EUROPEAN UNION – TACIS

Promotion of Networks: TRACECA

Terms of Reference

Maritime Training
Azerbaijan, Georgia, Kazakhstan, Turkmenistan, Ukraine

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1. BACKGROUND INFORMATION

1.1. Beneficiary country

The Beneficiary countries of the EU-TRACECA-programme are all the 12 countries signatories of the TRACECA Multi-Lateral Agreement (MLA) on International Transport i.e. Armenia, Azerbaijan, Bulgaria, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Romania, Tajikistan, Turkey, Ukraine and Uzbekistan, plus Turkmenistan.

The present project has a regional character and the beneficiary countries are Azerbaijan, Georgia, Kazakhstan, Turkmenistan and Ukraine.

Project Partners are the Ministries of Transport and Maritime Departments or other state entities, responsible for maritime training and safety and the Maritime Training Academies and Institutions in the region presently existing.

1.2. Contracting Authority

The contracting Authority is the European Commission, represented by EuropeAid Cooperation Office.

1.3. Relevant background

1.3.1. Background of the TRACECA – Programme

During May 1993 a conference was held in Brussels organised by the Commission and attended by authorities of eight Republics of the southern part of the former USSR: Armenia, Kyrgyzstan, Azerbaijan, Tajikistan, Georgia, Turkmenistan, Kazakhstan and Uzbekistan.

The objectives of the conference were:

- to stimulate co-operation among the participating Republics in all matters pertaining to the development and improvement of trade within the Region
- to promote the Central Asian - Trans Caucasian-Europe Transport Corridor
- to identify problems and deficiencies in the Region’s trade and transport systems
- to define, in terms of contents and timing a Technical Assistance Programme to be financed by the European Union (EU)

As a result of the above meeting TRACECA (Transport Corridor Europe Caucasus Asia) was created as a component of the TACIS programme.

The next milestone in the TRACECA programme occurred in 1998, when delegations from 32 countries and 13 international organisations attended the International TRACECA Conference in Baku. 12 countries signed a Multi-Lateral Agreement (MLA) on International Transport in the transport corridor Europe-Caucasus-Central Asia and four supplementary technical documents on customs, road, maritime and rail transport. The objectives of the MLA and its Technical Annexes are as follows:

- assisting in the development of economic relations, trade and transport communications in Europe, Black Sea region and Asia
- ensuring access to the world market of road, rail transport and commercial navigation
- ensuring traffic security, cargo safety and environment protection
• harmonisation of transport policy and legal structure in the field of transport
• creation of equal conditions of competition for transport operations

The present project is in line with both, the objectives of the MLA and the TRACECA – programme.

1.3.2. Relevant background in the maritime sector of beneficiary countries

One of the objectives of the TRACECA Basic Agreement is to ensure traffic safety, security of goods and environmental protection. This objective, with regard to human factor in maritime transport, could be achieved only if the ships are manned and operated by highly qualified and trained crews and if port, coast guard and emergency services can rely on adequately trained staff.

The shipping industry has undertaken an unprecedented technological revolution during the last quarter of the previous century. Today's modern ships are highly automated with complex and sophisticated equipment on board. Many of these ships carry hazardous and noxious cargoes. There is a growing regional, European and international demand in well-educated, English speaking seafarers.

European Commission has proposed a Community-wide recognition system for certificates of competency issued to seafarers from outside the European Union. The objective of the proposed legislation from the European Commission is to ensure that non-EU seafarers working on board community ships are trained and certified according to the minimum international requirements.

The Commission proposes the improvement of the current procedure for the recognition of mariners’ certificates of competency issued by labour-supplying third countries. It will put in place specific procedures to monitor compliance by third countries with the maritime training and certification requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) from 1978 with modifications from 1995. There will be a new European Maritime Safety Agency (EMSA) starting next year to implement a certification programme for quality and standards of foreign (non-EU) maritime training centers which train seafarers for employment onboard ships under an EU flag. Requirements will be higher than those of the International Maritime Organisation (IMO) and go far beyond the ones required for joining the “white list”.

In addition, the Commission proposes to bring the provisions of the existing directive on seafarers’ training concerning language requirements and communications with shore-based safety authorities, in line with international requirements.

During its existence, IMO has developed a well-coordinated regime of technical standards, rules, regulations and codes of practices to ensure the safe and efficient operation of different types of ships and the prevention of vessel-source marine pollution.

The necessity of such kind of project has been expressed clearly in an correspondence of IMO Secretary-General to the Permanent Secretariat of the IGC TRACECA.

As the only specialized agency of the UN system dedicated to maritime affairs, IMO has the responsibility to assist the countries in their endeavours to develop their own human resources in the Maritime sector. Accordingly IMO has developed and implemented a series of training programmes to enable the countries to train their own nationals in various maritime disciplines according to global standards. Through well-trained nationals, the developing countries are gradually acquiring the capability to comply with IMO conventions and protocols, and they are becoming increasingly self-reliant.

