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Romania-Republic of Moldova  
ENI-CROSS BORDER COOPERATION

***“Developing and implementing an common Emergency Situation Management System by  
Ivănești commune from Vaslui county and Bulboaca village from Anenii Noi district”***

## **ANNEX II: TERMS OF REFERENCE**

**Acquisition of advertising services and provision of promotional materials in  
Bulboaca for the Project “Developing and implementing an common Emergency  
Situation Management System by Ivănești commune from Vaslui county and  
Bulboaca village from Anenii Noi district”**

**Joint Operational Programme  
Romania – Republic of Moldova 2014-2020**





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## **1. BACKGROUND INFORMATION**

### **1.1. Partner country**

Republic of Moldova

### **1.2. Contracting authority**

Locality Bulboaca, Anenii Noi district

### **1.3. Country background**

The on-going **Joint Operational Program Romania–Republic of Moldova 2014–2020**, approved by the European Commission, is the result of a joint effort of the relevant actors from Romania and Republic of Moldova. The Project title is: ***“Developing and implementing an common Emergency Situation Management System by Ivănești commune from Vaslui county and Bulboaca village from Anenii Noi district”***.

The general objective of the project is increasing the efficiency of the management of emergency situations in Ivănești and Bulboaca through common actions of school population awareness and training of personnel of interest, as well as the purchase of first intervention equipment for endowment of the service responsible for reducing human and material damage caused by natural disasters or man-made.

The Bulboaca commune did not request non-refundable support for similar projects until now. However, it was the beneficiary of national and international funds for waste management by installing two selective waste collection platforms.

### **1.4. Current situation in the sector**

Deficiencies in the prevention and management of emergency situations have been identified both at the level of the Ivanesti commune and at the level of the Bulboaca commune, the need to implement common measures and implement some strategies Cross-border is required. Cooperation between local authorities in the two States in order to solve a common problem contributes to the development of communities in terms of increasing the living and security levels of the inhabitants. Project financing brings visible benefits to regions on both sides of the border, stimulating social stability and economic progress.

As identified at the level of the SWAT analysis in the local development strategy of the Bulboaca commune, one of the vulnerabilities of the local community is the lack of endowment of the public authority with equipment and equipments required for intervention in Emergency situations that can endanger the lives and property of the inhabitants.

### **1.5. Related programmes and other donor activities**

<N/A>

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1. Overall objective**

The overall objective of the project of which this contract will be a part is as follows:

The general objective of the project is increasing the efficiency of the management of emergency situations in Ivănești and Bulboaca through common actions of school population awareness and training of personnel of interest, as well as the purchase of first intervention equipment for endowment of the service responsible for reducing human and material damage caused by natural disasters or man-made.

### **2.2. Purpose**

The purposes of this contract are as follows:

- organizing a common séance with the mayoralties of Ivănești and Bulboaca communes in order to plan the method of intervention in emergency situations and develop a plan to inform and create awareness of the school population on the correct behavior in emergency situations, in order to increase the level of theoretical knowledge.





- Participation of staff responsible for managing emergency situations at a training course in the field of emergency situations and obtaining a diploma recognized by state authorities in both countries, in accordance with the legislation in force in order to improve specialized personnel.
- Purchase of first intervention equipment for endowment of local authorities in Ivanesti commune and Bulboaca village in order to reduce the time of intervention in emergency situations and human and material damage caused by natural or man-made catastrophes.

### 2.3. Results to be achieved by the contractor

These may be presented either in order of importance or in chronological order, as appropriate.

- Increasing the level of knowledge in the field of emergency management of staff working at the level of local partner authorities.
- Raising awareness and correct action among the school population of the Ivanesti commune and Bulboaca village in the field of emergency situations.
- The proper endowment of local authorities in the municipality of Ivanesti and Bulboaca village with modern and efficient equipment and facilities.

