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1. BACKGROUND INFORMATION

1.1. Partner country

Bosnia and Herzegovina

1.2. Contracting authority

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1.3. Country background

Bosnia and Herzegovina is a country with a surface area of 51,209 km² and with an estimated population of 3.5 million people. The constitutional set-up stems from the Annex IV to the Dayton/Paris Peace Agreement (DPA) and establishes a complex political structure that provides for governments at State, Entity, Brčko District and cantonal levels.

Since 1995 and according to the Dayton Agreement the state of Bosnia and Herzegovina has been divided into two political entities – the Republika Srpska (RS) and the Federation of Bosnia and Herzegovina (FB&H) – and the Brčko District (condominium). The RS covers 49 % of the territory and forms a semi-circle around the north and east, while the FB&H occupies the other 51%. Each Entity has its own political structure and administration. The B&H State government consists of a Parliamentary Assembly, which is divided into a House of Representatives and a House of Peoples, a rotating tripartite presidency (with one member from each of the constituent peoples – Bosniaks, Croats and Serbs), and a Council of Ministers with nine ministries. The political structure of the FB&H is divided into three levels: the Entity level, the Cantonal level and the Municipal level, with each municipality having its own municipal council and administrative structures. By contrast, the Republika Srpska (RS) has no cantons, only municipalities.

While one entity (Republika Srpska) has strongly centralised system, the other entity is comprised of 10 cantons with wide autonomy. Several crucial sectors are given either to the entities or even cantons such as: education, social policy, culture, environment, etc. Therefore, in such a complex environment non-state actors (NSA) have difficulties in advocating for reforms in the above mentioned areas.

According to the latest data obtained from the BiH Ministry of Justice, for more details please consult <http://zbirniregistri.gov.ba/> only accessible in Bosnia and Herzegovina's official languages, there are more than 27,000 organisations that can be considered as civil society non-profit organisations.

At the State and Federation of Bosnia and Herzegovina level, the Ministries of Justices are responsible for registration and for keeping the Registry Books for Associations and Foundations. According to the Republika Srpska' Law on Associations and Foundations, associations and foundations register at the Basic Court in the seat of the District Court in the area in which they have their seat.

1.4. Current situation in the sector

EU support to Civil Society Organisations (CSOs) aims at building stronger democracies, improving accountability systems and ultimately achieving better policy and economic and social development. It seeks to empower civil society to fulfil the following key roles:

- Creating stronger links to citizens by engaging in public policy processes, reaching out to society as a whole including marginalized groups and grass-root communities and encouraging civic activism and public participation in policy-making across all areas;
- Becoming professional and reliable partners in the policy-making and reform process through evidence-based advocacy across all sectors and close monitoring of reforms;
- Contributing to enhancing responsible and inclusive leadership in the political, economic and social spheres and provides early warning in case of societal change,
- Strengthening economic development and create better links with business by promoting entrepreneurship, social innovation and job creation.

Regarding civil society, Bosnia and Herzegovina has seen some progress in establishing institutional mechanisms for cooperation between governments and CSOs, as well as in public financing of CSOs. A Charter on Cooperation between the Council of Ministers of Bosnia and Herzegovina and CSOs was signed in November 2017. A strategic framework for cooperation with civil society still needs to be developed at all governance levels. A number of institutions at various levels of government designated contact points in charge of dialogue and cooperation with CSOs. Consultations with CSOs were occasionally held in specific sectors, also thanks to the use of institutional mechanisms such as e-consultation web platforms. Public funding calls and, in some cases, results of selections were publicly available, but some funding mechanisms for distribution of funds remained non-legally binding and were not fully implemented. Transparency remained weak due to lack of monitoring and evaluation mechanisms. The “Alliance for EU Integration” – a platform bringing together civil society actors – published their Alternative Responses to Commission’s Opinion Questionnaire in October 2017.

