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# BACKGROUND INFORMATION

## Partner country

The Republic of North Macedonia

## Contracting authority

Faculty of Mechanical Engineering of Ss Cyril and Methodius University in Skopje,

The Republic of North Macedonia

## Country background

North Macedonia is a candidate country for EU membership expecting commencement of membership negotiations. The negotiation process of the Republic of North Macedonia for EU membership will signify completion of the approximation process to the European Union, adoption of its benefits and values as well as complete adaptation of the Macedonian institutions towards functioning to that of the Union institutions. The negotiations will also signify establishing grounds and preparation for a successful functioning of the Republic of North Macedonia as a Union Member State. As of 1 January 2007, the Beneficiary Country is eligible for all 5 components of the Instrument for Pre - Accession Assistance1. In the frame of the Instrument for pre-accession assistance (IPA) and its second Component for Cross-border Cooperation, Macedonia is implementing the crossborder programme with Greece in the period of 2007-2013.

The IPA Cross-Border Cooperation Programme Greece - Republic of North Macedonia (hereinafter: CBC Programme) was adopted for the Programming Period 2007-2013 and intends to ensure a better co-ordination of programmes and activities among Greece as a Member State and the Republic of North Macedonia as a neighbouring candidate country. Its global objective is to promote and protect the environmental resources of the area. The programme has two priorities, and the second one is the enhance the environmental resources and cultural heritage of the programme area. The main objective of the project is to minimize any risks of accidents and pollution with hazardous materials as a part of European Union and the national energy targets for 2020 and contribute to the global effort to confront the climate change.

## Current situation in the sector

One of the main problems in transportations is trafficking of nuclear or other radioactive materials, especially illicit trafficking that can lead to criminal, unauthorized acts or radiological dispersal.

Several efforts have been done to improve the safety and security transportation of radioactive materials that may pose a significant risk to individuals, society and the environment. Despite these efforts several incidents are being observed annually and handled, or worse they aren’t being perceived especially during the transboundary movement of different goods.

Challenges that arise and addressing:

* Detection and localization of radioactive sources in cargos and vehicles crossing the borders in order to prevent threats of criminal or unauthorized acts, involving nuclear and other radioactive materials. It is well known that terrorist groups have sought to acquire such material.
* To estimate accident risks of hazardous loads.
* To protect people from radiological burden.

Contemporary Macedonian disaster risk management concept follows the idea promoted by the UN and the Hyogo Framework of Action for 2005 – 2015. It has been envisioned to have three core functions: disaster risk reduction, disaster response and disaster recovery. Based heavily on the concept of civil defence Macedonian concept preserved the top-down approach, centralized planning and execution with emphasized Government role during execution. However, the process of decentralization and fiscal empowerment of the municipalities in combination with the growth of the private sector, are current trends that poses significant challenges to the overall philosophy and system’s operational success. These present trends must be recognized and addressed accordingly first of all with legislation reform but more important with presenting vision and leadership for the process.

**Legal basis concerning Civil Protection**

At National level

* Law on Protection and Rescue
* Law on Fire-Fighting
* Law on Spatial and Urban Planning
* Law for construction
* Law for the transportation of hazardous materials in the road and railway traffic
* At Ministerial level

All relevant legislation is published in the Official Gazette and is considered to be national level legislation, while ministerial level would consist of internal regulations that are numerous in every government body

Inter-ministerial cross cutting coordination

* National Protection and Rescue Strategy
* Strategy of National Security
* National Security and Defence Concept

At local level

* Former Yugoslav Republic of Macedonia Constitution,
* Law on Local Self-Government

**Private sector** Protection and Rescue Act and related supporting legislation define in detail the rights and obligations of individual protection and rescue participants; Former Yugoslav Republic of Macedonia Threat Assessment, Republic of Macedonia Protection and Rescue Plan.

**Volunteers** Protection and Rescue Act, supporting legislation governing the rights and obligations of volunteers in protection and rescue, agreements on protection and rescue cooperation between PRD and volunteer associations.

**NGOs** Act on Macedonian Red Cross, Act on Macedonian Mountain Rescue Service.

* Greece has installed radiation portal monitors since 2004 in the borders with FYROM in order to prevent such kind of actions while FYROM on the other side has portable radiation detectors. Two of the beneficiaries (EEAE, PRD) are the national authorities in Greece and FYROM who are competent among other things to control the field of radioactive materials. The other beneficiaries have experience on that field and are collaborators of the national authorities.

