

Mobiasbanca – OTP Group S.A., cu sediul în mun. Chișinău, bd. Stefan cel Mare și Sfânt 81 A, IDNO 1002600006089, reprezentată de Vicepreședintele Comitetului Executiv - Director Comercial Corporate Banking, dna Elena GUZUN și Vicepreședintele Comitetului Executiv - Director Comercial Retail Banking, dl Petru DELINSCHI, care acționează în baza Statutului, numită în continuare „Beneficiar” și

„Gemini Solutions S.R.L ”, cu sediul în mun. Chișinău, str. Puskin A.45/B, IDNO 1012600030195, reprezentata prin Administrator Aurel CEPOL, care acționează în baza Statutului, numit în continuare „Prestator”, în temeiul pct. 2.2. al Contractului de prestări servicii din nr. PS/12/565 – 2018, 13.02.2018, au încheiat prezenta Comanda cu privire la următoarele:

1. Prestatorul va implementa pentru Beneficiar „Leadership Transformation Program”, desfășurat în perioada mai – decembrie 2021, care prevede organizarea următoarelor activități:

Perioada	Activitatea
Mai	<ul style="list-style-type: none"><li>• Evaluare LSI</li><li>• Focus Grup (09:00-13:00 Grup 1; 14:00-17:00 Grup 2)</li></ul>
Iunie	<ul style="list-style-type: none"><li>• Team Coaching Gr.1 (28-29 iunie)</li><li>• Team Coaching Gr.2 (30 iunie- 1 iulie)</li></ul>
Iulie	<ul style="list-style-type: none"><li>• Workshop # 1 → Gr.1 (12-13 iulie)</li><li>• Workshop #1 → Gr.2 (14-15 iulie)</li></ul>
Septembrie	<ul style="list-style-type: none"><li>• Workshop #2 → Gr.1 (20-21 septembrie)</li><li>• Workshop #2 → Gr.2 (22- 23 septembrie)</li></ul>
Noiembrie	<ul style="list-style-type: none"><li>• Workshop #3 → Gr.1 (8-9 noiembrie)</li><li>• Workshop #3 → Gr.2 (10-11 noiembrie)</li></ul>
Decembrie	<ul style="list-style-type: none"><li>• Final Assessment+Team Coaching → Grup 1 (9 decembrie)</li><li>• Final Assessment+Team Coaching → Grup 2 (10 decembrie)</li></ul>

2. Costul de implementare a „Leadership Transformation Program” este de 28 554,00 EURO (fără TVA) (douăzeci și opt mii, cinci sute cincizeci și patru euro). Achitarea prețului se va efectua în baza ordinului de plata emis de Prestator.
3. Prestatorul garantează returnarea plății în cazul neonorării obligațiilor contractuale.
4. Executarea Comenzii implică din partea Părților acceptarea deplină și completă a termenilor și condițiilor



**AMENDMENT TO THE CONTRACT  
BETWEEN  
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)  
AND IM “ASCENDIS CONSULTING” SRL**

Reference is made to the contract dated 13/06/2017 signed between the UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP), and the IM “ASCENDIS CONSULTING” SRL, with respect to the scope of the Contract (TOR), and as per mentioned within UNDP Rules and Regulations, any modification to this Contract shall require an amendment in writing between both parties and duly signed by the authorized representatives of the Contractor and UNDP.

Therefore Parties hereby agree on the following;

**WHEREAS** IM “ASCENDIS CONSULTING” SRL and UNDP now wish to amend said Contract in order to exclude the some of the deliverables as per renewed TOR and extend the validity of the contract period envisaged by the initial contract.

**WHEREAS** such Amendment will result in a decrease of USD 2 350,00 making this amended Contract total 80 100,00 USD

**NOW THEREFORE**, the relevant Contract provisions indicated below are hereby amended to read as follows:

7. <b>Contract Starting Date:</b> 09 November 2018	8. <b>Contract Ending Date:</b> 31 December 2019
9. <b>Total Contract Amount:</b> 80 100 USD (Eighty thousand one hundred US Dollars)	
9a. <b>Advance Payment:</b> [“not applicable”]	

**NEVERTHELESS**, all other terms and conditions of the Contract, except as amended herein, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, THE UNDP AND THE CONTRACTOR HAVE SIGNED THIS AMENDMENT