Due to a lot of development obstacles, shipping companies of TRACECA countries could not follow completely this development. Besides of few institutes, which are in line with new technologies, most of companies are facing lacks in information, training and investments.

Negative samples of the really prevailing situation are the accidents occurred in the last two years in maritime transport on the Caspian Sea.
So, one of the major problems facing all developing countries and those in transition is the lack of provision of modern training for the cadets and officers attending the maritime training institutions, but as well for the staff of maritime administrations, port services, coast guards, pilots and emergency services. The provision of adequate graduate and post-graduate (refresher) training is crucial for the quality of the maritime training institutions. Without this material, the countries cannot attain the standards of training required by the relevant IMO conventions, not to speak about EU - requirements.

1.4. Current state of affairs in the relevant sector

Regulations in maritime transport are today internationalized, because of necessity of setting the worldwide standards for all-important issues. Development of naval architecture and marine technology caused orientation for seafaring only on special types of ships. Operations on liquid cargo carriers are much different then those on bulk carriers or ferryboats as well as is the liquid cargo handling diverse from crude oil, oil products, chemicals and liquefied gasses. In this simple example it is evident that process for education and training of the seafarers is a very complex and specific issue.

The umbrella organization, which is creating international maritime rules and regulations, is the International Maritime Organization (IMO), with the head office in London. One of the most important IMO conventions is the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) from 1978. Worldwide standardization of such items contributed in more efficient training, uniform certification and safer seafaring. Modifications of the STCW Convention from 1995 were other steps forward in globalization and easier implementation of the proposed requirements. The final goals of STCW proposals are the increase of safety and prevention of the pollution from the ships. Modifications from 1995 opened completely new page in IMO history, because for the first time they were allowed to control implementation of STCW Convention.

As a result of such controls in the year 2000 IMO White List will be created (list of the countries which are fully in compliance with STCW requirements). Further more, after year 2002 seafarers without valid certificates are not be allowed to sail on the ships and such ships will be stopped in the ports.

As it was recommended by IMO, each state endorsed the International Convention on STCW-78/95 and included in the “White List” has to make seafarer new diplomas (certificates) and introduce it independently from 1 February 2002 as the seafarers training and certification systems of these states were in compliance with IMO conventions and standards.

Azerbaijan, Georgia, Kazakhstan, Turkmenistan and Ukraine are the members of IMO. Azerbaijan, Georgia and Ukraine are included to the IMO “White List”.

Azerbaijan

Since May, 1995 Azerbaijan was admitted to the IMO and was also included to the IMO ”White List“ in 2001 during the 74-th session of the IMO Maritime Safety Committee by common consent of its Members.

The State executive body responsible for seafarers certification is the Azerbaijan State Maritime Administration.

There are following maritime institutions in Azerbaijan:

- State Maritime Academy established on a base of Baku Nautical College,
- Fish Technical School,
- Radar training centre,
GMDSS training centre
The specialists on following professions are qualified by the Academy: navigation, ship power plants and automation, ship electrical equipment and automation, ship radio equipment operation, shipbuilding and ship repair and others. On the decision of the International Maritime Organization the Academy was entered into the List of the Maritime Education Establishments.

The special division (Marine College) within the structure of the Maritime Academy is qualifying the rating.

The centre for the seafarers training and certification has been established in 2000 in order to provide upgrading courses and training.

Radar training complex was established and financed by the Azerbaijan State Caspian Shipping Company in 1974. The «NORCONTROL DB 200 BL» system was put into operation in 1994. The simulator is providing both radio observation and ARPA courses.

The GMDSS training centre was created by the Azerbaijan State Caspian Shipping Company in 1997. The syllabus and training equipment was provided by the Russian company «Transas Eurasia».

Georgia
In 1993 Georgia joined IMO and in 2001 was included to the IMO White List.

There are several maritime educational institutions in Georgia.

The Batumi State Maritime Academy (BSMA) was established on the base of a former Nautical College. The Academy is the IMO member. There are three faculties and five professions at the Academy: ship navigation on sea lanes; operation of ship's power plants; operation of propulsion system and automation; management (economics, management of port cargo transshipment, operation of port transport ). The BSMA is the member of the teaching-methodical union of maritime institutes in the Russian Federation and also the member of International Maritime Institute since 2003.

The Maritime Training Centre Ltd. at the Academy has been functioning since 2000. Its activity is admitted by the Maritime Administration of Georgia. All the training programmes of the courses are in accordance with the requirements of IMO Model Courses 2000-2001. The courses or improving the qualification of navigators and engineers are also held.

The Batumi Maritime College – Marine School Ltd. (BMC) was founded in 1998. The training is provided by curriculum and programmes adopted by Georgian Maritime Transport Administration and elaborated in accordance with requirements of the IC STCW 95 on the basis of IMO model courses 7.03 and 7.04, and also by guidelines, tutorial and methodical materials prepared by BMC’s lecturers and teachers. Cadets of graduating courses are passing the mandatory training in the International Marine Training Centre “Mercury” which operates at the BMC. During the study cadets are receiving sufficient sailing practice on board of seagoing vessels in compliance with the IC STCW 95 free of charge. The course of education is free paid. The Training centre “Mercury” was designed, built and equipped under the management and supervision of the Transas Eurasia Ltd. company.

