



Project co-financed by the European Regional Development Fund

Terms of Reference (ToR)

Support for the implementation of Sustainable Tourism Project with the provision of Transferring and Capitalisation services

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 uptake 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.

Context and Objective of the Terms of Reference

The AIE will be responsible for transferring of results and policies developed by the MED modular projects on sustainable tourism in the geographical area of competence. The AIE purpose is also to promote sustainable tourism practices among its members, involving them in the project activities and promoting synergies with Mediterranean actors.

The services are necessary for the implementation of the activities entrusted to AIE under the project Sustainable Tourism and, in particular, of those falling within WP4 Transferring & Community building and WP5 Capitalising.

The scope of these Terms of Reference is to select a service provider for supporting the realisation of the following activities:

- Mapping of targets and policies in the tourism sector for the respective Antenna action plan;
- Setting up the Antenna Action Plan for the Adriatic Ionian Euroregion;
- Implementation of the capitalisation strategic plan in the territories of the Antenna;
- Supporting in the participation of Regional and national debates in the A-I area;
- Monitoring Modular Project in which AIE is Horizontal Angel;
- Preparation of Transferring workshops in Adriatic Ionian area.

The services will be accomplished through the execution of the tasks assigned to AIE by WP leaders and the contribution to the related deliverables, as described in the following paragraph.

For obtaining the service, by means of a market research, the AIE has pre-identified four qualified service providers for providing the above-mentioned services. All the identified service providers have had previous collaboration experiences with the Adriatic Ionian Euroregion and they will be invited to submit their offers. The pre-identified service providers are requested to submit their offers in response to the specifications described in the next sections.

The contract will be awarded to the tender offering the best economic offer.

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

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

The main objective of the contract is to contribute to the goals of the Sustainable Tourism project, by subcontracting services that are necessary for the implementation of the tasks forming part of the activities that the AIE needs to carry out within the project.

The services will be accomplished through the execution of two main tasks composed by different activities. The results of the services are needed for feeding some deliverables of the project in which AIE is called to contribute to.

Task 1 – Transferring & Community Building

The task is linked to the activities foreseen in WP4 focused on the effective transferring of the Sustainable Tourism Community's most tangible and replicable outputs and results in order to achieve territorial ownership of the Community's achievements in the Mediterranean area.

The task includes monitoring activities of four Modular project assigned to AIE:

- SIROCCO - Sustainable interregional coastal and cruise maritime tourism through cooperation and joint planning;
- SuSTowns - Enhancing sustainable tourism attraction in small fascinating MED towns;

- TOURISMED - Fishing tourism for a sustainable tourism development in the Mediterranean area;
- SHAPETOURISM - New shape and drives for the tourism sector: supporting decision, integrating plans and ensuring sustainability.

AIE needs to conduct Community Building activities, as Horizontal Angel, consisting in building relationship with these Modular Projects (MPs). The objective is to understand MPs' particular aims, objectives and actions, then collect and analyse their results to foster their outputs' harmonisation towards a synthesis.

Furthermore, AIE needs to contribute to transferring activities that is referring to effective transferring of the Sustainable Tourism Community's most tangible and replicable outputs and results and to ensure the realisation of transferring workshops ensuring that the outputs of the modular project are being shared with and implemented by relevant national, regional and local stakeholders involved in the transferring processes.

In addition, AIE as partner, will act as 'territorial antennas' of the Community with the scope of engaging stakeholders in the transferring activities of the project in the assigned georgical area of competence corresponding, more or less, with the territory covered by the association.

The task in particular implies the support to AIE in these activities:

- **Monitoring Modular Projects in which AIE is nominated as Horizontal Angel.** In order to achieve an effective synthesis and integration of the Community's outputs and results, the four modular projects will be regularly monitored by AIE who will act as 'horizontal angels' of the MPs.
- **Preparation of transferring workshops in Adriatic Ionian area.** The aim of the activity is to promote the transferring of the Community's outputs and results through two specific workshop taking place in strategically AIE assigned territories as territorial antenna (East Italian coastal regions, Croatian coastal regions and IPA countries). These territories will be coherent with the transferability plan agreed with the WP leader. The target of the workshops is to bring together policy makers, actors and modular projects' representatives in order to increasing the spatial diffusion of their outputs and improving tourism policies in AIE territory.

Such activities are needed for feeding some deliverables of the project, such as:

- D 4.2.2 Bi-monthly monitoring reports of the Community
- D 4.2.3 Reports of MPs and HPs meetings/events
- D 4.4.2 Transferring workshops

Task 2 – Capitalisation

The task falls within WP5 Capitalisation, of which Necstour is in charge as WP leader. Necstour will develop a strategic action plans for the capitalization activities. The strategic Capitalisation objectives are: 1. To generate a capitalisation responsive environment by mapping and engaging the strategic stakeholders related to thematic and/or institutional competences; 2. To mainstream the modular projects results by its incorporation into regional, national, MED and EU policies and regulatory frameworks, transforming project outcome into a policy measure.

