



Framework Contract for supporting Georgia, the Republic of Moldova, and Ukraine in carrying out policy and regulatory reforms in line with the priorities established in the Transport Community Treaty

PS/SRV/PIU/010/2024

TECHNICAL SPECIFICATIONS



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1. Introduction

The current document outlines a description of the services that are expected to be provided under the resulting Framework Contract.

The Contracting Authority is the Transport Community (“TCT”) through the Permanent Secretariat of the Transport Community (hereinafter referred as “Contracting Authority” and/or “TCT Secretariat”).

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2. Background

2.1 Information about the Contracting Authority

The Transport Community is an international organisation in the field of mobility and transport consisting of 33 participants – the European Union Member States represented by the European Commission, the Southeast European Parties (Republic of Albania, Bosnia and Herzegovina, Kosovo*¹, Montenegro, Republic of North Macedonia, and Republic of Serbia) and the three observing participants (Georgia, Republic of Moldova and Ukraine).

The organisation was founded by the Treaty establishing the Transport Community² signed on 9 October 2017 by all partners (Council Decision (EU) 2019/392). The core obligation signatory parties have committed to under the Treaty is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport, as well as the development of the transport network between the European Union and the six Western Balkan Parties.

The overall functioning approach of the Transport Community is based on the progressive integration of transport markets of the Western Balkans Parties into the EU transport market based on the transposition and implementation of the relevant EU Acquis, including the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment.

¹ This 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://www.transport-community.org/wp-content/uploads/2022/10/treaty-en.pdf>

The Transport Community is also engaged with the development of work plans for the indicative TEN-T extension of the core and comprehensive networks to the Western Balkans, identifying key priority projects of regional interest.

2.2 Information about the context which has made necessary the procurement

The 6th Ministerial Council of the Transport Community held on 15 November 2022 endorsed a Joint Statement calling for the systematic involvement of Ukraine, Republic of Moldova and Georgia as observing participants in the relevant Transport Community bodies – Regional Steering Committee, Technical Committees, Social Forum, Budget Committee, Ministerial Council.

This statement also highlights the prospect of future membership in the Transport Community, thus holding substantial importance in the context of the observing participants ongoing efforts to align with EU standards and regulations.

TCT engagement with the observing participants commenced promptly and developed gradually. During 2023, the attendance of Georgia, Moldova and Ukraine representatives to TCT meetings and events was funded through dedicated funding from the European Commission (Grant Contract no. NDICI-GEO-NEAR/2022/441-320 of 23.12.2022).

On 23 December 2023, a new Grant Agreement was concluded between the TCT and the European Commission (ref. no. NDICI-GEO-NEAR/2023/452-688 – “the Grant Contract”) to ensure the participation of Georgia, Republic of Moldova and Ukraine in the Transport Community during 2024 and 2025. The objectives of the new grant extend significantly beyond funding the observing participants’ attendance to TCT meetings and events, having also significant technical assistance and capacity building components.

The main scope of the technical assistance component of the Grant Contract is to support observing participants’ progress towards aligning with EU legal framework, standards and practice through regulatory policy and structural reforms in key areas of the Transport Community. Funded activities may encompass a broad range of initiatives, such as:

- Assistance with the transposition and implementation of relevant acquis, ensuring compliance with EU legal and technical standards.
- Conducting studies and research in priority areas of the Transport Community.
- Providing guidance in institutional and policy reform.

The capacity building component of the Grant Contract aims to enhance the administrative and institutional capacities of key stakeholders in Moldova, Georgia, and Ukraine, focusing on strengthening their ability to effectively align with and implement the priority objectives of the Transport Community.

To facilitate the swift, flexible and effective implementation of technical assistance and capacity building initiatives to be delivered under the Grant Contract, the TCT Secretariat has decided to award a Framework Contract meant to ensure the availability of a pool of qualified experts across key priority sectors of the Transport Community, for providing timely and targeted support in addressing the specific needs of the observing participants.

2.3 Objectives (Information about the expected benefits)

The expected benefits of the project are multifaceted, generally focusing on fostering stronger integration of Georgia, Moldova and Ukraine into the European transport market. By providing targeted technical assistance and capacity building activities, the project is expected to contribute significantly to the systematic alignment of the observing participants with the Transport Community's standards and practices, facilitating their gradual compliance with the EU's policy and regulatory framework in the transport sector.

The technical assistance to be delivered under the project will help Georgia, Moldova and Ukraine in their endeavour to transpose and implement the EU transport legislation, supporting their progress in reaching compliance with the EU regulatory framework. Additionally, by delivering various studies and research in key priority areas of the Transport Community such as rail, road, road safety, inland waterways and maritime transport, the project will contribute to improving the efficiency, safety, and sustainability of transport systems in Georgia, Moldova and Ukraine.

The capacity-building component of the project is expected to enhance significantly the administrative and institutional capabilities of stakeholders in Moldova, Georgia, and Ukraine. This will help create the institutional foundations necessary for effective implementation of the EU's transport policies and regulations, fostering sustainable development within the observing participants' transport sectors. Strengthening the ability of these stakeholders to manage and execute reforms will ultimately contribute to their long-term integration into the EU transport framework.

In summary, the project is designed to accelerate the integration of Ukraine, Moldova, and Georgia into the EU transport market by improving their regulatory frameworks and institutional capacities. It will also help prepare these countries for potential future membership in the Transport Community, thereby fostering closer ties with the EU and contributing to the development of more efficient, safe, and sustainable transport systems.

2.4 Other programs associated with the Framework Contract

The current Framework Contract will be delivered independently from other similar or related activities.

Other assignments currently implemented or to be implemented under the technical assistance component of the Grant Contract include:

- Preparation of a national ITS strategy for the Republic of Moldova
- Technical Assistance for supporting the Republic of Moldova to reach alignment with the relevant EU acquis in the road operation sector
- Technical Assistance for supporting Republic of Moldova in achieving compliance with the relevant EU waterborne transport acquis
- Technical Assistance for Supporting the Republic of Moldova with the Transposition and Implementation of the Road Infrastructure Safety Management EU Acquis
- Technical Assistance for supporting the Republic of Moldova in reaching alignment with the relevant EU acquis in the railway transport sector.

