



**Pre and elementary schooling of Roma:  
Fostering Opportunities for Greater Attainment and Early School  
Leaving Reduction  
(RECI)  
A project funded by the EU**

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**Single Tendering Procedure  
TERMS OF REFERENCE  
for  
SERVICE OF DELIVERING PROJECT  
DISSEMINATION CONFERENCE**

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AUGUST 2017

World Vision Austria  
With  
AgroInvest Foundation Serbia  
Western Balkans Institute  
Cultural and Information Center PRALIPE  
Pre-School Teachers Education College Mihailo Palov





## I Background

<b>Project Title:</b>	Pre and elementary schooling of Roma: fostering opportunities for greater attainment and early school leaving reduction (RECI)
<b>Executive summary</b>	The project aims at increasing Roma children participation in early child education and care systems (pre-school education level) and prevention of Roma children early school leaving (elementary education level). The project aligns different kinds of expertise within the project consortium to build a strong and holistic approach to Roma inclusion. With World Vision Austria (WVA) as main applicant, there are four co-applicants: Agroinvest Foundation Serbia (AFS), Western Balkans Institute (WEBIN), Cultural-information center "Pralipe" (CSOs) and the Preschool Teacher Education College "Mihailo Palov" Vršac (higher education institution). Project Associates include the three local self-governances (LSGs) of the municipalities where the project will be implemented – Bela Palanka, Knjazevac and Prokuplje. The LSGs will help to build an enabling environment for the implementation of a holistic "child-oriented" community action.
<b>Activities start and end dates:</b>	December 2015 – October 2017

## II Purpose

The purpose of service of delivering project dissemination conference is to provide quality participation of all partners and participants during final project conference.

## III Activities

The following activities are suggested in order to realize the required output/s:

- Providing different transportation services for all participants and their accommodation where needed
- Organizing rental space equipped with proper technical equipment
- Provision of consecutive translation services for non-Serbian speakers and participants



#### IV Output/s

Expected outputs are as follows:

- Delivered dissemination conference

#### V Authority and Responsibility

The service provider will hold the ultimate responsibility for the organization of final 3-day conference:

- 1) Manage the logistics necessary to gather essential information about attending participants while providing them with travelling and accommodation services.
- 2) Provide space and equipment suitable for this event as well as meals and refreshments for all of the participants.
- 3) Consecutive translation for non-Serbian speakers and conference moderator along with technical assistance.

The project staff (project director and coordinator) and partners will be responsible for the following tasks:

- 1) Provide a clear ToR
- 2) Introduce the Service provider to relevant internal and external participants
- 3) Provide information on existing documents upon request
- 4) Be available for interviews, clarifications, etc.
- 5) Review drafts of required deliverable/s and suggest necessary changes.
- 6) Approve final versions of deliverables and make payments accordingly.

#### VI Award Criteria

Service provider will be chosen with the following criteria in mind:

- 1) Fluency in English and Serbian (writing and speaking)
- 2) Experience in organizing similar events
- 3) Comfortable interacting with a broad range of people from different cultures
- 4) Overall quality and value of the offer provided

#### VII Time frame

The indicative activity time frame is provided in the table below. This time frame can be modified according to project needs.



	ACTIVITY	Implementation month (September 2017)
		September 2016
1	Transportation and accommodation services	X
2	Conference rental space, meals and equipment	X
3	Translation and moderator services	X

### IX Logistics

The consultant will work with their own equipment (ex. laptop, mobile phones, Skype equipment, etc.). Occasional travelling and field visits are mandatory.

### X Intellectual Property Rights

The final output/s are the joint property of World Vision Austria, AFS, PRALIPE, WEBIN and PTEC.

### XI Contact Person

The contact persons for this ToR is Mr. Marko Stojanović, project coordinator that can be reached at [marko.stojanovic@projekatreci.org](mailto:marko.stojanovic@projekatreci.org)

### Pre and Elementary Schooling of Roma: Fostering Opportunities for Greater Attainment and ESL Reduction

Project funded by the European Union and implemented by World Vision Austria in consortium with Agroinvest Foundation Serbia, Western Balkans Institute, Cultural and Information Centre Pralipe and Preschool Teacher Training College Mihailo Palov Vrsac