

TERMS OF REFERENCE

Organisation of training

Act & Impact: Local Action for Civic Initiatives

1. Background

The project “Act & Impact: Local Action for Civic Initiatives” aims to strengthen civic engagement and active participation of citizens at the local level through a combination of financial support and capacity building for civil society organisations, informal groups, and local initiatives.

Through grants, training, mentoring, knowledge exchange, and support for local fundraising, the project enables local actors to respond to concrete community needs and contribute to more inclusive and participatory local development.

The overall objective of the project is to enhance civic participation and democratic engagement in local communities in Serbia, while its specific objective is to strengthen the capacities of civil society organisations and informal groups to design and implement local initiatives.

As part of these efforts, a one-day conference entitled “Active Youth, Active Citizens – From Idea to Joint Action” will be organised in Tutin.

The conference will focus on young people, civic activism, and concrete initiatives that can contribute to positive changes in the local community. It will provide an opportunity to showcase positive changes already initiated by young people, highlight opportunities for joint action, and open a dialogue on the needs and priorities of the community.

The conference will also serve as a space for exchanging experiences and discussing how a good idea, with adequate support, cooperation, and community engagement, can be transformed into concrete local action.

2. Objective of the Assignment

The objective of this assignment is to provide comprehensive organisational and logistical support for the implementation of the one-day conference “**Active Youth, Active Citizens – From Idea to Joint Action**” in Tutin, with approximately **50 participants** expected to attend.

The conference aims to bring together young people, representatives of civil society organisations and informal groups, local stakeholders, and other relevant community actors in order to:

- present examples of positive changes and local initiatives led or supported by young people;
- promote civic activism and active participation of young people in community life;
- identify opportunities for cooperation and joint local action;
- encourage dialogue on the needs, challenges, and priorities of the local community;
- facilitate the exchange of experiences, ideas, and good practices; and

- demonstrate how ideas can be transformed into concrete local initiatives through cooperation, support, and active participation.

The assignment includes **facilitation of the conference, venue rental, organisation of transportation for participants, and basic logistical arrangements** necessary for the successful implementation of the event.

3. Scope of Work

The selected service provider will be responsible for providing comprehensive organisational and logistical support for the successful implementation of the one-day conference in **Tutin, Serbia**, for approximately **50 participants**.

The scope of work includes:

Conference Facilitation

The service provider shall provide appropriate facilitation/moderation of the conference programme, ensuring the smooth implementation of planned sessions, discussions, presentations, and interaction among participants.

Conference Venue

The service provider shall provide an appropriate conference venue in Tutin with a capacity of approximately **50 participants**.

The venue should be comfortable, easily accessible, and suitable for presentations, panel discussions, exchange of experiences, and interaction among participants.

Participant Transportation

The service provider shall organise appropriate **transportation for conference participants**, in accordance with the locations, schedule, and transportation needs agreed in advance with the contracting organisation.

Transportation arrangements should ensure the safe and timely arrival and return of participants and should be coordinated with the final conference schedule.

Technical Equipment

The conference venue should be equipped with the technical equipment necessary for the implementation of the programme, including, where applicable:

- projector and projection screen;
- appropriate sound system;
- microphones;
- laptop/computer connection for presentations;
- stable internet connection;
- flip chart and related materials; and
- other basic technical equipment necessary for the smooth implementation of the conference programme.

Basic Logistical Arrangements

The service provider shall ensure the basic logistical arrangements necessary for the successful implementation of the conference. These include preparation and coordination of the venue, technical setup, coordination of participant transportation, catering and refreshments, on-site logistical support, and other related arrangements agreed with the contracting organisation.

Catering and Refreshments

The service provider shall ensure appropriate catering and refreshments for approximately **50 participants**, in accordance with the final conference agenda.

The final schedule, type, and quantity of refreshments and meals will be agreed with the selected service provider prior to the event.

All prices must be expressed in RSD, excluding VAT, as the organisation Proactive is exempt from VAT payment for the aforementioned services. If a portion of the prices is stated in other currencies, please also indicate the exchange rate used for the calculation.

