

ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION	2
1.1. Partner country	2
1.2. Contracting authority	2
1.3. Country background	2
1.4. Current situation in the sector	2
1.5. Related programmes and other donor activities	3
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	4
2.1. Overall objective	4
2.2. Purpose	4
2.3. Results to be achieved by the contractor	4
3. ASSUMPTIONS & RISKS	5
3.1. Assumptions underlying the project	5
3.2. Risks	5
4. SCOPE OF THE WORK	5
4.1. General	5
4.2. Specific work	7
4.3. Project management	8
5. LOGISTICS AND TIMING	9
5.1. Location	9
5.2. Start date & period of implementation	9
6. REQUIREMENTS	9
6.1. Staff	9
6.2. Facilities to be provided by the contractor	11
6.3. Equipment	11
6.4. Lump sums	11
7. REPORTS	11
7.1. Reporting requirements	11
7.2. Submission & approval of reports	12
8. MONITORING AND EVALUATION	12
8.1. Definition of indicators	12

1. BACKGROUND INFORMATION

1.1. Partner country

Bosnia and Herzegovina

1.2. Contracting authority

Olympic Committee of Bosnia and Herzegovina

1.3. Country background

In Bosnia and Herzegovina there are no statistical data in regards to the number of people with disability, let alone in regards to their participation in sport. According to the action plan for the improvement of the rights of people with disability in Sarajevo Canton (2018-2021), it is estimated that out of 418.542 inhabitants, 22.102 are people with disability. However, even this information cannot be taken as statistically accurate, since it is based on the number of people who use social security programmes. Therefore, it can be stated that around 45.000, which is roughly around 10%-15% of the entire population people in Sarajevo Canton are believed to be people with disability. 15% of population in Canton Sarajevo is recommended to do some physical activity, to be active and to do either recreational or professional sport. The possibilities for the growth of sector for disabled sport are vast. Sport and physical activity represents one of the essential needs for this population, and it is one of the permanent rehabilitation methods for people with disability. Taking into consideration that 30% of the total number of inhabitants in the cross-border region should practice sport and physical activity, one can safely conclude that this could be a promising sector of the labour market. However, one cannot state the current situations in the sector for disabled sport because the number of sport clubs and sport organisations which offer this kind of service is non-existent. Number of specialised professionals and volunteers in sector for disabled sport is non-existent. What is clear and evident, is the need to increase the number of sport clubs and organisations which have special programmes for people with disability, and which as well have qualified and experienced coaches, coach assistants, referees and sport administration.

This statement can further be supported by the previously successfully implemented project Parainspired which included research in sport for physically disabled. This project addressed the needs of improving sport training for people with physical disability, but as a part of initial study highlighted the need for professional staff and the lack of their development opportunities in this sector.

As in Bosnia and Herzegovina there is no higher education institution that teaches adoptive physical education, and in Serbia there is just one such higher education, it seems that people who work in the sector for disabled sport are self-thought and forced to find some other means of educating themselves. Contrary to common beliefs, sport sector employs a wide variety of workers, all relevant for the quality operations of one sport organisation. Therefore, apart from an education for coaches, coach assistants, education of sport administrators in the sector for disabled sport has been raised as an issue as well. And finally, sport for disabled persons requires a very important service, which cannot be found in valid sport activities and competitions, experts in categorising the type of disability, according to which they may proceed to competitions on a fair and equal level.

1.4. Current situation in the sector

The action is a continuation of the joint development and implementation of the project Social integration through parasport – Parainspired!, which was funded and implemented in the scope of the first call for proposals of IPA II Cross border cooperation Serbia – Bosnia and Herzegovina. The main conclusions in regards to the lack of professional staff and proper education in the field of sport for people with disabilities came as a direct result of the studies conducted in both sides of the border. The organisation of two symposiums and workshops likewise highlighted the need to have national and international classifiers in disabled sport, which in Bosnia and Herzegovina there are not a single one, and in Serbia, their numbers are very scarce. The issue of not having national classifiers is one of the direst issues in participating in international sport competitions for disabled persons. And

finally increasing professional capacities of 20 sport professionals (coaches) has indicated to have been a highly beneficial activity, but it was noted that this service should be expanded to more than just coaches, but include administrative staff, graduates of health and medicine studies, sport and physical education, and sport administrators.

