ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 3

1.1. Beneficiary country 3

1.2. Contracting Authority 3

1.3. Country background 3

1.4. Current situation in the sector 3

1.5. Related programmes and other donor activities 3

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 3

2.1. Overall objective 3

2.2. Purpose 3

2.3. Results to be achieved by the Contractor 3

3. ASSUMPTIONS & RISKS 3

3.1. Assumptions underlying the project 3

3.2. Risks 4

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 5

6. REQUIREMENTS 5

6.1. Staff 5

6.2. Office accommodation 6

6.3. Facilities to be provided by the Contractor 6

6.4. Equipment 6

7. REPORTS 6

7.1. Reporting requirements 6

7.2. Submission and approval of reports 6

8. MONITORING AND EVALUATION 6

8.1. Definition of indicators 6

8.2. Special requirements 7

# BACKGROUND INFORMATION

## Beneficiary country

Kosovo

## Contracting Authority

Community Building Mitrovica (CBM), Confidence Area, 40000 Mitrovica, Kosovo

## Country background

Not applicable

## Current situation in the sector

Not applicable

## Related programmes and other donor activities

Not applicable

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project “**Fostering inclusive development and good governance”** of which this contract will be a part is as follows:

to foster inclusive development and good governance through planned and conflict-sensitive development of municipalities, with communities integrated at all stages of planning and implementation, and within a framework of effective inter-municipal cooperation and multi-level governance.

## Purpose

The purpose of this contract is as follows:

Preparation, design and printing of promotional materials in order to promote the project **Fostering inclusive development and good governance.**

## Results to be achieved by the Contractor

* Publications designed and printed;
* Pencils designed and printed;
* Notes designed and printed;
* Business cards designed and printed;
* Roll-up banners designed and printed;
* Photo coverage on events

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Not applicable

## Risks

Not applicable

# SCOPE OF THE WORK

## General

### Description of the assignment

Preparation, design and print of promotional material in order to promote the project, project activities and photo coverage of the events which should be provided in CD form.

### Geographical area to be covered

Mitrovica region, Kosovo.

### Target groups

CSOs operating in north Kosovo region, stakeholders, donors.

## Specific work

Following documents and promotional materials/marks should be designed and printed:

* Publications designed and printed;
* Pencils designed and printed;
* Notes designed and printed;
* Business cards designed and printed;
* Roll-up banners designed and printed;
* Photo coverage on events

Consultant should prepare at least one design proposals for each item, and send it to the Contracting Authority in electronic form, via e-mail, or on CD, 15 calendar days after the contract signature by both parties. The Contracting Authority will select one of the offered designs that will be used for production of promotional material. The Consultant need to produce:

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Specification*** | ***Quantity*** |
| Publications  | Design and printing: Publications of the reports produced | 300 |
| Pencils  | Design and printing: Contractor is required to propose and provide prefabricated model of pencils to be printed. Prefabricated pencils should be made of plastic or aluminium. | 300 |
| Notes | Design and printing: Notebooks should be B5 format (width: 148 mm; height: 210 mm) and to have at least 50 sheets. To be printed in full colour (4/4) on cover sides. Contractor is required to propose and provide prefabricated model of notebook to be printed.  | 300 |
| Business cards | Design and printing: Business cards should be designed in format (width: 120 mm; height: 50 mm), printed in full-colour (4/4) on both sides, on English | 200 |
| Roll up banners | Design and printing: Width of roll-up banners should be at least 100 cm, and height should be 200 cm, printed in full-colour (4/4) on one side. Contractor is required to propose and provide prefabricated model of roll-up banner to be printed. | 1 |
| Photo coverage of the events | Photo coverage of the events and provision of the pictures will be made in CDs.  | 2 CDs |

The Contracting Authority will make a decision to adopt the conceptual design of the visual solution leaflets, brochures, and other items within 5 working days from the day of presentation of conceptual design of Leaflets, Pencils, Notes, Business cards, Information sheets, Roll-up banners, TV and radio advertisements by the Consultant.

The Consultant is obliged to produce and deliver printed materials in line with the following timeframe:

* Leaflets, Pencils, Notes and Business cards shall be delivered within 30 days from the date Contracting Authority adopted the decision and informed the Consultant about selected design of these items.

## Project management

### Responsible body

The Consultant is responsible for all activities regarding implementation of this contract.

### Management structure

The responsible person for implementation of the tasks related to this contract on behalf of the Contracting Authority is Mrs Florentina Hajdari Hajra

### Facilities to be provided by the Contracting Authority and/or other parties

Not applicable.

# LOGISTICS AND TIMING

## Location

Mitrovicë/a, Kosovo

## Start date & Period of implementation of tasks

The intended start date is date of the signature of this Contract by both parties and the period of implementation of the contract will be 1 month 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

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. 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

Not applicable.

## Facilities to be provided by the Contractor

The Consultant shall ensure any other facilities, including the transportation means, necessary for quality and timely implementation of the tasks described in these Terms of Reference.

## Equipment

No equipment is to be purchased on behalf of the Contracting Authority from this contract. The contractor will provide all the equipment necessary for timely and quality implementation of the tasks described in these Terms of Reference.

# REPORTS

## Reporting requirements

No required reports.

## Submission and approval of reports

N/A.

# 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”.

## Special requirements

Not applicable.