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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Public Enterprise “VOJVODINAŠUME”, Preradovićeva 2, 21131 Petrovaradin, Republic of Serbia

## Country background

Natural disasters, like wildfires do not know national boundaries. Also, lately wildfires are internationally becoming a major issue in Serbia due to climate change, as their frequency is increasing. This phenomenon is ever more significant for the Serbian project area, since it encompasses vulnerable and protected natural areas that require a special regime of protection, well-trained and equipped human resources and most importantly, professionals and volunteers who know how to join forces across the border during emergencies in order to multiply the resources in times of need. Professional intervention units exist separately in both countries already, but the partnership recognized that they are relevantly under-equipped, and they have different emergency experiences based on different solutions and protocols.

## Current situation in the sector

An expansion of fire-prone areas and longer fire seasons are projected in most European regions, including the Programme area, in particular for high emissions scenarios, so additional adaptation measures are needed. In the project area, rural settlements (villages, towns, scattered farmsteads) and other rural assets (agricultural fields / crops, infrastructure and other values at risk) are increasingly endangered by wildfire effects. This trend is driven by the consequences of land use change, regional climate change and particularly by the rural exodus, which has resulted in the weakening of rural work force, self-protection ability, and increasing wildfire hazard on abandoned lands. The common territorial challenge tackled by the project is the increased trend of wildfires caused by climate related natural risks (i.e. drought), and risks linked to human activities (inadvertence, fire crime, etc.), that result in severe damage to the environment. Cross-border tourist routes also attract more

hikers and other nature lovers to the project area which includes parts of the Domogled National Park (RO) and the highly protected Deliblato Sands (SRB). The increase of visitors is in direct relation to an increase of risks for grass, bush and forest fires be it unvoluntary or voluntary. In addition to dealing with increased wildfire risks in the border area, the project recognized the common challenge that natural areas on both sides of the border have to rely heavily on voluntary input when it comes to firefighting. Also, the distances between the two areas and their first real fire support stations are similar, therefore the developed joint project protection and risk management measures benefit both regions equally.

## Related programmes and other donor activities

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

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

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

- Efficient environmental protection and risk prevention through improved fire disaster management, emergency preparedness and awareness raising in vulnerable natural areas and reserves.

## Specific objective(s)

The contract should support Public Enterprise “VOJVODINAŠUME”, Petrovaradin in the process of organization of project events, implementation of visibility services and successful awareness raising campaign in line with INTERREG IPA Romania-Serbia Programme visibility requirements in the framework of project "*Improved fire disaster management and risk prevention in vulnerable natural or protected areas and reserves across the border*”, financed under (INTERREG VI-A) 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: Successful organisation of events for project "*Improved fire disaster management and risk prevention in vulnerable natural or protected areas and reserves across the border - FIREGUARD*”.

Output 2 to Outcome 1: Successful visibility services provided for project "*Improved fire disaster management and risk prevention in vulnerable natural or protected areas and reserves across the border - FIREGUARD*”.

Output 3 to Outcome 1: Successful awareness raising campaign implemented for project "*Improved fire disaster management and risk prevention in vulnerable natural or protected areas and reserves across the border - FIREGUARD*”.

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

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable.

## Risks

Not applicable.

# SCOPE OF THE WORK

## General

### Description of the assignment

The assignment under this contract covers the organization of project events, provision of visibility services and awareness raising campaign in line with INTERREG-IPA CBC Romania-Serbia Programme visibility requirements.

I. The Consultant will provide **organizational services** for the following events:

* 1. Cross-border FIFU Training sessions for volunteers with online access (3x1 day, 30 participants),
  2. Awareness raising exchange visit for youth/children (1 day, 30 participants),
  3. Cross-border study-tour with fire emergency management field exercise in South Banat, SRB (2 nights/3 days, up to 30 participants)
  4. Closing conference in South Banat (1 day, up to 50 participants).

II. The Consultant will provide the following **visibility services**:

* Organize two Press conferences,
* Provide media coverage and press clipping for the project,
* Design, preparation and delivery of promo materials (caps, notebooks, pens, t-shirts, handbags, stickers, backpacks, laptop bags, terrain field wear, neck winter scarf) and roll-up banners,
* Design and print training manuals in Serbian (60)
* Printing of training materials in Serbian (60)
* Design and printing of EuroFire 1, 2, 3 brochures (100 in SRB),
* Design and print 3-day study-tour program and fire emergency field exercise protocols in ROM and SRB languages (min. 50).
* Design and installation of durable visibility plaques (2),
* Creation and maintaining of 2 project social media profiles.

