESOURCES FOR BETTER LIFE (ECO WOMAN)** is funded under Second Call 2014TC16I5CB005 – 2018 – 2 for proposals of the Interreg-IPA CBC Bulgaria-Turkey 2014-2020 CCI No 2014TC16I5CB005.

The implementation of Project **ECO WOMAN - INITIATIVES TO MANAGE NATURAL RESOURCES FOR BETTER LIFE (ECO WOMAN)**, will ensure active cooperation, joint initiatives and activities related to the protection and improvement of the quality of natural resources - air, water and soil in the cross-border region by implementing a series of best practices related to the formation of resource and capacity building among people about preservation and management of physical and biological purity of the main components of the natural environment in the cross-border region through education, information, counselling and motivation for the implementation of ecological and organic farming to ensure safe and consistent natural life and thus contributes to the specific objective of the Interreg IPA CBC Program – **SO 1.2. Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area.**

This project is aiming to seek and implement impact on large groups of people through initiatives for mutual learning and forming common interest to protect from pollution that are transported across the nature of the cross-border region, meaning in the air, water and soil. The cross-border region of Yambol - Edirne is a geographic area in which the main components of the environment feature good environmental characteristics due to the absence of large industries and facilities pollutants. A distinctive feature of the region is the highly fertile soil, which accounts for almost 60-70% of the total territory of the region. There are similarities and differences in the attitudes towards environmental pollution in both countries which impose the implementation of specific measures and interventions to achieve a common positive cross border effect and attitude on the mutual environmental components. The different approaches towards pollution in both countries stem from different political situation of the two countries - for example, Bulgaria is an EU member and Turkey is not yet. Planned project activities are aiming to ensure equal treatment to protect the ecology of the natural resources, leading to varied positive effects.

In order to ensure the implementation of all project activities according to engagements undertaken with the signature of the subsidy contract for project implementation the Contracting Authority intends to use the services of experienced sub-contractor to ensure professional and timely services for organization and coordination of several project events described below in details.

## Current situation in the sector

In order to ensure smooth project ( ECO WOMAN) implementation, as well as transparency of the project activities carried out and results achieved, different communication events and initiatives are to be held as follows:

* **Press-conference for the start of the project in Yambol, BG** – aiming to present the start of the project, its objectives, aims, project activities and target groups in front of the local media representatives and stakeholders
* **Press-conference for the end of the project in Yambol, BG**- aiming to present achieved results and outputs of implemented project activities, involved target groups in front of the local media representatives and stakeholders
* **Training and capacity building activity No1: "Ecology of air, water and soil - significance and impact on the living nature"** in Yambol, BG - training will aim to provide knowledge for the trainees to eventually start or if they have already started, to help the conversion to organic production and protection of environment, so that they will impact and motivate the main segments of the population on the issue of environmental protection.
* **Training and capacity building activity No2: "Organization and implementation of ecological and organic production of agricultural products and foods**” in Yambol, BG- trainings will aim to provide knowledge for the participants to eventually start or if they have already started to support them, for conversion to organic production and protection of environment.
* **Awareness capacity activity related to nature protection** -forum “Ecology and bio product" in Yambol, BG- aims to ensure broad representation and formation of interest on the topic of environmental and biological production as an alternative approach to agriculture among large groups of people to products, initiatives, activities and practices related to nature friendly technologies involving conservation of air, water and soil. The activity will include seminar part, exhibition part, partner meetings and on the spot visits of ecological clean/organic certified agricultural producers
* **Awareness capacity activity related to nature protection - International Conference "The importance of growing organic products"** in Yambol, BG- it will will summarize and present the overall results achieved with the implementation of the project, the content of the analytical report of the survey, prepared recommendations and guidelines for the development of the project ideas. The conference will be combined with a visit and presentation of objects representing best practice in environmental, ecological and organic production.

## 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 contract is providing service for organization and supporting organization of events referred to in point 2.2 related to implementation of the Project.