In addition to the support provided within the Transport Community framework, Georgia, Moldova, and Ukraine are actively implementing complex institutional, regulatory and policy reforms in their transport sectors. These reforms are primarily guided by the provisions set out in the Association Agreements signed with the EU, the Ukraine plan and the forthcoming Reform agenda for Moldova, and are being delivered through various arrangements with assistance from key stakeholders, such as EU Delegations, International Financial Institutions (European Investment Bank (EIB), the European Bank for Reconstruction and Development (EBRD), the World Bank, etc.), as well as development agencies like USAID and GIZ.

In defining the concrete scope of the individual tasks and assignments to be implemented under the Framework Contract, consultations with relevant stakeholders will be carried out ensuring that the support provided is complementary to, and distinct from, assistance provided by other entities, enabling coordinated efforts that maximize added value and ensure the sustainability of results. Potential overlaps with other related programs or interventions will be carefully evaluated when preparing individual service requests, with the aim of avoiding duplication of activities.

Also, in executing individual assignments under the Framework Contract, the Contractor will be required to liaise with any related ongoing initiatives, ensuring coordination and exploring opportunities for synergies and complementarities where possible.

2.5 Stakeholders

The end recipients of the support provided under the Framework Contract and individual Subsequent Contracts will be the relevant stakeholders in the Republic of Moldova, Georgia and Ukraine involved in various aspects and areas of transport sector management.

Overall coordination of the activities carried out under the Transport Community framework in Georgia, the Republic of Moldova and Ukraine is ensured by the line ministries in charge with transport policy and infrastructure. These include:

- Ministry of Economy and Sustainable Development of Georgia
- Ministry of Infrastructure and Regional Development of Moldova
- Ministry for Communities and Territories Development of Ukraine

The observing participants have also nominated representatives in Transport Community's thematic Technical Committees covering Rail, Road, Road safety and Waterborne Transport and Multimodality.

In addition to the line ministries, other relevant stakeholders may also be engaged. These include entities operating under the authority or jurisdiction of the aforementioned ministries, as well as those directly involved in the operational and technical implementation of the respective policies. Brief information about the relevant institutional framework governing the transport sector in each observing participant is provided below.

2.5.1 Georgia

The Ministry of Economy and Sustainable Development is tasked with overseeing general matters related to the planning, development, and regulation of transportation systems and transport policy. Its key responsibilities include formulating and implementing policies for transport and infrastructure sectors, developing and maintaining the regulatory framework to ensure efficient, safe, and sustainable transport operations, planning and managing investments in infrastructure development and maintenance, ensuring alignment with national and international standards.

Other key stakeholders include:

a) Railway sector:

- The Rail Transport Agency is responsible for regulating and supervising the railway sector, acting as the National Safety Authority and the competent authority for Public Service Contracts.
- JSC Georgian Railway is the exclusive railway operator in Georgia structured into three primary business units dealing with freight transport, passenger transport, and infrastructure management.
- the Transport Safety Investigation Bureau established under the Ministry of Economy and Sustainable Development is responsible for investigating traffic accidents and incidents in civil aviation and marine transport, with an additional mandate to investigate railway accidents and incidents.

b) Road sector

- The Ministry of Regional Development and Infrastructure through its Road Department is responsible for the planning, designing, constructing, and maintaining secondary and international roads.
- The Land Transport Agency oversees road transport services for both freight and passengers.

c) Waterborne transport sector

- the Georgian Maritime Transport Agency is the primary regulatory body in the sector, overseeing maritime activities in Georgia.

2.5.2 The Republic of Moldova

The Ministry of Infrastructure and Regional Development serves as the principal governmental authority responsible for managing the transportation sector. Its mandate encompasses a broad spectrum of activities, including the planning, development, and regulation of transportation systems and policies as well as fulfilling – through specialized departments – the roles of railway national safety authority and transport accident and incident investigation office.

Other key stakeholders include:

a) Railway sector:

- CFM - Moldovan Railway, the national railway company of Moldova, responsible for managing and operating the railway infrastructure and transport services.
- The Railway Agency established under the Ministry of Infrastructure and Regional Development serves as National Safety Authority.
- The Transport Accident and Incident Investigation Office established under the Ministry of Infrastructure and Regional Development is responsible for investigating incidents across various transportation sectors, including air, rail, and maritime.
- The Competition Council is tasked to fulfil the role of the Railway Regulatory Body.

b) Road sector

- The National Road Transport Agency of Moldova is responsible for regulating and overseeing the road transport sector to ensure compliance with national and international standards.
- The State Enterprise “State Road Administration” oversees the management, development, and maintenance of Moldova's national public road network.

c) Waterborne transport sector

- The Naval Agency of the Republic of Moldova, entrusted with implementation of maritime and inland waterway policies, safety and security regulations, and ships registration.

2.5.3 Ukraine

The Ministry for Communities and Territories Development of Ukraine is the central executive body in charge with the management of the transport sector. Its key responsibilities include the formulation and implementation of the state policy in the field, overseeing regulatory matters, infrastructure development, and compliance with national and international standards.

Other key stakeholders include:

a) Railway sector:

- JSC "Ukrainian Railways" ("Ukrzaliznytsia"), The state-owned railway enterprise responsible for managing railway infrastructure and operating rail transport services, including freight and passenger operations.
- The State Service of Ukraine for Transport Safety, responsible for ensuring compliance with safety standards across various transport sectors, including railways.
- The National Commission for State Regulation of Transport. Focused on guaranteeing non-discriminatory access to transport markets, it oversees tariff transparency, licensing, and consumer rights, fostering fair competition within the sector.

b) Road sector

- State Agency of Automobile Roads of Ukraine ("Ukravtodor"), tasked with managing state roads, implementing road construction and rehabilitation projects, and ensuring the proper maintenance of the road network.

c) Waterborne transport sector

- Ukrainian Maritime Administration /State Service of Maritime and River Transport of Ukraine responsible for implementation of state policies in sea transport, with a primary focus on ensuring navigational safety regulatory compliance, and efficient operations.
- The Ukrainian Sea Ports Authority manages port infrastructure, including maintenance, restoration, and safety of port waters.

The list of relevant stakeholders provided above is not intended to be exhaustive. Assignments implemented under this Framework Contract may engage one or multiple stakeholders, based on

their relevance to the specific objectives of the Transport Community. The precise focus areas and targeted stakeholders will be identified in each specific Request for Services.

