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1. BACKGROUND INFORMATION

1.1. Partner parties

The Signatory Parties of the Central European Free Trade Agreement (CEFTA) 2006 (“Agreement”) (“CEFTA Parties”).

1.2. Contracting Authority

The Secretariat of the Central European Free Trade Agreement 2006 on behalf of the CEFTA Parties (“Secretariat”).

1.3. Background

The Central European Free Trade Agreement (CEFTA) is a trade agreement established to facilitate free trade among its Parties. The original agreement dates back to 1992, while the new multilateral agreement was signed in Bucharest in 2006 (CEFTA, 2006). CEFTA free trade area today covers Albania, Bosnia and Herzegovina, North Macedonia, Moldova, Montenegro, Serbia, and Kosovo¹.

On 10 November 2020, the leaders of the Western Balkans adopted a more ambitious framework for regional economic integration – **Common Regional Market Action Plan**² (hereinafter CRM AP) for the period 2021-2024. The Action Plan built on the results of the Multiannual Action Plan for Regional Economic Area (MAP REA) and contributed to the implementation of the European Commission’s Economic and Investment Plan for the Western Balkans by building a common market of 18 million people in the Western Balkans. Its activities were divided in four major pillars: Regional Trade Area, Regional Investment Area, Regional Digital Area and Regional Industrial and Innovation Area.

Regional Trade Area is structured around the four freedoms (free movement of goods, services, capital and people). The CRM AP represented a stepping-stone to integrate the region more closely with the EU Single Market before accession. This was key for the region to leverage its privileged relation with the EU. Regional economic integration based on EU rules and closer association to the EU Single Market aimed to help the Western Balkans in the accession process. At the same time, the accession process and the gradual compliance with the EU *acquis* aimed to help strengthen intra-regional integration.

Building a common market of 18 million people – potential game changer for the region. The CRM AP aimed to address the current economic fragmentation of the region.

Building on the progress made in the past four years, the Western Balkans leaders adopted on 14 October 2024, a new **Common Regional Market Action Plan for 2025-2028**³ (hereinafter CRM2.0), which sets the direction for enhancing trade, mobility, and investment across the region and integration with the EU Single Market. The new four year plan is divided in six major pillars: Free Movement of Goods, Free Movement of Services, Horizontal Trade Measures, Human Capital Development, Business Enabling Environment and Competitiveness and Digital Transformation. With its scope and ambition of going beyond four freedoms provisions, it contributes to the long-term economic growth of the region, supporting its fair, green and digital transition, fostering regional cooperation and convergence with the EU.

CRM 2.0 is a regionally driven initiative grounded in EU rules and standards, aiming to boost competitiveness, deepen economic cooperation, and align the region more closely with the EU Single Market. Expanding on the previous Action Plan, CRM 2.0 goes beyond the four freedoms, promoting

¹This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

² <https://cefta.int/wp-content/uploads/2020/11/Common-Regional-Market-2021-2024-Action-Plan.pdf>

³ <https://cefta.int/wp-content/uploads/2024/10/Common-Regional-Market-Action-Plan-2025-2028.pdf>

long-term economic growth, supporting fair, green, and digital transitions, and fostering regional cooperation and EU convergence.

As an integral part of the Growth Plan for the Western Balkans, CRM 2.0 operationalizes its second pillar: regional economic integration through the Common Regional Market. The Growth Plan promotes regional cooperation, a necessary stepping stone to access the EU Single Market (first pillar). Strengthening regional cooperation attracts investors, creates opportunities for businesses and workers, accelerates alignment with EU standards, and advances reforms.

CRM 2.0 holds untapped potential to unlock the Growth Plan's goal of doubling the Western Balkans' economic size within the next decade and thus foster stronger economic convergence with the EU. For example, deeper trade integration akin to the EU Single Market could boost annual trade growth by 10% which contributes to generating growth and jobs.