The strengths and weaknesses of the Civil Society (CS) in Bosnia and Herzegovina as well as the challenges faced by the CS in the specific context of the European integration have been recurrently analysed since 2008 when the European Commission (EC) set up the so called Civil Society Facility (CSF) to financially support the development of civil society. This is reflected also in the EC enlargement strategy underlining the “importance of civil society being able to play its role in a participatory democracy”. Gaps and deficiencies in the legal framework both affect the development of the sector and the prospects for success of interventions. The relationship between government and civil society has yet to be defined and operationalised particularly at higher levels. The engagement of civil society is limited and uneven. The domestic infrastructure to support civil society remains underdeveloped. Public awareness and the image of the sector need to be improved and deepened.

The engagement of citizens in the decision-making processes at the state level in Bosnia and Herzegovina is regulated but not implemented in full. Only recently, long-term EU support to Bosnia and Herzegovina authorities and Civil Society led to establish a publicly accessible registry of the Civil Society Organisations.

The main issues to be addressed with EU Civil Society and Media Facility are as follows:

- The dialogue between the governmental and the non-governmental sector is weak and not institutionalized at all levels.
- Citizens’ participation in policy and decision making processes at local level is sporadic and not institutionalized.
- Capacities of CSOs, particularly at grass-root level, remain low.
- CSOs do not contribute sufficiently to fight corruption and support socio-economic development.
- Media freedoms remain threatened and must be ensured and strengthened.

1.5. Related programmes and other donor activities

The EU has already funded projects which have prepared the ground for the implementation of the current one: the CBGI and CIDI projects as well as project "Support to Social partners in social dialogue".

Capacity Building of Governments Institutions to engage in a policy dialogue with civil society (CBGI) project focused on capacity building of governments at the state, entities, and Brčko District level to establish institutional mechanisms for cooperation with civil society and training of designated governments’ officials on engagement in a dialogue with civil society. Despite the efforts made by the EU, the progress has been achieved in limited areas/levels (i.e. revision of the “Rules of the Council of Ministers of BiH for Consultations in Drafting of Legal Regulations”, online Registry Books for Associations and Foundations, IT platform for online consultations at BiH level) while entity level in this regards present a huge challenge.

Civil Dialogue (CiDi) project primarily impacted both entities and Brčko district with establishing institutional mechanisms - in Republika Srpska (within the Ministry of Governance and Self-Governance), in the focal points in Federation of BiH and in Brčko District (as a specialised sub-department within the department for religious, sports and other organisations) while the state level didn’t passed the foreseen office for cooperation with civil society within the prime minister's cabinet.

As an alternative, each line ministry at the state level has at least one (in some cases three) coordinators for public consultations with civil society.

Support to Social Partners in Social Dialogue resulted in continuous support to the improvement of social dialogue in BiH with the aim to assist governments at state and entities' level to amend the legal framework for social dialogue, to enhance involvement of social partners in policy and decision making process, to increase social cohesion and improve community relations in BiH and to draft strategic framework for development of more enabling environment for job creation in BiH.

The Center for Civil Society Promotion (CPCD), together with the Open Network, is implementing a five-year project named the "Independent Media Empowerment Program (IMEP)" through which, through various types of grants and educational content, it will increase media capacity to produce better content, increase the financial sustainability of the media, to provide legal protection for journalists but also to increase the capacity of editors and journalists in legal self-representation. The project is funded by the US Development Agency-USAID.

The Regional Programme on Local Democracy in the Western Balkans (ReLOaD) is financed by the European Union (EU) and implemented by the United Nations Development Programme (UNDP). ReLOaD builds on the good practices of the Reinforcement of Local Democracy (LOD) project, another initiative financed by EU, which also represents the replication model in Western Balkans. In all Western Balkans (including BiH) the project will work on strengthening collaboration between local governments and civil society organisations (CSO). Lack of transparency in financing of CSOs is perceived as one of the main obstacles for development and functioning of civil society. Models in use are often insufficient and discriminatory, do not contribute to positioning and stronger influence of civil society and slow down development of participative democracy.

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:

The overall objective of this project is to address the problem of weak cooperation and dialogue between governments and civil society in Bosnia and Herzegovina.

