



**Attachment no. 2 to the Terms of Reference DZP.381.70.2013.UG**

**DESCRIPTION OF THE OBJECT OF CONTRACT**

The object of the procurement is , co-financed by the European Union from the funds of the project „**Increasing the number of graduates in the field of Chemistry ZLAB**” within the framework of the European Social Fund, Priority IV "Higher education and science", Measure 4.1. " Strengthening and development of didactic potential of universities and increasing the number of graduates from faculties of key importance for knowledge-based economy. Submeasure 4.1.2 "Increasing the number of graduates from faculties of key importance for knowledge-based economy", Agreement no. UDA-POKL-04.01.02-00-074/12-00.

- 1. The object of the procurement is the services of organization of internships in leading European academic and / or scientific research centres acting in the field of chemistry for at least 3 years prior to the closing date of submitting tenders , with the seat outside Poland for the University of Silesia Institute of Chemistry within the framework of the project „Increasing the number of chemistry graduates in the field of Chemistry ZLAB”**
- 2. Terms of performance:**
  - 1) The contract must be performed during the period from 15 June 2014 to 30 September 2014 in accordance with the Schedule prepared by the Ordering Party in cooperation with the Purchaser and internship participants on signature of the contract or until 30 April 2014.
  - 2) The Purchaser orders the performance of internships for each participant on a continuous basis, i.e. during a period of two weeks, (40 hours a week, total of maximum 80 hours per one participant). One internship hour is equivalent of 60 minutes.
  - 3) Internships shall be held on working days from Monday to Friday during the working hours of the Institution between 06:00 and 18:00. Internships shall not be held on public holidays of the target country.
- 3. Place of the contract execution:** within the Institution, on the premises indicated by the Contractor. The shall refund any costs of travel, accommodation and subsistence the internship participants may incur.
- 4. Number of participants:** 5 persons – participants of the project.
- 5. Recruitment, information and organisation of internships**
  - 1) The Purchaser shall be responsible for recruitment. The Purchaser shall provide the list of internship participants.
  - 2) In the case of the student's failure to start the internship, the first person of the stand-by list is entitled to attend the internship instead.



- 3) The Contractor shall immediately notify the Purchaser of participants' failure to start, discontinuation or opting out of the attendance in the internship, as well as any non-attendance of the persons referred to the internship or any other circumstances which may affect possible failure to execute the internship in the Institution.
- 4) The Contractor shall ensure the internship is performed according to the guidelines specified in these Terms of Reference providing:
  - a) suitable material conditions necessary to perform the internship in the Institution:
    - Training stations equipped with necessary appliances, equipment and materials, considering the work health and safety requirements.,
    - Premises for storing working outfit and means of personal protection,
    - Access to hygiene and sanitary equipment and social premises;
    - Informing internship participants of their scope of duties, working organisation, working regulations, including in particular compliance with working order and discipline as well as work health and safety rules and regulations,
  - b) supervision of the course of internship,
  - c) preparing, in the event of an accident during the internship, post accident documentation,
  - d) cooperation with Project Coordinator,
- 5) The Contractor shall guarantee due performance of the services, including in particular:
  - a) Admitting by the Hosting Institution of Participants referred to the internship by the Purchaser and acknowledging their admittance,
  - b) Familiarizing Participants with the set internship programme,
  - c) Providing Participants with the conditions for performing actions and tasks according to the set internship programme, so that they could acquire an ability to work independently after the internship is completed,
  - d) Training Participants in the scope of observing work health and safety and fire regulations and familiarising them with the binding labour rules and regulations,
  - e) Familiarising Participants with their tasks,
  - f) Allotting Participants according to the rules provided for employees: clothes and working shoes, means of personal protection, necessary means of personal hygiene, free preventive, nutritious and strengthening meals.
- 6) One internship coordinator during the period of two weeks shall supervise a maximum of 2 students in each case.
- 7) The Contractor is obliged to enable persons indicated by the Purchaser to conduct at any time check of internship performance, including in particular the course of the internship and the trainees' attendance.
- 8) The Contractor shall take the risk of any possible material losses arisen as a result of participants attending the internship.
- 9) The Purchaser shall transfer the Contractor a template of information regarding the performance of classes co-funded by the European Union from the resources of the European Social Fund. Such information concerning the classes being funded from the European Social Fund should be placed at the place of holding such classes. Similarly, any documents connected with the performance of internships must be marked accordingly.



## **6. Remuneration**

- 1) Remuneration for the Contractor covers: any expenses incurred by the institution hosting the trainee connected with: creating a work place, merit-related supervision over the trainee, introducing the trainee to his duties and making available specialist research equipment. The Agreement between the Contractor and the Purchaser will regulate in detail the scope of duties and obligations of both parties.
- 2) The Contractor is entitled to remuneration set on the basis of the actual number of performer and acknowledged by the issue of relevant certificates internships. The basis for issuing the invoice will be the acceptance protocol signed without any reservations.
- 3) The Contractor may not request of internship participants any charges.

## **7. Documentation connected with the performance of internship:**

- 1) An agreement will be entered into with the Contractor,
- 2) The Purchaser shall provide the Contractor with the electronic version of the internship attendance list (not later than 15 May 2014) and the Contractor shall print the attendance list, collect the trainees' signatures in the paper version and deliver it after the completion of the internship to the Purchaser within 10 working days after the completion of the internship. Failure to meet the deadline will be deemed by the Purchaser as undue performance of the object of contract.
- 3) The Contractor shall transfer the Purchaser certificates of internship completion within 10 working days after the date of internship completion.
- 4) The Contractor shall, after the completion of internship performance, do an evaluation survey made for the project purposes according to the pattern provided by the Purchaser.
- 5) The Contractor undertakes to store documentation connected with the performance of the object of contract until 31 December 2020 in the manner allowing for accessibility, confidentiality and safety and to inform the Purchaser of a place of keeping the documents connected with the performance of the internship.

## **8. Requirements concerning the internship programme:**

The internship programme must cover at least the following issues:

- 1) Acquiring the principles of functioning of a workplace (technology, material, water and waste management, quality control, industrial, analytical laboratories, and other);
- 2) Learning the duties and responsibilities of persons on particular levels in the hierarchy of a unit management;
- 3) Acquiring the principles of work health and safety binding in a given unit;
- 4) Acquiring the fundamental legal provisions constituting the basis for the organization and functioning of a unit;
- 5) Learning and understanding the need of thorough and fair fulfilling duties, improving the ability to organise own work and team work;
- 6) Learning and understanding the necessity to reasonably manage raw materials, products and chemicals;
- 7) Shaping concrete professional skills directly related with the place of holding internships;
- 8) Learning one's own opportunities on the labour market, making professional contacts, allowing for their use while looking for a job.