Kazakhstan
Kazakhstan joined IMO in 1994, but the situation distinguish from the other involved countries.

The Kazakh Transport Academy is engaged in maritime training in the following aspects: Navigation, Organisation of Carriage by Sea and Water Transport Operation, Economy and Management in Maritime Transportation. Since 2002, upon the governmental award on high professional education training at the filiations of Kazakh Academy of Transport and
Communications in Aktau, two new specializations (“Maritime Engineering – Navigation” as well as “Ship Power Plants and Equipment”) were introduced for maritime training.

Furthermore, there is the Maritime Academy of the Navy of the Republic of Kazakhstan delivering training.

However, the Academies lack for both the technical base and highly knowledgeable teaching staff in relation of maritime training. Graduate Diplomas do not enjoy the international recognition and do not comply with IMO standards. Nowadays, maritime institutions of Russia and Ukraine are principally carrying out the training and professional retraining of Kazakh maritime specialists.

Turkmenistan

Turkmenistan joined IMO in 1993.

There are several maritime institutions: the “Maritime Navigation and Ship Plants Operation” faculty at the Ashgabad State Institute of Transport and Communications in Turkmenbashi and Technical College in Turkmenbashi. The training equipment and software in both institutions are lacking. Outdated textbooks and manuals are being used and only within on board study cadets enable to get appropriate skills. Mainly, Turkmen seafarers are being directed to attend training to Russian maritime institutions.

Turkmenistan maritime institutions are in instant need of training equipment as well as teaching aids, manuals, textbooks and other IMO documents issued especially in Russian language.

Ukraine

Ukraine acceded the IMO in 1994 and in November 2000 was included in IMO “White List”.

To this end in Ukraine certain training centres have already been established with the intention to implement qualified training and additional training of the onboard shipping personnel.

There are two Maritime Academies in Ukraine: Odessa National Maritime Academy (ONMA), which is the IMO member and Kiev State Maritime Academy (former filiation of Odessa Maritime Academy).

ONMA is specialized in preparation of seafarers (deck officers, engineers, automation, electrical engineers, as well as maritime law and economy). About 8 years ago a radar and ARPA simulator was installed. Now it is used for cadet’s education and for commercial courses. The unique engine simulator is also installed. The following STCW 78/95 courses are being provided:
- Radar + ARPA;
- Radio;
- Medical care on board (STCW 78/95 VI/4-1);
- GMDSS;
- Survival in distress;
- Various courses for ship’s engineers.

Marine training and Certification Centre of seafarers is the former Postgraduate faculty of Odessa National Maritime Academy. Originally it was equipped with the GMDSS simulator by the ONMA. Now it is self-sustaining training centre, equipped with visual simulator. Part of the equipment was purchased with private money. State qualification commission (Inspectorate for training and certification of seafarers) in Kiev is the only one commission authorized to issue official documents on mariners’ qualification. The seafarer has to collect the entire certificate from the courses (GMDSS, ARPA etc.), provide them to the Commission and then pass the State Exam.

Additionally, there are number of maritime institutions in Ukraine:
1.5. **Related programmes and other donor activities**

One of the prime objectives of the TRACECA programme is to improve the maritime links in the region. Various technical assistance and investments projects have been carried out in the framework of the TRACECA programme and national Tacis budgets. This important part of the TRACECA route has also attracted the attention of other donors and IFIs such as the EBRD.

Loans for the rehabilitation of the ports of Turkmenbashi (USD 20 million) and Baku (USD 18 million) have been negotiated and were agreed for Turkmenbashi and is still pending for Baku. TRACECA has intervened with technical assistance and investment funding for both ports in parallel with the financing provided by the EBRD. Technical Assistance projects have provided the master plans, feasibility studies, designs, tender documents and tendering assistance for the rehabilitation of both ports. As part of the overall rehabilitation package, EURO 5 million co-financing from TRACECA was used to procure container terminal equipment for Caspian ports and spare parts for the Caspian Sea ferries. Investigations for possible TRACECA intervention in the port of Aktau in support to USD 54 million EBRD loan are in the process of being implemented, including re-opening of road and rail Ro-Ro services to the port.

An important TRACECA technical assistance and investment package has also been provided to the port of Poti. A strategic plan for development of the port has been prepared as well as feasibility studies for the port, the ferry and the container terminals in view of future financing by the EBRD, other IFIs or private investors and an extension has been approved for the privatisation of the port. In order to attract financing from IFIs and other investors, an EURO 3.4 million investment project to construct the ferry terminal has been realised.

Furthermore, a EURO 2 million investment project for the reconstruction of the rail ferry ramp in the Caspian Sea port of Aktau in Kazakhstan has been launched. On the 6th of September, 2001 the railway ferry berth in the port of Aktau was commissioned and regular voyages started between the port of Aktau and Baku.