2.2. Purpose

The purpose of this contract is as follows:

Development of IT based online tool for communication through which the Ministry for European Integration and International Cooperation of the Republic of Srpska will improve its cooperation and coordination with civil society organizations regarding access to EU funds and involvement in planning and decision-making processes to improve the use of grant opportunities from the EU and other potential financial sources.

2.3. Results to be achieved by the contractor

- Result 1: Created online application placed on the current server where Ministry for European Integration and International Cooperation of the Republic of Srpska is located
- Result 2: The created online application should follow the already existing coding standards and be implemented in the PHP, JAVA or .Net programming language
- Result 3: Source code submitted in full to the Ministry for European Integration and International Cooperation of the Republic of Srpska as the intellectual property of the Ministry.
- Result 4: Provided the necessary training for the use / administrating of the application for the staff of the Ministry for European Integration and International Cooperation of the Republic of Srpska

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Contractor is implementing Covid 19 epidemiological masseurs.

3.2. Risks

Sufficient number of IT experts available on realisation of the contract.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

Ministry for European Integration and International Cooperation of the Republic of Srpska (hereinafter: Ministry) should have a possibility of efficient information sharing about all actual opportunities for funding to be potentially used by CSOs, follow up and coordination with CSOs on their progress in reaching EU and other funding opportunities and analysing the status of usage of external grant opportunities.

The programme design will be developed in PHP, JAVA or .Net programming languages on server side, while using MySQL or Microsoft SQL Server base as a place for permanent data storage. On client side, the solution will be developed in one of the libraries for developing a user interface such as Angular, React or Vue.

The server will have enough space to contain embedded videos as well as strong enough processing power to be able to serve videos to a large number of users.

The completed module should be easily integrated with the existing main page of the Ministry and should operate with the current existing internal system for managing the standardisation process.

4.1.2. Geographical area to be covered

Bosnia and Herzegovina

4.1.3. Target group

Ministry for European Integration and International Cooperation of the Republic of Srpska

4.1.4. Specific work

Task 1. Development of the IT based online tool

Home page

The home page should contain a brief text about the web platform as well as the coat of arms of the Ministry of European Integrations and International Cooperation. Also, there should be two fields on the page itself:

1. Field for registration of new users;
2. Login field for existing users.

Below that, there should be "News", i.e. a list of published calls or some news published by the site administrator. When creating a call or news, the administrator should be given an option to decide whether the call will be displayed on the home page, or only to registered users.

Application of applicants

When this platform is visited by an applicant, unless he/she is logged, the first page that he/she will have access to is the login page.

On login page, the user will receive a form in which he/she will be required to enter his/her data, as follows:

1. User name, required, a text field in which the applicant enters his/her email.
2. Password, required, field for the code.
3. Log in. Log in button.

When the user clicks on the log in button, if the data are valid, he/she will be logged in and transferred to the page „User Home Page“.

1. If data are not valid, the user will remain on this page with an error „User name or password incorrect“.
2. If data are valid, but the user has not been approved by the administrator, user will remain on this page with an error „Your account has not been approved by the administrator“.

Below the password field, there will be a button „Forgot Your Password?“ By clicking on this field the user will be transferred on additional form in which he/she will have to enter his/her email (required) and by clicking on the „Send“ button, that user will be sent an email with a link to reset password.

3. When the user clicks on the link from the email, he will be redirected to the page to enter the data:
 - New code, required, field for the code
 - Repeated new code, required, field for the code, must be the same as the new code field.
 - Set code. Button

When the user clicks on the button „Set Code“, the new code from the field „New Code“ will be set for the user and the user will be transferred to the page „User Home Page“.

Next to the Log in Button there will be a button „Create new account“. By clicking on this button, the user will be transferred to the page „Creating Applicant's New Account“.

Both the administrators and the applicants will log in through this page. The level of authorization will be determined on the basis of the logged in user.

