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. OBJECTIVES & EXPECTED OUTPUTS 2

2.1. Overall objective 2

2.2. Specific Objective(s) 3

2.3. Expected outputs 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 4

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 7

6.3. Facilities to be provided by the contractor 7

6.4. Equipment 7

7. REPORTS 7

7.1. Reporting requirements 7

7.2. Submission and approval of reports 8

8. MONITORING AND EVALUATION 8

8.1. Definition of indicators 8

8.2. Special requirements 8

# BACKGROUND INFORMATION

## Partner country

Romania

## Contracting authority

Bastion-Varbastya Association

## Country background

The Interreg IPA Romania-Serbia Programme was the first Interreg IPA Programme, in the EU, to be approved by the European Commission, on the 19th of July 2022.

The Programme area includes three counties in Romania (Timiș, Caraș-Severin and Mehedinţi), as well as six districts in Serbia (Severno Banatski, Srednje Banatski, Južno Banatski, Braničevski, Borski și Podunavski).

In the 2021-2027 programming period, the Ministry of Development, Public Works and Administration is acting as Managing Authority for the Interreg IPA Romania-Serbia Programme, which will have a total budget of **87.725.681 EUR** and will finance projects on environmental protection and adaptation to climate change, healthcare and education, tourism and culture and border management.

The funding for these priorities will be 85% from the Instrument for Pre-Accession assistance (IPA III), 13% Romanian state budget co-financing and 2% as own contribution of the Romanian beneficiaries. Serbian beneficiaries will provide 15% co-financing as their own contribution.

## Current situation in the sector

The existing institutional education systems in Romania are not enough flexible to tackle new trends and challenges. There is a low level to access to sustainable vocational education and training which are not rigidly delimited by age. Lack of practical experience of potential workforce is dominant within the young people between the ages of 14 and 25. Opportunity to acquire competitive knowledge and skills for minorities and disadvantaged groups in rural areas is poor. Access to quality training applying hybrid method is not widespread especially when we talk about occupations/craft such as pottery, sewing-, embroidering-, crocheting-, knitting, perma-culture garden, bio-garden, eco-garden, model farms. Despite emigration and migration of the young and educated, there are still a relevant human base, as a potential for do towards the sustainable social and economic development. The key question is how to include them. Promotion of accessible quality education using modern equipped education centres and the acquiring knowledge and skills has to be the driving spring.

## Related programmes and other donor activities

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

# OBJECTIVES & EXPECTED OUTPUTS

The project will contribute to Programme priority 2.1: Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training.

## Overall objective

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

The project overall objective is to develop skills and knowledge, provision of useful non-formal education promoting the idea of sustainability to the young people living in the region.

## Specific objective(s)

The specific objectives (Outcomes) of this contract are as follows:

1. Organizing events

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

1. Organizing 2 art exhibitions – Outcome 1

1. Organizing a kick of meeting – Outcome 2
2. Organizing pottery, as handicraft training – Outcome 3
3. Organizing arts and crafts marketing training – Outcome 4
4. Organizing alternative, self-sustaining production methods training – Outcome 5
5. Organizing sustainable lifestyle lectures – Outcome 6
6. Organizing art and community camp – Outcome 7
7. Ensuring travel for participants – Outcome 8
8. Organizing sustainable fashion theoretical and practical training – Outcome 9

# 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

The objective of the contract is to organise the specific events.

For details, see point 4.2. Specific work.

### Geographical area to be covered

Timisoara, Timis county, Vest region, Romania

### Target groups

Not relevant

## Specific work

**Activity 1 - Organizing 2 art exhibitions**

The contractor will organize two art exhibitions. Foreseen number of participants: 30 persons.

The contractor will provide the following services for every event:

- Catering – coffee for 30 persons (with milk and sugar), mineral water for 30 persons (at least 60 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 6 kg)

- Speaker fees – at least 1 person, a 20 minutes long opening speech and presentation of the exhibition

- Preparation of the exhibition – the Contracting authority will provide the venue, the Contractor will be responsible for the display of the artworks (the Contractor will provide the necessary work force and small materials).

- Documenting the event – at least 20 photos

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, first exhibition between 20.05.2025 – 15.06.2025, second exhibition between 01.04.2026 – 15.06.2026. The Contracting authority will request the organization of the event at least 5 days in advance.

**Activity 2 - Organizing a kick of meeting**

The contractor will organize a kick of meeting. Foreseen number of participants: 15 persons.

The contractor will provide the following services:

- Catering – coffee for 15 persons (with milk and sugar), mineral water for 15 persons (at least 30 bottle ½ Liter – sparkling and still), pastry (at least 200 gr/person – 3 kg)

- Invitation sent to at least 10 media company

- Media materials – Press kit with cca. 5 pages

- Documenting the event – at least 10 photos

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 20.05.2025 – 15.06.2025. The Contracting authority will request the organization of the event at least 5 days in advance.