Under the TRACECA investment projects (1998-2001), rail ferry facilities in the Black Sea ports of Poti (Georgia) and Ilyichevsk (Ukraine) have been rehabilitated, their management structure improved, computer links provided and measures were taken to allow transport of hazardous goods in conformity with international safety standards. The TRACECA Project “Improvement of existing ferry terminal in Ilyichevsk” has enabled the upgrading of one of the ferry boats being operated between Ukraine and Georgia, with regard to carry dangerous goods.

Other projects to be mentioned are:

- The TRACECA projects “Supply of Aids to Navigation Equipment to the Ports of Aktau (Kazakhstan), Baku (Azerbaijan) and Turkmenbashi (Turkmenistan)” and “Supervision and Training for the Supply of Navigational Aid Equipment” were implemented in 2004.

- Tacis Project 2002 “Dangerous Goods Transportation Training, Belarus, Moldova, Ukraine” held a workshop in Odessa and presented a “Concept on organisation trainer-simulator centre on dangerous goods transport”.

- Dutch PSO Senter Project 2001 “Vessel Traffic Management and Information System for Odessa and training for Ukraine” opened a training centre in Odessa port for VTS operators.
2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Overall objectives

The overall objectives of the project is to contribute to shipping safety, prevention of marine pollution, environmental awareness and to capacity building of institutions in the maritime sector in the TRACECA regions.

2.2. Specific objectives

The project shall contribute to the overall objective through addressing improved maritime training and strengthened maritime training institutions in accordance with requirements of conventions, resolutions and recommendations of the International Maritime Organisation and EU standards.

This is related to the promotion of cooperation among countries and sub-regions by uniting efforts and resources to cover training needs at national and sub-regional level; to promote tailor-made training and diploma programmes for the maritime administrations, ports, terminals, shipping and multi-modal transport sector and the coast guards; to the delivering of training and study tours for multipliers and to the development of training material based on IMO publications, conventions, rules and regulations.

2.3. Results to be achieved by the Consultant

The Consultant is requested to deliver the following results:

- A detailed problem and training needs analysis in the involved countries to cover – as a first step - regional and sub-regional demand with regard to materials, human resources, management, organisational and legal aspects and recommendations for further improvements. The recommendations should give rise to institutional aspects, possibilities for regional cooperation and networking among training centers (public and private ones), quality aspects and standardization. Furthermore, it shall concentrate on training of multipliers and shall be in line with IMO requirements.

- Curricula development for tailor-made training courses and programmes for the involved training institutes in accordance with requirements of conventions, resolutions and recommendation of IMO and taking into account the specific strengths and weaknesses of the institutes and possible regional know-how exchange. This shall address identified most urgent training needs for the local demand for a wide coverage of all categories of specialists on all levels dealing with port and terminal operations, shipping and emergency services. It shall comprise vocational training, graduate training and postgraduate training and it shall take latest technologies and requirements of the international market into account.

- Provision of full sets of materials such as Conventions, regulations and other IMO documents, including their electronic versions, as well as new maritime textbooks to the Beneficiaries' maritime institutions according to their individual needs.
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- Organisation and implementation of training for lecturers, instructors and trainers according to identified most urgent needs in the form of study tours, internships, scholarships and pilot training courses.

- Advise on and promote the institutional strengthening of training institutes involved according to identified problem areas, elaborated recommendations and regional and sub-regional cooperation in the field of maritime training.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

The main assumption is that the contract can be implemented in a continued stable economic and political environment.

Furthermore, it is assumed that the beneficiaries will give the full technical and logistic support available to the Contractor and have a strong commitment towards project objectives and implementation requirements.

3.2. Risks

Major risks, which might affect the objectives of this project, are:

- Different legal and organisational bases of the Beneficiaries’ maritime institutions in seafarer training field.
- Rules and regulations are subject to variations and interpretation.
- Lack of training materials in Russian and poor English language skills of the local training specialists.
- Institutional strengthening and modern IMO training lack adequate support by the beneficiaries and require time-consuming changes in the legal and regulatory set-up beyond the scope of the project duration.
- Existing training facilities and equipment does not allow for training in latest technological developments.
- Not appropriate classification of ships under operation.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description and specific activities

This Project will provide assistance to the Maritime Academies and other maritime training centres to help strengthen its management and performance, to facilitate regional cooperation, to develop curricula, to train lecturers and to provide rules, regulations and international conventions so as to upgrade the training programmes to meet EU directives and IMO conventions and standards.

