

FORMULAR DE DEPUNERE AL OFERTEI

Ref: 2020/421-644/5.4.

Titlul contractului

Servicii de monitorizare și evaluare a proiectului

1 TRIMIS de (i.e. identitatea ofertantului)

| | Denumirea entității/entităților legale care depun aplicația | Naționalitate |
|---------------|--|-------------------|
| Lider | Veaceslav Scobioală , Expert cheie 1: Lider de echipă - evaluator | România |
| Membru | Florentina Macovei , Expert cheie 2: Evaluator - urbanist | România |
| Membru | Olesea Stroici , Expert cheie 3: expert-evaluator de monitorizare | Republica Moldova |

2 PERSOANA DE CONTACT (pentru această licitație)

| | |
|--------------------|--|
| Nume | Veaceslav Scobioală |
| Organizație | |
| Adresa | România, Piatra Neamț |
| Telefon | +373 69 127419 |
| Fax | |
| e-mail | scobioalaveaceslav@gmail.com |

August 2020

3 CAPACITATEA ECONOMICĂ ȘI FINANCIARĂ

Tabelul următor conține datele noastre financiare incluse în formularul de aplicatie al consorțiului. Aceste date se bazează pe situațiile noastre financiare finalizate și pe cele mai recente proiecții. Cifrele estimate (adică cele care nu sunt incluse în situațiile anuale finalizate) sunt prezentate în coloanele marcate cu **. Cifrele din toate coloanele sunt calculate pe aceeași bază pentru a permite efectuarea unei comparații directe, de la an la an (sau, în cazul în care baza s-a modificat, trebuie furnizată o explicație a modificării ca notă de subsol la tabel). Atunci când raportul curent este stabilit ca criteriu de selecție, pentru organizațiile non-profit raportul trebuie calculat fără a include prefinanțarea primită de la donatori pentru proiectele în curs în pasivele curente. De asemenea, se poate furniza orice clarificare sau explicație considerată necesară.

| Date financiare | 2 ani anteriori ultimului an ⁵ 2018 EUR | Anul anterior ultimului an ⁵ 2019 EUR | Anul trecut ⁵ 2020 EUR | Valoare medie ⁶ EUR | Anul trecut, 2020 EUR** | Anul curent, 2021 EUR** |
|--|--|--|---|-----------------------------------|----------------------------|----------------------------|
| Cifra de afaceri anuală ⁷ , fără prezentul contract | 28 800,00 ¹ | 7 695,00 ² | 2 091,00 ³ | 38 586,00 | 2 091,00 | 11 954,00 ⁴ |
| Active circulante ⁸ | n/a | n/a | n/a | n/a | n/a | n/a |
| Datorii curente ⁹ | n/a | n/a | n/a | n/a | n/a | n/a |

Tabelul următor include date statistice privind personalul nostru angajat, așa cum este inclus în formularul de licitație al consorțiului:

| Nr. mediu angajați | Anul anterior anului trecut | | Anul trecut | | An curent | | Durată medie angajare | |
|--------------------|-----------------------------|-------------------|-------------|-------------------|-----------|-------------------|-----------------------|-------------------|
| | Total | Domenii relevante | Total | Domenii relevante | Total | Domenii relevante | Total | Domenii relevante |
| Personal permanent | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Alt personal | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |

Cu stimă,

Olesea Stroici,



Expert cheie 3: expert-evaluator de monitorizare

¹ Contract _2018_ENPARD_Veaceslav Scobioala_

² Contracta _2019_IM Florentina Macovei

³ Contract _2020_Florentina Macovei

⁴ Contract _2021_Veaceslav Scobioala_CPE Moldova

August 2020

AGREEMENT

BETWEEN

AGROTEC S.p.A.
Lungotevere Michelangelo 9
00192 Rome
Italy

AND

Mr. Veaceslav Scobioala
Mun Piatra Neam, Jud. Neamt
Str. Nufarului nr. 10
Bl. B13 sc. A et. 4 apt. 15
Romania

Project Title: "Moldova: Technical Assistance for the implementation of the sector reform contract: European Neighbourhood Programme to Agriculture and Rural Development (ENPARD)

Project Reference: EuropeAid/137050/DH/SER/MD

Contract n°: 2016/380171

AGREEMENT

Between the company **AGROTEC S.p.A.**, Lungotevere Michelangelo, 9, 00192 Rome, Italy, represented by Mr Marco Girelli, Managing Director

and

Mr. Veaceslav Scobioala Chisinau, Moldova
Monitoring and Evaluation 2 Expert.

WHEREAS

- I. **AGROTEC S.p.A.** has been awarded a service contract to provide technical assistance to implement the Project "Technical Assistance for the implementation of the sector reform contract: European Neighbourhood Programme to Agriculture and Rural Development (ENPARD)" - with identification number EuropeAid/137050/DH/SER/MD hereinafter called the "Project", funded entirely by the European Commission, hereinafter called the "EC",
- II. AGROTEC S.p.A. signed on 11th November 2016 a contract with the EU Delegation for the implementation of the Project, hereinafter called the "Contract",
- III. AGROTEC S.p.A. for the purpose of the implementation of the Contract, have reached an Agreement of collaboration.
- IV. AGROTEC S.p.A. has appointed Mr. Luca Del Monaco as Project Director who will represent the Company vis-à-vis the Client, the counterpart and third parties in all management matters relating to the implementation of the PROJECT. The project Director is the main contact person for all contractual issues and back up services to the Project. All matters relating to personnel, budget, invoicing shall be exclusively reported to the Project Director;

it has been agreed that:

the company AGROTEC S.p.A. (hereinafter referred to as AGROTEC) engages Mr. Veaceslav Scobioala (hereinafter referred to as Mr. Scobioala) as Monitoring and Evaluation 2 Expert who accepts to undertake the said assignment on behalf of AGROTEC.