For the Contractor		For UNDP	
Signature:		Signature:	
Name:	Cepoi Aurel Nicolai	Name:	Dina Al-Khatib
Title:	General Manager	Title:	Resident Representative
Date:	27.05.2019	Date:	31.05.2019

## Terms of Reference (TOR)

### **Company for the support to the implementation of an induction program and the design of a training program for MPs in Parliament of Moldova**

#### **Background**

The UNDP “Strengthening Parliamentary Governance in Moldova” (SPGM) Project works with the Parliament of the Republic of Moldova (PRM) to strengthen its law-making, oversight and representation functions with a specific focus on EU integration and the Sustainable Development Goals (SDGs). The project directly assists standing committees and the secretariat of parliament in the implementation of their mandate. Project interventions include training, technical assistance, easy-to-read publications, exchanges and opportunities for learning from other parliaments, as well as the provision of specialized technical equipment. Through this support, parliament is improving its capacity to strengthen the legal framework and successfully engage in oversight through multi-stakeholder action involving civil society, professional associations and the public. Activities will offer and encourage equal opportunity for male and female participation and gender is mainstreamed throughout the project.

In 2010 with the support of the previous UNDP Parliamentary Project, the first handbook for newly elected Members of Parliament (MPs) was developed. The aim of the publication was to offer new members the opportunity to familiarise themselves with their rights and the obligations as a parliamentarian, as well as to facilitate the first contact with the parliament and to learn about the organization and functioning of the legislature. The handbook was presented during the first ever 1-day induction training for newly elected MPs, which was carried out in February 2011.

During the following four years, the PRM reformed its organizational structure to improve the legislative process and services of the secretariat provided to MPs. Subsequently, the MP handbook was updated to reflect these changes, and in March 2015 the revised version was used for the induction of the 20<sup>th</sup> legislature. The secretariat also offered a 1-day training to MPs, of whom 68% were newly elected. However, the 40 MPs who have joined the parliament later filling the vacated after the appointment of the executive parliamentary seats, did not receive an induction.

A number of MPs that benefitted from the induction, indicated to the project that they would have welcomed a more comprehensive support as new MPs. Parliamentarians particularly wanted to better understand the responsibilities and main functions that they are expected to perform and to learn how to make the best use of the support services, which are available to assist them. They also mentioned that more follow-up sessions may

be required as the new MPs begin to understand their role and what support services can help them with.

In the Strategic Development Plan for 2017 – 2019, the Parliament’s Secretariat has set the preparations for the new legislature’s mandate as one of its specific objectives. As the end of the parliamentary cycle is approaching, the parliament is starting preparations for the next convocation with elections expected to take place at the end of 2018/beginning 2019.

By the decision of the Secretary General dated 22 January 2018, a working group was created for the design and implementation of the orientation and induction programme for the newly elected MPs. Following the approval by the Speaker of the Parliament of the general concept for the induction, a workplan has been developed by the working group and subsequently approved by the Secretary General in May 2018.

In line with the priority areas set in the parliament’s work plan, the SPGM project will support the Secretariat of Parliament and parliamentary factions with the design and implementation of an orientation and induction programme for incoming Members of Parliament, followed by various capacity development activities, including issue-based training programmes. These activities are expected to ensure a swift integration of the parliamentarians within the legislature and reinforce the democratisation process by helping to shape an increasingly effective parliamentary culture after the elections.

The orientation and induction programme is expected to:

- Contribute to an efficient transition process from the current to the new legislature
- Introduce MPs and parliamentary assistants on the functioning of parliament, parliamentary regulations and essential financial and administrative procedures
- Increase MPs’ knowledge of the legal framework of their assigned committee(s) and relevant stakeholders
- Contribute to capacity-development of MPs and parliamentary assistants, as well as creating a stronger foundation for interparty dialogues and coalition-building
- Enhance the parliament secretariat’s capacities in meeting relevant support requests from MPs during the transition, orientation and induction period

The orientation and induction program will be multi-faceted and will include the following aspects:

- Organisation of the swearing in ceremony and constituent meeting, including preparation of the regulatory framework necessary for creation of the working bodies of the legislature;
- General orientation program which introduces the parliament’s rules and procedures, as well as its institutional functions (law-making, oversight and representation) and main working bodies (secretariat departments, parliamentary committees)
- Capacity-development program including trainings on media handling, communication, coalition-building and negotiation skills