The first step in the project activities will be a detailed problem and training needs analysis of the current situation in the field of know-how gaps of seafarers, port and terminal staff and requirements in the beneficiary countries and the standards of implementation of IMO regulations and of the European Union.
The analysis shall include the needs for training (TNA) in each beneficiaries' maritime institutions, mainly:

- Definition of target groups of training measures
- Identification of the curricula, training material, course contents and hours envisaged for each course, quality of trainers, instructors, examiners and level of certification under the STCW Convention;
- Evaluation of the existing institutional set-up of the training centres and their legal basis for their tasks and operations;
- Carrying out a SWOT – Analysis (Strengths, Weaknesses, Opportunities, Threats) for each of the involved training centres;
- Evaluation of possibilities for increased regional cooperation and networking of training centres

The output shall be recommendations for further improvement measures to be taken and a detailed work programme. The recommendations and the detailed work programme will be the basis for the next steps of the project as indicated below. Special emphasis is to be given on the situation in Kazakhstan with regard to the envisaged improvement measures in the port of Aktau aiming at increased traffic volumes and change of traffic patterns.

Activities for revising the existing curricula within the frame of this project can only address most urgently required training needs according to the findings of the TNA. However, they shall give rise to the following considerations:

- Low knowledge of maritime English was discovered in the majority of TRACECA countries. Using proper maritime English by seafarers is a basic of safety on board especially when force-major.
- Attention should be given to the qualification of staff of maritime administrations, port services, coast guards, pilots, emergency services, terminal operators and shipping crews.

Attention should also be given to provision of facilities for training versions of computerized programmes as follows:

- Technical Management of ships and emergency equipment as well as necessary methodological provision for their introduction into curriculum;
- English teaching and testing programs materials for navigators, marine engineers, including computer tests based on IMO Standard Marine Communication phrases, teaching and testing programs on safety and security on board as well as on GMDSS and STCW 78/95 with video courses where appropriate.

The tutorial programmes within maritime institutions curriculum have to be scheduled and implemented in compliance with the national and international requirements in respect of safe vessels' operation and pollution prevention, and based on the Regulations of STCW 78/95 Convention.

In addition, on the base of TNA the Consultant shall prepare lists with recommended training materials (Library) and facilities that will include:

- educational textbooks, manuals and training aids in English and if available in Russian, including their electronic versions for each Beneficiary Maritime Institutions;
- required IMO publications (Conventions, Codes, Regulations) in English and if available in Russian, including their electronic versions for each Beneficiary Maritime Institutions;
- required video courses;
• required training computer programmes on Conventions and seafarers specializations related to safety on navigation and environment protection including CDs where appropriate.

IMO currently has around 250 titles available in English and increasing numbers are also available in Russian. Besides the head office in London, there are official distributors of IMO Publications in the TRACECA countries of Ukraine and Bulgaria.

A second list should indicate the investment needs for equipment and facilities of the maritime training centres which should be coordinated with the partner institutions for their consideration and investment planning.

The organization and implementation of training measures will follow the train-the-trainers principle in order to enable the local instructors / lecturers / trainers / practitioners to implement the new curricula developed.

It is expected, that adequate training measures will be developed on a regional bases according to identified training needs of lecturers of maritime training institutes and implemented according to training schedules to be approved prior to their implementation by the EC Task Manager.

This might take the form of train-the-trainer courses specifically designed to address the training needs of the lecturers and trainers in the region. But it should also be possible to draft and implement model training courses for students according to the curricula developed with active participation of the lecturers/trainers. It should comprise training and assistance in new training and course developments and evaluation methods.

Besides training measures in the location of the training institutes and centres, two study visits shall be carried out (i.e. one each year):

• to a country that was part of the EU in 2003 (and which will therefore have progressed further in terms of harmonisation with the acquis) aiming at familiarising the participants with practical aspects of latest port and ship operation methods
• to visit training centres in Western Europe and IMO – Academies in order to facilitate an exchange of experience

Each study visit will last between 7 and 10 days and will include a maximum of 15 participants from the partner institutions. The outline of the study tours (an appropriate programme of activities and possible destination countries) should be included in the proposal. The detailed programme has to be approved by the EU-Task Manager during contract execution. The Consultant is responsible for travel, accommodation, payment of per diem allowances, insurance and other associated costs of arranging the Study Visits.

Furthermore, possibilities for arranging the participation of lecturers in post-graduate/advanced training courses in European maritime training institutes and academies shall be assessed and proposed, as well as internships of local lecturers in training centres abroad.

All training measures are expected to have lasting value for the Beneficiary. For this reason each activity will be fully documented with appropriate training materials both for the curricula to be developed as well as for training measures carried out within the framework of this project itself. These materials should be made available to all relevant Beneficiary and Agency staff, preferably in electronic format (e.g. on an ‘intranet’ or on CDs held in a central library or reference point). The participants’ evaluation of individual training activities should also be recorded. The participation of local academic specialists is encouraged.

Last, but not least, the training institutes involved shall be advised on restructuring measures in order to strengthen their capacity to deliver modern maritime training on a long-term sustainable bases and to further develop their curricula and certification standards. This shall take into account the recommendations elaborated within the first step of project implementation, further advance the recommendations and advise on implementing strategies and tactics. Specific attention should be
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given to the fact of the specific strengths of the different involved training institutes and facilitate mutual exchange of know-how, facilities, didactic material and students. In addition, the legal and financial framework shall be part of the recommendations. Again, deepened considerations have to be assigned to those countries with the most back-logs in the field of maritime training such as Kazakhstan. Facilitation of mutual exchange should already be foreseen within the project and covered by the incidental training expenditures again with prior approval of the EC Task Manager before spending.