## 3. ASSUMPTIONS & RISKS

### 3.1. Assumptions underlying the project

- The interest shown by the staff responsible for the emergency situations for the Joint Meeting.
- Student's interest.
- The interest shown by the participants in the training course.
- Delivery services.

### 3.2. Risks

External risks that can jeopardize project implementation and mitigation measures:

-changes in legislation given that the proposed project is conducted in accordance with the legislation in force in both regions in the field of emergency situations and in Regarding normative acts regulating public procurement, changes in this area may significantly affect the implementation of the project and may lead to delays.

-Changes in the implementation procedure of the grant;

Changes in the implementation/settlement procedure of the grant may affect the implementation of the draft remediation measures: The project team will analyze the implications that these changes can bring to the project and follow the way in which Their application affects the smallest percentage of project activities.

-Fluctuating exchange rate between the local exchange rate and the euro;

The partners will request support to the contracting authority in order to remedy a situation that may jeopardize the project budget and implement the measures set out therein;

identified internal risks and mitigation measures;

-The inability of a team member to continue work within the project;

-Failure to ensure project co-financing;

The Financial accounting Department of each of the two partners will provide a reserve fund from which the project can be co-financed without jeopardizing the implementation of the project.

-One of the partners does not fulfil the responsibilities assumed by the project;

-Failure to submit payment documents as instructed;

## 4. SCOPE OF THE WORK

### 4.1. General

#### 4.1.1. Project description

The relevance of the project consists in contributing to the reduction of external pressure and security vulnerabilities that affect the eastern border of the European Union. Thus, the effectiveness of cross-border cooperation depends on the coordination of all actors involved in the process, acting on the basis of an appropriate legal framework. Cross-border cooperation is based on the pyramid of common actions for efficient cooperation of local public administrations with positive impact on States as international actors. By implementing a cross-border project between the municipality of Ivanesti and Bulboaca commune, in the field of support for joint action prevention





activities in emergency situations, it leads to the opening and dilution of barriers between people, communities, Institutions and local authorities. The proposed project supports the implementation of regional cohesion policy on its current borders, the activities proposed at its level being able to progressively approach the two countries, Romania and the Republic of Moldova and improve cooperation Policy.

Deficiencies in the prevention and management of emergency situations have been identified both at the level of the Ivanesti commune and at the level of the Bulboaca commune, the need to implement common measures and implement some strategies Cross-border is required. Cooperation between local authorities in the two States in order to solve a common problem contributes to the development of communities in terms of increasing the living and security levels of the inhabitants. Project financing brings visible benefits to regions on both sides of the border, stimulating social stability and economic progress.

As identified at the level of the SWAT analysis in the local development strategy of the Bulboaca commune, one of the vulnerabilities of the local community is the lack of endowment of the public authority with equipment and equipments required for intervention in Emergency situations that can endanger the lives and property of the inhabitants.

situations, its endowment is not sufficient and adequate to manage emergency situations effectively and to significantly limit the loss of life and material damage.

In This situation, cross-border cooperation is no longer a goal but a geopolitical necessity that can raise the security level of the Romanian-Moldova border.

The Voluntary service for emergency situations within the Ivănești commune has a number of 22 people working as volunteers and a service chief, permanently employed.

The Bulboaca village has designated in the specialized apparatus a staff responsible for preventing and managing emergency situations.

The main attributions of the appointed staff are:

- Inform and educate the pupils and teachers on knowledge and compliance with the rules and measures of defense in emergency situations (fires, floods, earthquakes, landslides, Storms, heaters, extreme weather phenomena)
- checks through controls how to apply and comply with the rules, regulations and legal provisions relating to defense against emergency situations
- ensures the intervention alone or in cooperation with the voluntary services of neighboring municipalities and specialized units of the Emergency Inspectorate for the limitation, elimination and removal of the effects of emergency situations.

In order to ensure an optimum framework for activities specific to the Department of Emergency Situations, it is necessary to ensure a set of minimum measures in relation to the plan of defense against natural or man-made disasters and a Adequate logistics and sufficient support for these activities.