Notable achievements of CRM 2021-2024 include a doubling of intra-CEFTA trade volume over five years, a 3-percentage-point increase in GDP per capita relative to the EU average (2017-2022), and a 500% rise in roaming usage. Additionally, reduced waiting times at crossing points through Green and Blue Lanes saved over 20 years in queueing time in 2023, while 1,200 new companies engaged in intra-CEFTA trade.

CRM 2.0 recognizes that trade reforms and improved infrastructure would yield even greater benefits if the Western Balkan economies joined the EU, potentially boosting welfare by 6%.

The **Central European Free Trade Agreement (CEFTA)** plays a key role in providing legal and institutional framework for the first three pillars of CRM 2.0:

- **Free movement of goods:** Streamlining procedures to make trade more efficient and cost-effective, fostering market integration and competitiveness.
- **Free movement of services:** Improving market access, reducing discrimination, and addressing regulatory challenges to support growth in service industries.
- **Horizontal trade measures:** Addressing trade underpinnings, such as Green Lanes, digitalization, paperless trade, intellectual property rights, dispute settlement, consumer protection, and environmental sustainability.

Key CEFTA CRM 2.0 Deliverables by 2028:

FREE MOVEMENT OF GOODS

- **Free movement of agri-food products:** simplified trade procedures for live animals and animal products, harmonization and acceptance of relevant documents, and reduction of official controls for fruit and vegetables at crossing points. Trade in products from EU-compliant establishments will be facilitated, organic product procedures expedited with electronic certification, and diagnostic protocols unified to ensure recognition.
- **Free movement of (non-food) industrial goods:** enhanced trade by recognizing conformity assessment results for selected sectors like machinery and construction products, harmonizing labelling rules, and harmonised legislation for sectors not subject to EU harmonized legislation. Improved cooperation in the quality infrastructure, particularly among market surveillance agencies.
- **Strengthening customs and tax cooperation:** aligned rules of origin with the EU, extended benefits for Authorized Economic Operator (AEO), and simplified customs clearance for e-commerce. Improvements in VAT refund processes, anti-fraud measures, and tax governance will complement innovations like Single Window systems, 24/7 online payments, and a customs laboratory network.
- **Other trade facilitation measures:** trade-related fees and charges harmonized and reduced, while non-tariff measures and trade-distorting practices identified and addressed.

FREE MOVEMENT OF SERVICES

- **Freedom to provide services:** establish freedom to provide services within CEFTA modelled after the EU Services Directive by removing obstacles like authorization or commercial presence requirements in some sectors; enabled freedom of establishment for service suppliers; establish Points of Single Contact to assist individuals and businesses.
- **Professional qualifications:** recognition expanded to new sectors, introduction of the experience-based recognition; developed database of regulated professions; introduction of a professional card to streamline mobility and professional recognition.
- **Financial and related services:** simplified provision of financial services through EU-based equivalence; enabled regional QR code-initiated payments; streamlined non-bank payment service licensing; recognition of Motor Third Party Liability Insurance to allow travel without green cards.
- **Audiovisual services:** Inclusion of audiovisual sector in the Additional Protocol 6 (AP6) Schedule of Commitments, and harmonized rules ensuring a level playing field between traditional television and online services.
- **Transport services:** The regional transport market will be liberalized by eliminating transport permits for Western Balkans partners, facilitating seamless movement of goods and people.
- **Electronic commerce and related information society services:** Expanded cooperation in digital services, enhancing fairness on online platforms, and improving parcel delivery and online content portability. Recognition of electronic signatures and trust services will be advanced, alongside updated telecommunications rules to harmonize authorisation procedures for electronic communications services.