Finally, two to four months after each training session, the contractor shall perform a training assessment evaluation, allowing for a thorough review of the impact of the contract activities and their eventual modifications according to the needs of the involved training organisations.

4.1.2. Geographical area to be covered

The geographical area to be covered comprises the following countries and the cities in these countries accommodating among other cities major maritime training centres, i.e.:

Ukraine: Odessa, Kiev
Georgia: Batumi, Tbilisi
Azerbaijan: Baku
Kazakhstan: Aktau, Astana
Turkmenistan: Turkmenbashi, Ashgabad

4.1.3. Target groups

Directly profiting from the project are the maritime training institutes and their present and future trainers and students.

However, in the long run, the port, shipping and forwarder and loading industry will profit from adequately trained staff and the resulting safer and more efficient handling and transport of cargo.

4.2. Project management

4.2.1. Responsible body

The project will be managed by EuropeAid Co-operation office. The Team Leader of the contractor will be responsible for managing the contract and for achieving project objectives.

Within the beneficiary countries, the responsible Ministries of Transport, Maritime Administrations and the maritime training centers will be responsible for the project execution.

4.2.2. Management structure

The project is to be managed via two regional offices to be selected, comprehensible justified and proposed by the Contractor. Furthermore, the Contractor will work closely with the National Maritime Institutions and Maritime Administrations, with TRACECA Permanent Secretariat in Baku,
with National competent authorities, primarily the TRACECA Commissions at local level, and, where appropriate, with other relevant National and International institutions and organisations.

The Contractor should bear in mind this regional rather than local emphasis in planning its travel and staffing requirements and a draft schedule of visits including flight requirements and overall travel budget shall accompany its proposal. It is appreciated that this may need to be adjusted at inception report stage or later with the agreement of the task manager. The ratio of working time spent in the Contractor's home office, at the regional offices and on mission in the region should be clearly visible in the Contractor's proposal.

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

The project partners in the beneficiary countries will assist and facilitate the implementation of the project, by providing necessary contacts and liaison with local authorities, by free access to all information and documentation required, by providing the required counterpart staff and by timely decision-making procedures as required during contract implementation.

Furthermore, the project partners in the respective countries will provide:
- Basic office facilities for the consultants when working for their respective institutions
- Access to their training facilities for carrying out reviews and training measures
- Assisting in obtaining required visas and customs clearances for the eventual contractor's imported equipment

The project partners in each country shall appoint a senior member of its staff to liaise with the Contractor and ensures that local staff of an appropriate level is made available to work alongside the staff of the Contractor. It shall also ensure that multipliers/trainers can participate in training measures during the contract execution while paying the regular indemnities. Staff of the Project Partner shall not be paid from project funds. However, additional project imposed costs such as travel costs during study tours will be taken over by the project incidental budgets.

The Project Partner should also provide all possible assistance to solve unforeseen problems which the Contractor may face. The possible failure to solve some of the Contractor's problems encountered locally will not free the Contractor from meeting its contractual obligations vis-à-vis the Contracting Authority.

5. LOGISTICS AND TIMING

5.1. Location

As stated already in chapter 4.3.2 besides the home office of the contractor, at least one, preferably two regional offices should be established and selected and comprehensible justified locations should be part of the proposal of the contractor.

5.2. Commencement date & Period of execution

The intended commencement date is May 2005 and the period of the execution of the contract will be 24 months.
6. REQUIREMENTS

6.1. Personnel

6.1.1. Key experts

The tasks require a well qualified team, experienced in their respective profession to fulfill their respective tasks. A minimum of three key experts is required. The profiles of the key experts for this contract are given below.

Key expert 1: Team Leader

Education: Maritime Academy/University education

Experience and References:

- at least 15 years experience in international marine transport as a deep sea captain or chief officer;
- at least 5 years specific experience as a trainer or manager in maritime training institutions;
- field experience in NIS and/or TRACECA countries is essential;
- fluent in English; knowledge of the Russian language is desirable.

In addition to the his/her specific technical expertise, the Team Leader should have considerable experience in

- managing a team composed of expatriate and local technical specialists;
- supervising and co-ordinating all aspects of the project’s technical work;
- ensuring good communication with the Project Partners;
- organising and overseeing administrative and logistic support;
- experience in (sub-)regional cooperation, coordination, networking and know-how transfer/exchange.

Minimum input is 15 person-months.

Key expert 2: Senior Maritime Training and Environmental Expert

Education: Maritime Academy/University education

Experience and References:

- at least 10 years experience in international maritime transport as a senior officer;
- at least 5 years specific experience as a trainer in a maritime training centre
- experience in human resource and curricula and course development
- experience in organising and implementing training measures
- familiar with latest technologies and methods in the port and terminal management, handling equipment and shipping sector
- experience in the development of emergency plans to protect the environment
- Field experience in NIS and/or TRACECA countries is an advantage
fluent in English, knowledge of the Russian language is desirable.

