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# BACKGROUND INFORMATION

## Partner country

Republic of Serbia

## Contracting authority

Civilni centar “Ci-Fi” (Civilian Centre “Ci-Fi”) Zlatne grede 15 24400 Senta, Serbia

## Country background

Several challenges are similar in the border region which hampers social and economic development from the educational system aspect. The existing institutional education systems in Romania and Serbia 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 centers and the acquiring knowledge and skills has to be the driving spring.

## Current situation in the sector

Project intend to create such integrated approach, which tackle this border territory as a common geographic area, which has an enormous potential and basis of smart growth. Project is an innovative solution for raising the knowledge level of society, as well as to enhance cooperation between people and acquire sustainable skills for artistic and craft occupations. It facilitates the flow of people across border in order to meet each other and facilitates programming together. People to people contacts are important to make working relationships to strengthen the area and to contribute tolerance between the different nationalities. Project focuses on Sustainable education and training sessions in the field of artistic works. Project promote environmentally friendly as well as a sustainable use of the natural resources in craft producing process. Education and training include Sustainable fashion an environmentally friendly way, from recycled materials, in a unique style), Alternative, self-sustaining production methods – training (perma-culture garden, bio-garden, eco-garden, model farms) etc. The activities also strengthen the social cohesion in the eligible cross border region by emphasizing the common opportunities for common future development, by providing sustainable knowledge and skills for artistic and craft occupations.

## The integrated approach is needed to develop and to create a successful network between key actors in the region. Cooperation of professionals and experts will create a synergy on the sustainable cultural and educational environment. Interregional and synergistic effects on common future is possible through joint efforts and interventions. The project will have high cross-border benefit, because it will ensure and strengthen cross-border co-operation among professionals, experts and direct participants. The long-term aim of the action is to refresh the earlier existing co-operation among Romanian and Serbian stakeholders in the field of education and find common strategy for joint success.

## 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 SUSTAINABLE ART and CRAFT will contribute to the Programme priority specific objective: 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. Project also fit to the Programme priority: Social and economic development.

## 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 objective (Outcome) of this contract is as follows:

* Specific objective (Outcome) 1: Provision of useful non-formal education promoting the idea of sustainability to the young people living in the border region by ensuring quality learning and community services. Transfer and exchange of knowledge and best practices in the related field.
* Specific objective (Outcome) 2: Raise awareness of the target group and other stakeholders towards the relevance of the project. Changing their behaviour and encouraging them the alignment to sustainable working and living.

The contract support Civilian Centre “Ci-Fi” in the process of implementation of specific activities and to achieve outputs under the project " SUSTAINABLE ART and CRAFT”, 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 2: Providing publicity: produced and shared leaflets and posters, TV appearances, electronic articles, project profile at social media, roll ups, and billboards, and that way informed public.
* Output 2 to Outcome 2: Successfully organized and implemented one Closing event and press conference
* Output 1 to Outcome 1: Successfully organized and implemented theoretical and practical training sessions (SUSTAINABLE FASHION)
* Output 2 to Outcome 1: Successfully organized and implemented theoretical and practical training sessions (POTTERY, AS HANDICRAFT)
* Output 3 to Outcome 1: Successfully organized and implemented theoretical and practical training sessions (ARTS AND CRAFTS MARKETING)
* Output 4 to Outcome 1: Successfully organized and implemented theoretical education and study trip (ALTERNATIVE, SELF-SUSTAINING PRODUCTION METHODS)
* Output 5 to Outcome 1: Successfully organized and implemented lecture series (SUSTAINABLE LIFESTYLE)
* Output 6 to Outcome 1: Successfully organized and implemented three FINE ART EXHIBITIONS
* Output 7 to Outcome 1: Successfully organized and implemented two ART CREATIVE CAMPS

# 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 Contractor should cover the lack of capacity in the field of organization and implementing the following activities, provide administrative, technical, logistical and supply support for organization, as well as bares the related costs:

A) Sustainable fashion – theoretical and practical training, session

B) Pottery, as handicraft – training, session

C) Arts and Crafts Marketing – training, session

D) Alternative, self-sustaining production methods – training, session

E) Sustainable lifestyle – lectures, session

F) Art exhibitions, three occasions

G) Art and community camps, two occasions

H) Publicity, one package

I) Closing event and press conference, one occasion

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 Senta, Serbia

### Target groups

There are three target groups who will benefit from the project outputs:

* EDUCATION/TRAINING CENTER AND SCHOOL: Two beneficiaries from two countries (Ci-Fi and Bastion) as the project carriers will be the direct target group. Their improved training facilities and renewed inner venues will contribute to provide quality learning and community services.
* INDIVIDUALS (young people between the ages of 14 and 25 from the North and Central Banat districts in Serbia, while in Romania from the Timiș County) are the users of theoretical and practical training sessions and community events.
* In addition to young generation special target group will be YOUNG ADULTS between the ages of 20 and 40. Certain activities are aimed at them, as the Alternative, self-sustaining production methods – training.

