ANNEX I: TERMS OF REFERENCE

Provision of Business Trainings for Selected Project Beneficiaries

Ref. N° BOS1704-SER-2018-02

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BACKGROUND INFORMATION

1.1. Beneficiary country

Bosnia and Herzegovina

1.2. Contracting Authority

Arbeiter-Samariter-Bund Deutschland e.V., ASB BH Office

1.3. Country background

B-H is heavily contaminated with landmines and explosive remnants of war (ERW), largely as a result of the 1992-1995 conflict. According to the official data[1] available the estimated size of suspected area contaminated by mines is 1,149.9 km^2 or 2.3% of the total territory. The estimated number of landmines is 120,000. At the end of 2015 there had been 8,351 victims (1,834 deaths) from mines/ERW. The aftermath of the conflict continues to impact more than half million of refugees and displaced persons which have not returned to their homes. There remains a significant number of conflict affected persons living in poor displacement conditions. Also, many persons are unable to return because their pre-war property is destroyed or because landmines have not been cleared from their pre-war villages and surroundings. The displacement issue is under the competence of the Human Rights and Refugees Ministry which has specific provisions in the Annex VII Strategy regarding the mine-affected areas.

Intensive demining operations took place immediately after the end of the war with the assistance of international organisations and donors. In 2002 the Demining law established the Mine Action Centre as a technical body in charge for mine action in B-H within the State structure under the Ministry of Civil Affairs. BH MAC prepared the first Mine Action Strategy covering the period 2002-2009 while the current strategy covers the period 2009-2019. According to the strategy calendar Bosnia and Herzegovina shall be mine free in 2019. Besides the obligation to provide for a mine free environment, in line with Mine Ban Convention, the State holds the ultimate responsibility for the care, rehabilitation and reintegration of landmine victims. In 2015 approximately €18 million were allocated for the purposes of mine action operations in B-H out of which €10 million came from national sources and €8 million from international donors.

Since 1996 the European Union (EU) has funded projects to the value of €46 million and continues to be one of the largest international donors to the sector. The 2013 envelope of the Instrument for Pre-Accession Assistance (IPA) in B-H envisages support to the implementation of the B-H Mine Action Strategy and its sub-strategy for Mine Victim Support.

1.4. Current situation in the sector

World Vision Austria and local partner UDAS are implementing the same Project under the action title 'Integrated socio-economic support to landmine victims in B-H' in the same cities/municipalities as ASB. All actions are in line with the Mine Action Strategy for 2009-2019. In that light, ASB BH Office has established close relationship and coordination with the BHMAC and World Vision Austria in order to complement its proposed activities with past, on-going and future actions in domain of socio-economic assistance to mine victims and created a list of mine-related projects in the project area, thus avoiding any eventual duplications and overlaps.

[1] More recent information released to the press but not yet officially adopted indicates a reduced number of landmines to 82.000 and a total of 8,358 victims out of which 1,735 deaths

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1.5. Related programmes and other donor activities:

Not that many similar projects were implemented in the past in B-H beside the recent EU MVA project, several EU-funded and few ITF- related projects (job creation through delivery of business education and grants), so the need for such assistance still remains a challenge as there is a significant gap between needs for employment of mine victims and resources required to address the issue of socio-economic exclusion of mine victims and their families. All possible synergies with other complementary EU programs and initiatives (eventually Local Integrated Development, Local Employment Partnership Action and Local Competitiveness and SMEs Action) will be explored in details and created whenever it seems possible and realistic.

2. CONTRACT OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The global objective is to contribute to the creation of a safe environment, free from mines in B-H.

The specific objective is to contribute in the transformation of mine contaminated areas into socio-economic development areas enabling the sustainable return of population[2] as well as provision of assistance for the care and rehabilitation, including the social and economic reintegration of landmine victims and their families, in line with the provisions of the 2009-2019 Mine Action Strategy of Bosnia and Herzegovina

2.2. Purpose

Socio-economic empowerment of 110 selected mine victims or their family members through professional and vocational training programmes, start-up business trainings and business orientation.

2.3. Results to be achieved by the Contractor

- The Contractor shall provide professional services for provision of professional and vocational training programmes, and start-up business trainings and business orientation;
- The Contractor shall develop its Inception Report;
- The Contractor shall organise and perform business trainings for 110 selected Project beneficiaries in eleven targeted cities/municipalities in B-H and provide assistance to the Project staff in the final selection of business plans;

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project intervention

N/A

3.2. Risks

N/A

4. SCOPE OF THE WORK

4.1. General

[2] Revised Strategy of Bosnia and Herzegovina, For the Implementation of Annex VII Of the Dayton Peace Agreement, Sarajevo, June 2010

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4.1.1. Project description

As an integrated response to the issue of socio-economic exclusion of mine-affected individuals, the action will proceed in two directions. The first one is related to increased socialization of targeted mine victims through full participation in the project by involving project beneficiaries in the selection process, participation in organized social events, participation in business trainings, designing feasible business plans (applying for grants), making the best use of received business grants by creating jobs and getting employment and proactive participation in business advisory and consulting process. The second direction is the provision of specifically tailored economic measures (business grants) to combat unemployment of the target group (access to resources and opportunities).

4.1.2. Geographical area to be covered

Eleven cities/municipalities in Bosnia and Herzegovina (Konjic, Lukavac, Travnik, Donji Vakuf, Bihać, Velika Kladuša, Doboj, Stanari, Zvornik, Čajniče and Bosanska Krupa).

4.1.3. Target groups

110 landmine victims and their families in eleven targeted cities/municipalities in B-H increased entrepreneurial skills through specialized business trainings.