HORIZONTAL TRADE MEASURES

- **Green Lanes and reduction of waiting times at crossing points:** Crossing points will see reduced waiting times through increased capacities, improved inter-agency cooperation, and risk-based clearance procedures. Customs controls will be recognized across CEFTA (e.g. scanner images, data on truck/cargo weight etc.), pre-arrival checks enabled through electronic document exchange, and specific agri-food products excluded from controls at crossing points.
- **Digitalisation and paperless trade through CEFTA System of Electronic Exchange of Data (SEED):** Trade processes will become paperless with electronic data and document exchanges, e-certificates, and system upgrades to SEED based on the Internal Market Information System. CEFTA Transparency Pack and Statistical Portal upgraded and expanded to widen the scope and quality of available information.
- **Intellectual Property Rights (IPR) and quality schemes:** Legal frameworks further aligned with EU standards, supported by improved administrative capacities and the introduction of a single point for submission of applications for custom's action. Geographical Indications (GIs) recognized, and awareness of IPR's benefits for SMEs promoted.
- **Consumer Protection:** Consumers will benefit from better support mechanisms, improved enforcement cooperation, and alternative dispute resolution systems. Rules for the sale of goods and digital services harmonized across CEFTA.
- **Trade Statistics:** Harmonisation of the quality and scope of statistical data produced (e.g. e-commerce, tourism, etc.) and their timely exchange within the CEFTA Statistical Portal with increased scope of shared data.
- **Trade-related Environmental Issues:** Pre-empted possible barriers due to uncoordinated harmonisation with CBAM; Procedures for non-hazardous waste shipment will be aligned with EU best practices and fully digitalized.
- **Dispute Settlement:** Additional Protocol 7 on Dispute Settlement (AP7) fully implemented and supported by a CEFTA electronic communication system to streamline proceedings and enhance efficiency.

- **Promoting export in CEFTA and EU:** Efforts will focus on communicating regional market opportunities to businesses, empowering vulnerable groups, and providing training for EU-based rules. Export strategies will strengthen the region's competitiveness in entering the EU single market.

CEFTA has been tasked to deliver trade related activities which are namely part of the first three pillars: Free Movement of Goods, Free Movement of Services and Horizontal Trade Measures. CEFTA framework is composed of multiple bodies made of representatives of the CEFTA Parties, supported and coordinated by the CEFTA Secretariat.

- ***CEFTA Secretariat***

Implementation of CEFTA 2006 is supported by a permanent Secretariat located in Brussels established in accordance with the Article 40.2 of CEFTA 2006. The overall function of the Secretariat is to provide technical and administrative support to the Joint Committee and any Body established by it, as defined by its mandate set out in the Joint Committee (hereinafter JC) Decision 1/2018 as amended by JC Decision 10/2024. The functions of the Secretariat can be summarised as follows:

- Support the supervision of the implementation of the CEFTA 2006 by deploying implementation monitoring mechanisms and recommending to the Joint Committee how to enhance the effectiveness of implementation of the Agreement and
- Facilitate the administration of the implementation of the Agreement by: preparing the initial drafts of all documents discussed and adopted by the CEFTA Bodies; supporting the Chair in Office of CEFTA in organisation and follow-up of all meetings of the Joint Committee and of other CEFTA Bodies; preparing and presenting technical opinions to the corresponding agenda items of the meetings of CEFTA Bodies or the ones organised by CEFTA Parties and other Regional or International Organisations; negotiating, co-ordinating, and reporting on donor funded assistance for regional trade related activities; acting as contracting authority by implementing procurement rules in tendering procedures; maintaining the official archive of the Agreement in liaison with the Depositary/Acting Depositary; supporting the implementation of the trade related components of the SEE strategy and the Common Regional Market Action Plans, and all other Actions in the context of any other economic initiatives or in trade related international organisations related to CEFTA; liaising with the European Commission and other relevant partners and donors to secure and manage technical and financial assistance on behalf of the CEFTA Parties in the implementation of any regional strategy or plan which involves CEFTA Bodies and informing regularly the Joint Committee thereof.

In the context of CRM 2.0 governance system, CEFTA Secretariat is in charge of preparing and coordinating of the CEFTA led actions within the Action Plan, mainly grouped in three Areas (Free Movement of Goods, Free Movement of Services and Horizontal Trade measures) and together with the Secretariat of the Regional Cooperation Council it monitors and reports progress back to the Western Balkan leaders.