Territorial Antennas is a key element introduced by the Sustainable Tourism Project to ensure the success of the capitalisation process. It consists on covering one territory from the policy perspective, providing strategic advice and contacts, engaging those and facilitating networking between those and the Community of projects, organising advocacy-related meetings, support in connecting advocacy documents to current policy frameworks and representing the Community of projects within respective territory.

The project Sustainable Tourism has designated the AIE as responsible for the Adriatic area, so such task will be carried out by AIE as territorial Antennas for the Adriatic area (East Italian coastal regions, Croatian coastal regions and IPA countries). The service provider will support AIE in these main activities:

- **Mapping of targets and policies in the tourism sector for the respective Antenna action plan.** It is expected to map the actors to be targeted at regional level in the Adriatic area to be involved in the capitalisation phase of the project. These actors will be mainly regional authorities. Through the activity it is expected to involve the most relevant and appropriate actors in the policy dynamics.
- **Setting up of the Antenna Action Plan for the Adriatic area covering the East Italian coastal regions, Croatian coastal regions and IPA countries.** The WP leader will elaborate a Capitalisation Strategic Plan. As annex of the plan a specific action plan will be created for each antenna. The service provider will support AIE in the elaboration of its Antenna Action Plan for the Adriatic area.
- **Collaboration in the implementation of the capitalisation strategic plan in the territories of the Antenna.** All the effort will be addressed to institutional uptake of results, primarily through incorporation into regional/ policies or regulatory frameworks.
- **Supporting in the participation of regional and national debates in the A-I area.** This will be a key activity within the mainstreaming process focused on regional and national authorities that share the same institutional and policy frameworks. Each antenna will be in charge of organising (at least) one National/Regional debate in his territory, so service provider will help AIE in the organisation of one national and regional debate.

Such activities are needed for contributing in the elaboration of WP5 deliverables of the project, such as:

- D 5.1.2 Antennas action plans
- D 5.2.1 Mapping of targets, policies and mechanisms in the tourism sector
- D 5.4.1 Meetings for liaising and mainstreaming with key actors
- D 5.4.2 National and regional debates

Requirements and reporting

To ensure the quality of the service, the Contractor shall guarantee appropriate and consistent standards in its execution. Moreover, all the contributions to the deliverables must be written in a high-level English.

The service provider must report to the AIE about the achievement of the entrusted tasks, by providing electronic version of the documents. Electronic files shall be editable and in Microsoft® Office or equivalent for Windows format. Moreover, upon accomplishment of each task and at the end of the contract period, the Contractor must submit **two** task **achievement reports** and a **final report** which must be written in English:

- **Task achievement report.** Upon accomplishment of each task, the Contractor must submit a report including:
 - a short summary of the accomplished tasks;
 - the activities pursued with a view to achieving the intended outcomes.
- **Final report.** The final report must include the following:
 - comprehensive information on the activities pursued with a view to achieving the tasks set out in the contract and the deliverables therein.

Duration

The contract is expected to be signed in April 2020. Execution of the tasks is to start upon the entry into force of the contract, which will take place from the date on which it is signed. The service contract will last for 9 months, presumably until the end of January 2021.

A possible extension of activities may be considered by AIE in the event of project delays caused by external factors.

Pre-Selection Procedure

The requests of offer will be sent by AIE to four service providers preselected through a market research. The providers have been identified through an exploratory market research, respecting and guaranteeing the principles of transparency, equal treatment, non-discrimination and competition. Preselected service providers have full technical ability to perform the service described in this ToR. All the identified service providers have had previous collaboration experiences with the Adriatic Ionian Euroregion

The maximum limit for the offer is set at € 10.000,00 (including VAT).

Submission of the offer

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: "Support for the implementation of Sustainable Tourism Project with the provision of Transferring and Capitalisation services"
Deadline for the offer submission	Service providers wishing to respond to the invitation shall send their offers no later than the deadline: 13/04/2020 - 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	Euro
Maximum Budget	The economic offers must not exceed the amount of 10.000,00 € (including VAT)

Award criteria and selection of the Service provider

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.

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.

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:

- Submission of the requested interim and final reports;
- Satisfactory acceptance of services;
- Submission by the Service Provider of a detailed invoices.

The awarded service providers shall invoice to AIE:

- 1st invoice after 2 months – 20% of the total amount;
- 2nd invoice after 6 months – 40% of the total amount;
- Final invoice at the end of the period – 40% of the total amount.

The AIE will pay the service provider the amount invoice within 30 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) – Support for Sustainable Tourism Project: Transferring and Capitalisation services

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

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.