Therefore the action will build on the previous results by strengthening that field which was not sufficiently covered. The workshops in the previous project were designed to last for two days, which is not enough time to acquire any specific skills, at least not in context to facilitate employment in the disabled sport. This action will build on that, and the target groups would be easier to attract considering that a specific database already exists. Among many issues which came up in the implementation of the previous action, issues of private companies not being well informed in the needs of people with disability of sport have been brought to the attention of partners. These private institutions all provide with some services, such as infrastructural work, human resources, equipment supply, organisation of sport events and most often if they are not run by people with disability, the service they provide are not adequate and do not fit the needs of the disability sport sector. In order to strengthen this sector, and to provide equal opportunities for all to practice sport, each segment of this sector will be covered by the educational courses developed in this action.

1.5. Related programmes and other donor activities

The European Commission's European Disability Strategy 2010-2020, adopted in 2010, builds on the UNCRPD and takes into account the experience of the Disability Action Plan (2004-2010), tackles the many issues of people with disability, out of which directly relevant for this action are: the right to free movement, to choose where and how to live, and to have full access to cultural, recreational, and sports activities, the issue of employment aiming towards raising significant share of persons with disability working in the open labour market, and equal opportunities in education and training, by providing equal access to quality education and lifelong learning which will enable disabled people to participate fully in society and improve their quality of life. The action is in line with all three aspects indicated above and by providing educational and practical training sessions on working in the sector for disabled sport it will provide with equal opportunities for all to gain professional skills, to increase access and provide with proper sport services and participation in sport, and promote the work of organisations and institutions which work in the sector for disabled sports. The Council of Europe Disability Strategy 2017-2023 as well refers to full and effective participation of persons with disabilities in all areas of life and society as a whole as crucial for the enjoyment of all human rights.

The action corresponds to the aims of Erasmus + programme funded by the European Commission, to encourage social inclusion and equal opportunities in sport. The EU strategy 2020 tackles the issues of acquiring new skills and jobs with an aim to empower people through the acquisition of new skills so as to enable the current and future workforce to adapt to new conditions, reduce unemployment and raise labour productivity. The action will directly treat this issue by organising educational sessions for the acquisition of new skills in order to meet the needs of the sector for disabled sport.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

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

Facilitate the employment opportunities in Sport for disabled sector and help establish new services through the transfer of knowledge and jobshadowing activities.

Specific objectives of the project are:

- Creating new employment opportunities in sector for disabled sport by providing complementary courses for the acquisition of new skills and competences
- Establishing STEPIn platform for the promotion of newly gained skills and employment opportunities in the sector for disabled sport

2.2. Purpose

The purpose of this contract is as follows:

- **Procurement of online educational software**

The STEPIn platform will form a basis for conducting the online courses, but will as well offer information about the project, the news and activities, and a specifically designed section for the promotion of employment opportunities. The key aim of this section of the platform would be to allow current or potential workers in the sector for sport for disabled persons to promote their work, existing and newly gained competencies, along with other useful information. It has been noted that people with disabilities are unaware of the existing professional staff offer, organisational profiles, and their competences and experiences. On the other hand organisations seeking for professional staff in disabled sport will not only be able to view the profiles of registered users, but will as well be able to post vacancies and their description. The STEPIn platform will be carefully monitored and administered by the assistants for educational activities, who will be hired for the period of 8 months of the project implementation, and will go through the specialised training. The assistants' main task will likewise be to facilitate the online education, and the communication between the participants in the forum section. This section will allow for the exchange of good practices, skills and knowledge among the participants themselves, and offer a unique hub for new ideas and initiatives. The promotion of the STEPIn platform will be assisted during the Opening Conference, while the results will be disclosed during the Closing conference. During the Closing conference the results of the evaluation of the Pilot training will be demonstrated as well.