## Related programmes and other donor activities

The Council of the European Union, in a recent Council Directive 2011/70/EURATOM tries to establish a Community framework for the responsible and safe management of spent fuel and radioactive waste like orphan sources the current project deals with.

Moreover, EU and IAEA implement Joint actions, inter alia, about radiation portal monitors, security and safety of transportation of radioactive materials since 2005. The three interested areas are (i) States’ legislative and regulatory infrastructure related to nuclear and other radioactive material to enable the country to fulfil its national and international obligations; (ii) Nuclear security measures for nuclear and other radioactive material in use, storage and transport and their related facilities; (iii) States’ capabilities for dealing with nuclear and radioactive material out of control of national regulatory control.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

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

• Discovery and identification of radioactive materials;

• Location of dangerous points of the roadway and vehicles’ condition;

• Investigation of radiological risk after a traffic accident;

• Establishment of common emergency response protocols for both countries;

• Training of the stakeholders customs; border police; drivers; engineers etc;

## Purpose

The purpose of this contract is as follows:

* To supply services for design, development, hosting, support, service and maintenance of website for STRASS project approved and co-financed by the General Budget of European Commission and the beneficiary countries

## Results to be achieved by the contractor

* Website development;
* Website support, service and maintenance;
* Hosting;
* Hosting of the website and services for post-launch support, service and maintenance for at least three years after closure of the project

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

The following assumptions can be made in order to reduce the risks related to delay or non-realization of the activities, subject to this Terms of Reference:

* Support from the management staff and decision makers of the Contracting Authority;
* Clear understanding of the contract purpose and tasks on behalf of the Contractor;
* Functional co-operation between all relevant partners.

## Risks

The following risks can be foreseen for this contract:

* Late delivery of the web site;
* Web site delivered not according the proposition of Contracting Authority;
* Hosting of the web site not available after the closure of the project.

# SCOPE OF THE WORK

## General

### Description of the assignment

**Web development**: develop new website with interactive multimedia-oriented web page design compatible to browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera compatible to multiple size screens (computer, tablet, mobiles and any other) with social media integration and interactivity and any other useful features;

**Website support, service and maintenance**: scan for vulnerabilities, repairs and fixes, browser compatibility testing, software update, website backups, check site speed, search engine optimisation, website analyse, check the functionality of the website and supply updated website content;

**Hosting**: to provide public website and manage web hosting services required for the uninterrupted and fast access of users to the website and all action they can perform on the website (search, navigate, register for events etc.) not only during the project lifetime, but at least three years after the project closure.

### Geographical area to be covered

### The website shall be accessible from all over the world through internet.

### Target groups

National authorities and policy makers; local and regional governments; Customs; border police; drivers; active citizens aware of hazardous materials transportations and health risks; public health advocacy groups; engineers, various associations and NGO’s, scientific community.

## Specific work

This contract is financed under project “Safe Cross-Border Transportation of Hazardous Materials: Orphan Radioactive Sources” STRASS as part of Interreg IPA Cross-border Cooperation Programme “Greece – the Former Yugoslav Republic of Macedonia 2014-2020 “.

The following tasks should be undertaken in order to achieve the contract results:

• set up a website with domain name "www.strassproject.eu", check the availability of suggested domain name and if it is not available to offer an available one suitable for the project;

• create a dynamic website with International standards, compatible to the browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera and should support responsive page design compatible to multiple size screens (computer, tablet, mobiles and any other);

• develop interactive multimedia oriented web page design;

• website shall provide information about the Project, its progress, deliverables and results;

• website shall include a short description of the Programme. The following text is suggested:

The Interreg IPA CBC Programme ”Greece –Republic of North Macedonia 2014-2020” is a cross-border cooperation Programme co-financed by the European Union under the Instrument for Pre-Accession Assistance (IPA II). The strategy statement of the Programme is “to enhance territorial cohesion by improving living standards and employment opportunities holding respect to the environment and by using the natural resources for upgrading of the tourism product”. The total budget of the Programme for the period 2014-2020 is 45.470.066,00 €.;

• there is also a need for a disclaimer on the bottom of the homepage that the material on the website does not necessarily reflect the official position of the EU, the Managing Authority and the participating countries. This disclaimer should include the following: “This webpage has been produced with the financial assistance of the European Union. The contents of the webpage are the sole responsibility of <Beneficiary’s name> and can in no way be taken to reflect the views of the European Union, the participating countries and the Managing Authority”;