This is specifically agreed upon between AGROTEC and Mr. Scobioala:

1. Starting Date

Unless otherwise decided by the Contracting Authority the Expert's input is scheduled to start on the 24th February 2017.

2. Place of Work

Moldova, with base in Chisinau.

3. Term

The Expert's input for this project is scheduled to be a maximum of 40 working days (maximum 22 w/d per month) to be completed within 30th January 2018. Any modification of the total number of working days and the timing resulting from the project activities implementation will be taken into consideration and the present contract will be modified accordingly, by mutual agreement. Saturdays, Sundays and Public Holidays in the beneficiary country are not considered as working days, unless with prior written approval in writing by the Project Manager of the Contracting Authority.

4. Duration & Termination

(a) Expiry date

The expiry date of this Agreement is 30th January 2018 provided that this Agreement has not been terminated in accordance with sub-articles (b), (c) and (d) below.

(b) Termination without notice by AGROTEC S.p.A.

AGROTEC S.p.A. may terminate this Agreement, without notice and without giving rise to any claim for compensation or indemnification on the Mr. Scobioala part, in the event:



- (i) if the Contracting Authority, for their unquestionable reasons, should require the Expert to be replaced or, in any case, declare their non-agreement of the Expert himself;
- (ii) if the contract between Agrotec and the Contracting Authority is rescinded, and that notwithstanding the reasons that might have caused such event;
- (iii) that the Expert become unable to fulfil his duties under this agreement by reason of sickness or ill-health;
- (iv) if events not chargeable to either of the parties should take place making it impossible to carry out the assignment or for other reasons of force majeure.

AGROTEC S.p.A. can unilaterally rescind this Agreement without notice or indemnification also in case of:

- (v) Serious default on the part of the Expert, with regard to terms and conditions outlined by this Agreement or transgression of the laws in force in Moldova creating no obligation on the part of AGROTEC S.p.A. to provide him with any indemnification;
- (vi) serious professional misdemeanour, duly recorded by AGROTEC S.p.A. and/or by the Contracting Authority.

(c) Termination with notice by AGROTEC S.p.A.

AGROTEC S.p.A. may terminate this Agreement, by giving 30 days' notice and without giving rise to any claim for compensation or indemnification by Mr. Scobioala, in the event that any other substantial reason for doing so occurs other than those in 4 (b)(i) - (iii) above.

(d) Termination of Agreement by Mr. Scobioala

Mr. Scobioala may terminate this Agreement at any time by giving 30 days' notice to AGROTEC S.p.A. If Mr. Scobioala should terminate this Agreement without giving the required period of notice, he will be liable for the recovery of the fees for any working days preceding the termination of the Agreement.

If none of the preceding conditions should take place, this contract will automatically expire at the end of the assignment.

5. Duties

As Monitoring and Evaluation Expert will carry out the duties outlined in the dossier already dispatched to him and whose contents he declares to know (i.e. Terms of Reference).

The Expert must prepare project plans and reports in accordance with EU standards using the Logframe approach. All reports will be delivered to the Team Leader to whom he will refer for all the tasks assigned to him. Unless otherwise decided in writing with AGROTEC, the Expert will be expected to perform the assigned duties while in the Project Country and within the allowed time.

The working language is English.

Important Remarks

During all contacts with the Authorities of Moldova or any other project or organisation, the Expert will clearly identify himself as an independent consultant and not as an official representative of the EU. All documents and papers produced by the Expert will clearly mention on its first page a disclaimer stating that these are the views of the Expert and do not necessarily reflect those of the EU.

6. Remuneration

Mr. Scobioala will be paid an all-inclusive fee of EUR 480.00 (Three Hundred and Eighty/00) for each day of work and for a maximum of 40 working days. The total amount payable is therefore of EUR 19,200.00 (Nineteen thousand Two Hundred/00) This daily rate includes:

- the fee per working day;
- travel expenses (private car, taxi, bus, etc.) in Chisinau from his home office and back including any other expenses sustained while travelling in town;
- any other miscellaneous personal expenses including food, the use of personal telephone, etc.



Fee payment will be made into a bank account nominated by Mr. Scobioala within 30 days of receipt of its invoice subject to the satisfactory performance of the services defined in article 5 of the present contract.

An invoice will be submitted at the end of each calendar month together with the appropriate timesheet which should be approved by the Team Leader, the Beneficiary and EU Delegation.

In practice this means that payment will be made at the end of each month for the services of the previous month except for the first and the last invoices which will be paid within 30 days of receipt.

The above mentioned fees will not be subject to revision during the project period.

7. Liability:

AGROTEC may not under any circumstances or for any reason whatsoever be held liable for damage sustained by the Expert during the performance of the contract. AGROTEC shall not be subject to any claim for compensation or repairs in respect of any such damage.

Mr. Scobioala shall be liable to AGROTEC for full performance of all obligations resulting from the contract, repair any damage caused to the persons to whom the services are provided as a result of any action or omission relating to the performance of the contract, which is attributed to them as a result in particular of his warranty or negligence, errors or omissions.