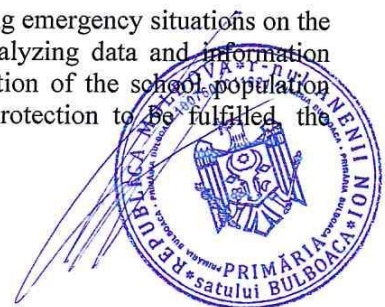
The population of the two partners in the proposed project number 9,468 people who need public services in the field of quality emergency situations in order to successfully implement regional cohesion policies at the Romanian -Republic of Moldova border.

The lack of a specialized technical specialization (obtained by the graduation of an authorized course) owned by the staff of the two local administrations can cause important dysfunctions in terms of safety and security of the population.

Also, for the fulfilment of the responsibilities of the specialized staff of the Ivanesti commune and Bulboaca village are required equipment and facilities characteristic of the emergency Management Services, the logistics which at this moment is outdated technologically and functionally or is insufficient to prevent and manage emergency situations.

The lack of a plan of common measures on identifying, evaluating and analyzing potential hazards, by assessing the possibilities of their appearance and their consequences on the lives of people, the environment and material goods can have an negative impact on the population of the Ivanesti commune and Bulboaca village.

It is essential in identifying and managing the types of risks generating emergency situations on the partners ' territory, gathering, processing, storing, studying and analyzing data and information about emergency situations. The informing and preventive preparation of the school population regarding the dangers to which it is exposed, the measures of protection to be fulfilled, the



obligations incumbent on it and the mode of action during emergency situations is a component Decisive in preventing catastrophic risk-generating situations.

In view of the fact that the SVSU Ivanesti service has the attributions defined by the regulation of organization and functioning to ensure intervention in order to protect the population of the commune (population residing in the Ivănești commune is 4432 persons (according Statistical data available on the <http://statistici.insse.ro> website for the year 2017) as well as the responsibilities designated for staff in the public administration in Bulboaca village, implementation of the proposed actions at the level of the project is essential for the purpose of fulfilment with the maximum effectiveness of the staff's responsibilities.

#### **4.1.2. Geographical area to be covered**

Republic of Moldova

#### **4.1.3. Target groups**

- grant beneficiaries,
- general public (citizens of the targeted areas),
- management structures of the programme.

#### **4.2. Specific work**

In preparing this section, focus should be placed on ensuring the sustainability and dissemination of project results. The contractor must also comply with the latest Communication and Visibility Manual for EU External Action (see [https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)). The compliance with this shall be made an output of the contract and the contractors shall include in its reporting what have been accomplished.

Considering the fact that the financing source of the Contracting Authority is the Joint Operational Program Romania - Republic of Moldova 2014-2020, the project budget is a fixed one. In this sense, economic operators will offer within the following prices:







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Nr. d/o	Name of the requested goods / services / works	Unit of measurement	Amount	Full technical specification required, Reference standards	Maximum accepted value (euro)
1.	Elaboration of press release	piece	3	<ul style="list-style-type: none"> <li>- Elaboration and transmission of three press releases;</li> <li>- Each press release will contain the following mandatory elements: <ul style="list-style-type: none"> <li>a. the name and EMS-ENI code of the project;</li> <li>b. the amount of EU funding in euros and in local currency;</li> <li>c. date and place;</li> <li>d. the beneficiary's logo and contact details.</li> </ul> </li> <li>- Initially, 1 press release will be sent announcing the start of the project, the partners involved, the title of the investment, the main objectives, the value of the investment, the activities organized at partnership level and the cross-border benefits of implementation.</li> <li>- At the end of the implementation period, a press release will be sent in which the retrospective of the project and the results obtained will be made;</li> <li>- The press release will be made on one side / part of an A4 page;</li> <li>- At the end of the document, “End” will be mentioned, and after specifying it, the name and contact person will be specified.</li> <li>- They will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020; *</li> </ul>	90,00
2.	” Telling the project story” article	Piece	1	<ul style="list-style-type: none"> <li>- The article will be made at the end of the implementation period;</li> <li>- It will have at least 200 words and at least 5 photos;</li> <li>- The article will be published on the city hall website;</li> <li>- It will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020 *</li> </ul>	250,00
3.	Create website	Piece	1	<ul style="list-style-type: none"> <li>- an official website of the mayor's office will be created, where relevant</li> </ul>	1650,00