Implementation of individual assignments under this Framework Contract will require organization of meetings and close engagement with the relevant stakeholders targeted under each assignment. The Contracting Authority will facilitate initial communication and contact between the Contractor and the relevant stakeholders for each Subsequent Contract. Further communication, cooperation and engagement will fall within the responsibilities of the Contractor.

While the Contracting Authority will remain the Contractor's sole interlocutor concerning the overall management of the Framework Contract and Subsequent Contracts, the Contractor must ensure that all deliverables are prepared to the full satisfaction of the end recipients, meeting their expectations and requirements.

3. Description of the Services

3.1 Description of the present situation

Georgia, Moldova and Ukraine have signed Association Agreements with the European Union and have been granted candidate status. As part of their obligations under these agreements, they should align their transport policy and infrastructure development with the EU's framework, specifically under accession negotiation chapters 14 and 21. Chapter 14 (Transport Policy) focuses on regulatory alignment in areas such as safety standards, environmental regulations, and technical requirements for transport services, including road, rail, and maritime sectors. Meanwhile, Chapter 21 (Trans-European Networks) addresses the development of infrastructure, particularly aligning transport networks (roads, railways, ports) with the EU's TEN-T Network.

All three observing participants are currently implementing extensive policy reform processes in the transport sector, aimed at ensuring alignment with the relevant acquis and to advance on the EU integration path. Further adjustments of their legal and institutional framework and strengthening of administrative and implementation capacities are still needed to close harmonisation gaps and ensure sound bases for well-functioning and integrated transport markets.

In their engagement with the Transport Community, the Observing participants have highlighted their specific needs for dedicated support actions across various transport sectors. As part of the activities carried out under the Grant Contract, the Transport Community has performed a comprehensive assessment of the technical assistance and capacity building needs in all priority areas covered by the Treaty. This exercise was carried out in several stages starting with initial

surveys conducted among the relevant stakeholders, followed by an iterative consultation process during which the identified needs were discussed and refined further. As a result, the scope of potential initiatives was gradually narrowed down, focusing on key areas where targeted support and capacity-building measures would have the most impact.

Some of the identified needs were already addressed through individual contracts funded under the technical assistance component of the Grant Contract, as detailed in Section 2.4 above. Other needs were discussed with relevant partners involved in the transport sector reform processes in Georgia, Moldova, and Ukraine to be potentially delivered under different implementation arrangements. As priorities evolve rapidly, the importance of establishing a flexible mechanism to effectively respond to emerging needs in a timely manner was emphasized. This flexibility ensures that the required technical assistance and capacity-building activities can be adjusted as new challenges and opportunities arise, ensuring continued progress towards aligning the transport systems of the observing participants with EU standards and objectives.

To date, the Republic of Moldova has been the sole beneficiary of the Technical Assistance services provided under the Transport Community's Grant Contract. While the Framework Contract includes all three observing participants, **Moldova is expected to continue receiving the majority of support under the baseline scenario.** However, there is also a possibility that future assistance may prioritise Ukraine and/or Georgia, balancing the prior support already extended to Moldova.

3.2 Objective of the Framework Contract

The overall objective of the Framework Contract is to support the regulatory alignment and reform process in the transport sector within Georgia, Moldova and Ukraine by ensuring the availability of a pool of experts able to deliver targeted technical assistance and capacity building measures following specific requests of the Contracting Authority.

3.3 Services to be performed as part of the Framework Contract

Services under the Framework Contract will be delivered exclusively at the request of the Contracting Authority (who will be issuing dedicated Request for Services) and implemented through individual Subsequent Contracts, as specific assignments.

Individual assignments to be implemented under the Framework Contract will correspond to one of the following categories:

- a) **Technical Assistance:** i.e. providing targeted support to Georgia, the Republic of Moldova, and Ukraine to facilitate policy and regulatory reforms aligned with the priorities set out in the Transport Community Treaty.

- b) **Capacity Building:** support measures aiming to strengthen the capabilities of key stakeholders in Georgia, the Republic of Moldova, and Ukraine, enabling them to effectively implement regulatory and policy reforms consistent with the priorities outlined in the Transport Community Treaty.

More details about the type of services expected to be delivered under each category are provided below.

3.3.1 Technical Assistance

The services to be provided under the Technical Assistance category will target key priority areas under the Transport Community Treaty and may be indicatively related to any of the following broad topics:

➤ **Horizontal:**

- Smart and sustainable mobility
- Transport decarbonization
- Alternative fuels
- Transport digitalisation
- Passengers' rights
- Transport of dangerous goods

➤ **Railway:**

- Rail market opening
- Governance in the railway sector (regulatory body, licensing body, national safety authority, national investigation body, etc.)
- Network statements (best examples and practices)
- Service Facilities Description
- Public Service Obligations and contracts
- Mutual recognition of train drivers' licenses, safety certificates and vehicles permits)
- Passengers' rights
- Interoperability
- Train drivers licensing
- Railway Safety

- Electronic register of vehicles
- Electronic register and management system for the railway infrastructure
- Railway infrastructure management (maintenance, etc.)
- **Road:**
 - Road infrastructure maintenance systems
 - Intelligent Transport Systems
 - Road infrastructure charging/tolling
 - Drivers and road operators
 - Driving time and rest periods
 - Safe and secure parking
 - Tachographs
 - Social legislation related to road transport
 - Road vehicles management (roadworthiness, inspections, weight and dimensions, etc.)
- **Road safety:**
 - Vision zero in Road Safety
 - Institutional set-up
 - Road safety data management
 - Key Performance Indicators in Road Safety
 - Road infrastructure management
 - Tunnels safety management
 - Black spots management
 - Road Safety Inspectors and Auditors licensing
 - Road users' protection
 - Awareness campaigns
- **Waterborne transport and multimodality:**
 - Policy reform and institutional setup in maritime transport (ship safety and inspection, environmental protection, insurance and liability, staff training and social aspects, passengers' rights)

