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# BACKGROUND INFORMATION

## Partner country

Romania

## Contracting authority

Otelek Hungarian for Hungarians 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

Tourism plays an important role in the economy of the program area, so stronger cross-border cooperation is crucial for the creation and development of an attractive tourist offer in the region of cross-border cooperation. There are natural resources, cultural and historical assets that should be used to provide much better visibility for tourists. Developing sustainable tourism (adventure tourism) has the capacity to attract visitors to the program area, taking into account that there is a great need to improve poor infrastructure, as well as provide adequate services.

Identified weaknesses in the cross-border region in terms of tourism are unresolved tourism potentials, lack of competitive products, low standard of accommodation infrastructure, lack of coordinated tourist offers and services, low "digital demand" for tourism in both countries (community visibility on the Internet), lack of competitive tourist products, low competences for product development and marketing, low level of information about tourism trends and support measures and lack of a network with local partners and the tourism industry for the preparation and certification of the quality of tourism products.

## 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 “Development of adventure tourism based on natural values of the Banat region”, acronym Avantur Banat will contribute to the Programme priority specific objective: 2.3 - Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation

## Overall objective

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

The project will contribute to the development and implementation of measures for the development and promotion of adventure tourism, the strategic development of tourism using tourist potential and resources and the implementation of marketing campaigns, as well as the diversification of tourist destinations in the program area, while increasing the accessibility and visibility of less developed tourist areas.

## Specific objective(s)

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

1. General management of the project
2. Procurement expertise

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

1. At least 7 submitted partner reports in JEMS system, 1 prepared partner report – Outcome 1

1. At least 1 simplified procedure for supply contract, at least 4 single tender procedure for service contracts – Outcome 2

# 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 work is separated in two lots.

Lot 1 – External project management will include all the necessary management activities, which will ensure the successful implementation of the project.

Lot 2 – Procurement expertise will include all the necessary support for the procurement activity, which will ensure the successful contracting of the different services and supplies.

For details, see point 4.2. Specific work.

### Geographical area to be covered

Otelec commune, Timis county, Vest region, Romania

### Target groups

Not relevant

## Specific work

Lot 1 - External project management

The Contractor will support the Beneficiary in all steps of project management. The support will include the technical and financial reporting in the JEMS system (<https://jems-rors.mdlpa.ro>), implementation of different contracts, development of project activities and ant other issues which is necessary for the successful project implementation.

The contractor will perform the following tasks regarding the general management of the project:

* will analyse the project progress to support management and adequate decision-making
* will support the Beneficiary in implementation of the contracts signed with the service and supply providers
* will support the Beneficiary in achieving project objectives and outputs
* will support the Beneficiary in adequate preparation of project documentation and the archiving of the documents
* will support the Beneficiary in all other issues related to project management and implementation
* will participate, as needed, at the management meetings organized on-line or in person in Otelec and in Serbia

The contractor will perform the following tasks regarding the financial management of the project:

* will carry out all activities related to financial management and financial reporting
* will align the budget with project team members and Lead Beneficiary
* will monitor the realization of the project budget in correlation with the Indicative time plan provided by the Beneficiary
* will check the spending of amounts stated in the project budget,
* will maintain regular communication with the Lead Beneficiary, Project Coordinator and Financial advisor.

The contractor will perform the following tasks regarding the project reporting:

* will prepare the partner reports and will upload the documents in the JEMS system
* will answer the clarification requests from the First Level Control
* will support the Lead Beneficiary in the submission of joint project reports

The reports will be prepared and uploaded in maximum 15 days following the end of the reporting period.

The reporting periods are as follows:

|  |  |
| --- | --- |
| **Period 1 24.12.2024 - 23.03.2025** | **Activity report 1** |
| **Period 2 24.03.2025 - 23.06.2025** | **Activity report 2** |
| **Period 3 24.06.2025 - 23.09.2025** | **Activity report 3** |
| **Period 4 24.09.2025 - 23.12.2025** | **Activity report 4** |
| **Period 5 24.12.2025 - 23.03.2026** | **Activity report 5** |
| **Period 6 24.03.2026 - 23.06.2026** | **Activity report 6** |
| **Period 7 24.06.2026 - 23.09.2026** | **Activity report 7** |
| **Period 8 24.09.2026 – 23.12.2026** | **Activity report 8\*** |

\* the last partner report will be only prepared, the submission is not the object of present contract.

The Contractor, at the request of the Beneficiary will prepare and submit intermediary reports too. Intermediary reports will be submitted according the regulations of the Romania-Serbia IPA Interreg Programme.

Outputs to be achieved:

- Preparation and submission of at least 7 reports at partner level and preparation of a final report according to the rules of Interreg VI-A IPA Romania Serbia.

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 duration of this activity is 21 months from the signing of the contract, but not later than 23.12.2026.

Lot 2 - Procurement expertise

The Consultant should provide expert services in implementing all procurement procedures for the project “Development of adventure tourism based on natural values of the Banat region” respecting the INTERREG IPA CBC Romania-Serbia Programme requirements.

The Consultant 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 covers the preparation of the tender dossiers in accordance with the contracting and implementation plan according to the tentative procurement plan:

|  |  |  |
| --- | --- | --- |
| **Object of Contract** | **Procedure** | **Starting Date** |
| ***Organizing events*** | ***Single tender procedure*** | ***April 2025*** |
| ***Participation at tourism fair*** | ***Single tender procedure*** | ***March 2026*** |
| ***Data base elaboration services*** | ***Single tender procedure*** | ***April 2025*** |
| ***Marketing and PR activities*** | ***Single tender procedure*** | ***April 2025*** |
| ***Equipment – 4 lots*** | ***Simplified procedure*** | ***June 2025*** |

It should be noted that the above Procurement Plan might be revised during the course of implementation, therefore any changes requested by the Beneficiary to the initial Procurement plan should be adopted by the Consultant with no changes to the contract value.

All tender dossiers have to be prepared according to the provisions of directives on public procurement applicable to INTERREG IPA CBC Romania-Serbia Programme, in English language and the Consultant is obliged to send all prepared documents by e-mail to the Beneficiary and the Programme Authority according the rules of procurement for Romanian private Beneficiaries (https://romania-serbia.net/implementation/procurement-rules/).

In the case of a request for any changes in the tender dossiers, the Consultant is obligated to adopt them and to send the revised tender dossier back to the Beneficiary in a timely manner, the latest by 5 days, depending on the volume of requested changes. Also the Consultant will prepare answers for clarification request formulated by the tenderers in maximum 3 days.

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

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

The Consultant will communicate with the Programme Authorities, will send the procurement documents for publishing at the Programme site, will answer any clarification request.

The duration of this activity is 12 months from the signing of the contract.

## 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 Kozma Stefan, Legal Representative.

### 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 Otelec, Timis county, Vest Region, Romania.

## Start date & period of implementation of tasks

The intended start date is 01.04.2025 and the period of implementation of the contract will be 21 months for Lot 1 and 12 months for Lot 2 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 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. For both Lot the Contractor has the possibility to request interim payments, after finishing some activities as follows: Lot 1 – 6 interim payments (after submitting project reports), Lot 2 – 1 interim payment after contracting all the procurements foreseen in 2025.
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