

TD 2

TERMS OF REFERENCE (ToR) Travel expenses of Project staff for national travel

1. REFERENCE

TD2; SODI-PN: 2007RS110

2. PROCEDURE

Tender procedure

3. PROGRAMME AND PROJECT TITLE

Business incubator Požarevac (BIP)

4. CONTRACTING AUTHORITY

Association of Roma Branicevo District (ARBD)

5. BACKGROUND

Solidaritatsdienst International e.V., hereinafter referred to as **SODI** in cooperation with Association of Roma Branicevo District, hereinafter referred to as **URBO** implementing the project “**Business incubator Požarevac: Promotion of employment and employability of Roma, returnees and internally displaced persons in the Braničevno region.**” (SODI project number: 2007RS110), period starting on 15th September 2021 and ending on 31st December 2024.

Overall objective of the Project is to improve the position of Roma, returnees and other marginalized groups and their social inclusion and integration into society.

Specific objective of the Project is to increase the employment and employability of Roma, returnees, and other marginalized groups through employability measures.

The purpose of this contract are as follows:

The Project, Business Incubator Požarevac shall engage transportation company/entrepreneur to provide transportation services for the Project team in the City of Pozarevc and Municipality of Kostolac for the purpose of implementation and monitoring activities and measures under this Project. The detailed monthly plan will be agreed with Contracting authority and the Project team.

6. GEOGRAPHICAL AREA TO BE COVERED

Branicevo district, City of Pozarevac and Municipality of Kostolac

7. TARGET GROUPS

Legal entities – private, public and non-governmental sector, Roma community

8. LOCATION

City of Pozarevac

9. START DATE & PERIOD OF IMPLEMENTATION

The intended start date is **01. October 2021.**

10. GENERAL PROVISIONS

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice. The Contractor shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion.

11. DELIVERIES AND PAYMENTS

The Contracting Authority will pay to the Contractor the services on monthly bases

No.	Deliverables	Deadline
1.	Monthly Invoice	<i>(exact dates will be confirmed by Contracting Authority).</i>

12. DURATION OF THE CONTRACT

The maximum duration of the contract is **from 01.10.2021. until 31.12.2024.** **Please be informed that duration of the Contract could be revised based on the Project contract with donor.**

13. DEADLINE FOR RECEIPT OF TENDERS

The deadline for submission of tenders is **28.09.2021, at 12:00 hours.** Any tender received after this deadline will be automatically rejected.

The tenderers will submit their tenders using the:

- **Annex A, Template for submission an offer**
- **Annex B, Financial offer**

14. Unit price

The maximum of the monthly payment/fee for the first two years of implementation period shall not excise more than 299 EURO (according to the Project exchange rate).

Note: The tenders will be submitted via mail: urbo.sodi@gmail.com or submit it in person, by post or courier service to the following address: Zviška 13, Association of Roma Branicevo District (ARBD), 12000 Požarevac, containing the following information: *Reference number: TD 2: SODI-PN: 2007RS110*