Minimum input is 9 person-months.

**Key expert 3: Maritime Institutional and Legal Expert**

**Education:** University Legal education in field of Maritime Law

**Experience and References:**
- at least 10 years experience in maritime transportation as a senior officer;
- at least 5 years specific experience in the maritime training sector;
- specific experience in Maritime Laws, Regulations, Procedures and International Conventions;
- familiar with institution and capacity building methodology
- fluent in English, knowledge of the Russian language is desirable.

Field experience in NIS and/or TRACECA countries would be a distinct advantage.

Inter-cultural experience is desirable.

Minimum input is: 9 person-months.

The Consultant is responsible to ensure that all necessary qualifications for the described tasks are covered. It is in their discretion to propose a slight different set of experts than the above if that would achieve the expected results at least to the same extent.

### 6.1.2. Other experts

CVs for experts other than the key experts are not examined prior to the signature of the contract. They should not have been included in tenders.

The Consultant shall select other experts as required according to the profiles identified in the Organisation & Methodology and/or these Terms of Reference. These profiles must indicate whether they are to be regarded as long-term/short-term international/local and senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. For the purposes of this contract, international experts are considered to be those whose permanent residence is outside the beneficiary countries while local experts are considered to be those whose permanent residence is in the beneficiary countries.

The Consultant should pay attention to the need to ensure the active participation of local professional skills where available, and a suitable mix of international and local staff in the project teams. The input in man-days of each expert category is to the discretion of the Consultant. However, for the purpose of this project it is proposed to employ at least one long-term local expert for each of the proposed regional offices and the local input should exceed the input of international experts.

All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Note that civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts.
The Contractor’s proposal must fully describe the key experts to be assigned to the project, their precise domain of expertise applicable to the project, their individual roles in the achievement of the project objectives, the timing, duration and location of their assignments. Time spent in the beneficiary states and at home office is to be clearly shown.

The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel shall be recorded. The selection of experts shall be subject to approval by the Contracting Authority.

6.1.3. Support staff & backstopping

It is mandatory to have a backstopping available for this contract. Backstopping costs are considered to be included in the fee rates.

The costs of support staff must be included in the fee rates of the experts.

6.2. Office accommodation

Office accommodation of a reasonable standard is to be provided by the respective partner institutions according to the time schedule for the missions proposed by the experts.

The costs of the office accommodation for the regional offices are to be covered by the provision for incidental expenditure. The cost per square metre must be in line with the prevailing local market rate for office accommodation of a reasonable standard.

6.3. Facilities to be provided by the Consultant

The Consultant shall ensure that all experts are adequately supported and equipped. In particular it shall 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 its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion. Furthermore, it shall ensure that basic office equipment (laptops, mobile phones etc.) is at the disposal of his experts.

If the Consultant is a consortium, the arrangements should allow for the maximum flexibility in project implementation. Arrangements offering each consortium partner a fixed percentage of the work to be undertaken under the contract should be avoided.

6.4. Equipment

No training equipment is to be purchased on behalf of the Contracting Authority / beneficiary countries as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. Any equipment related to this contract which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

However, as all authorised IMO publications are subject to intellectual property rights of IMO, necessary documents, conventions, codes, regulations and recommendations have to be purchased directly at IMO London or via a certified distributor, where a distributor in the TRACECA regions (Ukraine or Bulgaria) have to be preferred. The list of intended purchase of IMO-publications has to be subject to prior approval by the EU-Task Manager.
6.5. Incidental expenditure

The Provision for incidental expenditure covers the eligible incidental expenditure incurred under this contract. It cannot be used for costs which should be covered by the Consultant as part of its fee rates, as defined in the tender documents. It's use is governed by the provisions in the General Conditions and the notes in Annex V of the contract and have to be included without modification in the budget breakdown.

The Provision for incidental expenditure for this contract is EUR 825,000.00 €.

Thereof 575,000 € have to be foreseen for the purchase of IMO conventions, rules and regulations and for the implementation of proposed training measures.

The breakdown of this amount needs to be approved by the EC Task Manager before spending the funds.

The remaining sum of 250,000 € is foreseen to cover the following incidental expenditures:

- Local and regional transport costs;
- travel costs for missions to be undertaken as part of this contract from the regional offices in the beneficiary country to other partner institutions in the region and between the regional offices;
- subsistence allowances for expert missions in the region;
- office rent and running costs;
- Translation of training materials and other relevant documents.

Any subsistence allowances to be paid for missions undertaken as part of this contract from the base of operations in the beneficiary country must not exceed the per diem rates published on the Web site http://europa.eu.int/comm/europeaid/index_en.htm at the start of each such mission.

7. REPORTS

7.1. Reporting requirements

Please refer to Article 26 of the General Conditions. Project Progress reports must be prepared every six months during the period of execution of the contract. They must be accompanied by a corresponding invoice.