## Purpose

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

* **Press-conference for the start of the project in Yambol, BG** in October-November 2019, ensuring hall, technical equipment and catering for 4 hours for 30 participants
* **Training and capacity building activity No1: "Ecology of air, water and soil - significance and impact on the living nature" in Yambol, BG**  in January-February 2020, ensuring hall, technical equipment and catering for 20 participants, for 5 days
* **Training and capacity building activity No2: "Organization and implementation of ecological and organic production of agricultural products and foods” in Yambol**, **BG** in March-April 2020, ensuring hall, technical equipment and catering for 20 participants, for 5 days
* **Awareness capacity activity related to nature protection-forum “Ecology and bio product" in Yambol, BG** in April 2020,2 day event, ensuring 1 night accommodation for 40 Turkish participants, hall and technical means for 8 hours (4 hours per day for 2 days), catering for 40 Bulgarian and 40 Turkish participants, described in details below.
* **Awareness capacity activity related to nature protection - International Conference "The importance of growing organic products" in Yambol, BG** in June-July 2020, 3-day event, ensuring 2 nights accommodation for 40 Turkish participants, hall and technical means for 8 hours (4 hours per day for 2 days), catering for 40 Bulgarian and 40 Turkish participants, described in details below.
* **Press-conference for the end of the project in Yambol, BG** in July 2020, ensuring hall, technical equipment and catering for 4 hours for 30 participants

## Results to be achieved by the contractor

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

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

* 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:

* 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

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

Geographical area to be covered is the eligible area of the programme Interreg-IPA CBC Bulgaria – Turkey 2014-2020

### Target groups

Schools and Universities, NGOs, Agricultural Associations, Nature Conservation Organizations, Environmental Institutions, Regional and Local Authorities

## Specific work

For the implementation of the activities, the following services need to be ensure

**4.2.1 Press-conference for the start of the project in Yambol, BG**

Provisional period for implementation: **October-November 2019**

Location: Yambol, Bulgaria

Number of participants: 30

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 30 seated participants, with a presidium table rented for 4 hours;

**TECHNICAL EQUIPMENT**

* computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event
* multimedia projector
* professional conference audio-sound system
* the conference presidium table should be equipped with at least 2 microphones connected to the sound system;
* flip chart with paper and markers

The equipment should be rented for 4 hours

**CATERING**

The catering should be provided for 30 people and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml) per person;
* At least 3 serving pieces of warm cocktail snacks per person;
* At least 3 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. There should be also provided cocktail tables to be used by the participants for the coffee break. 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.

**4.2.2 Training and capacity building activity No1: "Ecology of air, water and soil - significance and impact on the living nature" in Yambol, BG**

Provisional period for implementation: January-February 2020 ( 5 days of training)

Location: Yambol, Bulgaria

Number of participants: 20

**CONFERENCE HALL**

• A conference hall or a meeting room, ensuring enough space for 20 seated participants, with a presidium table and enough place for catering corner, rented for 5 days;

**TECHNICAL EQUIPMENT**

• computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event

• multimedia projector

• professional conference audio-sound system

• the conference presidium table should be equipped with at least 2 microphones connected to the sound system;

• flip chart with paper and markers

The equipment should be rented for 5 days

**CATERING**

* + - Coffee break for 20 people for each of the training days - twice a day – 5 days;

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;
    - Light lunch for 20 people for each of the days ( 5 days) – buffet style;

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

- 1 cup of coffee or tea;

* + - * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * 2 sandwiches per person;
      * At least 2 pieces of sweet desserts per person;
      * One piece of fruit for each participant

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. There should be also provided cocktail tables to be used by the participants for the coffee break and the lunch. The Contractor will receive agenda of the training with specified hours for the coffee-breaks and lunch, according to which they should ensure the arrangement of the catering. There should be two coffee-breaks and one lunch every day of the training.

**4.2.3 Training and capacity building activity No2: "Organization and implementation of ecological and organic production of agricultural products and foods” in Yambol, BG**

Provisional period for implementation: March-April 2020 (5 days of training)

Location: Yambol, Bulgaria

Number of participants: 20

**CONFERENCE HALL**

• A conference hall or a meeting room, ensuring enough space for 20 seated participants, with a presidium table and enough place for catering corner, rented for 5 days;

**TECHNICAL EQUIPMENT**

• computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event

• multimedia projector

• professional conference audio-sound system

• the conference presidium table should be equipped with at least 2 microphones connected to the sound system;

• flip chart with paper and markers

The equipment should be rented for 5 days.

**CATERING**

* + - Coffee break for 20 people for each of the training days- twice a day – 5 days;

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;
    - Light lunch for 20 people for each of the days ( 5 days) – buffet style;

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

- 1 cup of coffee or tea;

* + - * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * 2 sandwiches per person;
      * At least 2 pieces of sweet desserts per person;
      * One piece of fruit for each participant

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. There should be also provided cocktail tables to be used by the participants for the coffee break and the lunch. The Contractor will receive agenda of the training with specified hours for the coffee-breaks and lunch, according to which they should ensure the arrangement of the catering. There should be two coffee-breaks and one lunch every day of the training.