8. Insurance Policy:

For the whole duration of his assignment the Expert will be insured against professional and extra-professional accidents, as well as plane crashes, as stated by the cumulative policy that AGROTEC holds with **CHUBB INS. CO.**, and whose terms are summarized below:

a) Death and life invalidity - Policy N°.: 64795083

Insurance Company (accidents): death: 250,000 EUR; life invalidity: 300,000 EUR

the Expert shall immediately report any accident at the moment it takes place by sending a written report to AGROTEC within 3 (three) days from the accident. The Expert should also provide AGROTEC with a copy of all acts in his possession no later than 7 (seven) days after they are received.

Mr. Scobioala will be solely responsible for an health insurance coverage for itself at its own expenses. This insurance should cover the entire period during which the services under the present letter will be rendered, and should include, at a minimum basic health care, including hospitalization. Mr. Scobioala renounces all recourse against Agrotec in the case that its coverage is found lacking or insufficient, and authorizes Agrotec to deduct any remuneration or costs incurred by it due to the lack or insufficiency of proper insurance coverage.

9. Travel Arrangements and local transport:

Travel costs within Chisinau are included into the daily fee rate as specified in article 6 of the present contract. Any travel cost for any mission within Moldova for project purpose will be covered by the Incidental Expenditures (IE) budget and therefore paid by the project, as detailed at paragraph 6.5 of the ToR. The use of such IE, which are under the Team Leader responsibility, should follow the procedures as outlined in paragraph 3.3 of the Technical Proposal or as otherwise decided with the Contracting Authority.

10. Living Expenses:

No living expenses while at the duty station in Chisinau are foreseen in this contract.

11. Tax and Other Liabilities on Income:

Tax and social (e.g. National Insurance, pensions) liabilities, if any, in the country of the Mr. Scobioala origin, i.e. in Romania or Moldova, on income arising from this Agreement will be under the responsibility of Mr. Scobioala.



12. Other Conditions

The Expert will be entitled to the rights and privileges conferred to expatriate experts by the Moldova Laws for EU contracts.

During his stay in Moldova under this assignment he will avoid any involvement in political or religious issues, as well as the undertaking of any activity not compatible with his duties.

He agrees to keep secret all information and documents that come into his possession or to his knowledge in the course of his work and not to use them for other purposes than those connected with the project. He agrees to use correctly all the materials and equipment as well as anything that will be made available to him by the project for the execution of his assignment, endeavouring not to cause any damage that may compromise the AGROTEC'S relationship with the Client.

He agrees to comply with the organisational and administrative instructions laid down by the AGROTEC'S representatives and, in general, to carry out the responsibilities and duties assigned to him with honesty, propriety and diligence.

13. Law

The law applicable to this agreement is that of the Republic of Italy and the competent *forum* is the one of Rome.

For the 40 days allocated for performance of the contract under this letter of agreement, the Expert will be engaged exclusively on the project “TA for the implementation of the sector reform contract: European Neighbourhood Programme to Agriculture and Rural Development (ENPARD) – EuropeAid/137050/DH/SER/MD”.

AGROTEC S.p.A.



Marco GIRELLI
Managing Director

Mr. Veaceslav Scobioala



Monitoring and Evaluation Expert

Attachment: Project Terms of Reference

Rome, 13th November 2017

Mr. Veaceslav Scobioala
Mun Piatra Neam, Jud. Neamt
Str. Nufarului nr. 10
Bl. B13 sc. A et. 4 apt. 15
Romania

Subject: Project Title: "Moldova: Technical Assistance for the implementation of the sector reform contract: European Neighbourhood Programme to Agriculture and Rural Development (ENPARD), Contract n.2016/380171– Addendum n° 1

Project Reference: EuropeAid/137050/DH/SER/MD

With reference to the above Letter of agreement dated 24th February 2017 we hereby extend the expiry date to 31st May 2018 and increase the number of working days by additional 20 working days.

Thus articles 3, 4 and 6, as well as the last paragraph prior to the signatures of the Letter of agreement are modified as highlighted below. All other articles remain unchanged.

“3. Term

The Expert's input for this project is scheduled to be a maximum of 60 working days (maximum 22 w/d per month) to be completed within 31st May 2018.

4. Duration & Termination

(a) Expiry date

The expiry date of this agreement is 31st May 2018 providing that this contract has not been terminated in accordance with sub-articles (b), (c) and (d) below.....

6. Remuneration

The Expert will be paid a fee of EUR 480.00 (four hundred and fifty/00 euros) per working day and for a maximum of 60 working days. The total amount payable is therefore of EUR 28,800.00.

For the 60 days allocated for performance of the contract under this letter of agreement, the Expert will be engaged exclusively on the project “Technical Assistance for the implementation of the sector reform contract: European Neighbourhood Programme to Agriculture and Rural Development (ENPARD) EuropeAid/137050/DH/SER/MD”.

Antonio Mastrapesqua

CEO

AGROTEC S.p.A.



