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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 Plan²** (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 2025-2028³** (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 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

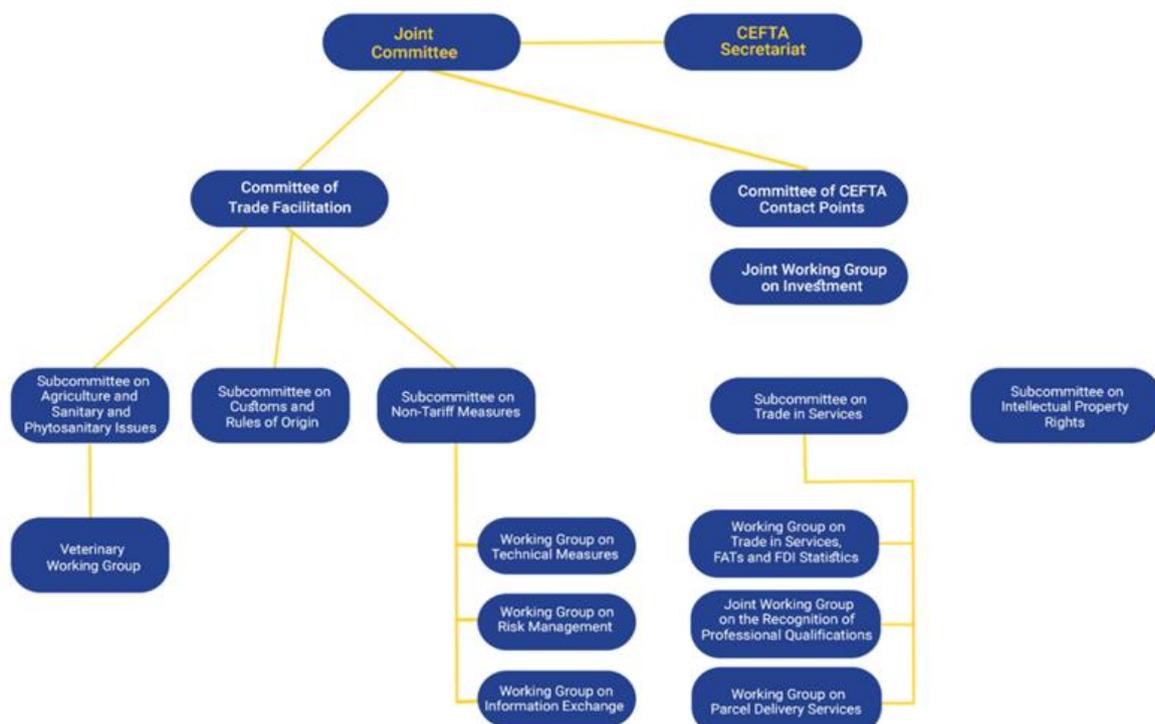
2006 or CRM 2.0 may arise. Finally, the CEFTA Secretariat reports to the WB leaders, through active participation in the WB leaders' summits.

- **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).

1.4 Current situation in the sector / Secretariat

On 9 October 2024, the CEFTA Parties adopted Recommendation No. 1/2024, aimed at streamlining Motor Third Party Liability (MTPL) insurance across CEFTA. The goal is to allow motorists to travel within CEFTA without requiring a physical Green Card or additional proof of insurance, relying instead on MTPL coverage from their respective home.

To ensure a smooth transition, the CEFTA Joint Committee established a two-year roadmap with the following milestones:

Intermediary Measures:

- **Reduced Fees:** Administrative costs for Green Cards should be capped at the approximate production cost of the document.
- **Plate Recognition:** Parties to the Multilateral Agreement should begin recognizing MTPL insurance based solely on the vehicle's registration plate.

Full Implementation:

- **Digital Integration:** Parties are expected to fully digitize MTPL issuance and enable cross-border data exchange.
- **Physical Document Phase-out:** Digital inspections will replace the need for physical Green Cards, making them obsolete for travel within the CEFTA zone.

Under the chairmanship of Montenegro, the 2026 Work Programme for the Subcommittee on Trade in Services prioritizes the following:

- Ongoing expert-level discussions to finalize the intermediary measures mandated by Joint Committee Recommendation No. 1/2024.
- Streamlining Motor Third Party Liability (MTPL) insurance across CEFTA to ensure regional compliance.

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.
3. **EU4Digital**, co-funded by the European Union and Federal Ministry for Economic Cooperation and Development (BMZ).

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 is to increase socio-economic growth in the region thanks to increased trade and investment, to foster the implementation of the EU *acquis* pertaining to the EU Single Market in order to accelerate accession to the EU, and to enhance good neighbourly relations.

2.2. Specific objective(s)

The specific objective of this contract is to support the implementation of the CEFTA Recommendation No. 1/2024 on the Facilitation of Motor Third Party Liability Insurance within CEFTA through developing the technical and regulatory framework to enable the recognition of MTPL insurance based on vehicle registration plates and allow vehicle motorists to travel without physical MTPL documentation.

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:

1) Binding Regulatory Framework

- Propose improvements to ensure a comprehensive approach for the CEFTA framework on the facilitation of Motor Third Party Liability Insurance within CEFTA and support the technical discussions of the expert group on MTPL
- Assess the necessity for Parties' regulatory alignment on MTPL and recognition of digital-only MTPL verification.