- Maritime ports infrastructure management and optimization (VTMIS, National Maritime Single Window System, Port Community Systems, Port Security Systems, Green and Blue ports, Environmental Monitoring Systems, etc.)
 - Policy reform and institutional setup in inland waterways transport (access to the market, access to the profession, safety and technical requirements, environmental regulations, passengers' rights, social issues)
 - Inland waterway infrastructure management and optimization (River Information Services, digital solutions in ports, smart waterways, etc.)
 - Multimodality (common rules for certain types of combined transport of goods, multi-modal infrastructure and state-aid rules, digital solutions for multimodality improvement, eFTI solutions, environmental sustainability, policy and regulatory support in terms of public-private partnerships, etc.)
- **TEN-T Network development:**
- Public investment management framework
 - Transport infrastructure strategic planning
 - Management of large infrastructure projects
 - TEN-T compliance management
 - Assessment of environmental effects of large infrastructure projects and programs
 - Project screening, prioritisation and selection

The types of services to be delivered under the Technical Assistance category may include:

- **Preparing/Reviewing EU acquis transposition methodologies and guidelines:** Developing or assessing frameworks to aid the systematic incorporation of EU legislation into national frameworks.
- **Regulatory compliance review and analysis:** Evaluating existing laws and practices to identify gaps in alignment with the relevant EU standards.
- **Regulatory Impact Assessment:** Analysing and quantifying the effects of the proposed legislative and policy changes.
- **EU acquis transposition and implementation planning and prioritisation:** Proposing clear timelines and priorities for adapting EU legislation based on a clearly defined methodology and criteria.
- **Drafting legal acts:** Preparation of primary and secondary legislation meant to ensure compliance with the relevant EU acquis.

- **Drafting or assessing Tables of compliance:** Preparing or analysing detailed matrices tracking alignment with EU legislative requirements.
- **Performing institutional functional review analysis:** Evaluating organizational structures and processes to improve efficiency and compliance with EU norms and standards.
- **Drafting regulatory and institutional reform proposals:** Recommending actionable reforms to meet EU and Transport Community standards.
- **Preparing internal procedures and regulations:** Drafting operational rules to ensure adherence to regulatory obligations and enhance the key stakeholders' efficiency and effectiveness in performing their statutory duties.
- **Developing methodologies and guidelines:** Creating tools and documents to support best practices across various technical areas.
- **Preparation of Terms of Reference/Tender Documents for identified priority projects:** Writing detailed project specifications for priority initiatives to be delivered under different implementation and funding arrangements.
- **Public policies evaluation:** carrying out ex-ante, interim or ex-post evaluations of various policy initiatives and programmes.
- **Carrying out various studies and research:** Conducting in-depth analysis in core priority areas of the Transport Community to guide policy initiatives and decision-making process.
- **Preparing media materials for public awareness campaigns:** Designing communications campaigns and to raise public and stakeholder awareness of key initiatives in the priority areas of the Transport Community (e.g.: road safety).
- **Providing on-the-job training and general assistance:** delivering hands-on guidance and assistance to stakeholders in performing their daily specific tasks.

The topics above are indicative and serve only to provide an overview of the key priority areas and types of services to be possibly implemented under the Framework Contract. The list might be further supplemented and modified, based on the concrete circumstances and needs of the key stakeholders. The Contracting Authority reserves the right to refine or expand the scope of services under individual requests, provided that the topics concerned:

- Align with the priority areas established in the Transport Community Treaty and/or the Grant Contract,
- Fall within the scope of expertise the Contractor is required to provide under the Framework Contract.

As a general principle, given the scope, value and duration of the Framework Contract (including any potential budget increases or time extensions), individual assignments are expected to remain of small to moderate size. Services to be delivered through individual Subsequent Contracts are expected to address specific capacity constraints of key stakeholders or fill identified gaps rather than tackle large-scale and complex initiatives spanning over longer periods of time and requiring large and multi-disciplinary expert teams.

3.3.2 Capacity Building

Services to be provided under the Capacity Building category might include delivery of workshops, training, seminars and other capacity-building actions (referred at as “Events”) in key priority areas of the Transport Community and could potentially refer to any of the broad topics listed under point 3.3.1 above.

The services to be delivered under each individual capacity building assignment include:

- Preparation of the Event’s concept and agenda in coordination with the Contracting Authority and the targeted stakeholders
- Preparation of the course materials
- Ensuring the necessary logistics (venue and catering, equipment for online transmission, materials printing)
- Event implementation by qualified experts
- Post-Event survey and reporting.

Management of participants will be handled by the Contracting Authority, including sending invitations to targeted stakeholders and confirming final attendance to the Contractor in due time to allow for the logistics arrangements. Except for the costs related to its own staff involved in event delivery, the Contractor will not be responsible for any other expenses related to participants attendance.

The Events may be held in the following locations:

- On the territory of the observing participants.
- At the Contracting Authority’s headquarters in Belgrade, Serbia or in other locations (EU Member States or the Western Balkans region), if deemed necessary and justified.

As a general principle, the Events will be held in Georgia, Moldova, and Ukraine (when security conditions allow) to maximize their reach with the target audience and impact. The justification for holding an Event outside the target countries would depend on the covered topics and the logistical or other factors that may make another location more suitable.

The Contractor will be responsible for arranging all the necessary logistics for proper Events delivery. Events should be held in suitable venues, such as hotels or other locations with conference and/or training facilities (including video projector, screen(s), billboard, etc.) that are easily accessible by public transport. Catering services should include two coffee breaks and one lunch break per full day of Event. Materials printing require that each participant receives a hard copy of the course materials and Event agenda.

The expected number of participants for each Event will indicatively range between 20 and 30 individuals.

Specific details for each event, including the topic, targeted audience, location, duration, and number of participants will be outlined in each individual Request for Services.

3.4 Expected Results/Outcomes/and deliverables following the performance of the services

The expected results of the Framework Contract implementation include:

- Provided support to Georgia, the Republic of Moldova and Ukraine in key priority areas of the Transport Community, strengthening their alignment with EU legislation, standards and practices.
- Strengthened administrative and human capacity of relevant stakeholders in the observing participants to perform their functions more effectively and efficiently.

The deliverables to be produced under the Framework Contract include:

- a) **Technical deliverables** drafted under individual Subsequent Contracts for Technical Assistance services.

Such deliverables shall be aligned with the scope and specifics of each Request for Services and may include (without necessarily being limited to) reports, analyses, methodologies, draft legislation, action plans, roadmaps, etc.

- b) **Administrative reports** to be produced under individual **Subsequent Contracts for Technical Assistance services**.

