ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2

1.1. Partner country 2

1.2. Contracting authority **Error! Bookmark not defined.**

1.3. Country background **Error! Bookmark not defined.**

1.4. Current situation in the sector **Error! Bookmark not defined.**

1.5. Related programmes and other donor activities **Error! Bookmark not defined.**

2. OBJECTIVES & EXPECTED OUTPUTS 3

2.1. Overall objective **Error! Bookmark not defined.**

2.2. Specific objective(s) **Error! Bookmark not defined.**

2.3. Expected outputs to be achieved by the contractor 3

3. ASSUMPTIONS & RISKS 4

3.1. Assumptions underlying the project 4

3.2. Risks **Error! Bookmark not defined.**

4. SCOPE OF THE WORK 4

4.1. General 4

4.2. Specific work 4

4.3. Project management 5

5. LOGISTICS AND TIMING 5

5.1. Location 5

5.2. Start date & period of implementation of tasks 6

6. REQUIREMENTS 6

6.1. Personnel 6

6.2. Office accommodation 6

6.3. Facilities to be provided by the contractor 6

6.4. Equipment 6

7. REPORTS 7

7.1. Reporting requirements 7

7.2. Submission and approval of reports 7

8. MONITORING AND EVALUATION 7

8.1. Definition of indicators 7

8.2. Special requirements 7

# 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 Adriatic 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.

## Current situation in the sector

The city Negotino, the capital city of the Municipalityof Negotino, has a total population of about 14.000citizens.Today, in Negotino live 632 people with certain typesof disabilities (57 minors and 575 adults), while 120people with physical disabilities, of which 7 minorsand 113 adults.Additionally, the city is a very popular attraction forpeople that enjoy wine, as Negotino is the mostfamous area for its wine production with a highnumber of exported goods (mostly wine). The winefestival is an annual event that has a nationalreputation and often attracts people from abroad.However, the current situation in the Municipality ofNegotino regarding the accessibility of the disabledpeople is alarming. The city has done little for thesepeople, though it is a tourist attraction. According topreviously conducted research, the Municipality ofNegotino is in the group of municipalities with a lowlevel of inclusion. People with disadvantage are inbad condition with no possibility for any kind ofmobility from one place to another; that's why theystay only in their homes and often it is difficult evento provided them medical help.This is the reason why the Municipality of Negotinodecided to participate in the project making its firstattempt to break the barriers and provide thedisabled people (citizens and visitors) with acompletely new activity for them: cycling

# 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 Adriatic 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:

Developed and printed dissemination materials and promotional banner.

## Expected outputs to be achieved by the contractor

The service will be paid on the basis of the delivery of the specified output(s). Payments might be totally or partially withheld if the contractual result(s) have not been reached in conformity with the detailed terms of reference. Payment(s) is/are based on the approval of this/these deliverable(s).Partial payment has to be determined according to the partial implementation of the output(s).

The expected outputs of this contract are as follows:

* For the Living Labs.
* Development & reproduction of 500 brochures x 3 version,
* Design and printed 120 folders for the meetings,
* Design and printed1 banner
* Developed 3 e-newsletters
* Developed of an online publication that presents the results of the Living Lab
* Design and printed 2 project banners

# 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 support the Municipality of Negotino and project team in preparation of disseminations materials related with the implementation of living lab and design and printing of 2 banners.

### 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 Design and printing of Living Lab disseminations materials**

The assignment of the present contract is to provide support to the project through providing of knowledge and expertise for the design and printing of dissemination materials related with the implementation of living lab and achieved results. Following materials should be designed, printed and delivered:

* 500 brochures x 3 version (min. 8 A4 pages, full colour on 80gr/m2 paper)
* 120 folders for the meetings (printed front page, in colour)
* 1 banner (with dimensions min. 200cm x100cm full colour)
* Developed 3 e-newsletters
* Developed of an online publication that presents the results of the Living Lab

**4.2.2 Design and printing of 2 project banners**

The consultant should support the project team with designing and printing of two project promotional banners with dimension min. 200cm x100cm full color.

## 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 29.04.2025 and the period of implementation of the contract will be 24 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

## Personnel

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 able to provide input 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 on any potential interference or conflict of interest of the proposed expert in his/her function as expert and his/her present or previous functions working as civil servant. Moreoverproof should be submitted that the expert is seconded or on personal leave.

The selection procedures used by the contractor to select the experts who provide input to the contract must be transparent, must guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground. The findings of the selection panel must be recorded.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

### Experts

Minimum requirements for experts are not defined

### Support facilities& backstopping

The costs for support facilities, including backstopping,are included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert providing input to 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:

* **Interim report** of maximum 3 pages (main text, excluding annexes). This report shall be submitted no later than ten month after the beginning of the period of implementation of tasks.
* **Final report** of maximum 3 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.

## Submission and approval of reports

The report referred to above must be submitted to the project coordinator.The project coordinator is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

* 500 brochures x 3 version (min. 8 A4 pages, full colour on 80gr/m2 paper)
* 120 folders for the meetings (printed front page, in colour)
* 1 banner (with dimensions min. 200cm x100cm full colour)
* 3 e-newsletters
* 2 project promotional banners (with dimensions min. 200cm x100cm full colour)

## Developed of an online publication that presents the results of the Living LabSpecial requirements

N.A.

\* \* \*