The Project will directly benefit 66 selected beneficiaries through provision of business grants based upon the quality of evaluated business plans. However, those who do not receive grants will also benefit from the Project by increasing their technical capacities through delivered trainings and will be able to seek assistance from another available resources, like micro credit organisations or international and local donors.

4.2. Specific activities

The Contractor shall prepare and compile comprehensive training pack for participants/beneficiaries, including all relevant supporting materials (agenda, presentations, handouts – entry and exit tests, group exercises and exercise for individual work, reference materials and etc.). The training programme and relevant material shall be approved by ASB Project Manager and staff delegated by the project partner. In that course, the Contractor shall:

- obtain approved lists of beneficiaries in all targeted cities/municipalities from the Contracting Authority;
- in coordination with representatives from local communities/governments define training premises/facilities as well as harmonization of timetable of activities foreseen for each of the training sessions with local representatives;
- develop the training programme and relevant materials approved by ASB team. The module will focus on familiarisation with concepts of a) business idea development; b) development of business plan and c) business management. The module will cover following topics:
  - Marketing – 8P (Product, Place & Time, Price, People, Promotion, Process, Physical Environment, Productivity & Quality);
  - How to be registered (Legislation related to business sector/steps to be taken to register the business);
  - Development and Writing the Business plan;
  - Financial Management;
  - Strategic thinking and Leadership;

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  - Communication and Negotiation Skills;
  - Time Management and Team building;
  - Naming a business (Define the brand/Trade marking a name/Designing a logo/Coming up with slogan).
- produce Inception report to clearly and in details describe initial findings and any difficulties encountered or expected in addition to the work programme and staff travel;
- delivery of trainings with interim reports for each of the target city/municipality regarding realization of activities (list of participants, photos, …);
- submission of final reports for each of the target city/municipality that will include, but will not be limited to: training goals and results achieved, number of trainees, analysis of pre-end after training knowledge, lessons learned and recommendations, training performance evaluation, etc.

4.3. Project management

4.3.1. Responsible body

Overall project monitoring and internal mid-term evaluation will be carried out by the ASB core staff in close cooperation with the staff delegated by the project co-applicant.

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

Due to the fact that the proposed action covers a significant geographical area within B-H, the organization of trainings has to be made with due care from both logistics and time-bound point of view. In each project city/ municipality, logistic back-up and support will be provided by project staff with the assistance of municipal authorities who have expressed their willingness to provide premises for training sessions.

5. LOGISTICS AND TIMING

5.1. Location

Eleven cities/municipalities in Bosnia and Herzegovina as indicated in the sub-article 4.1.2.

5.2. Commencement date & Period of execution

The intended commencement of the Project is beginning of August 2018, depending on completion of the contract award procedure.

The timeframe for delivery of trainings will be 39 calendar days. Four days of trainings are foreseen for Čajniče, Doboj, Konjic, Lukavac, Stanari and Zvornik, where such EU assistance is implemented for the first time. Three days of trainings are foreseen for Bihać, Bosanska Krupa, Donji Vakuf, Travnik and Velika Kladuša, where the previous EU MVA project took place.

The total duration of the assignment, including the possible extensions, shall not exceed 45 calendar days.

6. REQUIREMENTS

6.1. Personnel

6.1.1. Experts

All proposed employees who have crucial role in implementing the contract are referred to as trainers /experts. The qualifications of the trainers/experts for this contract are as follows:

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- University degree in economics, public administration or a relevant field;
- At least 5 years of extensive experience in capacity development or delivery of technical assistance to public/private sector beneficiaries;
- Sound expertise and previous practical experience in domain of project cycle management and development of business plans;
- Proven training skills and ability to moderate complex groups;
- Excellent communication skills.

6.1.2. Support staff & backstopping

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Facilities to be provided by the Contractor

- The Contractor will provide its accommodation at its own expense;
- The Contractor will provide at its own expense its equipment and supplies, such as, but not limited to: computers, vehicles, training materials, stationary, etc. as required to complete the task successfully.
- The Contractor shall ensure that the trainers/experts are adequately supported and equipped. In particular it shall 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 its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.3. Equipment

No equipment is to be purchased on behalf of the Contracting Authority.

7. REPORTS

7.1. Reporting requirements

Article 26 of the General Conditions .....

7.1.1. Visibility:

The Contractor shall label all outputs, in accordance with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the Project (see: https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en.

7.1.2. Inception Report:

The Contractor shall submit an Inception Report, not later than one week from the commencement of the assignment. The report shall contain:

- initial findings;
- progress in collecting data and any difficulties encountered;
- a detailed work plan, indicating the timing of inputs and significant milestones.

7.1.3. Final Report:

The Contractor will submit Final report in English language in one original and one electronic copy. The Final report should be maximum 2 pages (main text, excluding annexes) in free format. This report shall be

submitted no later than 7 days before the end of the period of implementation of tasks. The report shall contain a sufficiently information about the performed activities. The report must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

7.2. Submission & approval of progress report

- The Project Manager approves the Inception Report, following its presentation in front of the ASB Team;
- Two copies of the Progress/Final Reports referred to above must be submitted to the Project Manager identified in contract;
- The Progress Reports may be written in English or in local language;
- The Project Manager is responsible for approving the progress reports and final report.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The project shall be monitored by the Project Manager. The ASB Office Sarajevo shall monitor the implementation of the project on the basis of the regular Contractor's one-week progress (interim) reports and the final report.

The indicators concerning the progress of the assignment will be defined as:

- Endorsement of the Inception Report by the Contracting Authority;
- Endorsement of the reports and documentation that 110 mine victims or their family members increased entrepreneurial skills through specialized business trainings;
- Endorsement of the Final Report by the Contracting Authority.

8.2. Special requirements

N/A.

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