In this regard, UNDP is seeking to hire the services of a specialized company (hereinafter Service Provider) to support the Secretariat of Parliament with the development of the

## Deliverables and indicative time frame

Deliverables		Tentative timeframe
1.	Inception Report drafted in English and submitted to UNDP	One week after signature of the contract
2.	Draft outline of the handbook for MPs developed and submitted for feedback to the working group	11 January 2019
3.	Draft template (in Microsoft Word) for legacy report submitted to the working group	21 January 2019
4.	Draft handbook for MPs developed and submitted for feedback to the working group	31 March 2019
5.	Survey of MPs, parliamentary assistants and staffers engaged in MPs orientation and induction conducted and results presented to the working group	
6.		
7.	Final version of the proofread handbook in Romanian and Russian languages submitted for approval to the working group	20 May 2019
8.	3 distinctly different designs of the handbook for MPs developed and submitted for approval to the working group	
9.	Final design and layout templates (InDesign) of the Romanian version of the handbook shared with the Department for Communication and Public Relations for future adaptations of the handbook by the Parliament of Moldova	5 June 2019
10.		
11.	250 printed copies of the MPs handbook in line with the agreed technical requirements delivered	13 June 2019
12.	List of frequently asked questions for staffers and assistants engaged with political groups and factions developed and submitted for review to the participants in the survey and the working group	21 June 2019
13.	Draft capacity-development program for MPs and their staff developed and submitted for approval to the working group	19 July 2019
14.	Final capacity-development program for MPs and parliamentary assistants developed and submitted for approval to the working group	9 August 2019
15.	Evaluation tools for assessing the outcome of the orientation sessions and capacity-development program developed and submitted for approval to the working group	

\* The detailed work plan for the assignment will be finalised after the consultation with the UNDP project team and the parliamentary working group.

### Institutional arrangements

The service provider will work under the guidance of the UNDP Parliamentary Specialist for substantive aspects of the assignment, and under the direct supervision of the Senior Project



# A C H I Z I Ţ I I P U B L I C E

CONTRACT Nr. 196

de achiziționare a Serviciilor de instruire

Cod CPV: 80530000-8

09 septembrie 2019

mun. Chișinău

Prestator	Beneficiar
ÎM „Ascendis Consulting” SRL, reprezentată prin <u>Aurel CEPOI</u> , Director, care acționează în baza statutului, denumită în continuare <i>Vinzător</i> , nr. de înregistrare în Registrul de Stat 1012600030195 din 26.09.2012, pe de o parte,	Secretariatul Parlamentului Republicii Moldova, reprezentată prin <u>Adrian ALBU</u> , <b>Secretar general</b> , care acționează în baza Ordinului de numire în funcție DRU-2 nr.60 din 10 iunie 2019, denumit în continuare <i>Beneficiar</i> , pe de o parte,

ambii (denumiți(te) în continuare *Părți*), au încheiat prezentul Contract referitor la următoarele:

- Achiziționarea Serviciilor de instruire în cultura organizațională și identitatea corporativă și de organizare a atelierului practic de consolidare a echipei, denumite în continuare Servicii, conform procedurii de achiziție prin Cererea ofertelor de prețuri nr. MD-1565607164338 din 28 august 2019, în baza deciziei grupului de lucru al Cumpărătorului din 02 septembrie 2019.
- Specificația serviciilor, conform anexei, vor fi considerate părți componente și integrale ale Contractului:
- Prezentul Contract va predomina asupra tuturor altor documente componente. În cazul unor discrepanțe sau inconsecvențe între documentele componente ale Contractului, documentele vor avea ordinea de prioritate enumerată mai sus.
- În calitate de contravaloare a plăților care urmează a fi efectuate de Beneficiar, Prestatorul se obligă prin prezenta să presteze Beneficiarului Serviciile și să înlătore defectele lor în conformitate cu prevederile Contractului sub toate aspectele.
- Beneficiarul se obligă prin prezenta să plătească Prestatorului, în calitate de contravaloare a serviciilor, precum și a înlăturării defectelor lor, prețul Contractului sau orice altă sumă care poate deveni plătită conform prevederilor Contractului în termenele și modalitatea stabilite de Contract.

## 1. Obiectul Contractului

- 1.1. Prestatorul își asumă obligația de a presta Serviciile conform Specificațiilor, care sunt parte integrantă a prezentului Contract.