There must be a final progress report and final invoice at the end of the period of execution. The draft final progress report must be submitted at least one month before the end of the period of execution of the contract.

In addition, an updated financial report must be submitted with each of the above progress reports. The updated financial report must contain details of the time inputs of the experts and of the incidental expenditure. The final progress report must be accompanied by the final invoice and an audit certificate (as defined in Article 30 of the General Conditions and in accordance with the template in Annex VI of the contract) confirming the final certified value of the contract.

Project inception report: An Inception Report will be issued within 2 month of the start of the project. It shall summarise initial findings and propose any modifications to the methodology and work plan. It will also confirm or modify institutes/organisations/consulting bodies to be directly involved in the implementation. The report distribution lists will be included.

In addition to the above formal reports, the Contractor shall provide such information on project progress as is reasonably required by the Methodology and the European Commission, and shall
regularly inform the Commission of political, economic or institutional developments of relevance to the project. The Contractor shall in particular provide electronic and hard copies of:

- recommendations elaborated;
- training material prepared under this project;
- reports of short-term specialists;
- any other documents which require prior approval as stated in the project description above.

No report or document shall be distributed to third parties prior to the approval by the European Commission. The Contractor shall pay particular attention to the confidentiality of data. Reports, as well as press statements, etc, made by the Contractor will make clear that any opinions expressed therein remain those of the Contractor and do not represent the opinion of the European Commission.

Copyright on all reports and other material prepared under this contract shall reside with the European Commission.

7.2. Submission & approval of progress reports

All reports are to be delivered in the numbers, languages and locations as follows:

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<thead>
<tr>
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<th>Bound</th>
<th>Loose leaf</th>
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<tbody>
<tr>
<td></td>
<td>English</td>
<td>Russian</td>
<td>English</td>
</tr>
<tr>
<td>Task Manager Brussels</td>
<td>2</td>
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</tr>
<tr>
<td>Maritime Departments of Ministries of Transport</td>
<td>2 each</td>
<td>2 each</td>
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</tr>
<tr>
<td>TRACECA National Secretaries of beneficiary countries</td>
<td>1 each</td>
<td>1 each</td>
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<tr>
<td>IGC TRACECA Permanent Secretariat Baku</td>
<td>2</td>
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<tr>
<td>TACIS Coordinating Unit (Beneficiaries States)</td>
<td>1 each</td>
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<tr>
<td>EC Delegations in the beneficiary states</td>
<td>1 each</td>
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<td>Tacis Monitoring Team (Regional Office)</td>
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The contractor is to provide reports directly to key beneficiaries, which may substitute for some of the reports to be distributed other than according to the table above. Lists of addressees for each issue of the reports are to be provided to the Task Manager.

Copies of the Delivery Notes to the recipient(s) are to be provided by fax or mail to the Task Manager.

In order to implement the reports on the TRACECA web site and to allow further data processing, reports must be provided by the contractor under an electronic file “.doc” (Word) or “.pdf” (Adobe Acrobat).

In any case, all texts must be composed with **common and scannable fonts**, including for tables, maps, diagrams, drawings, etc...
Only photographs, logos and facsimiles of original documents will be accepted under a bitmap graphic format (inside the “.doc” or “.pdf” file) though in this case they cannot be used in the document data processing. The resolution of bitmap files must be 150 dpi or less. Each report must correspond to one single Word document (“.doc”) or Adobe Acrobat (“.pdf”) file. Reports transmitted in multiple files and of different kind will be refused. Contractors are invited to contact the Webmaster before any file transfer.

**Deliverables:** Working Papers on the many issues covered by the project should be issued regularly and discussed with the beneficiaries.

The Contractor is to compose and provide in his Technical Proposal a schedule of separate Deliverables appropriate to specific technical and commercial components of the project. Formal Draft versions are not required, but the contractor should carefully discuss the proposed contents with, and provide draft extracts upon request to the EC Task Manager in Brussels, before issuing Deliverables.

**Project progress reports:** These reports will be submitted at every six months.

**Final Report:** The Final Report will be submitted one month before the end of the services.

All Reports must include an Executive Summary. The importance of high quality Russian texts, delivered on time, cannot be over emphasized. The reporting dates in these TOR are for the delivery of the Russian language text and the English language text to be provided at the same time. Reporting is to be in accordance with TACIS Guidelines.

8. **MONITORING AND EVALUATION**

8.1. **Definition of indicators**

The contractor shall incorporate monitoring mechanisms for periodic assessment of the progress of the project components. These mechanisms shall be specified in the project plan and the observed performance shall be described in the periodic progress reports.

The essential points to be monitored are:

- deviations of milestones and deliverables from their planned dates
- adherence to the work plan in terms of content of the activities actually carried out
- deviations in effort needed to complete an activity, as compared to plan
- introduction of work not initially planned
- shifting of the common understanding of the objectives and priorities between contractor and recipient
- appearance of unexpected difficulties likely to require special measure or shift of project resources

8.2. **Special requirements**

None