Such deliverables may include timesheets and activity reports, as outlined in each individual Subsequent Contract.

- c) **Administrative reports** to be produced under the **Framework Contract**, as provided in table form below.

Report	Description	Time for submission
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<p>Quarterly Progress Report</p>	<p>The Quarterly Progress Reports will consist of a narrative section and a financial section and will include a short summary of the tasks performed during the period and the work plan for the upcoming period in due regard of the Subsequent Contracts agreed or in course of being agreed at the time of submission.</p> <p>The financial section of the Quarterly Progress Reports will include a summary of staff day utilisation since the start of the contract. Additionally, it will provide an estimate of staff day consumption in relation to the remaining contractual period and available working days. This estimation will distinguish between three categories:</p> <ul style="list-style-type: none"> - staff days to be used under already agreed assignments, - staff days likely to be included in assignments under negotiation or preparation at the time of drafting the report - staff days to be likely spent based on broader assumptions at the time of tender, where specific assignments have yet to be identified. <p>Quarterly reports will be submitted throughout the entire duration of the Framework Contract, except for the final period of three months or less up to the end date, which will be covered in the Final Report.</p>	<p>Within 30 days following the conclusion of each three-month period, starting from the date the Framework Contract enters into force.</p>
<p>Final Report</p>	<p>Brief summary of all tasks carried under the Contract and the related outcomes as well as financial information about the consumption of staff days since the beginning of the assignment.</p>	<p>Within 30 days from the Framework Contract's end date</p>

- d) **Completion Reports** to be delivered under individual **Subsequent Contracts for Capacity Building services**.

Upon the delivery of the workshops and trainings, the Contractor will send the Contracting Authority short summaries, including workshops minutes and conclusions, prepared materials, agenda and signed attendance lists.

3.5 Main duties and responsibilities of the Parties

3.5.1 The Contractor

The Contractor is required to ensure the continuous availability of key staff throughout the implementation of the assignment. Additionally, the Contractor shall mobilise in due time non-key experts meeting the criteria specified in Section 9, as may appear necessary for executing individual assignments requiring specific areas of expertise.

The Contractor bears primary responsibility for the quality and compliance of each specific assignment's implementation, as stipulated in the Subsequent Contracts. This includes full accountability for the quality of reports and outputs produced under each assignment. For each Subsequent Contract, the Contractor will retain full responsibility for:

- Planning its resources in line with the activities to be carried out and the deliverables to be produced under the Subsequent Contract and the estimated performance schedule.
- Fulfilling its obligations, in accordance with industry best practices, the relevant legal and contractual provisions, and a comprehensive understanding of the contractual requirements, to ensure the achievement of the established objectives and adherence to required quality standards.
- Maintaining flexibility in the delivery of services to adapt to the Contracting Authority and key stakeholders' needs of the Contracting Authority which may involve adjusting service schedules as necessary to address on-the-ground challenges.
- Collaborating with designated personnel from the Contracting Authority and key stakeholders.

The Contractor is also responsible for providing comprehensive administrative and logistical support for its team. This includes managing payments, insurance, travel, and accommodation arrangements necessary for performing each task or assignment, as agreed with individual experts.

To ensure quality control and effective risk management, the Contractor shall oversee the implementation of each individual assignment and offer backstopping support to designated experts as needed to guarantee proper execution.

3.5.2 The Contracting Authority

The Contracting Authority shall facilitate initial contacts with relevant stakeholders in Georgia, the Republic of Moldova and Ukraine for each assignment. Systematic stakeholders' engagement during the execution of Subsequent Contracts shall be the responsibility of the Contractor.

The Contracting Authority shall be responsible for taking over the outputs and deliverables produced under the Contract and paying the delivered and accepted services at the time and in the manner prescribed in the Contract.

4. Subsequent Contracts

Services will be requested, agreed upon and delivered in accordance with the following procedure.

4.1 Submission of a Request for Services by the Contracting Authority

At any time during the implementation of the Framework Contract, the Contracting Authority may issue individual Requests for Services to the Contractor. Each request will indicate whether it pertains to Technical Assistance or Capacity Building services and will contain, as a minimum, the following elements:

4.1.1 Technical Assistance

- **Task Description:** A sufficiently comprehensive explanation of the assignment, detailing the context, objectives, and scope to ensure the Contractor can accurately assess the time and resources required for effective implementation.
- **Estimated Resources:** Either a breakdown of the anticipated resource requirements (e.g., number of man-days per category and type of expert) or, alternatively, a request for the Contractor to propose an estimate of the resources needed, based on their understanding of the task.
- **Assignment Duration:** The overall timeframe allocated for the assignment, including indicative start and end dates, and any key milestones to be achieved.
- **Expected Deliverables:** A clear specification of the outputs to be delivered by the Contractor, including format, standards, and submission deadlines.
- **The draft Subsequent Contract** for the services pertaining to each Request.

4.1.2 Capacity building

- **Topic of the Event:** A clear definition of the subject matter or focus area of the Event

- **Key Stakeholders and Target Audience:** Identification of the primary stakeholders, intended participants, and the expected number of attendees.
- **Event Location:** Specification of the location for the Event.
- **Event Duration:** The intended no. of days for the Event.
- **Estimated Resources:** number of man-days per category and type of expert, in correlation with the Event duration.
- **Indicative Timeline:** An approximate schedule for the Event. Unless otherwise agreed by the Parties, the intended delivery timeline shall not be earlier than two months from the date the Request for Services.
- **The draft Subsequent Contract** for the services pertaining to each Request.

4.2 The Contractor's response

The Contractor's response to individual Requests for Services will follow the process outlined below.

4.2.1 Technical Assistance

- 1) Within seven (7) days of receiving a Request for Services that includes a breakdown of the anticipated resource requirements and already-confirmed staff, the Contractor shall respond by either:
 - a) Accepting the Request for Services as outlined, confirming readiness to proceed and signing the draft Subsequent Contract.
 - b) Indicating the reasons why the request cannot be implemented as instructed and proposing adjustments of resources and/or timeline.

In cases under point b) above, the Contracting Authority will reply in four (4) days by either confirming or adjusting its original Request for Services based on the Contractor's feedback. Upon receipt of the revised Request for Services, the Contractor will have an additional three (3) days to formally accept or decline the assignment.