**4.2.4Awareness capacity activity related to nature protection -forum “Ecology and bio product" in Yambol, BG**

Provisional period for implementation: April 2020 (duration of 2 days)

Location: Yambol, Bulgaria

Number of participants: 40 Turkish and 40 Bulgarian participants

**CONFERENCE HALL**

• A conference hall or a meeting room, ensuring enough space for 80 seated participants, with a presidium table and enough place for catering corner, rented for 8 hours ( 4 hours per day for 2 days);

**TECHNICAL EQUIPMENT**

• computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event

• multimedia projector

• professional conference audio-sound system

• the conference presidium table should be equipped with at least 2 microphones connected to the sound system;

• flip chart with paper and markers

The equipment should be rented for 8 hours ( 4 hours per day, for 2 days)

**CATERING**

For the period of 2 days, the catering should be ensured in the following way: Day1: lunch, coffee-break and dinner; Day2: coffee-break for 80 participants

**Day1:**

* Lunch for 80 people ( 40 Bulgarian and 40 Turkish 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 cup of coffee or tea
* Coffee break for 80 people ( 40 Bulgarian and 40 Turkish participants);

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;
* Dinner for 80 people ( 40 Bulgarian and 40 Turkish 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);
* soup;
* salad;
* main dish with bread
* dessert
* 1 cup of coffee or tea

**Day2:**

* Coffee break for 80 people ( 40 Bulgarian and 40 Turkish participants);

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;

The menu of the catering should consider the participation of Turkish participants and should not include any pork meat.

**ACCOMMODATION**

* The Contractor shall provide accommodation arrangements for 40 Turkish participants at one place (40 single rooms, for 1 night, including breakfast)

The tables where the coffee-breaks will be situated should be arranged by the Contractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. There should be also provided cocktail tables to be used by the participants for the coffee break. If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place at least 5 days before the event will take place. The Contractor will receive in advance 2 day-agenda of the event with specified hours for the coffee-breaks, lunch, dinner according to which they should ensure the logistics of the event.

**4.2.5 Awareness capacity activity related to nature protection - International Conference "The importance of growing organic products” in Yambol, BG**

Provisional period for implementation: June-July 2020 (duration of 3 days)

Location: Yambol, Bulgaria

Number of participants: 40 Turkish and 40 Bulgarian participants

**CONFERENCE HALL**

• A conference hall or a meeting room, ensuring enough space for 80 seated participants, with a presidium table and enough place for catering corner, rented for 8 hours ( 4 hours per day for 2 days);

**TECHNICAL EQUIPMENT**

• computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event

• multimedia projector

• professional conference audio-sound system

• the conference presidium table should be equipped with at least 2 microphones connected to the sound system;

• flip chart with paper and markers

The equipment should be rented for 8 hours (4 hours per day, for 2 days)

**CATERING**

For the period of 3 days, the catering should be ensured in the following way:

**Day1:**

* Lunch for 80 people ( 40 Bulgarian and 40 Turkish 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 cup of coffee or tea
* Coffee break for 80 people ( 40 Bulgarian and 40 Turkish participants);

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;
* Dinner for 80 people ( 40 Bulgarian and 40 Turkish 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);
* soup;
* salad;
* main dish with bread
* dessert
* 1 cup of coffee or tea

**Day2:**

* Coffee break for 80 people ( 40 Bulgarian and 40 Turkish participants);

The coffee-break should comprise of the following items for each participants:

* + - * 1 cup of coffee and tea;
      * 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml);
      * At least 2 pieces of sweet desserts per person;
* Lunch for 40 people (40 Turkish 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 cup of coffee or tea
* Dinner for 40 people (40 Turkish 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);
* soup;
* salad;
* main dish with bread
* dessert
* 1 cup of coffee or tea

The menu of the catering should consider the participation of Turkish participants and should not include any pork meat.

**ACCOMMODATION**

* The Contractor shall provide accommodation arrangements for 40 Turkish participants at one place (40 single rooms, for 2 nights, including breakfast)

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. There should be also provided cocktail tables to be used by the participants for the coffee break. If the Contractor is awarded the contract, they should indicate the address/place where the individually served lunch and dinner will take place at least 5 days before the event will take place. The Contractor will receive in advance 3 day-agenda of the event with specified hours for the coffee-breaks, lunch, dinner according to which they should ensure the logistics of the event.

