

Promoting Human Rights and Minority Protection in South East Europe

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by the Council of Europe

**Joint European Union and Council of Europe Project  
“Promoting Human Rights and Minority Protection in South East Europe”**



**Call for offers for  
Organization of regional transport services in connection to the  
“regional PCM workshop” of the EU/CoE Regional Joint Project  
“Promoting Human Rights and Minority Protection in South East  
Europe”  
Belgrade (13-15 July 2016)**

Belgrade, May 2016

## **Background**

The Joint European Union and Council of Europe (hereinafter: “CoE”) Project “Promoting Human Rights and Minority Protection in South East Europe” (hereinafter: “The Project”) has the **overall objective to improve access to rights for minorities at various levels of government in South East Europe based upon Council of Europe standards** in this field, in particular the Framework Convention for the Protection of National Minorities (hereinafter: “FCNM”) and the European Charter for Regional or Minority Languages (hereinafter: “ECRML”). Specifically, the Project supports seven beneficiaries<sup>1</sup> in addressing particular issues raised by the Committee of Ministers of the CoE, the Advisory Committee on the FCNM and the Committee of Experts of the ECRML, thereby supporting the beneficiaries to honour their obligations under these binding treaties while at the same time promoting minority rights.

**Three specific objectives** contribute in a complementary manner to achieve the overall objective of the Project:

- 1) To support **local governments** in enhance **policies and capacity for implementing recommendations on minority rights in practice** in selected local governments in the region;
- 2) To **identify and share good practices** among the participating local governments and **develop adaptable models** for use in other local governments in the region;
- 3) Based on evidence from the local level coupled with recommendations from CoE monitoring reports, to provide support on **legislative and policy changes at the central government level**.

In accordance with the Project’s Description of Action under Objective 1, the Project has identified 35 local self-governments from seven beneficiaries, which implemented small grants specifically designed to address the issues of minority promotion and protection on local level.

To this extent, the Project has organized a number of trainings/workshops with the aim to further develop the capacity of the local self-governments to effectively implement the small scale projects as well as realize their other duties. A number of consultants were hired under the project to provide guidance to the local self-governments in order to implement their project in a most efficient, transparent and accountable manner.

The process of implementation highlighted the importance of further strengthening the project planning and management by the local self-governments. To this end, the Project will organize a three-day training on Project Cycle Management (hereinafter: PCM) for the representatives for the 35 local self-governments from seven beneficiaries that were part of the small grant program.

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<sup>1</sup> Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, “the former Yugoslav Republic of Macedonia” and Kosovo\* (hereinafter: “the beneficiaries”)

**The secretariat of the Project invites you to submit your offer for the following tasks - Terms of Reference (ToR):**

**NATURE OF THE SERVICES**

**1. Organization of travel arrangements for participants attending the regional PCM workshop to be held in Belgrade from 13-15 July 2016.**

Organize travel arrangements for all the participants coming from Albania, Bosnia and Herzegovina, Croatia, Montenegro, “The former Yugoslav Republic of Macedonia” and Kosovo\* according to [the list of locations](#). There will be two participants attending the regional PCM workshop in each of the specified locations<sup>2</sup>.

Regional transport (door to door) for up to 58 participants from the following locations:

***Albania (local transfer to the airport in Tirana and transport by air)***

Dropulli I poshtem/Sofratike, Fier, Permet, Shkodra, Shijak,

***Bosnia and Herzegovina (local transfer to airport in Sarajevo/Banja Luka and transport by air or transport by road)***

Bosanska Krupa, Jablanica, Sarajevo, Prnjavor, Prijedor, Gradiska

***Croatia (local transfer to airports in Pula/Zagreb and transport by air or transport by road)***

Bogdanovci, Cakovec, Gracac, Knezevi Vinogradi. Pakrac, Pula

***Montenegro (local transfer to airports in Tivat/Podgorica and transport by air)***

Kotor, Plav, Tivat

***“the former Yugoslav Republic of Macedonia” (local transfer to the airport in Skopje and transport by air or transport by road)***

Centar Zupa, Krushevo, Saraj Skopje, Staro Nagoricane, Tetovo

***Kosovo\* (transport by road)***

Kamenica, Vushtrri, Rahovec, Leposavic

**NOTE:** The service provider will provide the offer based on most efficient means of transportation that include road, rail and air transportation. The participants in the PCM training will need to be in Belgrade by 12 July 2016 at 20h00. All participants that use their private vehicles to travel to the airport pick up point or to the final destination will be reimbursed with 0.25 EURO per kilometer for the car costs.

**2. Airport service**

Organize airport pick up and drop off service for participants departing from and arriving to Belgrade.

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

<sup>2</sup> Participants attending the workshop from Serbia will be part of a separate contract.

### **3. Administrative Fee**

The provider may apply agency handling fee.

All costs (including the air-ticket, bus and rail travel costs) will be presented in the offer as the estimated cost + the handling fee). The costs will be charged based on the real costs occurred + the handling fees.

### **GENERAL INFORMATION**

The Project secretariat will make available to the successful bidder the following materials:

1. Contact details of the selected participants from the municipalities in the field;
2. Draft agenda and the logistical note for the meeting.

### **How to submit the offer?**

Offers may be submitted by both incorporated professional partnerships and consultancies as well as by appropriately qualified and experienced agencies, acting either alone or in consortium.

Offers should include:

1. General overall price for the exercise;
2. Info about the provider of the service and possible previous references.

Please submit your offer with the following details via e-mail **only to: [jpmin@coe.int](mailto:jpmin@coe.int)** by 15 June 2016.