III. The Consultant will implement a **Cross-border fire risk awareness raising campaign**:

* Preparation and installation forest fire risk warning signs (200 total),
* Articles in popular local media (4),
* Design and delivery of forest fire risk awareness leaflets (500),
* Printing of school posters on relevant topic produced by pupils (20).

### Geographical area to be covered

Republic of Serbia

### Target groups

* Staff of project partners
* Local and regional public authority
* Infrastructure and (public) service providers
* Education/training center and school
* General public
* Interest groups including NGOs
* Media representatives.

## Specific work

For successful project implementation,professional services for organization of project events, visibility and awareness raising campaign will be acquired for project “*Improved fire disaster management and risk prevention in vulnerable natural or protected areas and reserves across the border - FIREGUARD*”.

All activity details will be proposed to be accepted by the contracting authority latest 10 days before the single events and campaign, and prior to any commitment from the contractor side to a third party and before sending out any individual invitation. The name and coordinates of the relevant responsible contact person assigned by the contracting authority will be delivered upon signing of the contract.

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 services under this contract should include the following tasks:

**TASK I: PROFESSIONAL ORGANIZATION OF PROJECT EVENTS**

During the implementation of the "FIREGUARD" 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 each event’s activities:

- Planning and implementation of the programs of the events,

- Preparation of agenda/programs (1-3 pages) and invitations (1 page); ROM and SRB languages,

- Invitation of the participants in consultation with the Contracting Authority,

- Providing a contact person and a professional coordinator/moderator for each event,

- 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. 30 photographs/event) for all events to promote the results and acquired equipment through social media and regular media,

- Video material (short clips of cca. 1-3 minutes per event) will be necessary.

- Information about project activities must be provided in Serbian and English languages for intended online publishing.

- Announcing the events and reporting on them on project social media profile.

- Invite media representatives to promote the events to the public and stakeholders in consulation with the Contracting Authority.

- Providing a report on published media listings on published media material after each media event.

**NOTE:** Provisional Program of the events, exact dates and list of participants should be developed in close cooperation with Contracting Authority. The Consultant will be responsible (if needed) for transport of the participants in project events based on individual/ grouped arrival and departure lists delivered by the contracting authority.

### All services under 4.2 Specific work will be performed / subcontracted by the Consultant who bares all relevant financial obligations.

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

**1.1 CROSS-BORDER FIFU TRAINING SESSIONS FOR VOLUNTEERS WITH ONLINE ACCESS, Location:** **ČARDAK, DELIBLATSKA PEŠČARA, Initial timing: OCTOBER 2025:** 3 x 1 day training, cca. 30 participants (foresters/volunteers)**:**

The Consultant will prepare and distribute invitations based on a list for sending out invitations provided by the Contracting Authority; Content and format will be provided by the Contracting Authority. The name and coordinates of the relevant responsible contact person assigned by the contracting authority will be delivered upon signing of the contract.

Educators and training presentations will be provided by project partnership, the Consultant is only required to provide logistical support for the event:

***1st training day:***

* Transportation of participants by minibus from Pančevo (up to 30 people) to Deliblato Sands (Čardak).
* Providing assistance in arrangement of the premises of the training: appropriate venue for the training session for 30 participants – conference room with A/V equipment including laptop, projector, screen, sound equipment, Wi-Fi connection and online access option through appropriate software (examples: Zoom, MS Teams)
* Distribution of training manuals and materials to participants, based on the visual identity requirements of the ((INTERREG VI-A) IPA Romania-Serbia Programme including EuroFire 1,2,3 brochure and promo material sets.
* Arranging catering for breakfast, lunch and dinner including minimum two coffee breaks in between sessions per day for 35 people:
* For each meal (breakfast, lunch and dinner) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For each coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* Organization of accommodation for cca. 30 people in a nearby facility.

***2nd training day***

* Transportation of participants by minibus from Pančevo and nearby accommodation to training location: Deliblato Sands (Čardak).
* Providing assistance in arrangement of the premises of the training: appropriate venue for the training session for 30 participants – conference room with A/V equipment including laptop, projector, screen, sound equipment, Wi-Fi connection and online access option through appropriate software (examples: Zoom, MS Teams).
* Arranging catering for breakfast, lunch and dinner including minimum two coffee breaks in between sessions per day for 35 people:
* For each meal (breakfast, lunch and dinner) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For each coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* Organization of accommodation for up to 30 people in a nearby facility.