- 2) For a Request for Services requiring the Contractor to estimate the resources necessary for a specific assignment, the Contractor must provide a proposal within seven (7) days, assuming all required staff has already been approved by the Contracting Authority. The Contracting Authority will review and issue an updated Request for Services within four (4) days of receiving the Contractor's proposal, following which the procedure outlined in point 1) will apply.

- 3) If the acceptance of an individual assignment depends on Contracting Authority's approval of one or more non-key experts, the Contractor must propose suitable candidates within 10 days of receiving the Request for Services. In such cases:
 - a. The Contractor's deadlines under points 1) and 2) are also extended to 10 days.
 - b. The Contracting Authority's response will also include either approval or rejection of the proposed expert(s), as outlined under Section 9.2.

4.2.2 Capacity building

Within five (5) days of receiving a Request for Services, the Contractor will respond by accepting the Request for Services as outlined and signing the Subsequent Contract or indicating the reasons why the request cannot be implemented as instructed and proposing adjustments.

The Contracting Authority will review the Contractor's comment and alternative proposals within four (4) days from receipt and will either confirm or adjust its Request for Services.

If the acceptance of an individual assignment depends on Contracting Authority approval of one or more non-key experts, the procedure under point 4.2.1.3) will apply.

5. Assumptions and Risks

The main assumptions and risks associated with services delivery under the Framework Contract are outlined below.

➤ Assumptions:

- Steady commitment of Georgia, Moldova and Ukraine to engage with the Transport Community and to implementing EU reforms.
- The overall political and economic environment in Georgia, The Republic of Moldova and Ukraine is stable and conducive.
- The security situation in Ukraine will allow deployment of the Contractor's staff on the ground.
- Key stakeholders in Georgia, The Republic of Moldova and Ukraine have a clear understanding of their technical assistance needs and are both willing and capable of formulating specific requests for assistance to be addressed under the Framework Contract.
- Active involvement of relevant stakeholders in the implementation of individual assignments.

- Effective communication and cooperation between relevant stakeholders and the Contractor's staff.

➤ **Risks:**

- Lack of political will and commitment in Georgia, Moldova and Ukraine on engaging with the Transport Community.
- Stagnation or reversal of the reform process within any of the observing participants.
- Situation in Ukraine, which could prevent the physical presence of the Contractor's staff and on the ground to deliver Technical Assistance and Events.
- Unbalanced services delivery among sectors and observing participants potentially affecting experts' availability.
- Insufficient capacity among relevant stakeholders to fully capitalise on the opportunities under the Framework Contract.
- Lack of clear understanding of the objectives of the Contract among relevant stakeholders.
- Insufficient coordination and/or cooperation between the Contractor and the relevant stakeholders.
- Delays in Subsequent Contracts negotiation and conclusion.
- Delays in recruiting or mobilising non-key experts.

6. Timeline of the Contract

Framework Contract: The implementation period of the Framework Contract will start upon commencement date and is initially set to conclude on 31 December 2025. Subject to budget availability, the implementation period may be further extended. By signing the Contract, the Contractor agrees to a potential prolongation of the implementation period of at least one year under the same technical and financial conditions (i.e. by maintaining its key staff and tender prices), provided that the extension is notified at least 3 months before the expiry of the initial contract period.

Subsequent Contracts: Each Request for Services and corresponding Subsequent Contract will provide the indicative starting date and overall duration of the respective assignment, including a timeline outlining submission deadlines for individual deliverables.

7. Approval of services

Contracting Authority's feedback shall be submitted within a prescribed period upon receipt of the draft version of a deliverable and may take one of the following forms:

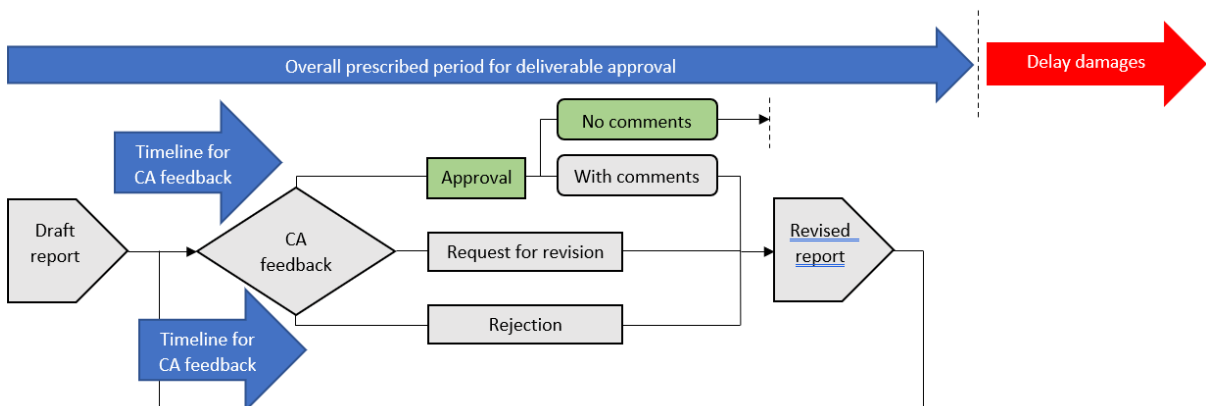
- a. Unconditioned approval
- b. Approval with comments
- c. Request for revision (in case the deliverable needs quality and/or content improvement)
- d. Rejection (in case the minimum contractual requirements on the deliverable's content and quality are not met).

In cases listed at points b, c and d above Contracting Authority's decision shall be accompanied by a list of comments that the Contractor will have to consider when preparing a revised version of the deliverable. The Contractor shall submit the revised deliverable as soon as practically possible, accompanied by explanations on how Contracting Authority's comments were addressed. The Contracting Authority shall provide its feedback within a prescribed time from such submission. The Contracting Authority's feedback on revised deliverables will focus solely on how the initial comments were addressed.

Notwithstanding the Contracting Authority's entitlement to reject or request a revision of a deliverable until its feedback is properly addressed, failure of the Contractor to have its reports approved within a set timeframe from the initial submission would trigger delay damages applicable, starting from the first day following such deadline.

Contracting Authority's failure to send feedback within the prescribed time limits would result in the reports being deemed approved starting from the day following the date such feedback was due.

