

TERMS OF REFERENCE (ToR)

TD 27 Third Institutional participants training, full service

1. REFERENCE

TD 27; 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 Braničev 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:

Workshop: Capacity Building of Institutional Stakeholders

Within the framework of the project, employees of local institutions and organizations shall receive further training. The target group includes representatives of local authorities, local branches of the National Employment Agency, employees of business support organizations, entrepreneurs, business associations, educational institutions, and civil society organizations.

The trainings allow participants to learn first-hand about the needs of Roma and the results and innovative approaches of the project. The joint exchange and lessons-learned contribute significantly to the sustainability of the work of the business incubator model. For example, although there is a national strategy for Roma inclusion, which should be localized and implemented at the level of local

municipalities, often the employees of authorities and administration lack access to the communities of Roma. The direct exchange also helps to reduce discrimination and the phenomenon of anti-Gypsyism among representatives of state and institutional structures. Based on the previous experience and the analysis of weaknesses, a detailed concept for training sessions and participants will be defined, considering the experience, qualifications and positions of the participants, their potential role and the contribution of their institutions to the overall model of the business incubator. In total, three training sessions will be conducted.

The bidder shall provide accommodation and meals for 25 participants for two-day workshop.

Namely, the bidder shall provide:

1. Conference room with laptop, projector, flip chart
2. Lunches and meals for 25 participants, moreover two lunches and one diner
3. Coffee breaks including coffee, tea, water
4. Accommodation with breakfast for approximately 25 participants

6. GEOGRAPHICAL AREA TO BE COVERED

Branicevo district, City of Požarevac

7. TARGET GROUPS

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

8. LOCATION

City of Požarevac

9. START DATE & PERIOD OF IMPLEMENTATION

The intended start date is 03.12.2024, **exact time will be agreed with Contracting Authority.**

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 service, approved by the Contracting Authority).</i>

12. DURATION OF THE CONTRACT

The duration of the contract is from **04.12.2024.** until **31.12.2024.** **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 **30.09.2024, 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.sodifinansije@gmail.com or submit it in person, by post or courier service to the following address: Moše Pijade 60 Association of Roma Branicevo District (ARBD), 12000 Požarevac, containing the following information: *Reference number: TD 27 - SODI-PN: 2007RS110*