## Specific work

The Contractor shall provide / organize the following types of activities and tasks during 12,5 months period of project implementation (from contract signature until project closure):

1. **Sustainable fashion – theoretical and practical training**

Organizing training on Sustainable fashion – theoretical and practical.

SUSTAINABLE FASHION – TRAINING (THEORETICAL) in an environmentally friendly way, from recycled materials, in a unique style. If applicable, using hybrid method: live and online simultaneously.

Consists of 3 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 shall be: 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),

Number of participants: 20 live (no limit online)

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).

According to the above listed activities, trainings, the Contractor, its lecturer, has to develop the joint training material in topics above, and organize the crash-course for 20 participants on theoretic and practical part of the training.

At the end of the training sessions attendees shall make 10 pcs of handmade artisan products, based on lessons learned.

The Contractor has to provide and ensure lecturers/trainers (domestic or international) for each part of the training, agreed by the representative of the CA, and has to bear his/her fees and travel costs.

Provide refreshments, savoury-sweet snacks and buffet at each session/occasion for at least 20 persons. Theoretical part total 7 occasions. Practical part total 11 occasions.

Rental of 5 sewing machines, and supply of materials (textiles, sewing and tailoring supplies, threads, yarns, needles, other tools) agreed with the professional leader of the CA.

Available maximum budget for this item is 6.800 EUR.

*This activity should be completed by the end of December 2025 at the latest.*

1. **Pottery, as handicraft – training**

Organization of training on topics pottery, as handicraft.

The topics of the training shall be: 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).

According to the above listed activities, trainings, the Contractor, its lecturer, has to develop the joint training material in topics above, and organize the crash-course for 15 participants on theoretic and practical part of the training.

The Contractor has to provide and ensure lecturer/trainer (domestic or international) for each part of the training, agreed by the representative of the CA, and has to bear his/her fees and travel costs.

Provide refreshments, savoury-sweet snacks and buffet at each session/occasion for at least 15 persons. Theoretical part total 5 occasions. Practical part total 5 occasions.

Supply of materials (clay, glaze, tools) agreed with the professional leader of the CA.

Available maximum budget for this item is 3.500 EUR.

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

1. **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 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 would be carried out in two sessions:

Theoretical lecture (3 x 45 minutes),

Practical training (in 2 blocks).

According to the above listed activities, trainings, the Contractor, its lecturer, has to develop the joint training material in topics above, and organize the crash-course for 20 participants on theoretic and practical part of the training.

The Contractor has to provide and ensure lecturer/trainer (domestic or international) for each part of the training, agreed by the representative of the CA, and has to bear his/her fees and travel costs.

Provide refreshments and lunch at each session/occasion for at least 20 persons. Theoretical part 1 occasion. Practical part 1 occasion.

Available maximum budget for this item is 1.600 EUR.

*This activity should be completed by the end of December 2025 at the latest.*

1. **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).

According to the above listed activities, trainings, the Contractor, its lecturer, has to develop the joint training material in topics above, and organize the crash-course and a study trip for 20 participants.

The Contractor has to provide and ensure lecturer/trainer (domestic or international) for the training, agreed by the representative of the CA, and has to bear his/her fees and travel costs.

Provide refreshments and lunch at each occasion for at least 20 persons. Theoretical part 1 occasion. Practical part 1 occasion.

Provide, rental of bus for the study trip no further than 50 km for at least 20 persons.

Available maximum budget for this item is 4.000 EUR.

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

1. **Sustainable lifestyle - lectures**

The presentations shall 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.

The Contractor has to provide and ensure lecturer/trainer (domestic or international) for the training, agreed by the representative of the CA, and has to bear his/her fees and travel costs.

Provide refreshments and buffet at each session/occasion for at least 20 persons. Total 6 occasions.

Available maximum budget for this item is 3.000 EUR.

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

1. **Art exhibitions**

3 temporary fine art exhibitions will be held in order to introduce the young fine artists and their works.

The expected number of visitors at the opening of the exhibition is 30 persons per exhibition.

Costs include preparation of the exhibitions, honorarium for opening exhibitions and buffet for participants (at least 30/occasion).

Available total budget for this item is 3.000 EUR.

*The first exhibition should be completed by the end of June 2025 at the latest, the second by the end of December 2025 at the latest, and the third by the end of March 2026 at the latest.*

1. **Art and community camps**

Organization of art and community works, 5-day camps, two occasions.