The typical sequence of report approval events is presented graphically below:



The prescribed periods referred at above are as follows:

- For Administrative Reports and Completion Reports to be delivered under individual Subsequent Contracts for Capacity Building services:
 - o Deadline for Contracting Authority's initial feedback: 10 days
 - o Deadline for Contracting Authority's feedback on the revised deliverable: 5 days
 - o Overall prescribed maximum period for approval of the deliverable: 30 days
- For Technical Deliverables, specific deadlines will be established within each Subsequent Contract based on the requirements of the individual assignment.

Notwithstanding the fee-based nature of the Contract, any additional time spent by the Contractor's staff for addressing Contracting Authority's comments on the deliverables shall not be subject to separate remuneration by the Contracting Authority.

8. Place of delivery of the services/Geographical Coverage of the Framework Contract

The Contracting Authority's headquarters are located in Belgrade, Republic of Serbia. While the Contractor's staff may occasionally need to be physically present in Belgrade, priority will always be given to the online option for regular coordination and review meetings.

Much of the work to be carried out under the Subsequent Contracts for Technical Assistance can and should be conducted remotely. However, the presence of the Contractor's staff may be required in Georgia, the Republic of Moldova and Ukraine (when conditions allow), for stakeholders engagement, dedicated meetings, or documentary review. As a matter of principle, the Key experts' and Category I non-key experts' presence in Georgia, Moldova and Ukraine for Technical Assistance related assignments is expected to remain limited. Whenever specific assignments necessitate active engagement with stakeholders through in-person meetings, on-the-ground interviews, or similar activities, priority will be given to Category II non-key experts whose availability on site is presumed. On the other side, unless explicitly agreed otherwise, Capacity Building assignments will always require the physical presence of the Contractor's staff responsible for Event delivery.

The Contractor must ensure adequate planning of activities and resources to guarantee the presence of its staff in Georgia, the Republic of Moldova and Ukraine whenever necessary.

Services to be delivered under the Capacity Building topic will be carried out in the locations mentioned under Section 3.3.2 above.

9. Staff

The Contractor’s staff shall include experts with sufficient qualifications and capacity in the key areas of the Transport Community, in order to perform and complete efficiently the tasks likely to be assigned to them under individual assignments.

The following categories of experts will be ensured under the Framework Contract:

- Key experts
- Category I non-key experts
- Category II non-key experts
- Backstopping and Framework Contract management support

9.1 Key experts

Experts assumed to have a crucial role in implementing the contract are referred to as Key experts. The profiles of the Key experts for this contract including minimum requirements regarding qualification and skills, specific professional and project related experience are provided in table form below:

No.	Key Expert	Qualifications and Skills	Professional Experience	Specific/project-related experience**
1	EU acquis expert	University and/or advanced degree in law, public administration, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 10 years of experience working in areas such as public administration, law, or policy-making, with exposure to legislative drafting or regulatory frameworks Familiarity with EU institutions, policies, and legislative processes	5 years’ experience in assessing and/or drafting laws, regulations, or administrative procedures for alignment with the EU acquis Proven expertise in Transport Policy or TEN-T Networks acquis chapters

No.	Key Expert	Qualifications and Skills	Professional Experience	Specific/project-related experience**
2	Regulatory impact assessment expert	University and/or advanced degree in transport engineering, transport economics, social/political sciences, or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 5 years of experience in regulatory impact assessment	Working experience in at least two projects concerning transposition, implementation review, analysis, assessment or evaluation of EU Transport Acquis in which the expert performed activities related to legislative/regulatory impact assessment
3	Institutional/organisational review expert	University and/or advanced degree in law, public administration, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 10 years' experience in public administration reform, institutional development, or organizational restructuring, in an EU or accession context Familiarity with EU institutional models, public administration principles, and standards of good governance	Working experience in at least two projects in which the expert performed activities related to functional reviews of institutions, assessing performance, efficiency and alignment with EU acquis requirements Proven experience in the transport sector
4.	Road policy expert	University and/or advanced degree in engineering, transport engineering, transport economics, law, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 5 years of experience in developing and/or implementing road transport policies, particularly in contexts undergoing structural reform	Proven experience in aligning national legislation with the EU acquis in any of the following areas: road infrastructure, road social acquis, road vehicles, drivers, Intelligent Transport Systems

No.	Key Expert	Qualifications and Skills	Professional Experience	Specific/project-related experience**
5.	Road safety expert	University and/or advanced degree in engineering, transport engineering, transport economics, law, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 5 years of experience in developing and/or implementing road safety policies Familiarity with the Safe System approach	Working experience on a similar position in at least two projects Proven experience in working with the EU Road Infrastructure Safety Management acquis
6.	Rail policy expert	University and/or advanced degree in engineering, transport engineering, transport economics, law, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 5 years of experience in the sector, with focus on railway systems development, management and reform in line with the EU acquis. Comprehensive knowledge of EU railway policies and regulations	Working experience in at least two projects in which the expert performed activities related to drafting national railway strategies, plans, reform initiatives or legislative frameworks aligned with the EU acquis
7.	Waterborne transport policy expert	University and/or advanced degree in engineering, transport engineering, transport economics, law, social/political sciences or another relevant field* Proficient English user	General post graduate professional experience of 15 years At least 5 years of experience in the sector, including maritime, inland waterways, or port operations in an EU or candidate/potential candidate country context Extensive knowledge of the EU's waterborne transport policies and legislation	Proven track record in aligning national policies and legislation with EU waterborne transport acquis

** A field of expertise (other than those identified above) will be considered relevant for this assignment if providing the graduate with specific knowledge in the specific area the expert is expected to cover.*

***For project-related experience to be considered fulfilled, it should refer to a project that was completed within the last five years from the time-limit for submitting bids under the current project. The condition regarding the project completion date applies only to the minimum number of projects required to demonstrate the expert's minimum experience. For the purpose of quantifying the expert's overall experience, all relevant projects shall be considered, including those completed prior to the specified deadline.*

Key experts must be explicitly identified in the proposal, with their CVs, and signed statements of availability and exclusivity included in the Technical Offer, as provided in more details in the Instruction to Tenderers.

Key experts are expected to form the core of the Contractor's team and their availability throughout the implementation duration of the Framework Contract is presumed. While the Contracting Authority cannot guarantee that the inputs indicatively allocated to key experts will be fully spent, it is anticipated that these experts may be involved in the delivery of concurrent individual assignments throughout the implementation of the Framework Contract.

