

## ANNEX II: TERMS OF REFERENCE (REVISED)

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# **1. BACKGROUND INFORMATION**

## **1.1. Partner country**

Republic of Serbia

## **1.2. Contracting authority**

Ministry of Interior, Bulevar Mihajla Pupina 2, 11070 Belgrade Republic of Serbia

## **1.3. Country background**

Serbia is located on one of the main routes of movement of migrants from Asian and African countries to the countries of Western Europe. The state border with the Republic Romania stretches in the northeast of Serbia for a length of approx. 548 kilometers. In its entirety, it is clearly defined and marked, without disputed parts. In terms of terrain the state border with Romania is divided into two parts:

1. The Banat part - the so-called "green border", where the border line with a total length of 318 km is mostly on land and a smaller part (34 km) is along the river courses of the Nera, Karaš and Tamish rivers.

2. The Danube part, the so-called "blue border", where the border line is determined on the water surface of Danube in a length of 230 km, from the confluence of Nera into Danube (GK D-1, navigable kilometer 1075) to the confluence of Timok into Danube (GK D-180, navigable kilometer 846.5).

## **1.4. Current situation in the sector**

The Border Police Directorate (BPD) within the General Police Directorate of the Ministry of Interior is organized on three levels: central, regional and local, being responsible for border control activities in the Republic of Serbia. The BPD performs its tasks through 8 regional centers, which include 40 border police stations at the local level. The BPD performs state border control tasks, affairs related to the movement and stay of foreigners, asylum, fight against cross-border crime, and irregular migration management in accordance with the legislation in force and established risk analysis system. The tasks include the fight against the smuggling of narcotics, weapons, prohibited substances, goods whose traffic is restricted or controlled, and control of the use of false and forged travel documents. The BPD, in accordance with the Law on Police and based on international agreements, performs activities of international cooperation, participates in the preparation of regulations, analyzes, reports, and information for the competent bodies of the Republic and other bodies and organizations. Recently, these tasks have become highly challenging due to enhanced technology and globalization that allows criminal activity to be more organized and to have a transnational character (illegal border crossing with false documents, migrant trafficking, counterfeit goods, contraband, stolen goods, fish poaching, intellectual property rights violation, etc.). Change of migratory routes through Serbian and Romanian territory, as a result of the Middle East, Northern Africa and Ukraine conflicts, also endangers the security of the region. Both Serbian and Romanian border management authorities are facing higher operational needs and require increased joint efforts to maintain a safer and secure area for the citizens while respecting human rights. According to

statistical data and risk analysis, organized crossborder criminality is a fact along Serbian - Romanian borders.

### **1.5. Related programmes and other donor activities**

This Project is complementary to other national and programmes financed by EU.

## **2. OBJECTIVES& EXPECTED OUTPUTS**

### **2.1. Overall objective**

The overall objective (Impact)to which this action contributes is:

- Development and implementation of measures for strengthening of institutional capacities for improvement of services in the field of border management;
- Joint trainings of border police personnel, as well as exchange of best practices and know-how on specific areas of activity;
- Developing common policies and strategies in the field of border management;
- Investments in infrastructure and equipment for effective border surveillance, control and migration management;

### **2.2. Specific objective(s)**

The contract should support Ministry of Interior of the Republic of Serbia, Border Police Directorate in the process of organization of project events in Serbia and providing visibility materials in line with Programme visibility requirements in the framework of project "Safer climate within the Romanian-Serbian border area", financed under INTERREG-IPA CBC Romania-Serbia Programme.

### **2.3. Expected outputs to be achieved by the contractor**

The expected outputs of this contract are as follows:

- Output 1 to Outcome 1: Successful design, production and distribution of visibility materials for project "Safer climate within the Romanian-Serbian border Area - SAFE".

Output 2 to Outcome 1: Successful event organization services for project "Safer climate within the Romanian-Serbian border Area - SAFE".

All services provided under this contract must be in accordance with INTERREG-IPA CBC Romania-Serbia Programme visibility requirements.

## **3. ASSUMPTIONS & RISKS**

### **3.1. Assumptions underlying the project**

Not applicable.

### **3.2. Risks**

Not applicable.

## 4. SCOPE OF THE WORK

### 4.1. General

#### 4.1.1. Description of the assignment

The assignment under this contract covers the organization of project events and the preparation of visibility materials in line with INTERREG-IPA CBC Romania-Serbia Programme visibility requirements.

The Consultant will design, produce and distribute the following visibility materials:

- 200 Leatherette Notebooks,
- 200 Pens,
- 200 USB sticks,
- 2 roll-up banners,
- Permanent billboard.

