



Programme funded by
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Romania-Republic of Moldova
ENI-CROSS BORDER COOPERATION

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1. BACKGROUND INFORMATION

1.1. Partner country

Romania

1.2. Contracting authority

GOOD MAN ASSOCIATION

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:

Establishing and developing a common learning framework to prevent crisis situations in the case of natural and man-made disasters over for a period of 18 months by renovating and endowing with specific equipment, conducting joint training sessions, organizing flood prevention measures and developing of common materials to prevent risk situations in the project implementation area.

2.2. Purpose

The purpose of this contract is as follows:

- The assuring the assistance in implementation services wich include assistance in the reporting activities and implementation.

2.3. Results to be achieved by the contractor

- *result 1:* Assistance in reporting activities for elaboration of progress reports, interim report, final report of the project.
- *result 2:* Assistance in procurement procedures for services and goods: providing forms according PRAG for planned procurements; technical specifications;
- *result 3:* Assistance in drafting notifications and addendums to the grand contract required during the project implementation;
- *result 4:* Specialized assistance throughout the project implementation period: consulting in the field of project management regarding achievement of results/objectives/indicators.
- *result 5:* Proposed measures to achieve the indicators stipulated in the project.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The main assumptions during and after the implementation phase:

- a well know of the objectives, activities and deadlines by project team;
- a good understanding of the methodology and the responsibility they have;
- timeliness;
- compliance with the legislation framework;

3.2. Risks

Risks to be taken into consideration according logical framework of the project:

Border crossing difficulties-To mitigate the consequences each member team holds a written proof that attest his implication in the project and the reasons of the travel.

Weather related risks in the organization of team meetings- To mitigate the consequences the procedure of choosing the location for the teambuilding or the meeting includes the identification of a plan B, when the weather might cause troubles; online meetings can be the solution

Establishment of a non-democratic regime/ territorial invasion/ civil disturbances- To mitigate the consequences the Partner in the affected country will transfer the budget to other partners or will open a bank account in an EU country after a previously consultation with JTA

UE's decision to block the financing of cross-border projects; Economic crises- To mitigate the consequences each partner decides to create a reserve account in order to overcome the financial problems

Inflation- To mitigate the consequences the partners decides keeping the pre-financing in Euros

Lack of suppliers of certain equipment- To mitigate the consequences a good research about the availability of the equipments on the market will be done.

Changing the acquisition procedures- To mitigate the consequences one person from the project team will have the role to be up to date with the news from acquisition domains.

Low interest of the target group to enjoy the project- To mitigate the consequences an Informational campaign will be organised, focused on the target group with arguments from related studies on the benefit of the project

Lack of interest in the project of the media - To mitigate the consequences it is envisaged a good communication with the media, a well realized press release

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

4.1.2. Geographical area to be covered

Iași, Romania,

4.1.3. Target groups

The target groups of the project is made up of 1360 people as follows: Target group 1: 1000 children (500 in Romania and 500 in the Republic of Moldova) enrolled in the mandatory education from 5 localities from Romania and 5 localities from Republic of Moldova; Target group 2: 300 citizens (150

from Romania and 150 in the Republic of Moldova) from the 5 localities from Romania and 5 localities from Republic of Moldova; Target group 3: 60 employees (firefighters and rescuers) from the Civil Protection and Emergency Situation Services from Republic of Moldova

4.2. Specific work

Assistance in reporting activities for elaboration of progress reports, interim report, final report of the project.

Assistance in procurement procedures for services and goods: providing forms according PRAG for planned procurements

Assistance in drafting of notifications and addenda that are required during the project, providing forms for implementing process (list of attendance, report of the meeting, event report, press release etc)

Specialized assistance throughout the project implementation period: consulting in the field of project management regarding achievement of the proposed and contracted results.

Proposed measures to achieve the indicators stipulated in the project

The contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en. >

4.3. Project management

4.3.1. Responsible body

Project implementation team

4.3.2. Management structure

Project manager, Financial manager

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

Not applied

5. LOGISTICS AND TIMING

5.1. Location

Iași City, Romania

5.2. Start date & period of implementation of tasks

The intended start date is **16.09.2020** and the period of implementation of the contract will be to 04.02.2022. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key expert 1: EU funds expert

Qualifications and skills

Bachelor's degree in economics

Problem-solving, Decision making. Good time management. Good communication skills. Relevant organisational / managerial skills, leadership

General professional experience

Minimum 3 years general professional experience

Specific professional experience: minimum 2 years professional experience in Project management

Key expert 2: Facilitator

Qualifications and skills

Bachelor's degree.

Problem-solving, Good time management. Good communication skills (written and spoken), leadership.

General professional experience: Minimum 3 years general professional experience

Specific professional experience: Minimum 1 year professional experience in Project management

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

6.1.2. Other experts, support staff & backstopping

N/a

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 English in one original and 2 copies:

- **Inception Report** of maximum 12 pages to be produced after 3 months from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- **Draft final report** of maximum 12 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- **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 15 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on the services provided. The detailed analyses underpinning the recommendations will be presented in annexes to the main 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 manager identified in the contract. The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Efficiency and Effectiveness

The usefulness of the proposals made by the Contractor regarding the achievement of the project objectives.

Social Impact

Increasing the impact of the project after receiving the assistance services

8.2. Special requirements

N/A