The camps would take place twice during the project, at the beginning and at the end of the project. At the beginning of the project, the camp would aim to promote the project and identify participants for future training, while at the end, the youth participating in some of the project's activities would be together.

Both camps last 5 days each.

In the spirit of sustainability (using used materials), the camp would be characterized by community creation, that is, the participants would create artistic works together.

The Contractor has to ensure accommodation and full board for direct and other participants/guests (up to 20 persons/camp). 5 days, 4 nights. The location needs to be no further than 15 km from Senta.

Provide and ensure 6 occupational leaders (domestic and/or international) per occasion for 5 days, agreed by the professional leader of the CA. The Contractor has to bear his/her fees and travel costs.

The Consultant has to provide materials for the creative work agreed by the professional leader of the CA.

Available total budget for this item is 10.000 EUR.

*The first camp should be completed by the end of June 2025 at the latest, the second one during May 2026.*

1. **Publicity and promotion**

H1) Leaflets (100 pieces)

Design and printing the leaflets need to be on Serbian and Romanian languages (at least).

Format: A4 format triplet

Sheets: 115-150 g/m2 kunstdruck

Printing: 4/4

Cover color: various colors

A leaflet must include the Programme logo with the EU flag, the disclaimer text box and the Programme website: www.romania-serbia.net. Also, it is strongly recommended to outline in text the European Union financial contribution to the project.

*Time frame for completion of this task is 3 months, by the September 2025.*

H2) Posters (100 pieces)

Design and printing the posters need to be on Serbian language. Format: at least A3, full colour on glossy paper, 115 g/m2 paper.

It will include the logo of Interreg-IPA Romania-Serbia Programme with European Union flag and it will outline the financial support of the EU. Furthermore, a “priority icon”.

*Time frame for completion of this task is 3 months, by the September 2025.*

H3) TV appearance in local/regional stations (at least 2 reports)

TV appearance in RS stations about various project activities and milestones. In addition to Serbian language, it can be also in Hungarian, regarding to the target region and the nationality of the covered area.

*Time frame for completion of this task is 12,5 months, by the end of June 2026 at the latest.*

H4) Electronic articles in local/regional web sites (at least 3 articles)

Articles in RS electronic media during the project and about activities and milestones. In addition to Serbian language, it can be also in Hungarian, regarding to the target region and the nationality of the covered area.

*Time frame for completion of this task is 12,5 months, by the end of June 2026 at the latest.*

H5) Project profile at social media

Joint profile with textual and visual contexts.

Design, creation, update and maintenance of Project profile. The recommended media is Facebook.

Provide material/data and information aboutthe project developments, results, activities and plans in Serbian and Romanian languages (at least) regularly in coordination with the Contracting Authority for social media according to the Visibility requirements of the Programme.

Context/volume of texts and photographs and timing of new posts will be determined jointly with the Contracting Authority depending on the progress of project activities.

*Time frame for completion of this task is 12,5 months, by the end of June 2026 at the latest, and beyond.*

H6) Roll up (1 piece)

Roll ups with compulsory visibility elements.

Design and printing the roll up need to be on Serbian language.

Format: min. conference (850mm x 2000mm), full colour on glossy paper, 115 g/m2 paper or better. Quality: at the least 300 dpi and saved as CMYK.

*This activity should be completed by the end of June 2025.*

H7) Billboard (1 piece)

Billboard on construction/investment site, according to the Visual Identity Manual of the Interreg IPA Romania-Serbia Programme on the site: <https://romania-serbia.net/>

*This activity should be completed by the end of June 2025 at the latest.*

Available maximum budget for this item (package) is 2.000 EUR.

1. **Closing event and press conference**

The final event of the project would be a day-long public mini-festival in the Centre's building and courtyard, with performances and exhibitions showcasing the results of the project's diverse activities.

Inviting the press/media representatives.

The Consultant has to conduct registration of participants at the spot and make photos about the event.

Before, during or after the event organization of press conference for media representatives.

Costs include preparation of the exhibitions, honorarium for 5 lecturers, buffet for at least 100 participants and rental of equipment (microphone, mixer, active loudspeakers and light tech rent) according to request.

Available maximum budget for this item is 3.000 EUR.

*This activity should be completed by the mid of June 2026 at the latest.*

## Project management

### Responsible body

The Contractor is responsible for all the activities regarding this contract. From the other side, Civilian Centre “Ci-Fi” 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 Ferenc Zsoldos, the legal representative of the Civilian Centre “Ci-Fi” and his professional leader and project team,

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

Not appropriate.

# LOGISTICS AND TIMING

## Location

Senta, North Banat district, Serbia

## Start date & period of implementation of tasks

The intended start date is 07.06.2025. and the period of implementation of the contract will be 12,5 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 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 in one original:

* The contractor will prepare 4 brief Interim reports 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 reports 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.