Nr. d/o	Name of the requested goods / services / works	Unit of measurement	Amount	Full technical specification required, Reference standards	Maximum accepted value (euro)
				information and photos about the project will be posted	
4.	Website Update	Piece	1	<ul style="list-style-type: none"> <li>- The Contracting Authority will appoint a contract manager to represent it in the contractual relations with the provider, in order to facilitate his access to information;</li> <li>- The provider will make changes and additions to the information displayed on the city hall website only at the indication and with the approval of the person designated by the contracting authority;</li> <li>- The provider will propose appropriate technical solutions to ensure the functionality and accessibility of the site, depending on the content provided by the Contracting Authority.</li> <li>- The sets of photographs taken during each action (made available to the provider by the person designated for this purpose) will be published;</li> <li>- The website will include links to the websites of the European Program and the Europe AID Cooperation Office, respectively: <a href="http://ec.europa.eu/europeaid/index_en.htm">http://ec.europa.eu/europeaid/index_en.htm</a> and <a href="https://ro-md.net/ro">https://ro-md.net/ro</a></li> <li>- It will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020; *</li> </ul>	1.200,00
<b>Total advertising services</b>					
5.	Information leaflets	Piece	500	<ul style="list-style-type: none"> <li>- Color leaflets - A4, recyclable paper, minimum 135 gr / m2, 2 folds;</li> <li>- The leaflet will contain the name and EMS-ENI code of the project and the contact details and logo of the beneficiary</li> <li>- Customization according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020;</li> </ul>	150,00
6.	Roll-up	Piece	1	<ul style="list-style-type: none"> <li>- Roll-up display system</li> <li>- Minimum dimensions: 100 cm x 200 cm;</li> <li>- Clamp: with clips at the top;</li> <li>- Support system: support legs in the deployed position;</li> <li>- Assembly / disassembly: easy and fast;</li> </ul>	170,00





Nr. d/o	Name of the requested goods / services / works	Unit of measurement	Amount	Full technical specification required, Reference standards	Maximum accepted value (euro)
				<ul style="list-style-type: none"> <li>- Carrying case, provided with a handle for portability;</li> <li>- It will contain the EMS-ENI code of the project, the logo and the name of the beneficiary.</li> <li>- They will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020; *</li> </ul>	
7.	Stickers	Piece	100	<ul style="list-style-type: none"> <li>- Rectangular shape with dimensions of 60 mm x 35 mm and 50 mm x 10 mm;</li> <li>- Support material: polyvinyl chloride (PVC), laminate, glossy;</li> <li>- They will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020 *</li> </ul>	15,00
8.	Photo Portfolio	Set	1	<ul style="list-style-type: none"> <li>- It will be provided by the presence of a professional photographer at the site of the project actions;</li> <li>- There will be photos that will present the event, the results obtained, the participants in the event and its organizers. A set of 15 photos will be created with the following actions (the 4 events): <ul style="list-style-type: none"> <li>a) The school population information campaign.</li> <li>b) Meeting to establish the common set of measures for the effective management of emergencies.</li> <li>c) Vocational training courses followed by persons with responsibilities in emergency management.</li> </ul> </li> <li>- Time of delivery of the purchased equipment.</li> </ul>	3.000,00
9.	Printed material for the public event	Piece	27	<ul style="list-style-type: none"> <li>a) a number of 27 invitations will be issued, having the following specifications: <ul style="list-style-type: none"> <li>• Rectangular shape</li> <li>• Dimensions of at least 11 x 15.3 cm;</li> <li>• Contains the European Union flag and the program logo.</li> </ul> </li> <li>b) as an annex to each invitation, a questionnaire with a series of questions formulated by the Contracting Authority shall be printed, having the following specifications:</li> </ul>	191,00