***3rd training day***

* Transportation of participants by minibus from Pančevo and nearby accommodation to training location: Deliblato Sands (Čardak) and back to Pančevo and nearby accommodation after training session.
* Providing assistance in arrangement of the premises of the training: appropriate venue for the training session for 30 participants – conference room with A/V equipment including lap top, projector, screen, sound equipment, Wi-Fi connection and online access option through appropriate software (examples: Zoom, MS Teams).
* Arranging catering for breakfast and lunch including minimum one coffee break in between sessions per day for 35 people:
* For each meal (breakfast and lunch) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.

**1.2. AWARENESS RAISING EXCHANGE VISIT FOR YOUTH/CHILDREN - WORKSHOP: 1x 1 day/1 night with 30 participants, Location:** **ČARDAK, DELIBLATSKA PEŠČARA, South Banat, Serbia. Time of the event will be determined later.**

Participants will arrive at lunch hour, complete their activities and after dinner spend one night on location. In the morning, after breakfast the program will be completed and they will leave the premises.

* Organizing local transport to ČARDAK, DELIBLATSKA PEŠČARA, Serbia for up to 15 children/youth.
* Preparing a full program for children/youth from Romania and Serbia, including playful competition and rewards for competition winners in consultation with Contracting Authority.
* Provide promo material sets to participants and printed material (terrain protocols on SRB and ROM) for 30 persons (INTERREG VI-A) IPA Romania-Serbia Programme visibility guidelines apply.
* Assistance with organizing a workshop venue and craft materials for 30 children/youth – indoor with A/V equipment or outdoor with adequate supplies, depending on the weather.
* Arranging catering for lunch, dinner and breakfast, including minimum one coffee break in between sessions per day for cca. 45 people (participants and organizers), and provide lunchbox/snacks for the return trip:
* For each meal (lunch, dinner and breakfast) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* Arranging lunchboxes/snacks, including sandwich (meat, vegan), fruit, water and juices.
* Provide accommodation for up to 20 people for one night in nearby facility.

Invite media representatives to the event and provide media listings on published media material.

**NOTE:** Additionally, the Consultant must organize roundtrip transportation to Caras Severin County, Romania from South Banat for up to 20 children/youth by bus or minibus on the day when awareness raising exchange visit will be organised by Partner 3 in Cornereva Municipality (exact date will be defined later). The transport will be provided on the first day to Romania and back on the 2nd day in the morning hours.

**1.3. CROSS-BORDER STUDY-TOUR WITH FIRE EMERGENCY MANAGEMENT FIELD EXERCISE IN SOUTH BANAT (SRB): Up to 30 persons, for min, 2 nights/3 days. Initial timing: March 2026.**

***1st exercise day***

* Transportation of participants by minibus from Pančevo to exercise location: Deliblato Sands (Čardak) and back to nearby accommodation after exercise session.
* Provide assistance in arrangement of the premises and a venue for up to 30 participants: conference room with A/V equipment including laptop, projector, screen, sound equipment, Wi-Fi connection.
* Distribute 3-day study-tour program and fire emergency field exercise protocols for participants in Romanian and Serbian language (cca. 50),
* Arranging catering for breakfast, lunch and dinner including minimum two coffee breaks in between sessions per day for 35 people:
* For each meal (breakfast, lunch and dinner) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For each coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* Organization of accommodation for max. 30 people in a nearby facility.

***2nd exercise day***

* Transportation of participants by minibus from Pančevo to Deliblato Sands (Čardak) back to nearby accommodation after exercise session.
* Providing assistance in arrangement of the terrain for the exercise.
* Arranging catering for breakfast, lunch and dinner including minimum two coffee breaks in between sessions per day for 35 people:
* For each meal (breakfast, lunch and dinner) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For each coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* Organization of accommodation for max. 30 people in a nearby facility.

***3rd exercise day***

* Transportation of participants by minibus from Pančevo to Deliblato Sands (Čardak) and back to Pančevo.
* Providing assistance in arrangement of the terrain for the exercise.
* Arranging catering for breakfast and lunch including minimum two coffee breaks in between sessions per day for 35 people:
* For each meal (breakfast and lunch) the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* For each coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.

Invite media representatives to the event and provide media listings on published media material.

**NOTE:** Additionally, the Consultant must organize roundtrip transportation to Caras Severin County, Romania from South Banat for up to 20 participants by bus or minibus on the date when cross-border field exercise will be organized in Caras-Severing County, Romania by Partner 3 – Cornereva Municipality (exact date will be defined later). The transport will be provided on the first day to and on the third day back from Romania.

**1.4. ORGANIZATION OF CLOSING CONFERENCE WITH PRESS CONFERENCE for 50 participants:**

A closing conference with press conference will be organized in South Banat, Serbia in the final phase of the project to inform the general public of the project results.