Creating the Applicant's New Account

When the applicant visits this page, he will be able to create an account on it by filling in the form that will have the following fields. All fields are required:

1. Name of institution/ company / organization / text field
2. Email address. Text field. Email must be valid.
3. Code. Code field
4. Re-enter code. Code field, must be the same as the code.
5. Phone numbers. Set the possibility of entering a maximum of three numbers. Text field.
6. Contact persons. Maximum three persons.
7. Municipality. Set the list of Municipalities by codes.
8. Programs that he/she is interested in. (The list is created by the Ministry administrator, while the user selects the offered options).
9. Type of activity. Selection field. (The list is created by the Ministry administrator, while the user selects the offered options).
10. Fields that the applicant is interested in. Create a drop-down menu in which multiple sectors can be selected. (The list is created by the Ministry administrator while the user selects the offered options).

When the applicant successfully registers, a registration confirmation message will be sent to his/her e-mail. In that message, there will be a link to the page of this platform that the applicant needs to click on to confirm registration.

1. When an applicant clicks on that link that applicant will be marked in the database as an applicant with a verified email and then he will be shown the text that his account must be approved by the administrator.
2. When the administrator confirms his account, the applicant will receive an e-mail confirming that his account has been successfully approved and only then will he have access to the system.

User pages

User Home Page

Only the successfully logged in applicants who have an approved access to the system will be able to access this page. On this page the user will have the following operations:

1. Visible to both applicants and administrators
 - Application projects
 - Edit profile
 - Video content
 - Frequently Asked Questions
 - Logging out
 - By clicking on the log out item, the applicant will be returned to the login page.
2. Visible only to administrators (this refers to administrators/representatives of the Ministry of European Integrations and International Cooperation)
 - Users
 - Adding user accounts
 - Deleting user accounts
 - Editing video content
 - Editing projects
 - Editing Frequently Asked Questions
 - Reports

Application projects

When the applicant visits this page, he will see a list of entered projects to which he can apply his participation.

1. On top of the page with projects there will be a search with filters:
 - Project reference/Project description, text field
 - Type of project, selection field with values: Grant, Service, Works, Procurement
 - Project Status, selection field with values: Active, Announced
 - Date of publication, selection field for date from and date to.
2. Below the page the list of projects will be paginated with 20 projects per page. Projects will be sorted in descending order by the date of publishing.
 - Projects that are in the „Archived“ status will be visible only to administrators.
 - Each project will have a reference, name of the project, status, type, date of publishing and the button „Overview of Participation“.
 - When the user clicks on that button, the page „Overview of Participation on the Project“ will open.

Overview of Participation on the Project

On this page the applicant will be able to see and enter his/her information about the participation in the project as well as the embedded documents that can be downloaded. On top of this page, the following information about the project will be available:

1. Name of the project

2. Status
3. Type
4. Programme budget
5. Submission deadline
6. Geographic area
7. Budget per project
 - Participation for co-financing
 - Date of publishing
 - Description of the project

The button for „Registration for Participation“ will be below the project description.

1. By clicking on this button, the applicant will open the page „Participation in the Project Form“ in which he/she will enter the information about his/her participation.

Below the button for registration of participation he/she will see.

The applicant will be able to see only his/her own participations in this project, while the administrator will be able to see all participations of all the applicants.

1. The list of participation will be a paginated list with 20 participations per page each.
2. Each item from the list will display the fields from that participation contained in the form.
 - By clicking on the edit button, the applicant or administrator will be able to make changes to the already entered participation as well as insert new documents and download the documents that have been already entered in the "Participation in the Project Form" that will already contain all the entered fields and the list documents filled in.

