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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

DOBROVOLJNO VATROGASNO DRUŠTVO OROM (Volunteer Firefighting Association Orom)

Veliki put 199 24207 Orom, Serbia

## Country background

In terms of Romania's current disaster risk context, geophysical and climate-related disasters pose a considerable threat to the country's efforts to alleviate poverty and sustainable economic growth, with disaster losses increasing as climate change and urbanization occur. Romania is prone to a series of natural disasters, especially earthquakes, floods, drought and extreme weather, but also technological ones, such as chemical, nuclear accidents or accidental pollution, which have had a significant physical, social and financial effect in recent decades. Since 1990, more than 70 serious disaster events have been recorded in Romania, including 44 floods, 15 extreme temperature events, 7 storms, 2 earthquakes, several drought episodes and 5 landslides, resulting in more than 3,5 $ billion in direct damages.

Temperature increases are not uniform, depending on local factors, they vary by region and by season. For example, starting from 1961 until now, average air temperatures have increased by 2-3 degrees Celsius, in the case of summer, in regions in the south of the country - region that affects cross-border area with Serbia.

## Current situation in the sector

For the near future (2021-2050), at the level of this particular cross-border region, Romania-Serbia border region, the results of numerical experiments with climate models indicate, compared to the reference interval (1961-1990), an average increase in the monthly temperature in the warmest month of the year by more than 3-4° C and an average reduction in monthly precipitation of up to 15% during summer in the most pessimistic scenario. Greater climate differences are expected from the middle of the 21st century towards its end. In this case, under the conditions of the pessimistic scenario, the average increase in temperature for this region may exceed 5-6°C in the summer months (August), and the average reduction in the monthly amount of precipitation reaches, in the summer, up to 35% in the interval of 2061 -2090, compared to the interval 1961-1990. All these factors lead to an increased possibility for fire disasters. This disaster is even more accentuated by the fact, that not only, that we are facing higher-and higher temperatures, but also the water resources are decreasing permanently. Regarding the impact of climate change, the modeling carried out by the National Institute of Hydrology and Water Management shows a decrease in water resources in the period 2021-2050 in all hydrographic basins of our region. We are facing a period when disasters, fires, will be more frequent in our region.

We need to be prepared, and make everything possible to prevent major disasters in our region.

The most important challenge of our projects area is, that we are talking about rural settlements, Sacalaz and Orom, with poor facilitates and public services comparing to urban localities. It is a demonstrated fact, that these localities are less safe against disasters. The statistics shows us, that the professional firefighters calculate 1km/1minute for interventions. In crucial moments every minute counts, so if we have well trained and properly equipped volunteers, it can save lives. If we are consulting only the statistics of fire disasters, it demonstrates that is need for intervention, especially in rural localities and in the topic of fire disasters. According to the official study elaborated in 2010 by the Ministry of Interior of Romania, in average 12 households are daily affected by fire, annual 41 victims are children under 6 years. A very sad fact is, that the tendency of fire disaster is in growing. The statistical data for rural settlement from Romania shows, a double number of fires in a period of 6 years: from 1678 cases in 2003 up to 3117 cases in 2009. In the statistics higher rank categories are: kitchen accidents and the home heating / sooty chimneys. All these factors are demonstrating, that we need to be prepared, firstly to prevent and secondly to manage risk situations. Accordingly we will organize awareness raising event for the population about risk factors and proper behavior in risk situations and secondly we will invest in the preparedness of the volunteer units from Orom and Sacalaz, by procuring fire engines, equipment and providing technical and practical training for them.

The solutions envisaged by our joint initiatives are volunteer fire fighter training, involving 60 members; organizing practical exercises for the volunteers from both side of the border, along with representatives of the professional units; offering opportunity to learn from each other and to create a bond and a tested behavior in joint intervention; elaboration of a joint protocol in emergency situations; improving the areas preparedness rate with purchase of fire engines, water pumps and equipment. All these will improve the safeguard of this area’s population. In the project developer’s vision a very important factor is improved population prevention. That’s why we will organize several awareness raising event addressing pupils, regarding the risks and prevention methods regarding fire disaster, behavior in case of flood, first aid techniques. In the elaboration of the training and informational material, joint protocol we will built on the existing experience through the already implemented projects too.

