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

Republic of Serbia

## Contracting authority

Foundation “Novi Sad – European Capital of Culture”

## Country background

Today, the political and social dynamics in the country and region are characterized by high youth unemployment, lack of trust in the governing elites and gloomy prospects of EU membership in the near future, which have affected citizens’ perceptions and level of confidence that the reconciliation process can overcome the present stalling stage. Moreover, the standstill with the enlargement process has allowed the local elites in power to raise the nationalistic rhetoric in their public speeches for short-term political gains, at the expense of the wider regional rapprochement process. More than two decades after the armed conflict in the Western Balkans, the main preconditions for a genuine reconciliation process have never been met. There are both internal and external factors that have led to the present “stalemate” and that have resulted in conflicting narratives about the recent past allowing the perpetrators to have become the national heroes and only the victims within the same ethnic groups considered victims.

## Current situation in the sector

The action creates space for both top-down and bottom-up approach to regional reconciliation and confidence building in order to achieve the specific objective: support to grass-roots spaces of dialogue in building sustainable transitional justice, dialogue and confidence-building capacities for the implementation of effective dealing with the past actions in the region, from a victim's centred approach. Civil society and public authorities aimed to restore the regional reconciliation process through Igman Initiative and in this way to address the lack of coherent top-down and bottom up approaches to reconciliation and confidence building between the countries, both in terms of unresolved bilateral disputes and lack of commitment to obligations deriving from the accession negotiation with the EU, particularly when it comes to the rule of law, fundamental rights and governance. There are significant challenges to democratic governance and the protection of human rights.

## Related programmes and other donor activities

Financial flows in the sector are largely dependent on public funding, with limited private investment and restricted access to international funds. The EU has been continuously providing support through programs and funds to enhance the cultural as well as tourism sectors.

# OBJECTIVES & EXPECTED OUTPUTS

## Overall objective

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

The objective of the Action is enhanced CSOs engagement in regional initiatives promoting reconciliation and intercultural dialogue among citizens and young people in particular through empowering bottom-up approaches and innovative forms of youth cultural participation and artivism.

## Specific objective(s)

The specific objective of this contract is as follows:

* Successful implementation of procurement procedures during the implementation of the project.

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* A devised procurement plan
* Implemented public procurement procedures for all procurements within the project

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

N/A

## Risks

N/A

# SCOPE OF THE WORK

## General

### Description of the assignment

The implementation of the “District of Reconciliation” project requires the procurement of supplies and services necessary to implement the project.

### Geographical area to be covered

Republic of Serbia, AP Vojvodina, Novi Sad

### Target groups

The main target groups of the Action are CSOs and CSO thematic network members in the WB and youth organisations and youth formal and informal culture groups.

## Specific work

The contractor should devise a procurement plan and devise all necessary procurement documents according to PRAG rules. The table below shows the type of costs as approved in the project budget.

|  |  |
| --- | --- |
| **Type of cost** | **Amount (EUR)** |
| 2.2.1 Project team travels - both local and international | 3060 |
| 3.2 Furniture, computer equipment Office laptops | 2550 |
| 3.3 Video Projector | 8000 |
| 4.3.1 Office supplies | 6840 |
| 5.1.1 Project promotional publication design and preparation | 650 |
| 5.3.1. Expenditure verification - audit reports | 15000 |
| 5.4.1. FSTP evaluation - including overall project evaluation and FSTP evaluation | 2500 |
| 5.7.1 KICK-OFF Conference Novi Sad - accommodation and meals for participants | 3000 |
| 5.7.4.5. District 5 NOVI SAD | 14200 |
| 5.7.4.5.1. Travel costs for the participants of the artistic productions and local panel participants | 9300 |
| 5.7.4.5.2. Service of delivering of local artistic/cultural and panel programme | 5100 |
| 5.7.4.5.3. District's curation and programing coordination | 3600 |
| 5.7.4.5.4. Technical production costs, technical production: space, staging,sound system, lighting system, projectors, technical producer, technician, | 6000 |
| 5.7.4.5.5. Design,preparation and printing of promotion materials, photo and video shooting costs | 4400 |
| 5.7.5. Closing Conference and PMT meeting Novi Sad | 2700 |
| 5.11.1. Project identity and visual design service | 650 |
| 5.11.1. Branding materials: branded items T-shirts, caps, bags, pens, and promotional merchandise | 6000 |
| 5.11.2.Ooutdoor and indoor promotion visibility services | 7520 |
| 5.11.3. Regional influencer promotional campaign | 600 |
| 5.11.4. Social media management and digital campaign | 7500 |
| 5.11.5.Sponsored articles and PR texts in magazines | 540 |
| 5.11.6. Production of short promo films and video animations for project campaign | 1200 |
| 5.11.7. Production of the final after-movie | 2000 |

The contractor has to deliver the procurement documents in a timely manner for the implementation of the project activities. Has to be in close and constant communication with the Contracting Authority during the implementation of the contract. The contractor will assist the Contracting Authority in keeping records of the public procurements. The contractor will be responsible for ensuring that all procurement procedures within the EU-funded project are conducted in full compliance with the EU’s Practical Guide (PRAG) and relevant financial regulations. Their main tasks include:

* Advising the project team on the appropriate procurement procedures and thresholds under PRAG rules.
* Drafting and reviewing tender documents, including procurement notices, technical specifications, terms of reference, evaluation grids, and contracts.
* Managing the procurement process, from launch to contract award, ensuring transparency, equal treatment, and sound financial management.
* Supporting the evaluation process, including preparing evaluation reports and ensuring the proper functioning of evaluation committees.
* Maintaining proper documentation and audit trails for all procurement activities.

## Project management

### Responsible body

Foundation “Novi Sad – European Capital of Culture”

### Management structure

The responsible person in the contracting authority for this contract is Lazar Jovanov, member of the project staff.

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

The contracting authority will not provide facilities for the implementation of the tasks. The contractor will provide adequate facilities for the implementation of the tasks.

# LOGISTICS AND TIMING

## Location

Republic of Serbia, AP Vojvodina, Novi Sad

## Start date & period of implementation of tasks

The intended start date is 18.04.2025 and the period of implementation of the contract will be 28 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

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 and 1 copies:

* **Interim report:** the interim report will be submitted after 6 months from the start of implementation with a corresponding invoice. The approval of interim reports will be the basis for issuing respective interim payments as indicated in the Special Conditions.
* **Final report:** will be submitted will be submitted at the end of this contract. 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

If the payments are made in RSD the InforEuro exchange rate will be used for the month of March 2025.

## 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

N/A