Participation in the Project Form

On this page the applicant will be able to enter data for his/her participation on the project. This form will include the following

1. Data on project user. This data will be already filled in on the basis of available data of currently logged in applicant. If the administrator is logged in, these fields will not be filled in.
 - Name of institution / company / organization, text field (this part should be automatically entered based on the data from the account)
 - Name of contact person who filled in the form
 - Phone number
 - Municipality (this part should be automatically entered based on the data from the account).
2. Data on the project
 - Name of project, text field

Name of the programme – donor, text field – the user selects the offered options. The administrator from the Ministry defines the programmes, namely: IPA, VIŠEDRŽAVNA IPA, WBIF, ERASMUS+, CREATIVE EUROPE, HORIZON 2020, 3rd HEALTH FOR GROWTH, COSME. FISKALIS, EUROPE FOR CITIZENS, CBC SRB-BiH, CBC BiH-MNE, INTEREG CRO-BiH-MNE, INTERREG MEDITERAN, INTERREG DUNAV, INTEREG ADRION, EU AID VOLUNTEERS EUROPEAN SOLIDARITY CORPS, US EMBASSY IN BiH, EMBASSY OF JAPAN IN BiH, EMBASSY OF GREAT BRITAIN IN BiH, EMBASSY OF THE CZECH REPUBLIC IN BiH, EMBASSY OF GERMANY IN BiH, EMBASSY OF NORWAY IN BiH, EMBASSY OF THE NETHERLANDS IN BiH, GIZ, CzDA, SIDA, UNDP, RSS, ILO, UNHCR, UNICEF, UNESCO, OTHER

- Type of activity (this part should be automatically entered on the basis of the data from the account)
- Expected project results, text field
- Planned project duration, selection field for date from and date to

- Planned budget. There should be three fields. Total budget, own resources, donor's funds/grant funds.
 - Project status, selection field with values: Approved, Non-approved
 - Reason for project rejection, field with sub-segments where one or more reasons can be checked. The user selects the offered options created by the Ministry administrator, e.g. administrative, qualitative.
3. Documentation
 - This is where the applicant will be able to enter his/her project form. This field does not have to be obligatory.
 4. Remark: up to 250 characters.

Edit profile

On this page the user will be able to edit his/her data entered by him/her during registration. In the first part of the page the user will see the form containing his/her data:

- Name of institution / company / organization, text field
- Email address. Text field. Email must be valid.
- Code. Code field.
- Code re-entry. Code field, must be the same as the code.
- Phone numbers. Set the possibility of entering a maximum of three numbers. Text field.
- Contact persons. Maximum three persons.
- Municipality. Set the list of Municipalities by codes.
- Programmes for which he/she is interested – user selects the offered programmes.
- Type of activity. Selection field – user selects the offered activities.
- Fields in which the applicant is interested. Create a drop-down menu in which it will be possible to choose multiple sectors. – user selects the fields that he/she is interested in.

Below this data there will be a button to save the changes. Clicking on that save button will save the data and those changes will be immediately visible to everyone.

On this page, below this form, there will be a code change form that will have the following fields:

1. Current code, code field, required
2. New code, code field, required
3. Re-entered new code, code field, required

The current code must be entered correctly to save the new code. Clicking on the button to change the code will change the user's code to the new code set by him/her.

Video content

On this page, the user will be able to see a list of videos posted by the administrator. The video content will be displayed in a paginated list of 20 video items sorted in descending order by publication date per page.

1. Every video item will contain the following:
 - Image
 - Title
 - Duration
 - Date of posting
 - View button
 - Clicking the preview button will open the video in the dialog above the page and will start playing the video
2. Above the video list there will be a place to search the list where the user will be able to search the list by title.

Frequently Asked Questions

On this page, the user will be able to see a list of frequently asked questions with answers to those questions. The list will be paginated with 50 questions per page.

- Each question item will initially display only a question with a button where the user will be able to click to reveal the answer
- Above the list of questions there will be a place where the user will be able to search questions. The text that the user enters will search questions and answers to questions by key words.

Administrative pages

Users

Only administrator users will have access to this page. This page will display a paginated table with 20 users per page each, with the following columns:

1. Name of institution / company / organization, text field
2. E-mail
3. Role
 - This column will display Administrator for the administrators and Applicant for applicants.
4. Status
 - This column will display Active if the Applicant / Administrator has access to the system or Non-Active if they do not.
5. Actions
 - This column will display 2 buttons:
 - Edit. By clicking on this button, the administrator will be transferred to the page „User's Form“
 - Delete. Clicking this button will show the user a dialog to confirm the deletion of the user and after confirmation the user will be deleted

Above the table there will be a button „Create“ where the administrator will be able to create a new Administrator or Applicant.