2) Operational & Stakeholder Framework

- Propose appropriate instruments/framework for local insurance bureaux to formalise mutual recognition of registration plates as proof of insurance, common principles for intra-CEFTA claims handling, and standardized procedures for plate-based verification.
- Operational guidelines for bureaux to manage accidents involving vehicles with digital-only insurance documentation.
- Cost-Study analysis defining the maximum allowable "production cost" fee for physical Green Cards during the transition period.
- Roadmap for full document digitalization and electronic exchange.

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

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Parties remain politically committed to implement CRM 2025-29028
- Parties are committed to support the implementation of CEFTA Recommendation No. 1/2024 on the Facilitation of Motor Third Party Liability Insurance within CEFTA.
- Insurance Bureaux are willing to sign and adhere to a Memorandum of Understanding (MoU).
- Parties continue to align with the EU *acquis*.

3.2. Risks

- Divergent political priorities and varying institutional reporting lines across Parties may impede the timely adoption of the binding Joint Committee Decision, delaying the transition from recommendation to mandatory obligation.

- Delays in regulations approximation which may prevent recognition of digital certificates or registration plates.
- Varying levels of commitment or changes in policy priorities could stall technical progress and delay the harmonisation of motor insurance recognition.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The Contractor will support bridging the gap between regulatory oversight and the operational management of Insurance Bureaux to achieve two critical milestones:

- Reduce Green Card administrative fees to match approximate production costs and enable insurance recognition based on vehicle license plates for Multilateral Agreement (MA) signatories.
- Fully eliminate the requirement for physical Green Card documentation for travel between CEFTA Parties.

More specifically the Contractor will provide a comprehensive review of all CEFTA Parties to pinpoint the specific legal and technical obstacles preventing the mutual recognition of vehicle registration plates. During this stage, the Contractor will act as a facilitator, aligning regulators and private insurance associations to ensure that reforms are effectively integrated into local policy terms.

Central to this mission is the creation of a transparent, evidence-based financial model. This model will define "approximate production costs" for Green Cards, providing the objective data needed to standardise and reduce administrative fees across all CEFTA markets. Simultaneously, the Contractor will provide expert technical revisions to the CEFTA Joint Committee Decision on MTPL Facilitation and draft Multilateral Memorandums of Understanding (MoUs). These documents will formalise the recognition of registration plates and establish common standards for claims handling and verification.

The Contractor will support the Expert Group on MTPL through technical discussions to ensure all decisions are robust and comprehensive. By providing a roadmap for full document digitisation and electronic data exchange, the Contractor will lead the transition toward a paperless environment. This evolution will replace physical Green Card documentation with digital verification, streamlining the intra-CEFTA experience for citizens and authorities alike.

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

The Contractor shall implement the following tasks to achieve the objectives of Recommendation No. 1/2024.

➤ **Inception \$ Kick-off**

- Conduct initial meetings with the CEFTA Secretariat and identify key contact points within CEFTA regulators and Insurance Bureaux.
- Develop a detailed methodology and timeline for the implementation of the technical pillars.

➤ **Regulatory Mapping and Economic Research**

- Conduct a review of regulatory framework in all CEFTA Parties to identify legal and administrative barriers to plate-based recognition.
- Gather economic data from Insurance Bureaux regarding administrative and production costs of Green Cards.

➤ **MTPL framework and Economic Modeling**

- Propose and develop the formal binding CEFTA regulatory framework on the facilitation of MTPL Insurance.
- Propose appropriate instruments/framework to formalise the commitment to mutual recognition of registration plates and establish standardized procedures for plate-based verification.
- Support the CEFTA Expert Group on MTPL through technical moderation and advise during discussions and negotiations.
- Formulate a transparent, evidence-based model for "approximate production costs" to ensure regional uniformity in fee reductions.

➤ **Digital Transition**

- Prepare a roadmap for full document digitalization and electronic exchange to replace physical paperwork.

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 Trade Expert in Services 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 April 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: Insurance & Regulatory Expert (Team Leader)

Qualifications and Skills:

- Master’s Degree in Law, Insurance Management, or Economics.
- Excellent written and oral communication skills in English language.
- Languages spoken in CEFTA is an advantage;

General Professional Experience:

- Minimum 12 years of experience in insurance regulation or financial services.

Specific Professional Experience:

- At least 7 years specializing in Motor Third Party Liability (MTPL) systems and the Green Card regime.
- Experience drafting Multilateral Agreements or Memoranda of Understanding (MoUs) for the insurance sector.
- Expert-level understanding of the EU Motor Insurance Directive and the Council of Bureaux (CoB).
- Proven moderation skills for negotiations involving regulators and other stakeholders.

Key Expert 2: Insurance Economist

Qualifications & Skills:

- Degree in Economics, Finance, or Actuarial Science.
- Excellent written and oral communication skills in English language.
- Languages spoken in CEFTA is an advantage;

General Professional Experience:

- 8–10 years in the insurance sector or financial market regulation.

Specific Professional Experience:

- Proven experience in financial modeling, cost-benefit analysis within the insurance or regulated services sector.

- Expertise in economic modelling and statistical analysis.

Key Expert 3: IT/Digital Systems Expert

Qualifications and Skills:

- University degree in Information Technology, Computer Science, Information Systems Management, or a related technical field.
- Excellent written and oral communication skills in English language.
- Languages spoken in CEFTA is an advantage;

General Professional Experience:

- Minimum of 8 years of professional experience in the Information and Communication Technology (ICT) sector.

Specific Professional Experience:

- At least 5 years of demonstrated experience in implementing digital solutions within regulated sectors such as financial services, transport, or public administration.
- Specialized knowledge in automated plate recognition systems, digital document transition, and transboundary database integration.
- Experience in designing or implementing transboundary electronic data exchange systems or distributed databases.

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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