**Activity 3 - Organizing pottery, as handicraft training**

The contractor will organize a pottery, as handicraft training. The topics of the training are: the history and art history of ceramics, the raw materials and techniques, the processes of creation, its relation to sustainable fashion as a decorative accessory, the usefulness and advantages of ceramics in terms of environmental protection. Number of theoretical lessons: 5 sessions (2 x 45 minutes). Number of practical lessons: 5 sessions (3 x 60 minutes). In total 10 sessions. Foreseen number of participants: 15 persons.

The contractor will provide the following services for every event:

- Catering – coffee for 15 persons (with milk and sugar), mineral water for 15 persons (at least 30 bottle ½ Liter – sparkling and still), tea for 15 persons, pastry (at least 200 gr/person – 3 kg).

- Trainer for every session

- Use of small materials (for practical sessions) - clay, glaze, tools

- Documenting the event – at least 10 photos

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.12.2025 – 23.03.2026. The Contracting authority with the Contractor will decide the exact programme in December 2025.

**Activity 4 - Organizing arts and crafts marketing training**

The contractor will organize an arts and crafts marketing training. Marketing training with focus on arts and crafts. Target group: young artists and artisans. The aim of the training is to provide practical business information that will help everyone to be able to sell their works of art or crafts in an appropriate way. In addition, it has a taste-forming and environmentally friendly effect. It motivates society to buy works made from high-quality, sustainable materials. The training will be carried out in two sessions: • theoretical lecture (3 x 45 minutes), • practical training (in 2 blocks). Foreseen number of participants: 20 persons.

The contractor will provide the following services for each session:

- Catering – coffee for 20 persons (with milk and sugar), mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), tea for 20 persons, pastry (at least 200 gr/person – 4 kg).

- Lunch – for 20 persons (soupe, main dish with fish/vegetarian, salad). The launch can be organised as catering at the venue of the training or a restaurant not more than 500 m away.

- Trainer for every session

- Documenting the event – at least 10 photos

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.12.2025 – 23.03.2026. The Contracting authority with the Contractor will decide the exact programme in December 2025.

**Activity 5 - Organizing alternative, self-sustaining production methods training**

The contractor will organize an alternative, self-sustaining production methods training. Organization of training on topics alternative, self-sustaining production methods. Sustainable farming aims to mimic ecological, natural processes in the garden and is based on ecological garden design. The diversity of plant species in the garden, bio-diversity, greatly enhances soil health and fertility and the vigorous development of individual plant species. Prevention is the key to plant protection, and it is important to plant resistant species and varieties that do best in their native environment, with a focus on native plants. Optimizing and supporting the living conditions of beneficial organisms in the garden is also a priority. The use of well water and rainwater rather than irrigation with potable water is a priority. Year-round care of beneficial insects and bees is considered important. By planting honey plants and putting out insect hotels made of a wide variety of natural materials, you can do a lot for the tiny, beneficial garden inhabitants. Certain pest insects can be controlled by attracting their natural enemies, such as ladybirds, to the garden to control aphids. The topics of the training: the advantages, methods, professional knowledge of alternative farming, its role in the field of environmental protection and sustainability, practical instructions, perm-culture garden, organic garden, eco-garden. The training consists of two parts: • theoretical education: 5 sessions (2 x 45 minutes), • study trip: 1 time (visiting model farms in the surrounding area).

The contractor will provide the following services for each theoretical session:

- Refreshment – coffee for 20 persons (with milk and sugar), mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), tea for 20 persons, pastry (at least 200 gr/person – 4 kg).

- Trainer for every session

- Documenting the event – at least 10 photos

The contractor will provide the following services for the study trip:

* Transportation for 20 persons – max 200 km
* Trainer
* Lunch – for 20 persons (soupe, main dish with fish/vegetarian, salad).
* Documenting the event – at least 20 photos

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.03.2026 – 23.06.2026. The Contracting authority with the Contractor will decide the exact programme in February 2026. The study trip will be organised in Timis county not more than 100 km away from Timisoara.

**Activity 6 - Organizing sustainable lifestyle lectures**

The presentations will cover environmental sustainability from different angles, in line with the project's training courses and using their speakers. The lectures would be public, so they would be open to anyone, and they would be able to cover the entire program region through their online availability. Topics of the lectures: • sustainable fashion: concept, advantages, practical advice, • sustainable lifestyle: gardening, food production, architecture, waste management, • craftsmanship: use of natural materials, tools, • marketing: online barter, craft marketing. A total of 6 lectures will be held within the framework of the lecture series. Foreseen number of participants: 20 persons.