9.2 Non-key experts

The non-key experts will supplement the inputs provided by the key expert team. The Contractor shall propose, and hire (upon Contracting Authority's approval) non-key experts as needed, ensuring alignment with the existing or anticipated demand under individual assignments. The profiles for these roles will primarily involve short-term inputs, though local coordinators delivering services on longer periods of time may be also appointed, if needed. Civil servants and other employees of the public administration in Georgia, Moldova and Ukraine are not eligible to be recruited as non-key experts.

Category I non-key experts are intended to bring expertise in areas not covered (or not sufficiently covered) by the designated key experts. For Category II non-key experts, fluency in the local languages (Georgia, Romanian and Ukrainian, as may be the case) is compulsory, as well as availability to provide services on the ground in Georgia, Moldova and Ukraine. Category II non-key experts may overlap with the areas of expertise covered by key experts when their local language skills and ability to provide on-the-ground inputs are essential to the success of an individual assignment.

Indicative areas of expertise for non-key experts include (without necessarily limited to) the domains listed in Section 3.3.1, as well as the following:

- Smart and sustainable mobility
- Transport planning and strategies
- Project and/or policy evaluation
- Transport decarbonisation and alternative fuels

- Transport of dangerous goods
- Electronic freight transport
- Economic and financial assessment of investment projects
- Socio-economic and Environmental impact assessment of programmes and projects
- Transport engineering
- Environmental permitting for programmes and projects
- Public procurement
- Projects and programmes preparation, monitoring and evaluation
- Commercial and business planning of state-owned enterprises
- Information technology and data management
- Transport infrastructure maintenance management systems and strategies
- Transport infrastructure valuation and inventory
- Cost control and management in transport infrastructure projects
- Contract law
- Communication, public relation and visibility

To be approved by the Contracting Authority, each non-key expert must meet the following minimum requirements:

- A University Degree in the relevant field(s) or at least 10 years of equivalent experience in the respective area of expertise.
- Full proficiency in the English language, along with proficiency in the local language for Category II experts.
- A minimum of 10 years of general professional experience, with at least 5 years specifically in the relevant field of expertise.

CVs for non-key experts should not be submitted with the tender. However, the tenderer must demonstrate in their offer that they have access to experts with the required qualifications and profiles, as detailed in the Instructions to Tenderers.

The mobilisation of non-key experts under the Framework Contract will require prior approval from the Contracting Authority. Before any non-key expert is mobilised, the Service Provider must submit a formal request, which should include the CV of the proposed non-key expert along with details about their role in the relevant ongoing or planned assignments.

The Contracting Authority will respond to the proposal for non-key expert approval within four (4) days of receiving it by:

- Accepting it, provided that all the relevant conditions are met, or
- Rejecting it, if the conditions are not fulfilled.

It is essential that **no non-key expert is mobilised without receiving this prior approval**, which must be obtained before any work is undertaken or days are counted.

9.3 Contract management and backstopping

The Framework Contractor shall provide necessary conditions for the appropriate management and backstopping of each individual assignment, as well as for applying quality control, risk assessment and administrative and logistics management, as deemed necessary.

A designated Contract Manager must be appointed by the Contractor to oversee service management and implementation, coordinate the key and non-key staff, preparing administrative reports under the Framework Contract and act as the Contractor's representative. The appointed Contract Manager must possess sufficient expertise in managing complex contracts, evidenced by prior involvement in similar assignments.

The Contract Manager's CV will be included in the offer and the following minimum qualifications must be met:

- University Degree
- At least 5 years of experience in project and/or contract management
- Experience in holding a similar position in at least one project of equal or larger value with the current Framework Contract

While the Contract Manager will not be considered a key expert, the relevant contractual conditions governing individual staff performance and replacement will apply.

Backstopping and support staff costs, including the cost for the Contract Manager, must be included in the experts' fee rates.

10. Remuneration and invoicing

Payment under the Framework Contract is based solely on approved services delivered under Subsequent Contracts.

For **Technical Assistance** services, the Contractor will only be paid for days actually worked by its key and non-key staff on the basis of the daily fee rates contained in the Financial Offer (Annexe 5) for the following staff categories:

- Key expert
- Category I non-key expert
- Category II non-key expert

The daily rates for the staff categories included above are all-inclusive and deemed including, besides the experts' remuneration, allowances for overheads, travel and accommodation (not applicable for Capacity Building services, where travel and accommodation will be paid separately), local office (if applicable), Framework Contract management and backstopping services, as well as any additional expenses the Contractor must bear to enable its staff members to perform the services.

For **Capacity Building** services, the Contractor will be compensated through a combination of lump sums, unit prices and daily rates for the staff categories outlined above as included in its Financial Offer, as follows:

- Unit prices per day for venue rental and associated logistical arrangements (online meeting equipment).
- Unit prices per participant for catering and printing services.
- Unit prices for experts' travel and accommodation.
- Fee rates for Event delivery, based on its scheduled duration.
- Lump sum for course preparation, calculated based on the number of days for Event delivery and the applicable daily rates for the involved expert categories, using the formula outlined in the Instructions to Tenderers and Financial Offer.

If the same Event will be delivered more than once, whether in the same or in different locations, only one lump sum for course preparation will be paid.

11. Meetings and phone conferences

The Contractor is expected to participate in the following meetings/phone conferences:

- **Kick-off meeting**, at the latest 7 days following the commencement of the contract (online).

- **Ad-hoc and regular progress review meetings** with the Contracting Authority's personnel for ensuring proper management and monitoring of the services delivery (in person or online).

At least one coordination meeting will be held per month to ensure the proper management of the Framework Contract. These meetings will focus on reviewing ongoing, in-progress, and planned individual assignments, and will require the attendance of the Contract Manager. Additionally, regular and/or ad-hoc coordination meetings may also be scheduled under individual Subsequent Contracts, where the participation of both the Contract Manager and the involved experts will be required.

- In-person and online **meetings with relevant stakeholders in Georgia, the Republic of Moldova and Ukraine** will be organised for collecting information/data, provide progress updates and disseminate projects' results.

The Contractor shall provide minutes for each meeting or conference call. The minutes should be drafted by the Contractor within 3 days following the meeting or call and need to be agreed upon by all present parties.