Nr. d/o	Name of the requested goods / services / works	Unit of measurement	Amount	Full technical specification required, Reference standards	Maximum accepted value (euro)
				<ul style="list-style-type: none"> <li>A4 format</li> <li>sheet of paper, 111 micron thick</li> </ul>	
10	Printed material for the informative brochures	Piece	380	<ul style="list-style-type: none"> <li>A5 format;</li> <li>90 g paper;</li> <li>Full-color printing;</li> <li>Varnishing</li> <li>They will be customized according to the Requirements from the Communication and Visibility Manual of the Joint Operational Program Romania - Republic of Moldova 2014 - 2020; *</li> <li>It will contain the EMS-ENI code of the project, the logo and the name of the beneficiary</li> </ul>	680,20
<b>Total promotional materials</b>					<b>4.206,20</b>
<b>Total</b>					<b>7.396,20</b>

\* All the materials mentioned above will meet the following requirements from the communication and visibility manual of the Joint Program Romania - Republic of Moldova 2014 - 2020, respectively:

- The statement "This project is funded by the European Union";
- EU flag according to the visual identity manual;
- The logo of the program according to the visual identity manual;
- The website of the program (<https://www.ro-md.net/ro/>)
- The title of the project, respectively "Developing and implementing a common Emergency Situation Management System by Ivănești commune from Vaslui county and Bulboacă village from Anenii Noi district"

Within a maximum of 5 working days from the issuance of the written / firm order of the Contracting Authority, the winning bidder will present models of the products (in word / pdf / png / jpg format) and services in order to grant the printing good.  
After the award of the printing good, the winning bidder has 10 days for the physical delivery of the products.







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#### **4.3. Project management**

##### **4.3.1. Responsible body**

Locality: Bulboaca, District: Anenii Noi, Republic of Moldova

##### **4.3.2. Management structure**

The **Contracting Authority** will designate a representative of the institution in charge with the communication and approval of the deliverables.

For the day-to-day activity within the Contract, the **Consultant** will assign 1 Expert. The daily activity will take place according to the provisions of the Contract and Action Plan agreed with the Contracting Authority and described in the Methodology & Organization.

##### **4.3.3. Facilities to be provided by the contracting authority and/or other parties**

< As appropriate >

#### **5. LOGISTICS AND TIMING**

##### **5.1. Location**

The activities undertaken by the Consultant will take place in Bulboaca, Anenii Noi district

##### **5.2. Start date & period of implementation**

The intended start date is 04.01.2022 and the period of implementation of the contract will be until the fulfillment of the contractual obligations. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

#### **6. REQUIREMENTS**

##### **6.1. Staff**

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

##### **6.1.1. Key experts**

Key experts are not required.

##### **6.1.2. Non-key experts**

N/A

##### **6.1.3. Support staff & backstopping**

N/A

##### **6.2. Office accommodation**

N/A

##### **6.3. Facilities to be provided by the contractor**

N/A

##### **6.4. Equipment**

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

##### **6.5. Incidental expenditure**

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract.

##### **6.6. Lump sums**

N/A



#### **6.7. Expenditure verification**

N/A

### **7. REPORTS**

#### **7.1. Reporting requirements**

There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section □o□ of these terms of reference.

#### **7.2. Submission & approval of reports**

The report referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

### **8. MONITORING AND EVALUATION**

#### **8.1. Definition of indicators**

N/A

#### **8.2. Special requirements**

N/A

\* \* \*