## Related programmes and other donor activities

This Project, proposed contract is complementary to other national and programmes financed by the EU.

# OBJECTIVES & EXPECTED OUTPUTS

Project PREVENT will contribute to the Programme priority specific objective: 1.4: Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches. Project also fit to the Programme priority: Environmental protection and risk management.

## Overall objective

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

Overall objective is to improve the regions disaster management skills, by volunteer firefighter training, prevention campaigns and procuring professional firefighter equipment.

Related types of action: Measures related to prevention and management of climate related risks, like: fires, storms, drought.

Development and implementation of awareness measures and training products in the field of environment and emergency preparedness, including for children/ youth to respond to emergency situations.

## Specific objective(s)

The specific objective (Outcome) of this contract is as follows:

The contract should support Volunteer Firefighting Association Orom in the process of implementation of procurement procedures and financial management under the project "Prevention and disaster management across borders”, financed under INTERREG-IPA Romania-Serbia Programme

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* Output 1 to Outcome 1: Regularly implemented all public procurement procedures:

Elaborated 1 local open tender for equipment, 1 simplified equipment tender, 1 single tender for equipment and 3 single service procurement procedures.

*Note: The Contracting Authority reserve the rights for modification in justified cases.*

* Output 2 to Outcome 1: Fulfilled activity and realized project with results:

Provide overall financial management assistance with reporting tasks for project, by elaborated 6 Partner (activity and financial) reports.

*Note: The Contracting Authority reserve the rights for modification in justified cases.*

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The Consultant has to assume the tasks under the project according to the present Terms of Reference and according to the best practices in the field.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

Provision of public procurement and financial management services for the purpose of implementation of the Interreg IPA Romania-Serbia project: Prevention and disaster management across borders. The subjects of the contract are all activities connected to financial management, executing public procurement procedures, drafting Partner reports, etc.

For details, see point 4.2. Specific work (below).

### Geographical area to be covered

Mainly activities and tasks should be organized and implemented locally, in Orom, Serbia

### Target groups

Project team of the Volunteer Firefighting Association Orom, and external service or equipment providers.

## Specific work

The Contractor shall provide / organize the following types of activities and tasks during 15 months period of project implementation (from contract signature until project closure):

* **Procurement services**

The Contactor should provide external expertise services in implementing all procurement procedures for project "Prevention and disaster management across borders” respecting the Interreg VI-A IPA Romania-Serbia Programme requirements as well as PRAG 2021.1 regulations and templates.

The Contactor is obligated to provide expert consultation to the Contracting Authority regarding procurement procedures upon request, by telephone, email or personally within working hours.

The service should include the professional and timely preparation of tender dossiers, evaluation documents, contracting documents and potential contract modification documents.

The implementation of the following procurement procedures is foreseen in the framework of this service contract:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Object of Contract** | **Procedure**  **\*\*** | **Budget line(s)** |
| **1** | ***Organizing events +Opening press conference*** | ***Single tender*** | ***External expertise***  ***and services*** |
| **2** | ***Promotional materials*** | ***Single tender*** | ***External expertise***  ***and services*** |
| **3** | ***Professional training for volunteers +Joint exercises*** | ***Single tender*** | ***External expertise***  ***and services*** |
| **4** | ***Fire engine*** | ***Local open*** | ***Equipment*** |
| **5** | ***Disel generator*** | ***Single tender*** | ***Equipment*** |
| **6** | ***Electric breaker***  ***+Fireman's boots***  ***+Fireman's helmets +Firefighter's gloves***  ***+Under helmets***  ***+Fire suits***  ***+Jet Turbo f52***  ***+Breathing apparatus 6.8l with composite bottle +Fireman's belts***  ***+Fire axes with cases*** | ***Simplified tender*** | ***Equipment*** |

It should be noted that the above Contracting Plan might be revised during implementation.

Contractor is obliged to send all prepared documents by e-mail to the Contracting Authority.

