



This project is funded by
the European Union



Romania-Republic of Moldova
ENI-CROSS BORDER COOPERATION

TECHNICAL SPECIFICATION of the services

No.	Title of item	Description of services offered	Proposed timeframe
1HARD/3.1/31 - A.1.3. "Public procurement for project management"			
1	Project management services	<p>General requirements:</p> <p>The company is contracted to perform the Project Management for the Lead Beneficiary, while the positions of Project Manager and Financial Manager will still be performed by the Lead Beneficiary.</p> <p>The responsibilities of the contracted company are drafting the official correspondence, notifications, reporting documents, addenda, technical documentation, financial and public procurements procedures, building administration, risk plan and other activities in order to assure a good implementation of the activities and the Project Manager will ultimately be responsible for approving all documents and performing exchange of data/documents with the Beneficiary 1 and the Managing Authority.</p> <p>The contracted company will be in close connection with the Beneficiary's 1 project implementation team, and both will use any mean of communication available to ensure the project management. All communications will be made available to the Lead Beneficiary's Project Manager.</p> <p>The contracted company will work closely with the Lead Beneficiary and Beneficiary 1 in order to achieve the project objectives. The Lead Beneficiary will review and approve all reporting documents prepared by the contracted company.</p> <p>The contracted company will provide at least 2 experts which will be experienced, designated only for this contract and will meet the following criteria:</p> <p><u>Expert 1</u></p> <ol style="list-style-type: none"> 1) University postgraduate degree in management, public administration. 2) Additional training in the area specific to the job activity - performance management, strategic planning, project management. 3) Knowledge of MS Office (Excel, Word, Power Point) 4) Advanced knowledge of English (writing, reading) 5) At least a 3 years experience in CBC ENI project implementation 6) Knowledge of the aspects of a program of the EU funding implementation. 7) Knowledge of working with foreign correspondence and electronic correspondence. <p>Other skills:</p> <ul style="list-style-type: none"> - Coordination and monitoring of the project activities; - Reporting the way the project goals are achieved; - Keeping in touch with the project manager and project team of the Beneficiary 1 	The period in which the services are offered is since the date of Contract signing till 31.12.2023, but not before final report submission.



This project is funded by
the European Union



Romania-Republic of Moldova
ENI-CROSS BORDER COOPERATION

		<p><u>Expert 2</u></p> <ol style="list-style-type: none">1) University postgraduate degree in finance and accounting profile2) Training Courses for the development and implementation of projects3) Knowledge of MS Office (Excel, Word)4) At least intermediate knowledge of English (writing, reading)5) Minimum a 3 years experience in similar positions. Previous experience in financial management of projects.6) Knowledge of legislation on public finances. Knowledge of the days of tax legislation and tax procedures.7) Knowledge on financial statements - budgets, financial reporting, financial analysis8) Knowledge of the aspects of the Joint Operational Programme Romania-Republic of Moldova and other programs of the EU funding implementation <p>Other skills:</p> <ul style="list-style-type: none">- Tracking the allocation of project resources;- Participation in budgeting and ongoing project plans;- Participation in the tender selection;- Accounting records maintenance;- Makes progress reports and participate in developing the final report;- Keeping in touch with the project financial manager and project team of the Beneficiary 1.	
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Şef adjunct Inspectorat,
Manager de proiect,
locotenent-colonel al s/intern

Alexandr TATAROV