**4.2.6 Press-conference for the end of the project in Yambol, BG**

Provisional period for implementation: July 2020

Location: Yambol, Bulgaria

Number of participants: 30

**CONFERENCE HALL**

* A conference hall or a meeting room, ensuring enough space for 30 seated participants with a presidium table rented for 4 hours;

**TECHNICAL EQUIPMENT**

* computer connected with the multimedia in order to be ready to load the PowerPoint presentations for the event
* multimedia projector
* professional conference audio-sound system
* the conference presidium table should be equipped with at least 2 microphones connected to the sound system;
* flip chart with paper and markers

The equipment should be rented for 4 hours

**CATERING**

The catering should be provided for 30 people and it should include:

* 1 cup of coffee and tea per person;
* 1 small bottle of mineral water (minimum 500 ml) and 1 small bottle/can of soft drink (minimum 300 ml) per person;
* At least 3 serving pieces of warm cocktail snacks per person;
* At least 3 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 subcontractor. There should be also provided cups, sugar, creamer, stirrer, napkins, and dishes. There should be also provided cocktail tables to be used by the participants for the coffee break. The Contractor will receive in advance agenda of the event with specified hours for the coffee-break, according to which they should ensure the arrangement of the catering.

## Project management

### Responsible body

EUROCLUB WOMAN, BULGARIA

### Management structure

The Contracting Authority – EUROCLUB WOMAN - Yambol, Republic of Bulgaria 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 this contract implementation and the project as a whole. The President of the Board of managers of EUROCLUB WOMAN has been authorised to solely take the decisions related to the implementation of the project identified in Article 1.3 of the present ToR.

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

The operational office of the project is set up at the premises of EUROCLUB WOMAN (Contracting Authority) at: 8600 Yambol, Bulgaria, 1 Rakovski str.

## Start date & period of implementation of tasks

The intended start date of the contract is **31 Оctober 2019** and the period of implementation of the contract is **9 months**.

The indicative time schedule for the implementation of the assignment is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No*** | ***Provisional month of implementation of tasks*** | ***Number under item 4*** | ***Task/ Event*** | ***Location*** |
|  | Signature of service contract- October 2019 | n/a | Start of the contract | Yambol, Bulgaria |
|  | October-November 2019 | 4.2.1. | Press-conference for the start of the project | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.1 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |
|  | January –February 2020 | 4.2.2 | Training and capacity building activity No1 ( duration of 5 days) | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.2 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |
|  | March –April 2020 | 4.2.3 | Training and capacity building activity No2 ( duration of 5 days) | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.3 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |
|  | April 2020 | 4.2.4 | Awareness capacity activity related to nature protection (2 days) | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.4 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |
|  | June-July 2020 | 4.2.5 | International Conference "The importance of growing organic products" (3 days event) | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.5 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |
|  | July 2020 | 4.2.6 | Press-conference for the end of the project | Yambol, Bulgaria |
|  | In 5 working days period after completion of all tasks for activity 4.2.6 | n/a | Submission of Final acceptance protocol | Yambol, Bulgaria |

The Contracting Authority reserves the right to change the provisional dates and periods of implementation of the events. The exact dates will be officially confirmed and communicated to the Contractor after signing the service contract. In case of further needs for changes, the Contractor will be officially notified.

# 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 for this tender

### 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 the expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that expert/s 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 a final acceptance certificates where to be described all the services provided within the framework of the contract (distributed by single units) in English language in one original:

* Final acceptance certificate for implementation of press-conference for the start of the project in Yambol, BG and the provided services for it.
* Final acceptance certificate for implementation of press-conference for the end of the project in Yambol, BG and the provided services for it.
* Final acceptance certificate for the implementation of Training and capacity building activity No1 in Yambol, BG and the provided services for it.
* Final acceptance certificate for the implementation of Training and capacity building activity No2 in Yambol, BG and the provided services for it.
* Final acceptance certificate for the implementation of awareness capacity activity- "Ecology and bio product" in Yambol, BG and the provided services for it.
* Final acceptance certificate for the implementation of the event - International Conference in Yambol, BG and the provided services for it.

## Submission and approval of reports

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

# MONITORING AND EVALUATION

## Definition of indicators

The indicators are specified as related to the organization of:

* Six (6) project events, organized according to the requirements described in p. 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6

## Special requirements

Not applicable