

TERMS OF REFERENCE (ToR)

Training materials for project activities/Mentorship support in BIP related to training

1. REFERENCE

TD6; 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**.

The unemployment rate in Serbia is higher than the European average. However, more and more employers and investors are looking for young people for employment, but they are critical to many people without adequate knowledge, skills and first working experience. **The problem** this project wants to address is the low rate of economic activity and employment of Roma, returnees, and other marginalized groups, they have the status of unskilled or semi-skilled workers.

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: Information sharing, and proper promotion and implementation of the BIP (Business Incubator Pozarevac) shall be ensured.

Training materials for project activities:

1. FLIP CHART PAPIR
2. MARKER SET
3. SCISSORS
4. STAPLER
5. FOIL PERFECT
6. CORRECTOR
7. FLIP CHART BOARD
8. CHROMO CARDBOARD FOLDER
9. PLASTICIZED FILE
10. PEN 505 WITH LOGO

It is material related to the BIP (Business Incubator Pozarevac).

6. GEOGRAPHICAL AREA TO BE COVERED

Branicevo district, City of Pozarevac

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 **23th October 2023.**

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 based on Invoice

No.	Deliverables	Deadline
1.	Invoice	<i>After successfully delivered items, approved by the Contracting Authority).</i>

12. DURATION OF THE CONTRACT

The duration of the contract is **from 23.10.2023. until 31.12.2023.** **Please be informed that duration of the Contract could be extended and revised based on the Project contract with donor.**

13. DEADLINE FOR RECEIPT OF TENDERS

The deadline for submission of tenders is **20.10.2023, 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**

After the evaluation, the lowest price per package will be selected.

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: SODI-PN: 2007RS110*

Business Incubator Požarevac (BIP)