Veaceslav Scobioala

Monitoring and Evaluation Expert



CONTRACT INDIVIDUAL DE MUNCA

Incheiat si inregistrat sub nr. 331/21.04.2019 in REVISAL 103.05.2019

A. PARTILE CONTRACTULUI

Angajator – **Agentia pentru Dezvoltare Regionala a Regiunii de Dezvoltare Sud-Est**, cu sediul in Braila, str. Anghel Saligny, nr. 24, cod fiscal 11733112, telefon 0339/401018, reprezentata legal de **Luminita MIHAILOV**, in calitate de Director General

si

Salariata **Florentina MACOVEI**, domiciliata in Mun. Iasi, Jud. Iasi, Str. Ioan Ganju, nr. 6, bl. D3, sc. B, ap. 1, posesoare a cartii de identitate seria MZ, nr. 344431, eliberata de SPCLEP Iasi la data de 02.11.2014, CNP 2840229070011

Am incheiat prezentul contract individual de munca in urmatoarele conditii asupra carora am convenit:

B. OBIECTUL CONTRACTULUI

Prestarea activitatii de evaluator proiecte in schimbul salariului.

C. DURATA CONTRACTULUI

Determinata, pe perioada cuprinsa intre data de 06.05.2019 si data de 06.08.2019, conform art. 83, lit. h, Codul Muncii, in vederea evaluarii proiectelor depuse in cadrul Programului Operational Comun “Bazinul Marii Nege” 2014-2020.

D. LOCUL DE MUNCA

1. Activitatea se desfasoara la domiciliul salariatei din Mun. Iasi, Jud. Iasi, Str. Ioan Ganju, nr. 6, bl. D3, sc. B, ap. 1.
2. Intervalul orar in cadrul caruia angajatorul este in drept sa controleze activitatea salariatului este de luni pana vineri, intre ora 08 si ora 16. Pentru activitatile care se desfasoara in afara acestui interval orar, respectiv intre orele 16.01 si 21.00, angajatorul va controla activitatea salariatului in ziua lucratoare imediat urmatoare, in intervalul 08 – 16.00.
3. Controlul se realizeaza conform prevederilor Termenilor de Referinta si ai Ghidului pentru Evaluarea si Selectia Aplicatiilor si va fi exercitat efectiv prin intermediul Sistemului Electronic de Monitorizare (eMS), instrumentul zilnic de lucru, utilizat pe intreaga durata a contractului individual de munca.

E. FELUL MUNCII

Functia: evaluator proiect – conform Clasificarii Ocupatiilor din Romania, Cod 241263.

F. ATRIBUTIILE POSTULUI

Atributiile postului sunt prevazute in fisa postului si in Termenii de Referinta, anexa 1 la contractul individual de munca.

Proiectele repartizate salariatului in vederea evaluarii, precum si termenele limita pentru finalizarea activitatilor sunt prevazute in anexa 2 la contractul individual de munca.

Neindeplinirea sarcinilor de serviciu, respectiv neincadrarea in termenele limita in ceea ce priveste activitatea de evaluare a grilelor de evaluare vor face obisnuit unei cercetari disciplinare, aplicandu-se prevederile stipulate in cadrul Regulamentului Intern al ADR SE, respectiv Codul Muncii.

F1. CRITERIILE DE EVALUARE A ACTIVITATII PROFESIONALE A SALARIATULUI

- Gradul de indeplinire a obiectivelor
- Calitatea lucrarilor (a grilelor de evaluare)
- Randamentul in munca
- Disciplina
- Spirit de initiativa
- Abilitati de identificare a problemelor si solutiilor

G. CONDITII DE MUNCA

1. Activitatea se desfosoara in conformitate cu prevederile Statutului ADR SE, a Regulamentului de Organizare si Functionare, a Regulamentului Intern, a Termenilor de Referinta si a Ghidului pentru Evaluarea si Selectia Aplicatiilor.
2. Activitatea prestata se desfosoara in conditii normale potrivit Legii nr. 263/2010 privind sistemul unitar de pensii publice, cu modificarile si completarile ulterioare.

H. DURATA MUNCII

O norma intreaga de 8 ore/zi, 40 ore/saptamana

Repartizarea programului de lucru: in intervalul 9.00-17.00.

Programul de lucru se poate modifica in conditiile Regulamentului Intern/Contractului Colectiv de munca aplicabil la nivelul ADR SE.

I. CONCEDIUL

Durata condeiului annual de odihna este de 32 zile lucratoare, in raport cu vechimea in munca.

Condeiul de odihna va fi acordat la finalul perioadei contractului.

J. SALARIUL

1. Salariul de baza lunar brut este de 12.207 lei (corespunzator unui salariu brut de 2565 euro, calculat la cursul de schimb InfoEuro 4,7591 lei/euro aferent lunii aprilie 2019);
2. Alte elemente constitutive –
3. Orele suplimentare prestate in afara programului normal de lucru sau in zilele in care nu se lucreaza ori in zilele de sarbatori legale la solicitarea Angajatorului se compenseaza cu ore libere platite sau se plateasc cu un spor la salariu, conform Contractului Colectiv de munca aplicabil la nivelul ADR SE si Legii 53/2003 – Codul Muncii;
4. Data la care se plateste salariul este 12 a lunii urmatoare celei in care se deruleaza activitatea;
5. Raportul Individual Lunar si Pontajul lunar se vor transmite pana la data de 28 a lunii, pe intreaga perioada de valabilitate a contractului;

In cazul in care ziua de 28 a lunii este o zi nelucratoare, termenul de prelungeste pana la sfarsitul primei zile lucratoare.

Netransmiterea documentelor prevazute in Anexa 3 pana la data de 28 a lunii, transmiterea incompleta, refuzul nejustificat al transmiterii sau refuzul fara temei de completare sau modificare a acestora ca urmare a solicitarilor de clarificari adresate de Angajator prin reprezentantii desemnati este considerata incalcare a responsabilitatilor de serviciu si va fi sanctionata conform prevederilor legale, in acord cu efectuarea procedurilor aplicabile (cercetare disciplinara), dupa caz cu diminuarea salariului corespunzator lunii prezentarii raportului sau cu incetarea contractului individual de munca.