CEFTA Secretariat prepares input on CEFTA activities for regular reports on implementation of CRM 2.0. CEFTA Secretariat takes an active part in the coordination mechanism set for monitoring and governing of the Action Plan. This involves contribution to organisation and participation in the meetings of the Common Regional Market coordinators, which take place multiple times a year. Furthermore, it organises discussions of relevant CRM 2.0 Actions in the meetings of CEFTA Bodies or, when needed, contact points for different CRM activities or designates experts for particular activities. The CEFTA Secretariat may also participate in the meetings related to bilateral, plurilateral or global initiatives involving CEFTA Parties, where issues related to the implementation of CEFTA

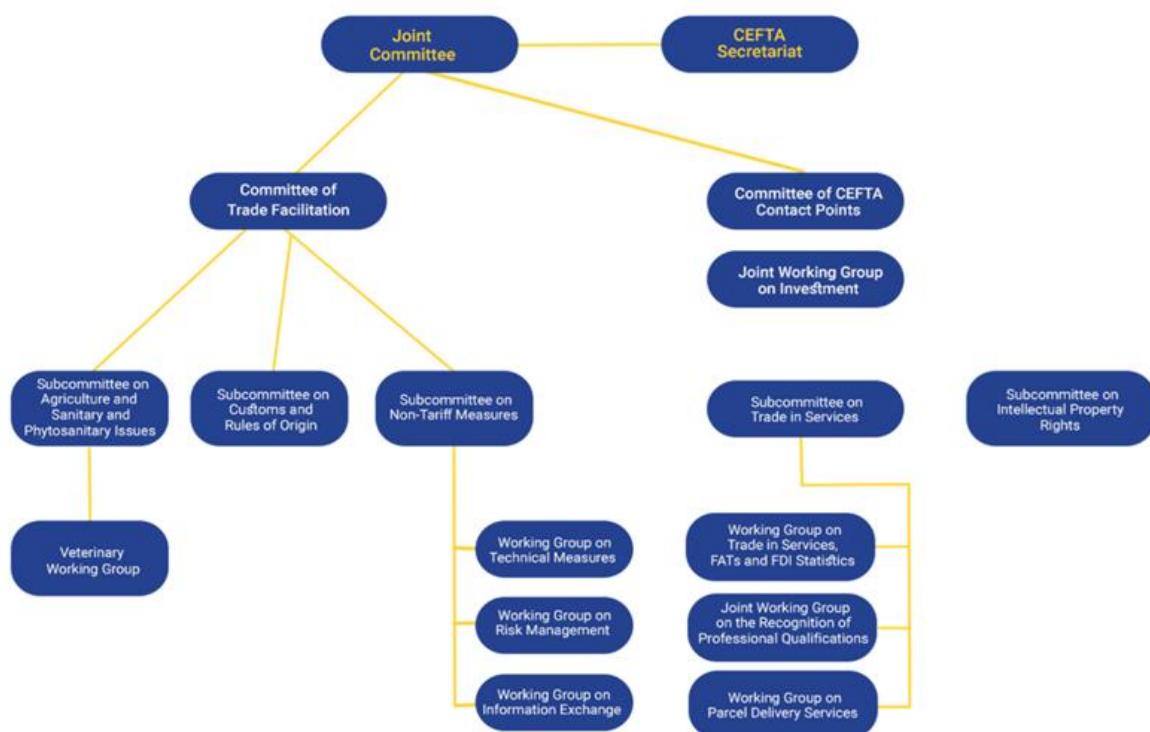
2006 or CRM 2.0 may arise. Finally, the CEFTA Secretariat reports to the WB leaders, through active participation in the WB leaders' summits.

- **CEFTA Bodies**

Joint Committee, hereinafter JC, (CEFTA 2006, Article 40) is the only decision-making body established in accordance with Article 40 of CEFTA 2006 which supervises and administers the implementation of the Agreement. It is composed of the ministers in charge of trade from each Party and it is entrusted to supervise and administer implementation of the agreement. The JC meets at least once a year and can adopt decisions and recommendations. The JC is chaired by one of the parties and this function revolves on an annual basis in order laid out in JC Decision 1/2007 as amended by JC Decision 1/2024.