2.3. Results to be achieved by the contractor

Result no 1.2. Establishing educational centre for sector for disabled sport

Procurement of services related to the STEPIn education centre will entail:

- development of the STEPIn platform, so that the promotional activities of the project could be initiated as early as possible in the project implementation, and to create all the predispositions for online courses.
- The development of the content for online modules, which will be finalised as MOODLE modules, shall include the topics dealing with the management of the sport sector for disabled persons. The proposed modules can be changed and adopted in regards to the results of the research. This content will be presented in a form of online courses since the aim is to reach wider masses, and are a lot more convenient for people with disabilities.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Due to the relevance of the project topic and considering the necessity of promoting new opportunities in sector for disabled sport, it is assumed that the relevant stakeholders and target groups will express great interest and satisfaction in participating in platform. This will as well lead to a good cooperation between the stakeholders in delivering the required content, as they will be able to promote themselves and their work on the platform.

3.2. Risks

- Difficulties in reaching all relevant stakeholders

It is estimated that reaching all relevant stakeholders will pose a risk. It should therefore be taken into consideration that the target groups and stakeholders should be reached by different methods, and their wide national promotion should be highlighted. In order to reach a great number of stakeholders, this section of the platform will be made open and available to all interested, however in order to preserve the relevance of the data and promotional activities, the information will be posted by the owners of the platform.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

Following the joint development and implementation of the project Social integration through parasport – Parainspired!, which was funded and implemented in the scope of the first call for proposals of IPA II CBC Serbia – BiH, the issue of unemployment in the sector for sport for disabled has arisen as one of the dire and urgent problems to be addressed. According to the Convention on the Rights of Persons with Disability, the right to participate as equals in all aspects of society, such as sport, must be ensured. The study “Parasport needs and current status analysis” conducted in the cross border region of BiH and Serbia, has shown many problems resulting from the lack of the implementation of the aforementioned Convention, along with State laws and numerous strategies and action plans. Among such issues, the beneficiaries in the sector for sport for disabled, such as coaches, sport administrators, athletes and other have highlighted the need for professional staff, to be specific classifiers in disabled sport, young professional coaches, coach assistants, team doctors and sport administrators. Even though such group of experts do exist, there is a small and insufficient number of them that specialise in disabled sports. On the other hand, those that do work in the disabled sport have no means to promote their work and professional development, resulting in the lack of better employment opportunities.

The overall objective of the project is to facilitate the employment opportunities in disabled sport sector and help establish new services through the transfer of knowledge and jobshadowing. Enchasing the employability in disabled sport sector will be secured by an online platform, specifically designed to give space for the promotion of newly gained skill of staff in disabled sport sector. Organisation of blended educational courses will ensure the transfer of knowledge which will results in establishing new services in disabled sport, while the mobility of newly trained staff in disabled sport will provide with the sustainable employment opportunities in the cross border region. The blended educational courses will consist of online and face-to-face pilot training, therefore ensuring the equal opportunity for all to access and participate in the training. The online pilot training will as well be a part of the platform, thus having at the same time and at the same place information as to employment opportunities, further educational opportunities, and the necessary steps to be made in order to become a part of new services and for all other to gain access to them.

The action is a follow up of a previously successfully implemented project which included research in sport for physically disabled. This project addressed the needs of improving sport training for people with physical disability, but as a part of initial study highlighted the need for professional staff and the lack of their development opportunities in this sector. The Olympic Committee of BiH, as a sport umbrella institution in BiH, has an aim to provide equal opportunities for all to practice sport. And as a part of that mission it works closely with the Paralympic Committee of BiH since its establishment. Furthermore, Olympic Committee of BiH has as well cooperated successfully with the Special Olympics, an organisation in charge of sport for intellectually disabled. Common efforts, either through previous actions or future aims, have indicated a very bad state in disabled sport sector. It is no longer just the question of bad infrastructure and poor financial means, but it is a question of scarce specialised staff. The need of sport classifiers has been raised both in sport for physically and intellectually disabled. In collaboration with the Faculty of Sport and Physical Education in Novi Sad, the need to provide specialist courses in sport management for disabled sports has come to the attention of stakeholders. Contrary to popular beliefs, working in disabled sport sector requires specific skills, which in the cross border region have so far mostly been acquired through passion and commitment of individuals. Tkd Zmaj has reported a very serious state when it comes to disabled sport in Sremski district, the lack of professional staff along with the poor awareness of practicing sport among the people with disability.