K. DREPTURI SI OBLIGATII ALE PARTILOR PRIVIND SANATATEA SI SECURITATEA IN MUNCA

- a) Echipamente individuale de protective: nu este cazul;
- b) Echipamente individuale de lucru: nu este cazul;
- c) Materiale igienico-sanitare: nu este cazul;
- d) Alimente de protectie: nu este cazul;
- e) Alte drepturi si obligatii privind sanatatea si securitatea in munca: nu este cazul

L. ALTE CLAUZE

- a) Perioada de proba este de 5 zile lucratoare;
- b) Perioada de preaviz in cazul concedierii este de 20 zile lucratoare conform Contractului Colectiv de Munca al ADR SE aplicabil;
- c) Perioada de preaviz in cazul demisiei este de 20 zile lucratoare conform Contractului Colectiv de Munca al ADR SE aplicabil;
- d) Partile convin ca pe toata durata contractului individual de munca si dupa incetarea acestuia, sa nu transmita date sau informatii de care au luat cunostinta in timpul executarii contractului. Nerespectarea acestei clauze de catre oricare dintre parti atrage obligarea celui in culpa la plata de daune interese.

M. DREPTURI SI OBLIGATII GENERALE ALE PARTILOR

1. Salariatul are, in principal, urmatoarele drepturi:
 - a) dreptul la salarizare pentru munca depusa;
 - b) dreptul la repaus zilnic si saptamanal;
 - c) dreptul la concediu de odihna anual;
 - d) dreptul la egalitate de sanse si tratament;
 - e) dreptul la securitate si sanatate in munca;
 - f) dreptul la acces la formare profesionala.
2. Salariatului ii revin, in principal, urmatoarele obligatii:
 - a) obligatia de a realiza norma de munca sau, dupa caz, de a indeplini atributiile ce ii revin conform fisei postului;
 - b) obligatia de a respecta disciplina muncii;
 - c) obligatia de fidelitate fata de angajator in executarea atributiilor de serviciu;
 - d) obligatia de a respecta masurile de Securitate si de sanatate a muncii in unitate;
 - e) obligatia de a respecta secretul de serviciu;
3. Angajatorul are, in principal, urmatoarele drepturi:
 - a) sa dea dispozitii cu caracter obligatoriu pentru salariat sub rezerva legalitatii lor;
 - b) sa exercite controlul asupra modului de indeplinire a sarcinilor de serviciu si cu privire la calitatea muncii prestate si a grilelor de evaluare elaborate;
 - c) sa constate savarsirea abaterilor disciplinare si sa aplice sancțiunile corespunzatoare, potrivit legii, Contractului Colectiv de munca aplicabil si Regulamentului Intern;
 - d) sa demareze procedura de cercetare disciplinara in cazul in care se demonstreaza necunoasterea documentelor programului (ex. PO, Ghidul aplicantului pentru apel 2, Ghidul evaluatorului), reflectata in grilele de evaluare de slaba calitate.
4. Angajatorului ii revin, in principal, urmatoarele obligatii:
 - a) sa inmaneze salariatului un exemplar din contractul individual de munca, anterior incepelii activitatii;
 - a 1) sa acorde salariatului toate drepturile ce decurg din contractele individuale de munca, din Contractul Colectiv de munca aplicabil si din lege;

- b) sa asigure permanent conditiile organizatorice avute in vedere la elaborarea normelor de munca si conditiile corespunzatoare de munca;
- c) sa informeze salariatul asupra conditiilor de munca si asupra elementelor care privesc desfasurarea relatiilor de munca;
- d) sa elibereze, la cerere, un document care sa ateste caitatea de salariat a solicitantului, respectiv activitatea desfasurata de acesta, durata activitatii, salariul, vechimea in munca, in meserie si specialitate;
- e) sa asigure confidentialitatea datelor cu caracter personal ale salariatului;
- f) sa asigure, daca este cazul, transportul materialelor pe care angajatul le utilizeaza in activitatea desfasurata in baza prezentului contract individual de munca;
- g) sa asigure conexiunea la internet in cazul in care angajatii isi desfasoara activitatea la sediul STC.

N. DISPOZITII FINALE

Prevederile prezentului contract individual de munca se completeaza cu dispozitiile Codului Muncii – Legea 53/2003 cu modificarile si completarile ulterioare si ale Contractului Colectiv de munca aplicabil incheiat la nivelul angajatorului inregistrat sub nr. 1116/29.01.2019 la Inspectoratul Teritorial de Munca al judetului Braila.

Orice modificare privind clauzele contractuale in timpul executarii contractului individual de munca impune incheierea unui act aditional la contract, conform dispozitiilor legale, cu exceptia situatiilor in care o asemenea modificare este prevazuta in mod expres de lege.

Prezentul contract individual de munca s-a incheiat in doua exemplare, cate unul pentru fiecare parte.

O. Conflictele in legatura cu incheierea, executarea, modificarea, suspendarea sau incetarea prezentului contract individual de munca sunt solutionate de instant judecatoreasca competenta material si territorial, potrivit legii.

