



Project co-financed by the European
Regional Development Fund

Terms of Reference (ToR)

Selection of financial and administrative consultant to support the financial management and reporting of Sustainable Tourism Project

Sustainable Tourism Project - Ref: 7MED19_3.1_HP_005

Co-financed by Interreg Med Programme 2014-2020 and European Regional Development Fund (ERDF)

Background

The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an international association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin.

The AIE is implementing the European Territorial Cooperation project called Sustainable Tourism, co-financed by Interreg MED Programme 2014-2020. The Interreg MED programme is a transnational European Cooperation Programme for the Mediterranean area. The Programme is co-financed by the ERDF (European Regional Development Fund).

Brief description of the scope of the project

The aim of Sustainable Tourism project is to support other projects financed by the MED Programme under the same priority for creating a cluster of initiatives of the sustainable tourism sector in MED area. The project is supporting the mainstreaming of the INTERREG MED modular projects results of axis 3.1 (sustainable tourism) by communication, transferring & community building, and capitalisation activities. The objective is to set up a general framework of collaboration to facilitate the creation of synergies among modular projects, to enhance its visibility and to support the institutional uptaking of their outputs and results, mainly in the field of tourism policies and cohesion policies.

The project is built upon the results of the previous horizontal project (BleuTourMED_C3) and it is managed by a sound partnership with capacity to reach the main stakeholders of the tourism sector gathering, at the same time, different expertise and profiles: sectoral European networks (NECSTouR), Mediterranean networks (Arco Latino, Adriatic Ionian Euroregion), destination management organisations (DIBA, RDA Green Karst), academic Mediterranean networks (UNIMED), Mediterranean research centre (Plan Bleu) and universities (Thessaly). The project will dedicate this mandate to the transferring of results and policies developed by the MED modular projects on sustainable tourism.

Objective of the Terms of Reference

The objective of this call is to appoint a consultant that will support the AIE in the financial and administrative management of Sustainable Tourism Project. The consultant will ensure the financial reporting, the administrative management and he/she will keep the relations with the First Level Controller.

The services are necessary for the daily financial and administrative management of the project as well as for financial reporting and the certification of the expenditure, under the *WP1 Management - Act. 1.2 Evaluation and Monitoring*. The consultant will ensure sound financial implementation and management of the project in line with financial principles agreed with the project consortium and in particular, following the rules of Interreg Med Programme, as well as the national rules for the financial reporting and eligibility of the expenditures.

Contracting entity

Adriatic Ionian Euroregion (AIE) - Jadransko Jonska Euroregija
Headquarter and Registered Office: Flanatička 29, 52100, Pula, Croatia
VAT/OIB: 87750913519

Description of the Service

According to Sustainable Tourism Application Form and its Work Package 1, AIE will be responsible of the timely submission of the Partner Financial reports and it will be necessary to accomplish all the administrative and financial management activities as well as putting in place the necessary activities for the expenditures' certification.

The scope of the Terms of Reference is to select a financial and administration consultant which will support the AIE in the financial reporting and management of Sustainable Tourism Project. The Consultant will:

- Ensure that adequate financial and administrative controls are in place to maintain proper accountability of expenditures;
- Ensure the financial transactions are properly executed and recorded;
- Ensure the internal accounting of the expenditures;
- Ensure the adequate supporting documentation, filled, maintained for the purpose of preparing financial reporting and financial audits;
- Inserting expenditures on Synergie MED platform;
- Monitor budgets and expenditures and contribute to preparation of budget revision;
- Help the project manager in liaising with Croatian FLC Officer to ensure the certification of the reported expenditures;
- Prepare and submit timely and reliable financial documents for the financial reports;
- Prepare project financial reports;
- Check and ensure that all procurement process and expenditures of the project are in accordance with the internal, national and programme rules and procedures;
- Ensure that all project transactions are booked to the internal accounting system;
- Carry out any other administrative/financial assignments as requested by the Project Manager.

These tasks will aim at ensuring sound financial implementation and management of the project in line with financial principles of Med Programme and Croatian National Rules.