Committee of Trade Facilitation (JC Decisions 7/2014 and 1/2015) is tasked to develop and broaden cooperation among CEFTA Parties and to address the issues which are related to facilitation of the trade in CEFTA with a view to reduce trade costs, while balancing trade facilitation with increasing requirements for safety and security measures in international and regional supply chain.

Committee of Contact Points (JC Decision No. 1/2015) is tasked to support the smooth functioning of the Agreement and the fulfilment of the decisions, conclusions and recommendations of the Joint Committee both within the Party concerned and with all CEFTA stakeholders.



Subcommittees

Subcommittee on Non-Tariff Measures is tasked to identify non-tariff measures that can potentially have an economic effect on international trade in goods, changing quantities traded, or process or both, review those identified measures and propose measures for their elimination.

Subcommittee on Agriculture including Sanitary and Phytosanitary Issues is tasked to contribute the promotion and facilitate trade in agricultural products and to discuss and coordinate to the maximum extent the policies on agriculture and protection of plant health, animal health and food safety and other relevant areas in accordance with articles 11 and 12 of CEFTA 2006.

Subcommittee on Customs and Rules of Origin is tasked to simplify and facilitate customs procedures and to coordinate implementation of common rules of origin in CEFTA; (in accordance with article 14.4 of CEFTA 2006).

Subcommittee on Trade in Services is tasked to strengthen and deepen the intra-CEFTA cooperation in the field of trade in services by facilitating the implementation of the commitments in Additional Protocol 6 on Trade in Services.

Subcommittee on Intellectual Property Rights is tasked to develop and broaden cooperation among the CEFTA Parties in relation to Intellectual Property Rights for the purpose of the elimination of trade-related barriers.

Working groups

Working Group on Technical Measures deals with non-tariff measures stemming technical measures with a view of eliminating the discriminatory measures constituting non-tariff barriers to trade.

Working Group on Risk Management deals with management of public authorities and agencies involved in clearance of goods seeking to facilitate while improving the overall quality and deterrence of customs, security, and safety controls and inspections.

Working Group on Electronic Exchange of Information covers issues related to IT capacities and to facilitate trade while improving the overall quality of customs, security and safety controls and inspections.

Veterinary Working Group contributes to the promotion and facilitation of trade in agri-food products within CEFTA, also discussing and coordinating the related policies on agriculture and the protection of animal health and food safety and other relevant areas in accordance with Articles 11 and 12 of the CEFTA 2006.

Working Group on Trade in Services Statistics, FATS and FDI Statistics is tasked to improve the quality of international trade in services statistics and harmonise statistics with those of the European Union.

Working Group on Parcel Delivery is in charge of activities aimed at facilitating parcel delivery within CEFTA, in particular through implementation of JC Decision 3/2024.

Joint Working Group on the Recognition of Professional Qualifications deals with mobility of professionals by facilitating and supervising the implementation and application of cooperation in the area of the recognition of professional qualifications.

Joint CEFTA-RCC Working Group on Investment Policy and Promotion is established with the aim to deepen trade and investment links, and support policies that are non-discriminatory, transparent and predictable and that enhance the flow of goods, investment, services and people.

SEED+ project

The purpose of this action is to develop and implement the system SEED+, which will enable electronic exchange of trade documents in the Western Balkans in line with the provisions and actions agreed in CEFTA Additional Protocol 5 (AP5). The Grant Contract was signed with the European

Commission in January 2024 for a duration of 3 years. Two SEED+ project staff are based in the CEFTA Secretariat in Brussels: Project Manager and Project Assistant.

1.4 Current situation in the sector / Secretariat

Over the past five years, CEFTA has substantially strengthened and professionalised its communication and media relations function. This strategic shift was prompted by the recognition that, despite the tangible economic benefits and policy advancements generated through CEFTA's activities, stakeholder awareness and understanding of the Agreement's scope, relevance and contribution to regional economic integration remained limited.

To address this gap, CEFTA adopted a more structured, coherent and results-oriented communication approach, systematically deploying a mix of traditional and digital channels. Communication efforts have been tailored to the specific needs, expectations and information consumption patterns of distinct target audiences, supported by clear messaging frameworks and targeted content designed to enhance clarity, accessibility and impact.