Svetionik's Responsibilities:

Organisation Proactive will provide the selected Contractor with a list of persons who will use the accommodation and parking services, the conference agenda, a detailed schedule of coffee breaks and meals, the technical specification for the room, and any additional requests or needs related to accommodation and services.

Contractor's Responsibilities:

The Contractor is expected to perform the said service in accordance with quality standards and within the agreed timeframe. We also expect the Contractor to provide appropriate support during the training and be available to resolve any potential uncertainties or emergencies.

4. Deliverables

The service provider will deliver a complete package of organisational and logistical services necessary for the successful implementation of the one-day conference “**Active Youth, Active Citizens – From Idea to Joint Action**” in Tutin for approximately **50 participants**.

The deliverables shall include:

- facilitation/moderation of the conference;
- rental and preparation of an appropriate conference venue for approximately 50 participants;
- organisation and coordination of transportation for participants;
- necessary technical equipment and technical support;
- catering and refreshments in accordance with the agreed programme;
- basic organisational and logistical arrangements before and during the event; and
- on-site support to ensure the smooth implementation of the conference.

All services must be delivered in accordance with the agreed schedule, quality standards, and requirements of the contracting organisation.

5. Duration of the Assignment

The assignment will last up to 20 days, including the preparation, coordination, implementation, and completion of all activities related to the conference.

The conference itself will be organised as a one-day event in Tutin.

A detailed implementation plan, schedule, and deadlines will be agreed with the selected service provider.

6. Service Provider Profile

The service provider should meet the following requirements:

- demonstrated experience in organising conferences, seminars, trainings, workshops, or similar events;
- experience in providing logistical and technical support for events;
- ability to coordinate different service components and ensure their timely delivery;
- ability to respond efficiently to unforeseen circumstances or organisational and technical issues during the event;
- good organisational and communication skills; and
- understanding of the work of civil society organisations, youth initiatives, civic activism, and local community initiatives will be considered an advantage.

7. Application Procedure

Interested tenderers should submit:

7.1. Filled in application form (enclosed as an integral part of this Invitation) containing:

- (I) Contact information,
- (II) Gross fee for providing services
- (III) References

7.2. Company offer in English including:

- Technical proposal (free form, max. 5 pages), including:
 - understanding of the assignment
 - proposed hotel for accommodation for participants at the training
 - photos/links of the accommodation units and venues available for the specified period
 - proposed menu for meals for participants at the training

7.3. Budget form (free form) / total gross amount

8. Evaluation Criteria

Proposals will be evaluated based on the quality of the proposed services, relevant experience, understanding of the assignment, and financial offer.

Particular attention will be given to the following aspects:

Conference venue:

The suitability, accessibility, comfort, capacity, and overall quality of the proposed venue will be assessed in relation to the requirements of the conference.

Technical conditions:

The availability and quality of technical equipment necessary for presentations, discussions, and other conference activities will be taken into consideration.

Catering and refreshments:

The quality, appropriateness, and price of the proposed catering and refreshment services will be assessed.

Organisational and logistical capacity:

The tenderer's ability to coordinate the conference efficiently, provide adequate support, and respond to unforeseen circumstances will be taken into account.

Price:

The overall cost of the proposed services will be assessed in relation to the quality of the offer, the scope of services, and the available project budget.

Technical Score – 80%

Technical proposals will be assessed based on:

Quality and clarity of the technical proposal – 40 points

Relevant experience – 30 points

Understanding of the assignment – 30 points

Financial Score – 20%

The financial component will be assessed on the basis of the submitted financial offer.

The lowest-priced compliant offer will receive the maximum financial score. Other compliant offers will be scored proportionally.

The final evaluation will be based on the best value for money principle, with a weighting of 80% for the technical proposal and 20% for the financial offer.

The contracting authority reserves the right to request additional information or clarification from tenderers and not to award the contract if none of the received proposals meet the required technical, quality, or financial requirements.