The action foresees 6 WPs, with a carefully planned interconnected activities. WP1 – Mapping the status of disability sport sector employment will cover activities of inventory of existing data, and best practice examples. The research shall be presented in a form of report and best practice examples, which apart from best practices shall consist of a recommendation section. The key result of the inventory data will be to draw the topics for the online education, and to list the sports which are of the highest priority in disabled sport sector. This WP will be conducted by OC BiH and FSPE Novi Sad. In order to reach a wide number of stakeholders, POC BIH and Tkd Zmaj shall provide with access to the interested groups in disabled sport sector. WP2 –STEPin Education Centre will consist of procurement of specific equipment and hiring four assistant for teaching activities. The procured equipment will allow the implementation of specific training, such as on the spot practical examples of working with disabled athletes, its digitalisation so as to make it available to wider masses in the cross border region. The procurement procedure shall be implemented by OC BiH and FSPE Novi Sad. The four assistants (one per each partnership organisation) will be hired for the period of 8 months. Their main task will be to administer the work of the STEPin platform, MOODLE courses, employment section, promotional activities, as well as the employment fairs that will take place on both sides of the border. They will go through the specifically designed education for online administrators, along with the education in digitalising the content and its adaptation to the MOODLE courses, so as to obtain the sustainability of the platform. WP3 – Development of STEPin educational courses envisages the development of two types of courses. This is called a blended learning approach, and will consist of a development of online courses in sport management specifically designed to suit the needs of the sector for disabled sports, and face-to-face courses focusing on working directly with the disabled athletes. The online courses will be developed in a form of MOODLE courses accompanied by the methodology for content digitalisation. The face-to-face courses will be developed for the purposes of providing practical knowledge and experience in the services of disabled sport classifiers. The specificity of this service is that each classifier must opt for only one sport, therefore the topics will be selected according to the needs of the disabled sport in BiH and Serbia. OC BIH will be in charge of developing face-to-face content, while FSPE Novi Sad will draw the content for sport management in disability sport course. The other two partner organisation will focus on providing expert opinion in this area, and work on broad dissemination, so as to provide with the right number of participants. WP 4- Pilot training and jobshadowing will put to test the newly running platform STEPin through the implementation of the pilot training, as well as the promotion of new employment opportunities. Once the pilot training has been concluded the job shadowing activities will take place in the both sides of the border. The job shadowers will have to work with the experts in sport activities for the disabled people and share their experiences on the STEPin platform. The pilot training activities will entail the work of the entire partnership, and shall be administered by four assistants for teaching activities. The jobshadowing activities will

be the responsibility of POC BiH and Tkd Zmaj. WP5 – STEPIn platform and New Initiatives, will cover all promotional activities which will run throughout the project implementation and be finalised by an organisation of employment fairs. As a part of new initiatives, the STEPIn platform will have a built in section dedicated to all stakeholders looking for services, or wanting to provide one. The promotional activities will be the responsibility of each partner, but in particular of POC BiH and Tkd Zmaj. Specifically deep dissemination shall be implemented by the organisation of opening conference in Sarajevo (POC BiH), and closing conference in Ruma (Tkd Zmaj). The broad dissemination shall be implemented by STEPIn platform and Facebook profile of the project, and finally employment fairs, which will be organised one in Sarajevo and one in Ruma will serve as a place where all stakeholders, looking for staff can display their work and employment offers. WP6 – Project management will consist of project meeting coordination, financial management, tender procedures and reporting. 7 project meetings will take place. Project handbook, consisting with all important dates and deadlines will be drafted by OC BiH so as to facilitate the coordination and smooth project management. One contact person per each institution will be selected for better communication between the partners.

The United Nations Convention on the Rights of persons with Disabilities, clearly states that persons with disability have equal rights in every aspect of their lives, including the right to practice sport and be physically active. In order to provide people with disability with equal rights to practice sport, having employed professional staff experienced in sector for disabled sport will provide with better and a greater number of opportunities to safely and regularly practice sport. In regards to gender equality, statistical data reveal that female population with disability is greater in number than male. But according to the participation at Paralympic games and Special Olympics the number of male parathletes is much greater than female. This action will target equally male and female athletes with disability, and through its promotional activities aim to increase the participation of female athletes. Young athletes with disability are as well great in number, and by including a great number of sport clubs, specifically working on inclusive sport activities, they as well will be targeted. In regards to good governance, the action will tackle some of its segments as a part of sport management courses.