These enhanced efforts have led to a measurable improvement in CEFTA's visibility and public profile. Awareness of CEFTA as an institution—its mandate, achievements and added value to the region—has increased significantly, as evidenced by expanded media coverage, strengthened stakeholder engagement and more consistent public discourse surrounding CEFTA initiatives.

Between 2022 and 2025, CEFTA's communication activities generated:

- approximately **1,805 media reports** addressing key policy developments, milestones and events;
- more than **66 interviews, television appearances and opinion/editorial contributions** by CEFTA representatives;
- **476 social media posts** disseminated across official platforms to broaden outreach and stakeholder interaction;
- the establishment and maintenance of **sustained working relationships with leading media outlets across all seven CEFTA Parties**, ensuring consistent regional coverage.

Collectively, these efforts aim to effectively communicate CEFTA's strategic priorities, achievements and reform milestones, while reinforcing its commitment to the implementation of the CEFTA Agreement and the Common Regional Market Action Plan. By showcasing concrete results and practical benefits, CEFTA seeks to strengthen stakeholder trust, promote informed engagement and enhance recognition of its role as a key driver of regional economic integration and cooperation.

Greater efforts are required to systematically promote the main activities of CEFTA and to increase their visibility among target audiences. Through this project, CEFTA's interventions, achievements and measurable impacts will be communicated in a more structured, targeted and results-oriented manner, thereby strengthening stakeholder awareness and engagement.

1.5. Related programmes and other donor activities

The implementation of project activities will be closely coordinated with other regional initiatives and EU-funded actions that contribute to the execution of the CEFTA Bodies' Work Programme, in alignment with Chairmanship priorities and under the guidance of the CEFTA Secretariat.

In particular, strong collaboration will be maintained with the following initiatives:

1. **SEED+ Project**, implemented by the CEFTA Secretariat in partnership with the Italian Customs Administration;

2. **Support to Trade Facilitation and Trade in Services**, funded under IPA and BMZ and implemented by GIZ.

More broadly, the project will engage with all ongoing and relevant initiatives to prevent duplication, promote synergies and ensure complementarity across activities.

2. OBJECTIVE & EXPECTED OUTPUTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is to further increase the visibility of CEFTA actions.

2.2 Specific objective(s)

The specific objectives of this contract are as follows:

Specific objective 1: Enhance the visibility and understanding of CEFTA's role and achievements and effectively communicate the objectives and implementation of the CRM Action Plan.

Specific objective 2: Enhance stakeholder engagement by producing accessible, high-quality communications content tailored to priority audiences.

2.3. Expected outputs to be achieved by the Contractor

The service will be paid on the basis of the delivery of the specified output(s). Payments might be totally or partially withheld if the contractual result(s) have not been reached in conformity with the detailed terms of reference. Payment(s) is/are based on the approval of this/these deliverable(s). Partial payment has to be determined according to the partial implementation of the output(s).

The expected outputs of this contract are as follows:

Output 1: Increased Engagement and Awareness

- Monthly social media calendar and a minimum of 3 posts/week across all channels;
- Regular maintain and updates to the CEFTA website (news articles, event recaps, etc.);
- Content created (at least 5 short videos/reels (up to 1 min) monthly, social cards/visual for the posts, infographics; 1 longer video (3min long) and 2 newsletters developed over contract duration;
- Media engagement for events (e.g., CEFTA Joint Committee, CEFTA Week, Summits, press briefings) and promotion of the key activities and achievements (native stories, press releases, etc);

Output 2: Design of Promotional Materials

The financial offer shall include a breakdown indicating the price for each expected output.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

N/A

3.2. Risks

Delays in meeting deadlines for delivering the results.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

Project objectives and expected results will be achieved through technical assistance to the CEFTA Secretariat for the realization of the project activities.

