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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Regional Development Agency Juzni Banat Ltd, Pancevo, Karadjordjeva 4, 26000 Pancevo, Serbia

## Country background

The project is implemented within the Interreg IPA Romania-Serbia Programme for the period 2021 - 2027. It lays the foundations for using EU funds under the cross - border component of the IPA Regulation, to support cross - border cooperation on the Romanian - Serbian side.

## Current situation in the sector

The basis for the common territorial challenges is that both regions involved in this project (the SouthBanat district and Timis county ) are located in Banat. Banat is a fertile land separated only by theborder between Romania and Serbia. This region has common environmental resources: commonrivers, common winds, common climate, common wildlife. Due to the proximity of the two regionsand taking into account that air and pollution do not stop at national borders, air pollution challengesare common.

Air pollution is not systematically monitored on the whole territory of the two regions. On the Serbianside, air pollution is systematically monitored only in Pančevo, because the chemical industry islocated there and the concentrations of pollutants that threaten human health have increased. On theRomanian side of the border, air pollution is monitored only in Timisoara. However, the industrial areaof Timisoara is not covered by the monitoring station.Industrial areas are not the only sources of air pollution. Heating systems in cities and private households can also contribute to air pollution. In addition, agriculture can release significant amounts of pollutants, including pesticides, into the air, which are currently not monitored at all in the cross-border region.

## Related programmes and other donor activities

This project is in agreement with European and national trends. It will create a collaborative environment where participants included in the project will show the ability to achieve national and international competitiveness of the cross - border region.

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

The overall objective (Impact)to which this action contributes is:Enhancing protection and preservation ofnature, biodiversity and green infrastructure, including in urban areas, and reducing all forms ofpollution

## Specific objective(s)

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

The contract will support Regional Development Agency Juzni Banat Ltd, Pancevo in the process of implementation EU funded project ” Cross-border ambient air monitoring network” financed under INTERREG-IPA CBC Romania-Serbia Programme. Contractor is expected to organize events necessary for project implementation.

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* Organization of 3workshop events
* Organization of 3seminar events
* Organization of 2 open day events
* Organization of 5press conferences

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

The Contractor will be responsible for the following tasks:

The tenderer will organize 13 different events necessary for implementation of EU funded project “Cross-border ambient air monitoring network” under Interreg IPA CBC Romania- Serbia Programme. Events will be organized on schedule which is depended on project implementation activities. Therefore Contractor will be in constant communication with Contracting Authority in order to be able to prepare venue and backstopping necessary for each event organization. Since all events need to be in line with visibility rules of programme (see <http://www.romania-serbia.net> ) contractor is obligated that all visibility requirements must be facilitated during each event. Contractor need to make pictures and collect documentation necessary and to attach them with each interim/final report as proof that service was provided within required parameters in order to get payment of their services.

### Geographical area to be covered

The Republic of Serbia, AP Vojvodina, South Banat district, City of Pančevo.

### Target groups

Project stakeholders, government officials, school children, students, and other interested parties.

## Specific work

**EVENTS**

**Organization of 3 workshop events**

Contractor is expected to provide venue for the event, presentation equipment and catering. Expected number of participants is 20 persons per workshop.

Venue should be conference hall suitable for this type of event. Hall needs to have heating/cooling system when necessary, to be clean, well-lit and to have conference table for at least 20 persons.

Catering should be organized at the end of each workshop and it should be in form of buffet/lunch consisting of coffee, water, non-alcoholic drinks, main course which should involve several options for peoples with different dietary needs and finally dessert.

The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project (see <https://romania-serbia.net/> for more information)

Contractor will be informed about exact date of each event to be organised at least 7 days in advance. Each event will last up to 4 hours.

**Organization of 3 seminar events**

Contractor is expected to provide venue for the event, presentation equipment and catering. Expected number of participants is 100 persons per seminar.

Venue should be conference hall suitable for this type of event. Hall needs to have heating/cooling system when necessary, to be clean, well-lit with seating capacity for at least 100 persons.

Catering should be organized at the end of each seminar and it should be in form of buffet/lunch consisting of coffee, water, non-alcoholic drinks, main course which should involve several options for peoples with different dietary needs and finally dessert.

The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project (see <https://romania-serbia.net/> for more information)

Contractor will be informed about exact date of each event to be organised at least 7 days in advance.Each event will last up to 4 hours.

**Organization of 2 open day events**

Contractor is expected to provide venue for the event, presentation equipment and catering. Expected number of participants is 25 persons in total for each event.

Venue should be space suitable for exhibiting new air monitoring equipment which is to be mounted on traffic capable vehicle trailer.

Catering should be organized during entire event and it should be in form of buffet consisting of coffee, water, non-alcoholic drinks and snacks.

The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project (see <https://romania-serbia.net/> for more information)

Contractor will be informed about exact date of each event to be organised at least 7 days in advance. Event will last up to 6 hours.

**Organization of 5 press conferences**

Contractor is expected to provide venue for the event, presentation equipment and catering. Expected number of participants is 30 persons per conference.

Venue should be conference hall suitable for this type of event. Hall needs to have heating/cooling system when necessary, to be clean, well lit with seating capacity for at least 30 persons.

Catering should be organized at the end ofeach conference and it should be in form of buffet/lunch consisting of coffee, water, non alcoholic drinks, main course which should involve several options for peoples with different dietary needs and finally dessert.

The Contractor will also take photographs of the event and provide printed out attendance lists.

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project (see <https://romania-serbia.net/> for more information)

Contractor will be informed about exact date of each event to be organised at least 7 days in advance. Each event will last up to 2 hours.

Contractor is expected to provide presence of at least 5 media representatives and publication of at least one article in printed/online media or TV video report regarding press conference topic or given press release after conference.

## Project management

### Responsible body

The Contractor is responsible for all activities regarding the contract.

### Management structure

The responsible person for implementation of the tasks related to this contract, in the Contracting Authority is Legal Representative.

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

N/A

# LOGISTICS AND TIMING

## Location

Pančevo, South Banat District, AP Vojvodina, Republic of Serbia

## Start date &period of implementation of tasks

The intended start date is 27/05/2025 and the period of implementation of the contract will be until 15 Dec 2026. 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 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 and Serbian language in one original. Printed report or digitally signed with valid certificate are equally acceptable(for environmental reasons)

* **Interim Reports 1, 2, 3, and 4:** The contractor will prepare interim reports on the implementation of the tasks, in Sep 2025, Mar 2026, Jun 2026, and Sep 2026 respectively. The reports shall contain a sufficiently detailed description of the services performed in the period covered by the relevant report. Each interim report must be provided along with the corresponding invoice. The approval of the interim report by the Contracting Authority constitutes the basis for the corresponding interim payment.
* **Final report** The contractor will prepare final report on the implementation of the tasks, at the end of this contract, that is, in Dec 2026.The report shall contain a sufficiently detailed description of the service performed in the period covered by the report. The final report must be provided along with the corresponding invoice. The approval of the final report by the Contracting Authority will be the basis for issuing final payment as indicated in the Special Conditions.

## 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.