The Consultant will provide:

* Appropriate venue/conference hall with technical support (laptop, sound system, microphone, projector, printer, equipment for translation).
* Arranging catering for lunch including a coffee break for up to 50 people:
* For coffee break provide coffee/tea, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water – 2 servings per person.
* For Lunch the servings should include approximately 300 grams of food per person, with some vegetarian options, and 0,5 l of drinks per person (coffee, non-alcoholic drinks: soda, juice, carbonated and non-carbonated water).
* Invite media representatives to the event and provide media listings on published media material.
* Provide media listings of published media materials**.**

Exact timing of all events will be communicated by the Contracting Authority min. two weeks prior to each event. Also, the list of invitees will be communicated by the Contracting Authority.

**TASK II: PROVIDE VISIBILITY SERVICES IN LINE WITH VISIBILITY REQUIREMENTS OF INTERREG IPA ROMANIA-SERBIA PROGRAMME 2021 – 2027**

The Consultant will provide the following **visibility services**:

2.1. Organize two Press conferences – one of them in the framework of the Closing Conference at the end of the project implementation.,

2.2. Provide media coverage and press clipping for the project throughout the entire project period,

2.3. Design, prepare and deliver the following branded promo materials:

* Caps (200),
* Notebooks (20) – A5 format,
* Pens (200): material- Plastic ball pen; Ink Color: Blue or Black ink,
* T-shirts (200): T-shirt 100% cotton, 150g/m2. Around the neck is a 1.5 cm wide elastic render, the T-shirt is circularly woven (without seams on the side)
* Stickers for equipment - in line with Programme visibility rules,
* Handbags (200): cotton bag measuring cca. 38 x 42 cm, light color,
* Backpacks (30): Dimension: cca. 50 x 26 x 18 cm, polyester, rolling backpack with one main compartment, front pocket with zipper, compartment for 15" laptop,
* Laptop bags (30): dimensions cca. 320 × 160 × 440 mm, polyester 600D, capacity 21l, separate pocket for laptop 15.6", waterproof fabric,
* 2 roll-up banners: 1 in Serbian and 1 in English language. Format, min. conference size; Print: Full colour 4/4
* Terrain field wear (10): made from durable wind and water-resistant G-1000 fabric with double layers over the rear and knees. Regular waist (mid waist) and regular fit with pre-shaped knees.
* Neck winter scarf: 100% polyester material, serves to protect against wind, rain and snow.

2.4. Design and print training manuals on SRB language, cca. 100 pages/manual, 60 copies and training materials in Serbian 60 copies – A4 format. Content will be provided by the Contracting Authority.

2.5. Design and print EuroFire 1, 2, 3 brochures (100 copies in SRB) – B5 format, full-color cca. 10-12 pages. Content will be developed in consultation with the Contracting Authority.

2.6. Design and print 3-day study-tour program and fire emergency field exercise protocols in ROM and SRB languages (cca. 50). Content of program and exercise protocols will be developed in consultation with the Contracting Authority. Full Color, Format A4.

2.6. Design and installation of 2 durable visibility plaques for purchased equipment. Content will be provided by the Contracting Authority. Dimensions min. 120x80 cm

2.7. Creation and maintaining of 2 project social media profiles in SRB, ROM and ENG languages according to the visibility requirements of the Programme.

**TASK III. IMPLEMENT A CROSS-BORDER FIRE RISK AWARENESS RAISING CAMPAIGN:**

3.1. Preparation and installation forest fire risk warning signs (200 total) - Alubond, dimensions 60x50 cm, poll 140cm height, full color, content of signs will be developed in consultation with the Contracting Authority.

3.2. Publishing articles in popular local media (4),

3.3. Design and delivery of forest fire risk awareness leaflets in SRB-ENG-ROM, (500) - Format: 100x210mm (bent) - 297x210mm (open), Material: 135-160gr/m2, Size: one page –two-sided, Print: 4/4 (color), Finishing: bending to measure, Design and preparation for printing.

3.4. Printing of school posters on relevant topic produced by pupils (20) – Format A0, color, design and preparation for printing.

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 service will be contracted for cca. 19.5 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.

## Project management

### Responsible body

Public Enterprise "Vojvodinašume", Petrovaradin through Forest Estate "Banat" Pančevo - Branch of PE.

### Management structure

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

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

Not applicable.

# LOGISTICS AND TIMING

## Location

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

## 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 19.5 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.

# 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.

### 6.1.1 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 Consultant.

## 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 Consultant will submit the following reports in English and Serbian in one original and 1 copy:

**Interim reports** shall be submitted in August–September 2025, November-December 2025, May – June 2026 and August – September 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.

## 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

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

## Special requirements

Not applicable.