4.1.2. Geographical area to be covered

CEFTA Parties

4.1.3. Target groups

The Contractor shall address the following target groups: CEFTA Structures and beneficiary administrations, the CEFTA Secretariat, the business and expert community, chambers of commerce, professional associations, media, international stakeholders, civil society and the general public..

4.2. Specific work

Result 1: Increased Engagement and Awareness

The Contractor will enhance CEFTA's social media presence by modernising existing channels and, where appropriate, expanding this presence through the development of new communication channels. The Contractor will design and publish posts that present ongoing efforts, promote priority initiatives and communicate results related to economic cooperation and trade promotion within CEFTA. The Contractor will also ensure the regular upkeep of the CEFTA website, including timely updates and the publication of news items and summaries of event.

The Contractor will be responsible for developing social media content related to CEFTA activities, based on meetings and events organized throughout the year. The Contracting Authority will provide the Contractor with the agenda and objectives of each event to ensure that the content accurately reflects their focus and outcomes. It is expected that up to 20 CEFTA events will be organised annually. The Contractor will attend each event and prepare social media materials, including but not limited to posts, professional photographs, graphics and announcements that capture key outcomes or discussions. All content shall be submitted to the Contracting Authority for review and final approval before publication on the relevant social media channels.

In addition to digital content, the Contractor will prepare articles for local newspapers and arrange interviews or media briefings with local media outlets, as appropriate, to further enhance the visibility of CEFTA activities at the national and local levels. At least two visibility outputs, in the form of articles or interviews, will be produced per CEFTA Party. These activities aim to ensure that CEFTA's key messages effectively reach both the general public and relevant stakeholders in the host locations.

Result 2: Design of Promotional Materials

The Contractor shall, as required by the Contracting Authority, design and deliver promotional products, including but not limited to the following:

- brochures, flyers, notebooks, folders, pens, bags, business cards, water bottles, mugs, banners, background designs, etc.

4.3. Project management

4.3.1. Responsible body

The Secretariat of the Central European Free Trade Agreement 2006 will be responsible for the management of the contract.

4.3.2. Management structure

The Director will oversee the implementation of the contract. The Coordination and Communication Expert will be the Project Manager of this project on behalf of the Secretariat.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The CEFTA Secretariat will provide all needed information to the Contractor.

5. LOGISTICS AND TIMING

5.1. Location

The assignment can be carried out remotely or online. The Contracting Authority may require the presence of the Contractor at the location that the Contracting Authority will share at the moment of the implementation of a particular activity.

5.2. Start date & period of implementation of tasks

The intended start date is the beginning of March 2026 and the period of implementation of the contract will be until 31 December 2026.

6. REQUIREMENTS

6.1. Personnel

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.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.1. Experts

The “Key Expert’s profile” (Annex IV) shall be submitted by the tenderer for the following key experts and the minimum requirements are detailed below:

Key expert 1: Team leader

Qualifications and skills:

- University degree in a field relevant to this contract such as: Journalism, Literature, Communications Design, Public Relations, International Relations, Marketing, or Management;
- Excellent written and oral communication skills in English language.
- Languages spoken in the CEFTA Region are an advantage;

General professional experience:

- Minimum of 10 years of professional experience in the thematic field related to this contract, such as journalism, design, communications, public relations, or related field;

Specific professional experience:

- Minimum 3 years of experience in production of videos, animations, creating promotional material in English language;

6.1.2 Support facilities & backstopping

The costs for support facilities, including backstopping, are included in the tenderer's financial offer.

6.2 Office accommodation

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

6.3 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.

6.4 Equipment

No equipment is to be purchased on behalf of the CEFTA Secretariat as part of this service contract or transferred to the CEFTA Secretariat at the end of this contract.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in English in one original:

- **Inception Report** of maximum 12 pages to be produced after 3 weeks from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- **Interim Report** of maximum 20 pages must be prepared in the fifth month during the period of implementation of the tasks.
- **Draft final report** of maximum 20 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- **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 a week after receipt of comments on the draft final report. The final report must be provided along with the corresponding invoice.

There must be a final report, a final invoice and the financial 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.

7.2. Submission & approval of reports

The reports referred to in 7.1. must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

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