1. By clicking on this button, the administrator will be transferred to the page „User's Form“.

Also, on the administrator page, it is necessary to enable the modification of the home page and the management of calls / news that would be published on the home page and visible to everyone. As mentioned at the beginning of the document, the administrator should decide which information will be published to everyone (on home page) and which only to registered users.

User's Form

On this page, the administrator will be able to make a change of the existing user or add a new one:

1. Role. Selection field with the values: Applicant. Administrator
2. Status. Selection field with the values: Active, Non-Active
3. Name, text field
4. Last name, text field
 - Name of institution / company / organization, text field
 - Email address. Text field. Email must be valid. 1
 - Code. Code field.
 - Re-enter code. Code field, must be the same as the code.
 - Phone numbers. Enable entering maximum three numbers. Text field.
 - Contact persons. Maximum three persons.
 - Municipality. Set the list of Municipalities by codes.
 - Programmes in which he/she is interested. – the list is created by the administrator, namely: IPA, VIŠEDRŽAVNA IPA, WBIF, ERASMUS+, CRETIVE EUROPE, HORIZON 2020, 3rd HEALTH FOR GROWTH, COSME. FISKALIS, EUROPE FOR CITIZENS, CBC SRB-BiH, CBC BiH-MNE, INTEREG CRO-BiH-MNE, INTERREG MEDITERAN, INTERREG DUNAV, INTEREG ADRION, EU AID VOLUNTEERS, EUROPEAN SOLIDARITY CORPS, THE EMBASSY OF US IN BiH, THE EMBASSY OF JAPAN IN BiH, THE EMBASSY OF GREAT BRITAIN IN BiH, THE EMBASSY OF CZECH REPUBLIC IN BiH, THE EMBASSY OF GERMANY IN BiH, THE EMBASSY OF NORWAY IN BiH, THE EMBASSY OF THE NETHERLANDS IN BiH, GIZ, CzDA, SIDA, UNDP, RSS, ILO, UNHCR, UNICEF, UNESCO, OTHER
 - Type of activity. Selection field. Association of citizens/Non-governmental/non-profit organization, Scientific-research organization, Educational institution, local self-governance unit, Development agency, International organization, Public company, Republic administrative body, Micro/small/medium-sized company, Company (over 250 employees), Other (enable the text field).
 - Fields in which the applicant is interested. Create a drop-down menu in which multiple sectors can be selected. The list is created by the administrator, for example: Regional and territorial cooperation, Education, Employment and social policies, Competition and innovations, agriculture and rural development, Transport, Environment, climate action and energy, Justice and Basis of Law, Democracy and Governance.

If a new user applicant is created, then all fields are necessary, if a new user administrator is created, only the fields Name, Surname, Email address and code are necessary.

Below this information will be a button to save the changes. Clicking on that save button will save the data and those changes will be immediately visible to everyone.

Editing Video Content

On this page, the administrator will be able to see a list of videos. Video content will be displayed in a paginated list of 20 video items sorted in descending order by release date per page

- Each video item will include the following:
 - Image
 - Title
 - Duration
 - Date of posting
 - View button
 - Clicking the view button will open the video in the dialog above the page and start playing the video.

- Edit button: by clicking it, the page „Video Content Form“ will be opened with already posted information in which the administrator will be able to edit the information on video content.
- Delete button. By clicking on this button, the administrator will, with confirmation, delete the video from the system.
- Above the video list there will be a place for list search where the user will be able to search the list by title.
 - Below the place for search, there will be the button „Add New Video Content“
 - By clicking on this button, the administrator will open the page „Video Content Form“

Video Content Form

On this page, the administrator will be able to add new video content or modify existing ones. At the top of the page will be a form with fields (all fields are required):

1. Title, text field
2. Duration. 3 fields for number of hours, number of minutes and number of seconds. Text fields.
3. Image. Field for inserting image. Allowed formats: JPG or PNG.
4. Field for inserting video content. Allowed formats: MP4.