4.1.2. Geographical area to be covered

Sarajevo and Tuzla Canton – Bosnia and Herzegovina

4.1.3. Target groups

This action will aim to include two types of beneficiaries. The first group will consist of unemployed population and/or graduates of sport, physical education, health and medicine studies, who express a wish to work in the sector for disabled sport and require acquisition of specific set of skills. The other group of beneficiaries will be people with disabilities, those who either are active in recreational or professional sport, or those who wish to become active as the result of the action itself. Organisations and institutions who already work with people with disabilities will have open access to courses long after the project has ended. The target groups selected will mostly consist of people with disabilities willing to work in the sector for disabled sport, regardless of their previous experience, unemployed youth willing to work with people with disability, taking into consideration their previous efforts and activities in this field, and educational background: sport, physical education, health and medicine.

4.2. Specific work

In order to develop STEPIn platform, a series of tasks will be undertaken.

- Setting up STEPIn online education platform and visibility elements

Installation of Moodle LMS system, database and MS Windows or Linux server platform, included warranty on the operation of the platform for 12 months from commissioning.

Design and implementation of a creative solution and branding of the portal in accordance with the corporate identity of the organization, creating the visual appearance of internal certificates.

- Maintenance and Hosting

- Customer support on monthly basis that includes:
- Creating an instance of education / animation
- Adding / removing users according to the submitted user specification
- Sending notifications with instructions and a link to the e-mail addresses of participants
- Support via support forum / e-mail and by phone (work days from 9.00 to 17.00)
- Database backup:
- On a daily basis for the last week
- On a weekly basis (every Monday)
- On a monthly basis
- Update the LMS to the latest stable version
- Change of theme design (once in a period of 12 months)
- System interventions (3 hours per month - remote access)
- Regular upgrade of Moodle LMS tools to the latest stable version
- Creating and submitting reports on user activities in accordance with the user's request
- Implementation of SSL certificate for Moodle LMS
- Hosting Moodle LMS on the infrastructure of the contractor

– **Development of multimedia and interactive electronic education**

- Creation of personalized multimedia courses in accordance with the user's materials lasting 45-60 minutes of narration (60,000 characters without spaces).
- Multimedia includes: narration, images, animations and video clips prepared and delivered by the user.
- The course is permanently owned by the user.
- Contractor has no right to use and further distribute the course.
- The user has no restrictions on the use of the course (unlimited number of users and passage through the course).
- Creating a course that contains a text of 60,000 characters takes 25 working days.

Contracting Authority must be communicated on a regular basis, which would include communication after each phase described above. The first draft of the platform be delivered to the Contracting Authority for evaluation and approval.

The contractor must also comply with the latest Communication and Visibility Manual for EU External Action (see https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en). The compliance with this shall be made an output of the contract and the contractor shall include in its reporting what have been accomplished. Contractor is obligated to send any developed material ready for distribution to the Contracting Authority for evaluation and approval. To facilitate this process, the Contracting Authority shall prepare and send visibility elements, and visibility rules to the Contractor.

– **Training session in online education platform and User support**

For the purpose of online education sustainability, a short training session will be provided for persons who will be designated to provide support for uploading the digitalised content, and to support users on the platform.

The sole owner of the STEPIn platform and all of its content will be the Contracting authority.

4.3. Project management

4.3.1. Responsible body

STEPIn project team of the Olympic Committee of Bosnia and Herzegovina will be responsible for managing the contract.

4.3.2. Management structure

On behalf of the Contracting Authority and the STEPIn project team, the STEPIn project manager will be in charge of evaluating the drafted work and approving them for further use. In terms of project implementation, STEPIn Steering committee (consisting of one member from each partner organisation), will evaluate and give final approval of the document.

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

Contracting Authority will provide access to the facilities of Olympic Committee of Bosnia and Herzegovina.

5. LOGISTICS AND TIMING

5.1. Location

The main operational base of the project will be Sarajevo, however STEPIn platform activities should also include the area of Tuzla Canton, and if possible any other area which is defined as CBC programme area in BiH, which can be located on the following link. <https://srb-bih.org/en/sample-page/teorija-obuhvacena-programom/>

5.2. Start date & period of implementation

The intended start date is 01.12.2021. and the period of implementation of the contract will be 18th August 2022.

