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IPA ADRION 368/ No.1 (No**.**05-966/2**)**

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# BACKGROUND INFORMATION

## Partner country

Republic of North Macedonia

## Contracting authority

Municipality of Negotino

## Country background

Urban mobility in Adriatic-Ionian cities is characterised by similar problems with many other European ones such as traffic congestion and air pollution. In order to tackle them, plenty of Adriatic-Ionian cities are currently taking advantage of innovation trends in mobility, such as infrastructure digitalisation, and the diffusion of shared modes of transport such as bike-sharing as well as of electric-vehicles. These are trends that have already been adopted by a lot of cities of the IPA Adrion Region but there are many aspects of them yet to be explored.

The global crisis of covid-19 pandemic made clearer the importance of the public space and it set urbanity under a new perspective; the urban space is valuable and vulnerable at the same time, just like the human body. Activities such as walking in the city or cycling through a park were reconsidered and revaluated. Simple as that, being active within a city and its public space was reformed to a value instead of a granted everyday activity.

Old concepts like walking and cycling are now reconsidered. Their importance has always been high but now they can transform under new concepts and facilitate new approaches that will shed light upon these old values. The electromobility evolution along with the transition towards zero carbon emissions and similar parameters of environmental protection can be seen in this perspective. At the same time, walking and cycling can be part of the everyday life of the citizens, promoting their social life and enhancing the sense of community.

The role of the cities themselves is crucial. The local authorities are self governed bodies and the main actors in the field of urban space development, character and function. Locality is an advantage instead of disadvantage in these terms, as these authorities are closer to the citizens, they reflect their needs and they understand the impact that will have a change in the urban space.

Taking into account all these, six cities of the Adriotic Ionian region decided to collaborate and try to answer a common question: how can local territorial authorities and especially self-government bodies contribute to the upgrade of the urban mobility in the Adriatic – Ionian cities in a visibly environmental friendly way?

The answer comes taking into account one of the main fields that the local authorities are related to transportation: with the urban places that act as platforms for the actions of cycling. Both cycling and walking are active means of transportation but cycling is the main activity that the project focuses on as it covers longer distances and it is usually not in the evident priorities of the authorities.

Thus, the project highlights the importance of cycling in the cities of the Adriatic Ionian territory and its various aspects, taking into account the special characteristics of the region and the opportunities of the contemporary times such as the electro-mobility. Cycling is perceived as a way of entertainment, as a physical exercise, as a team activity, and overall an active way to travel through the city and out of it without gas emissions, without causing traffic problems and without the need of a private car or other vehicle.

# OBJECTIVES& EXPECTED OUTPUTS

## Overall objective

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

support of cycling as a way of active transportation in six areas in the Adriotic Ionian region with the establishment of a concrete network of municipal authorities and the joint development and implementation of six pilot actions.

## Specific objective(s)

The specific objective (Outcome) of this contract is as follows:

successful implementation of the project and foreseen tender procedures

## Expected outputs to be achieved by the contractor

The expected outputs of this contract are as follows:

* Contribution to the formulation of all necessary project implementation documents (progress reports, financial documentations etc)
* Prepared Tender Dossiers for three PRAG SERVICE Procedures
* Prepared Tender Dossiers for two PRAG SUPPLY Procedures

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Good cooperation between all parties involved in the contract completion.

## Risks

No significant risks have been identified for the completion of the contract

# SCOPE OF THE WORK

## General

### Description of the assignment

The Consultant should provide expertise in the area of the project management for successful implementation of project. The assignment of the present contract is to provide expert support through knowledge and expertise in the preparation of schedule of project activities, preparation of progress reports for the actions carried out, assistance in the preparation of the Table of expenditures and advices in the collection of the supporting documents. The Contractor will also assist on resource planning allocation and control of projects pipeline in coordination with the municipality staff.

Also, Municipality of Negotino as a beneficiary of the project “Local Authorities on the path to a sustainable Urban Mobility in the Adriatic/Ionian region”intend to announce 5 tenders forservices and supply. For the purpose successfully implementation of the above mention tender procedures Municipality of Negotinoneeds to be supported by the procurement expert for preparation of five (5) tender dossiers (three service and two supply tender procedures) in the procurement process and enable smooth implementation of planned procurements. This means that the procurement procedures need to be implemented according the EU and PRAG rules version PRAG 2022.

### Geographical area to be covered

Municipality of Negotino

### Target groups

The target group of this action are people with disabilities that live in Negotino along with visitors with disabilities that come to the city to its festival that are dedicated to wine.

## Specific work

**4.2.1 Support of the project team in the implementation of the project**

The assignment of the present contract is to provide project management expert knowledge and expertise in the preparation of schedule of project activities, preparation of progress reports for the actions carried out, assistance in the preparation of the finance reports and advices in the collection of the supporting documents. The Contractor will also assist on resource planning allocation and control of projects pipeline in coordination with the municipality staff.

The expert should support in delivery of on-time scope actions and results, guidance and clarification in performance of the project activities. Assistance on resource planning allocation and control of projects pipeline in coordination with the municipality staff

Coordination actions with the municipality staff, planning of the financial resources and timing of the activities in correspondence with the procurement plan, adjustment of the actions related to the actual implementation conditions

**4.2.2 Formulation of the tender dossiers for supply and service by PRAG 2022**

The consultant should formulate following tender dossiers:

* One Single Service Tender Dossier
* One Simplified Service tender dossier
* One SingleSupply Tender Dossier
* Two Simplified Supply Tender Dossiers

## Project management

### Responsible body

The Contracting Authority is Municipality of Negotino, Republic of North Macedonia and in that capacity, it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be performed by Municipality of Negotino, Project office – which is responsible for implementation of project

### Management structure

The project “Local Authorities on the path to a sustainable Urban Mobility in the Adriatic/Ionian region” is implemented by Municipality of Pella from Greece in partnership with Municipality of Negotino and 4 other partners. Municipality of Negotino will be the Contracting Authority responsible for regular coordination as well as coordination with the other partners and will have the overall responsibility of implementation of the project activities in Republic of North Macedonia

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

The Contracting Authority will provide all available information and will fully co-operate with the Consultant in order to achieve the best results. Technical information and access to the existing records, any useful information and/or documentation which may be relevant to the performance of the Contract will be provided upon request.

# LOGISTICS AND TIMING

## Location

Municipality of Negotino

## Start date &period of implementation of tasks

The intended start date is 12.12.2024 and the period of implementation of the contract will be 33 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.

# REQUIEMENTS

## 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 contracting authority.

## 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:

* **Final report** with the same specifications as the draft finalreport, incorporating any comments received from the parties on the draft report.

# MONITORING AND EVALUATION

## Definition of indicators

* Formulated project reports
* Formulated TDs for services and supplies