The Consultant will provide organizational services for the following events:

- 4 one-day steering committee meetings,
- One 5-day workshop for review of joint intervention plan,
- 2 one-day planning meetings,
- Close-up Conference with press conference,
- Provide catering for 4 on-site visits,
- Provide transport services to Romania for joint project activities.

#### 4.1.2. Geographical area to be covered

Republic of Serbia

#### 4.1.3. Target groups

Ministry of Interior of the Republic of Serbia

### 4.2. Specific work

For professional implementation of the project, professional promotional and event organization services will be acquired for project “Safer climate within the Romanian-Serbian border Area - SAFE”.

The Contracting Authority reserves the right to make minor changes regarding the task description of this ToR, as not all details can be known at this stage of preparation. Any changes concerning the organization of the events will be communicated to the Consultant at the latest 7 days prior to the date of the event.

The service should include the following tasks:

#### **TASK 1: Design, production and distribution of visibility materials in line with visibility requirements of INTERREG IPA Romania-Serbia Programme 2021 – 2027.**

The Consultant will design and produce visibility materials according to the latest version of the Visual Identity Manual of the INTERREG ROM SRB Programme Programme (available at: Visibility – Interreg IPA Romania – Serbia Programme 2021 – 2027 (romania-serbia.net).

For all visibility materials the Consultant should present different options to the Contracting Authority. Before printing, the Consultant should provide a printed sample of all visibility materials. Contracting Authority must approve quality and design of the samples before delivery. Information

used on visibility materials should be defined in consultation with the Contracting Authority and prior approval must be given by Contracting Authority. The quality of final products must be in line with the quality of approved samples.

The Consultant will also make sure to distribute and display the branded visibility materials at project events organized by the Contracting Authority in line with prior consultations with the Contracting Authority.

The following visibility materials will be designed and prepared by the Consultant:

- 200 Leatherette Notebooks, minimum in 2 sizes: A5 and A6.
- 200 Pens: material- Plastic ball pen; Ink Color: Blue or Black ink.
- 200 USB sticks: plastic case (min. 8 GB).
- 2 roll-up banners: 1 in Serbian and 1 in English language. Format, min. conference size; Print: Full colour 4/4.
- Permanent billboard made from resistant material.

Promotional materials will be distributed to stakeholders, training participants, and meeting participants during the envisaged project trainings, press conferences and meetings.

## **TASK 2: Professional organization of project events.**

During the implementation of the "SAFE" project, the Consultant will organize project events according to the event schedule defined by the Contracting Authority in order to support the project implementation and to promote all results achieved by the project. The service provider should handle logistical support including general coordination and management of the event activities:

- Planning and implementation of the programs of the events,
- Preparation of programs (1-3 pages) and invitations (1 page); ROM and SRB languages,
- Invitation of the participants in consultation with the Contracting Authority,
- Providing a professional coordinator (when applicable) for the events,
- Setting-up the venue for the events (providing necessary technical equipment and sound system),
- Providing technical and professional support for the events,
- Registration of the participants,
- Displaying visibility elements at the venues according to the IPA INTERREG Romania-Serbia Programme requirements,
- Providing professional photography (min. 20 photographs/event) for all events to promote the results and acquired equipment,
- Video material (short clips of cca. 1-3 minutes per event) will be necessary for Activity 2.4. and 2.6.
- Documenting (photographs, video and text) and archiving the events in Serbian and Romanian,
- Information about project activities must be provided in Serbian and English languages (up to 30 pages), for intended online publishing.
- Providing a report on published media materials.

NOTE: Provisional Program of the events, exact dates and list of participants should be developed in close cooperation with Contracting Authority.

The following events will be organized by the Consultant in the framework of the current contract:

### **2.1. Organization of 4 one-day steering committee meetings:**

- Appropriate venue/conference hall in the INTERREG IPA ROM SRB Programme area, City of Vršac with technical support (laptop, sound system, microphone, projector, printer).
- Catering for coffee break and lunch type menu for cca. 15 participants per meeting.

- Coffee break for 20-30 minutes should be provided: Min. 2-2 choices of sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person).
- Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
- Provide dinner type menu on two (2) meetings for cca. 15 participants: Dinner type menu should be served in a local restaurant setting with main course, salad or soup and dessert options. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
- Provide consecutive translation for Romanian and Serbian languages.

## **2.2. Organization of one 5-day workshop for review of joint intervention plan:**

- Appropriate venue in the INTERREG IPA ROM SRB Programme area, City of Vršac with technical support (laptop, sound system, microphone, projector, printer).
- Catering for coffee break, lunch and dinner type menu for cca. 15 participants for 5 days:
- Coffee break for 20-30 minutes should be provided: Min. 2-2 choices of sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person).
- Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
- Dinner type menu should be served in a local restaurant setting with main course, salad or soup and dessert options. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
- Provide consecutive translation for Romanian and Serbian languages.
- Provide accommodation services for 4 nights for cca. 8 participants.