• ensure social media integration, interactivity and visibility, especially Facebook, Twitter and similar;

• link the project website to the beneficiaries’ institutional websites;

• make available at least to the links to the following websites:

- the Programme’s website: http://www.ipa-cbc-programme.eu

- the website dedicated to EU Regional Policy: http://ec.europa.eu/regional\_policy/index\_en.htm;

• the Interreg project logo, together with the textual reference to the sources of financing shall appear on the homepage (front page) of the project’s website, and to signal the EU support by displaying the EU flag and the name “European Union”, spelled out in full;

• upon request of the Contracting Authority the website shall be available in multiple languages (main website in English and main information about the Project in Greek and Macedonian) and the visitors (and registered users) can choose their preferred language from the list of available languages;

• design the requested functionality and provide features for content management, administration and usage in a convenient and standardized way;

• the website for the STRASS project will contain at least the following sections as top-level menus:

* + Home
  + Project (with Project description and Work packages as dropdown sub-menus)
  + Partners
  + News
  + Publications (with Deliverables, Promotional materials and Scientific papers as dropdown sub-menus)

The top-level menu will be used to drilldown to the more specific content by either presenting it directly or through sub-menus;

• keep navigation tools in the same place on each page;

• test issues such as system integration, performance, and system security on a regular schedule or after any major program modification;

• keep navigation tools in the same place on each page;

• inform web site users of application changes and updates;

• ensure and test backup regularly and resolve any problems;

• implement web site security measures, such as firewalls or message encryption, test it for security and implement encryption of passwords and all other sensitive information;

• review or update web page content or links in a timely manner, using appropriate tools;

• configure access for different kind of users;

• establish news and mail services;

• web application shall support simultaneous use by a large number of visitors;

• familiarize other partners of the project with the website;

• maintain the website for further three years after the project is closed;

## Project management

### Responsible body

The effective management of the project will be ensured by the Contracting Authority. The project manager, Prof. Dame Dimitrovski will be in charge for the overall coordination.

The Contractor is fully responsible for the quality and timely delivery of the project results, according to the contractual provisions. In this sense, the Contractor shall ensure that the reports are delivered in time and the executed activities are in line with the ToR and the regulatory framework requirements.

### Management structure

The Contracting Authority is responsible for conducting the current tender procedure, signing the service contract and carrying out the overall management and control on the contract implementation. The Contractor is fully responsible for the quality and timely delivery of the contract results. In this respect, the Contractor shall ensure that the reports are delivered on time and the executed activities are in line with the current Terms of Reference and the regulatory framework requirements.

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

The Contractor should ensure the equipment and the provision of working space needed to fulfil the services assigned to it. No facilities or equipment will be provided by the Contracting Authority.

# LOGISTICS AND TIMING

## Location

Skopje, The Republic of North Macedonia

## Start date & period of implementation of tasks

The intended start date is the date of sighing the Contract and the period of implementation of the contract will be 5 (five) months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

The successful contractor should ensure and monitor the website is accessible for at least 3 years after closing of the project.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations 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.

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

## The Contractor shall select and hire the experts as required according to the needs. The selection procedures used by the Contractor to select these experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

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

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must 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 their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## 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 which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The Contractor will submit the following reports in English language:

* **Draft final report** shall be submitted no later than 5 days after the end of the period of implementation of each task.
* **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 days after receipt of comments on the draft final report. This report should provide conclusions and clear evidences on the implementation of all requested services. The final report must be provided along with the corresponding invoice.

The reports provided by the Contractor should be prepared in English language and submitted in the following copies:

* 1 (one) original, duly signed, stamped and dated by the legal representative of the Contractor and
* 1 (one) electronic version.

## Submission and approval of reports

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

# MONITORING AND EVALUATION

## Definition of indicators

The successful implementation of the contract will be assessed on the base of the following indicators of achievement:

• Reports submitted by the Contractor and approved by the Contracting Authority according the timetable given below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No. / Deliverable No.** | **Start/Finish date** | **Report/date and activities** | **Timeframe** |
| Task 1 / D2.5.1 | February 2020 / June 2020 | March 2020  Demo version of website and its approval | max 21 days |
| Final  April 2020  User Acceptance Testing (UAT) of the website | max 21 days |
| Go-Live of the website | Ongoing activity |
| Security check | Ongoing activity |
| Maintenance | Ongoing activity |

## Special requirements

Not applicable.