ANGAJATOR

Luminita MIHAILOV

DIRECTOR GENERAL

VIZAT

Raluca CIUDIN

Specialist Resurse Umane



ANGAJAT

Florentina MACOVEI





AMENDMENT TO AGREEMENT

Date: 03.12.2020

1. Subscriber: **Ms. Florentina Macovei**
2. Contract for Consultant #: CFC2020-076
3. Amendment number: 1
4. Chart of Accounts:

Dated: 06.11.2020

| Project ID | Activity | Fund | Dept | Impl. Agency | Donor | Account | Amount EURO |
|------------|-------------|-------|-------|--------------|-------|---------|-------------|
| 00098987 | MDAD1010302 | W3000 | 95135 | 002001 | 00555 | 71300 | 2091.86 |

5. Vendor Number: 93449

This amendment is issued to change payment proceeding in currency Euro of the Contract CFC2020-076 to provide capacity building support on project writing for women councillors and women mayors at first mandate.

Now, therefore, the relevant Contract provisions indicated below are hereby amended to read as follows:

1. DURATION OF CONTRACT: Up to **25 working days** within a 2-months assignment under ToR. This contract shall commence on **10 November 2020** and shall expire on the satisfactory completion of the services described above, but no later than **15 December 2020**, unless sooner terminated under the terms of this contract. This contract is subject to the attached CONDITIONS OF SERVICE –CONSULTANTS.

2. CONSIDERATION: As full consideration for the services performed by the Consultant under terms of this contract UNWOMEN shall pay the Consultant upon certification that the services have been satisfactorily performed.

(A) A fee of up to **EURO 2091.86** (two hundred ninety-one EURO, 86 cents) equivalent to 2,499.23 USD (UNORE December 2020);

(B) Payments in a currency other than US dollars will be made at the UN operational rate of exchange in effect on the day of payment;

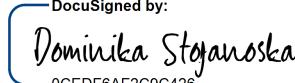
(C) Payment will be disbursed upon submission and approval of deliverables and timesheets with actual days worked and certification by UN Women's Programme Specialist that the services have been satisfactorily performed.

| No | Activities and Deliverables | Tentative timeframe for completion of task | Tentative # of days required for accomplishment of task |
|----|--|--|---|
| | | | |
| 1 | Submission of the detailed work plan describing the methodology and approach to be applied for this assignment. | By November 13, 2020 | up to 25 w.d. |
| 2 | Final submitted report on major task performed during December 2020, including detailed description of carried out activities, achievements, challenges, including | By December 15, 2020 | |

| | | | |
|--|--|--|------------------------------|
| | recommendation for UN Women in this contest or follow-up actions | | |
| | Total | | Up to 25 working days |

3. TERMS OF REFERENCES: All other terms and conditions of the original Individual Contract, except as amended herein, shall remain unchanged and shall continue in full force and effect.

On behalf of
UN Women Moldova

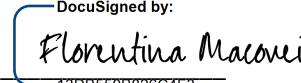
DocuSigned by:

Dominika Stojanoska
0CEDE6AE2C9C426

07-Dec-2020 | 8:24 AM EST
Date: _____

Dominika Stojanoska
Country Representative

I acknowledge that I have read the conditions and accept the terms and conditions of this contract amendment.

Consultant:

DocuSigned by:

Florentina Macovei
13DB550B826C4F3...

07-dec.-2020 | 8:28 a.m. EST
Date: _____

Terms of Reference
for National Consultant to provide capacity building support on project writing for women councillors
and women mayors at first mandate

| | |
|---|--|
| Project: | 98987, MDA_D_1.1, Women in Leadership |
| Duty Station: | Chisinau, Moldova |
| Type of contract: | Individual Contract |
| Post Level: | National Consultant |
| Languages required: | Fluent in Romanian, working knowledge English and Russian is an asset |
| Organizer: | UN Women |
| Starting date: | (date when the selected candidate is expected to start) Nov 10, 2020 |
| Expected Duration of Assignment: | Up to 25 working days within November 10 - December 15, 2020 |
| Participants: | Primarily women mayors at first mandate, women councillors including disabilities and civil servants from other representing groups, women in police, women in army. |

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women Moldova Country Office implements its [Strategic Note \(SN\) for 2018-2022](#), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [Global Strategic Plan of UN Women](#). Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, young women, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

Rationale

Women and girls constitute more than half of Moldova's population, yet they are under-represented in the bodies that make key decisions affecting their lives. Despite an increase in women's representation in the Parliament and at local level over the past years, the country plans to achieve 50/50 representation as per SDG commitments the value of the [Political Empowerment Sub-index of the Gender Gap Index](#) is still low (0.176 – placing Moldova on 72th place).

The complete and equitable participation of women in public life is essential to building and sustaining strong and lively democracies. Getting women elected is the most critical impediment for ensuring women's representation, but to achieve policy impacts and reforms in governance, it is critical that these women are effective legislators and executives once elected. Elected and appointed women, as well as women willing to run for offices, still struggle with a lot of stereotypes and prejudices related to women in decision-making.

According to the findings of [Gender Barometer](#), when asked who should lead in the public administration, in politics or at work, the man, the woman or no matter who of them, in 2016 about 72% of respondents chose the last option, an increase by 11 percentage points compared to 2006. Nevertheless, the more important the political function, the higher the respondents' preference for a man is. Usually, the position of mayor is associated with a man (33.2% plead for a man and only 11.7% would accept a woman). The biggest difference was registered for the President of the country – 40.5% of respondents would prefer a man for this position and only 7.6% – a woman. These preferences didn't change much in the last period.