Below the form there will be a button to save changes. Clicking this button will add new video content to the list with automatic setting of posting date if it is new video content.

Editing projects

When the administrator visits this page, he will see a list of entered projects.

- On top of the page with projects there will be a search with filters, as follows:
 - Project reference, text field
 - Type of project, selection field with the values: Grant, Service, Works, Procurement
 - Project status, selection field with values: Active, Announced
 - Date of posting, selection field for selection of date from and date to.
- Below the search with filters there will be a button: „Add New Project“
 - By clicking on this button, the administrator will be taken to „Project Form“.
- Below the page there will be a paginated list of projects with 20 projects per each page. Projects will be sorted in descending order by the date of posting.
 - Every project will have a reference, project name, status, type, date of posting and of action
 - Actions that the administrator will be able to carry out are the following:
 - Project modification
 - By clicking on this button, the administrator will open the page „Project Form“ with already filled in information for this project.
 - Archive
 - By clicking on this button, the administrator will, with confirmation, archive the project. Archived projects get the status closed and will no longer be visible to the applicants.
 - Project deletion
 - If the project already has added participations set in that project, its deletion will not be possible.
 - By clicking on this button, the administrator will, with confirmation, delete this project and it will no longer be available in the system.

Creating records/ table on submitted notifications of calls for application for projects

On this page the administrator will enter the data on the calls sent by him via email to certain applicants. This page should be in a form of tabular overview, so that it can be filtered on several bases. The table should contain the following fields:

1. Drop-down menu in which the following is selected: Call; Grant; Training; Co-Financing; Reward; Scholarships;
2. No.;
3. Call title;
4. Name of programme/instrument/donor;
5. Sectors covered by the call (we will here provide the sectors that are coded with numbers from 1-9);
6. Budget of the call in Euro;
7. Date of announcement;
8. Date of opening the call and the application deadline;
9. Number of informed users;
10. Email addresses to which the call was sent (this field will be entered manually, and a separate window should be opened for that. Enable automatic entering of the figure in the number of notified users field, based on the number of entered email addresses).

Allow the administrator to see in one place all the emails of the applicants by the programmes that he/she is interested in. If an applicant has entered more than one of his emails (administrator and editor), enable the review of all emails. The view needs to be tabular, so that these emails can be copied and entered into Microsoft Outlook.

Also from this page, enable downloading of the reports in Excel and PDF form, which can be printed later.

Project Form

On this page, the administrator will be able to edit the existing project or add a new project. On top of this page there will be the following fields (all fields are required):

- Type of project. Selection field with values: Grant, Service, Works, Procurement
- Project status. Selection field with values: Active, Announced, Archived
- Programme budget. Text field
- Submission deadline. Date selection field
- Geographic area. Text field
- Budget per project. Text field
- Participation for co-financing. Text field.
- Date of announcement. Date selection field. For a new project it is automatically set to today's date.
- Project description. Text field.

Below the form, there will be a button to save changes. By clicking on this button, the data will be stored and new changes will be visible in the system.

Editing Frequently Asked Questions

On this page, the administrator will be able to see the list of frequently asked questions with answers to those questions. The list will be paginated with 50 questions per one page.

- Each question item will display at the beginning only the question with the button where the user will be able to click to reveal the answer.
- Above the list of questions there will be a place where the user will be able to search questions. The text entered by the user will search questions and answers to questions by key words.

- Below the field for search there will be the button „Add a new frequently asked question“.
- By clicking on this button, the administrator will be taken to the „Frequently Asked Questions Form“
- Next to each question, the administrator will have the options to:
 - Edit the questions
 - By clicking on this button, the administrator will be taken to the page „Frequently Asked Questions Form“ with already filled in information about this question that will be editable.
 - Delete question
 - By clicking on this button, the administrator will, with confirmation, delete both the question and the answer, after which they will no longer exist on the system.