The contractor will provide the following services for each session:

- Refreshment and buffet – coffee for 20 persons (with milk and sugar), mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), tea for 20 persons, pastry (at least 200 gr/person – 4 kg), food fingers (different type – at least 200 gr/person – 4 kg).

- Lecturer for every session

- Documenting the event – at least 10 photos

- On-line transmission

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.03.2026 – 23.06.2026. The Contracting authority with the Contractor will decide the exact programme in February 2025.

**Activity 7 - Organizing art and community camp**

The Contractor will organise a 5 days long art and community camp. At the camp the participants will create artistic works together. Foreseen number of participants: 20 persons.

The contractor will provide the following services for each session:

- Accommodation in Timisoara for maximum 10 persons – 4 nights in hotels or pensions (at least 2 stars) or apartments.

- Trainers for 5 days of activities

- Meals for 5 days for 20 persons – three meals each day (breakfast, dinner and launch) – excepting first and last days (first day starting with dinner, last day finishing with launch)

- Refreshment – coffee for 20 persons (with milk and sugar), mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), tea for 20 persons, pastry (at least 200 gr/person – 4 kg) twice a day – excepting first and last days (only one/day)

- Documenting the event – at least 50 photos

- Small materials used by the participants

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.03.2026 – 23.06.2026. The Contracting authority will request the organization of the event at least 10 days in advance.

**Activity 8 – Ensuring travel for participants**

The contractor will provide the following services for each session:

- Travel between Timisoara-Senta (Serbia) - Timisoara for 30 persons

The travel can be arranged by car or micro-bus according the needs of the Contracting Authority. The service will be needed between 15.04.2025 and 15.06.2026.

**Activity 9 - Organizing sustainable fashion theoretical and practical training**

The Contractor will organise a training consisting of three parts:

1. Sustainable fashion. Sustainable fashion teaches conscious shopping, it could also be called ethical fashion. The aim of sustainable fashion is to increase the value of local production and products, to extend the life cycle of materials, to increase the value of timeless garments, to reduce the amount of waste and to reduce damage to the environment. The topics of the professional presentation: the concept of sustainable fashion, its relevance for the present, recycled materials, the topic's connection to environmental protection. Number of sessions: 1 session (4 x 45 minutes),

2. Style - color scheme. The goal of the training is to develop a unique style and color scheme in the participants, and to reflect their personality through their clothing. Number of sessions: 1 session / 3 x 45 minutes

3. Sewing - tailoring technique. The aim of the training is to acquire the sewing technique, knowledge of materials, theoretical knowledge of tailoring on theoretical basis. Number of training sessions: 5 sessions (2 x 45 minutes).

SUSTAINABLE FASHION – PRACTICAL SESSIONS (sewing-, embroidering-, crocheting-, knitting, etc.)

1. Sewing - Number of practical lessons: 5 sessions (3 x 60 minutes).

2. Embroidery, knitting, crocheting - Number of practical lessons: 5 sessions (3 x 60 minutes).

3. Style. The aim of the practical training is to develop a unique style and color scheme for the participants, and to reflect the personality through clothing. Number of practical training: 1 session (2 blocks).

The contractor will provide the following services for each session:

- Refreshment, snacks and buffet – coffee for 20 persons (with milk and sugar), mineral water for 20 persons (at least 40 bottle ½ Liter – sparkling and still), tea for 20 persons, snacks sweet and salty (at least 200 gr/person – 4 kg), food fingers (different type – at least 200 gr/person – 4 kg).

- Trainer for every session

- Materials (textiles, sewing and tailoring supplies, threads, yarns, needles, other tools)

- Sewing machines for the sewing practical lessons

- Documenting the event – at least 10 photos

- On-line transmission

Place and date: Timișoara (Romania), B-dul Revoltiei din 1989 nr. 8, between 24.12.2025 – 23.03.2026. The Contracting authority with the Contractor will decide the exact programme in December 2026.

## Project management

### Responsible body

The Contractor is responsible for all the activities regarding this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract, in the case of the Beneficiary is Kasa Zsolt, financial manager of project.

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

The Beneficiary will provide office space with an internet connection for the facilitation of this service if required by the Contractor.

# LOGISTICS AND TIMING

## Location

Tasks related to this contract will be implemented in Timisoara, Timis county, Vest Region, Romania.

## Start date & period of implementation of tasks

The intended start date is 15.05.2025 and the period of implementation of the contract will be 13 months. 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

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 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 and 1 copies:

1. Interim reports before requesting interim payments. The Contractor has the possibility to request interim payments, after finishing some activities as follows: 1st Interim report after finishing activity 2 and organising first art exhibition from activity 1, 2nd Interim report after finishing activity 3, activity 4 and activity 9.
2. **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.

## 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”.

## Special requirements

Not applicable