In the case of request for any changes in the tender dossiers, the Contractor is obligated to adopt them and to send revised tender dossier back to the Contracting Authority in a timely manner, the latest by 10 days, depending on the volume of requested changes.

The Contracting Authority is obligated to provide all the necessary information to the Contractor needed for the preparation of Terms of References, Technical Specifications. The Contracting Authority is also obligated to prepare the list of potential tenderers and to send it to the Consultant to prepare the List of entities, where applicable.

The dates foreseen for the compilation of public procurement procedures may change and all details will be communicated by the Contracting Authority to the Contractor during the execution of the contract.

The Contractor should participate in tender evaluations upon Contracting Authority request at the premises of the Contracting Authority. The Contractor is required to participate in the opening, examination, evaluation and ranking of tenders or applications, upon the request of the Contracting Authority, at their premises, in the role of Contractor and internal monitoring.

Also, the service should include the preparation of contracts and notifications to candidates, as well as contract addendums if the case may be.

*This activity should be completed by the end of January 2026 at the latest.*

* **Financial management services**

The external financial expert has to elaborate and prepare all the documents needed for reporting the expenditures. The external financial management will elaborate the financial reports of PP at partner level and submit all partner reports on JEMS platform in English language on behalf of the Contracting Authority according to the procurement procedures for project "Prevention and disaster management across borders” respecting the Interreg VI-A IPA Romania-Serbia Programme's requirements. The reports include the preparation of a narrative and financial part based on the information and data received from the Contracting Authority and must be prepared every 3-month periods throughout the implementation period. Total 6 (six) progress reports have to developed and submitted through JEMS. The Contractor must also prepare and submit clarification when requested from Programme authorities.

In terms of project administration, the service will ensure proper documentation management by preparing and organizing all necessary documents for archiving and storage. It will also assess the adequacy of the collected data and assist in gathering and preparing all required supporting documents.

The service should also include additional technical assistance and monitoring to ensure that project activities align with the approved plan and budget. All contracts, their dynamic and amounts of payment should be followed and inform in advance the CA.

If requested by the Contracting Authority, the Contractor will assist in preparing project modification requests in compliance with Interreg IPA Programme requirements.

*This activity should be carried out until the end of Jun 2026.*

## Project management

### Responsible body

The Contractor is responsible for all the activities regarding this contract. From the other side, Volunteer Firefighting Association Orom as a Contracting Authority will be responsible for the coordination.

### Management structure

The responsible person for the overall implementation of the tasks related to this contract and for the coordination of specific activities and implementation of professional details, in the Contracting Authority is Gabor Gabor, the team leader of the Volunteer Firefighting Association Orom and his project team, assistants.

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

Not appropriate.

# LOGISTICS AND TIMING

## Location

Orom, North Banat district, Serbia

## Start date & period of implementation of tasks

The intended start date is 18.03.2025. and the period of implementation of the contract will be 15 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 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: Procurement and Financial Manager Expert**

Qualifications and skills

• Higher or University degree in economics or similar;

• IT-skills: MS Office or similar, Internet;

• English language at least intermediate level.

General professional experience

• At least 5 years of general professional experience.

• Experience in procurement, project management and/or financial activities.

Specific professional experience

• Experience with procurement procedures in at least one international project, following EU public procurement directives or other international standards. Participation in an EU-funded project will be considered an advantage.

• Experience in electronic reporting systems

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

### 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 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 contractor will submit the following reports in English in one original:

* The contractor will prepare 1 brief Interim report after the closure of each specific activities (according to 29.1 Article of the Special Conditions of the Contract), and the Final report on the implementation of the tasks, at the end of this contract. The approval of interim report and the final report by the Contracting Authority will be the basis for issuing respective interim and final payments (invoices) as indicated in the Special Conditions.

The required formats of the reports will be communicated to the Contractor by the Contracting Authority after the signature of the contract.

## 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.

# MONITORING AND EVALUATION

## Definition of indicators

The indicator of the successful implementation of the contract is “Services provided in timely, quality and quantity manor, as required in these Terms of Reference” and defined within activities determined in point 2.3 Expected outputs to be achieved by the contractor and 4.2. Specific work.

## Special requirements

Not appropriate.