Frequently Asked Questions Form

On this page the administrator will be able to add a new or edit the existing question. On top of the page there will be a form with the following information:

- Question
- Answer

Below the form there will be a button for saving changes. By clicking on this button the data will be stored and new changes will be visible to all users.

Reports

On this page the user will be able to create a report on participation in projects based on the status in the current system. The page will comprise the following:

1. Filters to enable the administrator to filter the report. The filters will be by the following fields:
 - Name of programme. Text field.
 - Name of project. Text field.
 - Applicant's name and last name. Text field.
 - Project type. Selection field with values: Grant, Service, Works, Procurement
 - Project status. Selection field with values: Active, Announced, Archived.
 - Legal entity. Text field.
 - Geographical area of the project. Text field.
 - Duration. Selection field for date from and date to
 - Submission deadline. Selection field for date from and date to
 - Date of project announcement. Selection field for date from and date to
2. Below the filters there will be the columns that it will be possible to be checked.
 - Programme title. Programme title from participation
 - Name of project
 - Type. Type of the project.
 - Legal entity. Legal entity from participation in the project.
 - Status. Status from participation in the project.
 - Project value. Value of project from participation in the project.
 - Implementation period. Implementation period from participation.
 - Name of partner. Name of partner from participation.
3. Only the checked columns will be displayed in results.

Below the filter there will be a generate report button. When the administrator clicks on this button a table with the results and selected columns will appear below.

- The table will display paginated results with 20 results per one page.
- 2 new buttons will appear above the table:

- Download Excel. By clicking on this button, the administrator will download the content from the table as well as the report in Microsoft Excel format.
- Download PDF. By clicking on this button, the administrator will download the content from the table as well as the report in PDF format.

Task 2. Testing phase

The testing phase by the user must be in accordance with the client's requirements.

Task 3. Realisation of training

The software provider must provide training for the staff who will administer the software on behalf of the Ministry as well as training materials for future software users. Materials are made in electronic form in the form of manuals and video materials.

Task 4. Software implementing

The contractor is obliged to install (as required by the Ministry) the software and put it into operation at a location selected by the Ministry.

4.2. Project management

4.2.1. Responsible body

The body responsible for the implementation of the contract will be the Team Leader.

4.2.2 Management structure

The contractor will be responsible to the Contracting Authority (PCM Savjetovanje) for the implementation of the tasks and in particular to the Team Leader. The information received from the Team Leader will be considered as information received from the Contracting Authority.

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

The Ministry will provide facilities for meetings among project actors (Contractor, Contracting Authority and institution), the testing draft IT tool installation of the final version of IT tool and training of Ministries' staff for implementation of the IT module.

5. LOGISTICS AND TIMING

5.1. Location

Target institution (Ministry for European Integration and International Cooperation of the Republic of Srpska) is located in Banja Luka so project results should be delivered at this city.

5.2. Start date & period of implementation of tasks

The intended start date is December 10, 2020 and the period of implementation of the contract will be 1 month from this date.

6. REQUIREMENTS.

6.1. Staff

6.1.1. Key experts

CV of Key experts are not required.

6.1.2. Other experts, support staff & backstopping

The contractor shall select and hire other experts as required according to the needs.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer in final price.

6.2. Office accommodation

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

6.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the 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.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in BiH languages in one original and 1 email copy:

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 days after receipt of comments on the draft final report. The final report must be provided along with the corresponding invoice.

7.2. Submission and approval of reports

The report referred to above must be submitted to the project team leader identified in the contract. The project team leader is responsible for approving the reports.

The approval of the report and the issuing of the invoice will be a condition for payments.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The timely, accurate and quality delivery of the results in line with the agreed timetable will be considered the indicator of accomplishment.

8.2. Special requirements

All the activities to be put in place by the contractor must comply with its minimum obligation towards visibility. These activities must comply with the rules lay down in the Communication and Visibility Manual for EU External Actions published by the European Commission.