After national elections in 2019, 26% of Parliament members are women, only 1 woman is a member of the Government Cabinet – Ministry of Health, Labor and Social Protection. Despite international and national state commitments towards ensuring the respect of gender equality, the roots of gender-based discrimination, especially about the women's role in decision-making are very deep fixed in society's mind. According to the findings of Gender Barometer the perceptions about traditional gender roles have not improved significantly.

Consequently, women still being underrepresented in almost all the leading positions whether is local or central public authority, private sector or academia. This situation occurs regardless of their recognized abilities and skills as leaders and agents of change.

During 2020, UN Women provided capacity building and series of trainings for a large group of elected women (councillors and mayors at first mandate) at the local and regional levels to build their capacity to serve as effective legislators after the 2019 local elections. The participants were capacitated on subjects related to effective implementation of the local administration, including Gender mainstreaming and budgeting. For example, within Women4Leadership Academy, due to the fact that after the local elections it was identified the major need to develop capacities of newly elected women mayors and councillors, it was delivered a series training. The topics for the training were selected in close consultation with participants, based on their needs, project writing being one of the most requested. Besides this, within an assignment implemented with UN Women support, it was envisaged launching of small grants for local initiatives. As result 70 local councillors at first mandate applied for these small communities' initiatives to address specific issues faced by women at local levels. The evaluation team figured out that most of the applicants showed huge lack of knowledge on project writing.

Also in the framework of the Memoranda of Understanding between UN Women and the Ministry of Defense, and UN Women and Ministry of Internal Affairs, and based on received requests, UN Women has committed to provide support to the National Army Women's Association (NAWA), National Association of Women in Internal Affairs System (NAWIAS), and Association of Women in Police (AWP) to strengthen its internal capacities on gender mainstreaming and project writing. The most active women from peace and defence institutions

required additional capacities on project writing in order to enable them to keenly participate in the process of fundraising and increasing their self-confidence, while also enhancing their activism within the institutions.

Building on the skills learned during the capacity building programmes and high demand for the topic, UN Women aims to provide in-depth training focused on project writing to a limited number of women mayors, women councillors, and other targeted women associations from peace and defence institutions. With intention to boost the activeness of the women in decision making and to challenge the existing stereotypes related to women in politics and women's leadership, UN Women intends to contract a well-qualified local consultant to provide coaching sessions on project writing to selected group of up to 50 persons. This will contribute as well to changing the perception of women in leadership positions.

Scope of Work:

Under the overall guidance and direct supervision of Programme Analyst on Women in L&G, the national consultant will be responsible for providing of in-depth and focused set of sessions on project writing, including individual coaching to selected group of up 50 women newly elected councillors at district and local level, women mayor and women from peace and defense institutions. The coaching program shall entail different tools such as: training sessions, mentorship, and individual coaching.

The UN Women may consult the selection of the participants with Women's Network of CALM (Congress of Local Authorities from Moldova), Center Contact and the former National Consultant on Strategic Planning for Ministry of Defence.

Note 1: In all its activities, the consultant should be guided by the cross-party, non-partisan and equity principles. The participants should be divided in up to 2 groups of 25 participants per group. Each group should benefit of 1 (one) three-days training sessions and other support described under the Tasks' section. There should be ensured participation of people from underrepresented groups (women with disabilities and Romani women, as well other groups).

Duties and responsibilities of the Consultant:

More specifically, the following tasks shall be undertaken by the national consultant:

| Tasks and activities | Estimated workload (workdays) |
|--|-------------------------------|
| 1. Prepare a detailed work plan describing the methodology and approach, including handouts to be applied for this assignment. Identify the potential list of participants, including women from peace and defence organizations based on pre-defined criteria | Up to 2 day |

| | |
|--|----------------------|
| 2. Develop and deliver 1 (one) up to three-day informative and practical online group sessions for up to 25 newly elected women mayors and women councilors at district and local level focused on project writing by providing technical guidance and advice, including homework tasks. | Up to 6 days |
| 3. Develop and deliver 1 (one) up to three-day informative and practical online group sessions for up to 25 relevant members of the NAWA, NAWIAS and AWP focused on project writing by providing technical guidance and advice, including homework tasks. | Up to 6 days |
| 4. Provide individual coaching and support after training sessions to up to 10 selected participants in developing project proposals for concrete calls of proposals where possible. The selection of participants for individual coaching shall be undertaken based requests came from beneficiaries and based on assessing their participation within the training sessions. Each participant shall benefit of up to 1 day of individual coaching and as a result to have at least one concept for group of beneficiaries. | Up to 10 days |
| 5. Provide final progress report to UN Women on undertaken work. | Up to 1 days |
| Total days | Up to 25 days |

Note 2: The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the UN Women Programme Analyst shall be the only criteria for the National Consultant's work being completed and eligible for payment/s.

Key Deliverables and Timeframe

The selected national consultant will be responsible for delivering the following specific outputs, comprising of the main milestones:

| No | Activities and Deliverables | Tentative timeframe for completion of task | Tentative # of days required for accomplishment of task |
|--------------|---|--|---|
| | | | |
| 1 | Submission of the detailed work plan describing the methodology and approach to be applied for this assignment. | By November 13, 2020 | |
| 2 | Final submitted report on major task performed during December 2020, including detailed description of carried out activities, achievements, challenges, including recommendation for UN Women in this contest or follow-up actions | By December 15, 2020 | up to 25 w.d. |
| Total | | | Up to 25 working days |

Note 3: In the context of COVID-19 outbreak, the method of meetings/presentations shall be organized only or online UN Women will be responsible for ensuring logistical support, like issuing Zoom link (for online delivery of events), translation.