6. REQUIREMENTS

6.1. 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.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Key expert 1: Team leader

Qualifications and skills

- Excellent web developer skills and software programming
- Excellent communication skills
- Excellent organisational skills, with emphasis on time management, team work, meticulous work and dedication
- (minimum) PhD degree in Math and IT Sciences, or equivalent relevant professional experience

General professional experience

- minimum four years of working experience in IT and education sector
- Minimum one year of working experience on EU projects
- Experience on team leadership

Specific professional experience

- Previous work on projects involving online education

- Previous work on projects involving sport

Key expert 2: Web developer

Qualifications and skills

- Excellent IT skills
- Excellent web developer skills
- (minimum) PhD degree in IT sciences

General professional experience

- Minimum four years of working experience in IT sector
- Minimum two years of working experience as a web developer

Specific professional experience

- Minimum 10 web pages developed
- Previous work on graphic design

Key expert 3: IT administrator

Qualifications and skills:

- Strong analytical and problem-solving skills
- Exceptional leadership, organizational, and time management skills.
- Excellent knowledge of best practices in IT administration and system security.
- (minimum) BA in Informatics Engineering, computer science, information technology or equivalent relevant professional experience

General professional experience

- Minimum three years experience as an IT administrator or in a similar role

Specific professional experience

- Previous work on website maintenance

Key expert 4: IT support

Qualifications and skills

- Exceptional communication skills
- Strong troubleshooting and critical thinking skills
- Adaptability skills
- (minimum) BA degree in Computer science, social science or equivalent relevant professional experience

General professional experience

- Minimum of one year work experience related to customer service/support

Specific professional experience

- Previous work experience on educational platforms (e.g. Moodle, Google Education etc.) as a client/user support

Key expert 5: Multimedia officer

Qualifications and skills

- Exceptional writing and editing skills

- Strong knowledge and understanding of current trends in digital media/social media and online analytics
- Creative skills
- (minimum) BA degree in journalism, or equivalent relevant professional experience

General professional experience

- Minimum four years of relevant work experience in a broadcast/video production facility

Specific professional experience

- Experience in using various multimedia tools such as text, graphics, animation, audio, video, etc.

Key expert 6: Monitoring and Evaluation assistant

Qualifications and skills

- Systematic approach and detailed oriented
- Good critical thinking skills
- Ability to verify data quality
- (minimum) BA degree in social science, or equivalent relevant professional experience

General professional experience

- Minimum one year of working experience in the field of monitoring and evaluation processes

Specific professional experience

- Experience of managing and training a team of 2-5 people

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

6.2. 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.

The offices at the Olympic Committee will be made available to the Contractors for the purposes of conducting the research. As well, the project staff team will be at the disposal to the Contractors in providing with all the necessary documentation and support for the purpose of this Contract.

6.3. 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.

6.4. Lump sums

No lump sums are foreseen in this contract.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in electronic version with a link where the STEPIn platform progress can be monitored:

Name of report	Content	Time of submission
First draft of STEPIn platform	Content of the platform and visibility elements	No later than 2 months after the Contract start date
Draft of the digitalised content	Digitalised education content with visibility elements	No later than 3 months after the Contract start date
Final report of the STEPIn platform	The final STEPIn platform running along with the open section of the platform for promotional purposes	No later than 15 days upon receiving comments on the draft
Final report on training session	Training session on uploading the digitalised content and user support finalised	No later than 4 months after the Contract start date
Final report of the STEPIn education platform	STEPIn education platform up and running / ready for Pilot testing	No later than six months after the Contract start date

7.2. Submission & approval of reports

1 digital copy of the reports referred to above must be submitted to the project manager identified in the contract. The digital version of the report will be submitted by email to project manager in a format which is acceptable. The reports must be submitted in Bosnian language. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The requested material delivered must be in line with the requirements of EU project implementation. The deadline of the submission of the requested material must be met. The material is to be delivered in a form and methodology provided by the Contracting Authority, and is to be delivered in full, comprehensive, clear and concise.

* * *