## **2.3. Organization of 2 one-day planning meetings:**

- Appropriate venue in the INTERREG IPA ROM SRB Programme area, City of Vršac with technical support (laptop, sound system, microphone, projector, printer)
- Catering for coffee break and lunch type menu for cca. 50 participants per meeting:
- Coffee break for 20-30 minutes should be provided: Min. 2-2 choices of sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person).
- Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
- Provide consecutive translation for Romanian and Serbian languages

## **2.4. Provide catering for 4 on-site visits for cca. 10 participants.**

In order to verify the physical status of the project infrastructure objectives, four on-site visits (1 day) will be organized at the ROM-SRB border area. The Consultant will provide catering services for these events.

## **2.5. Provide the following round-trip transport services for the following joint activities:**

- To participate in joint training in the field of land border management Drobeta, Romania: cca. 20 participants on 3 occasions, each training session lasting 5 days.

- To participate in joint training in the field of land border management Varciorova, Romania: cca. 5-6 participants on 4 occasions, each training session lasting 5 days.

The transport services are needed only for the activity 2.5.: from Vršac via Kladovo to Drobeta, Dobreta-Kladovo-Vršac and from Vršac to Varciorova, Varciorova-Vršac.

## **2.6. Organization of Close-up Conference with press conference:**

A closing conference with press conference will be organized in Serbia in the final phase of the project to inform the general public of the project results, where EC representatives will also be invited.

The Consultant will provide:

- Appropriate venue/conference hall (the exact location to be determined later) with technical support (laptop, sound system, microphone, projector, printer, equipment for translation).
- Coffee break of 20-30 minutes for cca. 100 participants should be provided: Min. 2-2 choices of sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person).
- Catering with lunch type menu for cca. 50 participants should be provided.

Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).

- Provide simultaneous translation for English, Romanian and Serbian languages.

Exact locations and timing of all events will be communicated by the Contracting Authority min. two weeks prior to each event.

All communication and visibility activities must comply with the latest version of the Visual Identity Manual of the INTERREG ROM SRB Programme (available at: Visibility – Interreg IPA Romania – Serbia Programme 2021 – 2027 (romania-serbia.net)).

The service will be contracted for cca. 28 months period of project implementation (from contract signature until project closure).

The Consultant must also comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission. The assistance of the Consultant is required until the issuance of validation of the Final Partner Report.

## **4.3. Project management**

### **4.3.1. Responsible body**

Ministry of Interior, Border Police Directorate.

### **4.3.2. Management structure**

The responsible person for implementation of the tasks related to this contract, in the Contracting Authority is Ivan Cvijović, project manager.

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

Not applicable.

## **5. LOGISTICS AND TIMING**

### **5.1. Location**

Tasks related to this contract will be implemented in Belgrade, Republic of Serbia and in the INTERREG ROM SRB Programme area.

### **5.2. Start date & period of implementation of tasks**

The intended start date is the date of signature of the contract by both parties and the period of implementation of the contract will be 28 months from this date (from contract signature until project closure). Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

## **6. REQUIREMENTS**

### **6.1. 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.

#### **6.1.1. Key experts**

Key experts are defined and they must submit CVs and signed statements of exclusivity and availability.

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: Coordinator**

Qualifications and skills

- High School diploma minimum (University degree will be an asset);
- Computer skills – Windows, Office and Internet;
- Serbian and English language fluency.

General professional experience

- Min. 3 years, and preferably 5 years of general professional experience.

Specific professional experience

Professional experience in event organization and/or providing visibility services: min. 2 years, preferably 4 years.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

#### **6.1.2. 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.

## **6.2. Office accommodation**

Office accommodation for each expert working on the contract is to be provided by the Consultant.

## **6.3. 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.

## **6.4. 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.

# **7. REPORTS**

## **7.1. Reporting requirements**

The Consultant will submit the following reports in English and Serbian in one original and 2 copies:

- **Interim reports** shall be submitted in July-August 2024, March-April 2025 and January – February 2026. The approval of interim reports will be the basis for issuing respective interim payments as indicated in the Special Conditions. The interim reports must be provided along with the corresponding proforma invoice.
- **Final report** at the end of the contract, upon all contract results have been achieved. The approval of the final report by the Contracting Authority will be the basis for issuing final payment as indicated in the Special Conditions. The final report must be provided along with the corresponding invoice.

## **7.2. Submission and approval of reports**

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# **8. MONITORING AND EVALUATION**

## **8.1. Definition of indicators**

Services provided in timely, quality and quantity manner, as required in these Terms of Reference.

## **8.2. Special requirements**

Not applicable.