Regarding the financial reporting activities, the consultant will be responsible of the timely submission of the Partner Financial reports that will follow the following time plan:

- 1st reporting – July 2020
- 2nd reporting - January 2021
- 3rd reporting – July 2021

- 4th reporting - January 2022
- 5th reporting – June 2022

Concerning the duration, the contract is expected to be signed in May 2020. Execution of the tasks will start upon the entry into force of the contract, which will take place from the date on which it is signed until the end of the project in June 2022 (tot. 26 Months). A possible extension of activities may be considered by AIE for the final closure activities of the project.

This ToR, as procurement documents, is available for consultation on AIE website.

Eligibility and Key qualifications

The Consultant must fulfil the following requirements:

- Have an academic background in business administration, accounting or similar;
- Have at least 10 years relevant continuous work experience in a finance and administrative functions;
- Have proven experience with funded projects;
- Have experience in procurement and preparation of financial reports and budget management;
- Be Croatian mother tongue with good communication in English;
- Be an individual consultant or an individual company with VAT;
- Have the possibility to invoice to AIE;
- Have a bank account whose holder name must be the same of the contractor.

Selection Procedure and award criteria

For selecting the consultant as service provider, by means of a market research, the AIE has pre-identified three qualified consultants in possession of the eligibility and key qualifications requirements as described in the previous paragraph.

The AIE will invite the preselected consultants to submit their offers. The request of offers will be sent by AIE only to the three consultants preselected through a market research.

The consultants, as service providers, have been identified through an exploratory market research, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition. The AIE has assessed that the preselected service providers have full technical ability to perform the service described in this ToR.

The invited consultants are requested to submit their economic offers in response to the specifications described in the next section of the ToR.

The **maximum amount** per offer is **77.000 HRK including VAT** (around 10.000 euro).

The selection of the service provider will be done based on the following criteria:

- Evaluation of the economic offers, the AIE will evaluate the offers on the basis of the best economic offer and the contract will be awarded to the consultant offering the lowest amount.

The results of the selection procedure will be communicated only to the awarded organisation.

Other issues:

- The AIE will proceed to award the tender even in case a single valid offer is received, in the case that it is considered appropriate and convenient;
- The AIE, as a contracting entity, reserves the right not to proceed with the awarding of contracts if no offer is convenient or suitable in relation to the subject of the contract, without the bidders having nothing to claim, not even as a pre-contractual liability;
- the AIE has the right to contact the bidders and conduct interviews if necessary, for better evaluate the offers;
- The sending of the offer does not and in any way constrain the AIE to request the services in question.

Instruction for the offer submission

All invited bidders should submit a quotation respecting the following requirements:

Instruction to Proposers	Specific Requirements
How to submit the offer	The Bids should include the financial offer. The bids must be sent in a single file on PDF format to the following email address: secretariat@adriaticionianeuroregion.eu with the following subject: "Selection of Financial and Administrative Consultant – Sustainable Tourism"
Deadline for the offer submission	Consultants wishing to respond to the invitation shall send their offers no later than the deadline: 22/04/2020 - by 12:00 a.m. The offers received after the aforementioned deadlines will not be evaluated. The sending of the offer does not in any way constrain the AIE to request the goods in question.
Languages in which offers may be submitted	English
Currencies	KUNA
Maximum Budget	The economic offers must not exceed the amount of 77.000,00 HRK (including VAT)

Invoicing and Payment Conditions

The acceptance of the offer of the successful tender will implicate the acceptance of the conditions and schedules detailed in this ToR.

Conditions for the payment:

- Satisfactory acceptance of the task performed by the consultant;
- Submission of the periodic financial reports
- Submission of a detailed invoices.

The awarded service providers shall invoice to AIE:

- A monthly invoice till the end of the project. 26 total months per 26 Invoices

The AIE will pay the service provider the amount invoice within 10 days from the reception of each original invoice. Invoices have to include the following information:

Header: Jadransko Jonska Euroregija (Adriatic Ionian Euroregion) - Flanatička 29, 52100, Pula (Croatia) - Croatian VAT code: OIB 87750913519;

Invoice object: "Sustainable Tourism Project - Ref: 7MED19_3.1_HP_005 (Interreg Med Programme 2014-2020) – Service for Financial reporting and management

The AIE is not in the condition to pay in advance the invoices.

Contact

In case additional information is required to submit the proposal, we kindly invite you to contact AIE by writing to the e-mail address secretariat@adriaticionianeuroregion.eu

Only relevant questions in writing concerning clarifications of the tender will be answered.