All written deliverables should be agreed with UN Women and be provided in English language, electronic copy.

Duration of the assignment

The total duration of this assignment is tentatively planned for up to 25 days during 2 months starting on November 10, 2020, with task being accomplished by December 15, 2020. The consultant is responsible for accomplish the deliverables set up in the table “Activities and Deliverables”.

Management arrangements

Organizational Setting: The National Consultant will work under the overall guidance and direct supervision of Programme Analyst on Women in L&G. The Consultant will report to UN Women Programme Analyst on Women in L&G.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment it is expected to use his/her own personal computer.

Performance evaluation

Performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements:

Payment will be disbursed in 1 installment upon submission and approval of the reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

Competencies

Required Skills and Experience:

Education:

- University degree in International Relations, Business and Administration, Gender Equality, Budgeting, Public Administration, Human Rights, Sociology, Law, or other related fields.

Experience

- Minimum 3 years of delivery trainings, coaching and mentorship sessions and other types of capacity building activities on project writing.
- Minimum 3 years of proven experience in organization and delivery of various types of events, like capacity building, round tables, discussions, including development of training materials for different target groups, including central and local public authorities; Trainings with tangible subjects on gender equality and human rights will be an asset;
- Work experience with civil servants, elected and appointed staff of Local and Central Public Administration will be considered an asset;
- Work experience in working with international organizations, including successful experience in working with UN agencies, is an asset

Language Requirements:

- Excellent command of Romanian.
- Working knowledge of English and Russian language is an asset

Values and competencies

Core Values:

- Integrity
- Professionalism
- Cultural sensitivity and respect for diversity
- Gender sensitiveness and empathy towards women's rights issues
- Respect for UN principles

Core Competencies:

- Communication
- Planning and Organizing
- Organizational Awareness
- Team working ability
- Accountability
- Leadership

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of mobilization of excluded communities for participation and inclusion
- Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
- Financial proposal (in MDL) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in International Relations, Business and Administration, Gender Equality, Budgeting, Public Administration, Human Rights, Sociology, Law, or other related fields;
- Minimum 3 years of proven experience in organization and delivery of various types of events, like capacity building, round tables, discussions, including development of training materials for different target groups, including central and local public authorities; Trainings with tangible subjects on gender equality and human rights will be an asset;

The short-listed individual consultants will be further evaluated based on a **cumulative analysis** scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 40% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 60% of 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications and further interview will be organized if needed, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

| Nr. | Criteria | Maximum points |
|-----|----------|----------------|
| | | |

| | | |
|---|--|-----|
| 1. | University degree in International Relations, Business and Administration, Gender Equality, Budgeting, Public Administration, Human Rights, Sociology, Law, or other related fields. <i>(Bachelor- 30 pts, Master - 45 pts; PhD – 60 pts)</i> | 60 |
| 2. | Minimum 3 years of delivery trainings, coaching and mentorship sessions and other types of capacity building activities on project writing; <i>(Up to 3 years- 0 pts, 3 years –80 pts, each year over 3 years – 10 pts, up to a max of 100 pts);</i> | 100 |
| 3. | Minimum 3 years of proven experience in organization and delivery of various types of events, like capacity building, round tables, discussions, including development of training materials for different target groups, including central and local public authorities; Trainings with tangible subjects on gender equality and human rights will be an asset; <i>Up to 3 years- 0 pts, 3 years –50 pts, each year over 3 years – 10 pts, up to a max of 60 pts);</i> | 60 |
| 4. | Work experience with civil servants, elected and appointed staff of Local and Central Public Administration will be considered an asset;; <i>(Up to 60 pts);</i> | 60 |
| 5. | Work experience in working with international organizations, including successful experience in working with UN agencies, is an asset <i>(up to 40 pts)</i> | 40 |
| 6. | Excellent command of Romanian language. Working knowledge of Russian and English will be an asset; <i>(10 pts - fluency in Romanian, 10 pts –fluency in Russian, 5 pts- working English)</i> | 30 |
| Maximum total technical scoring: | | 350 |

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Please note that only applicants who are short-listed will be contacted.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform

agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Annex I: Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

1. Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

2. Travel costs

Not applicable.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications' submission deadline.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: National consultant to provide capacity building support on project writing for women councillors and women mayors at first mandate

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

A. Cost Breakdown per Deliverables*

| Deliverables | MDL |
|-------------------------------------|------------|
| Daily fee all inclusive | |
| Total price for working days | |

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

National Appraiser/Consultant Contract

Between

Veaceslav Scobioala
15 Ravens Flight
CV3 3HY, Coventry, West Midlands
England, United Kingdom

- hereafter referred to as „Appraiser/Consultant“ -

and

Madiba Consult GmbH
Am Michaelshof 4
53177 Bonn
Germany

- hereinafter referred to as „Madiba Consult“ –

the present contract is concluded

for the project:

Central project evaluation of the project “Modernization of Local Public Services, Moldova” (PN 2014.2267.2)

For correspondence and invoices:

Please quote on all correspondence and invoices:

Project processing No.: 201159

Project title: ZPE Moldau

Project Manager:

Andrea Giraldo Sarmiento

E-Mail: andrea.giraldo@madiba.group

Administration:

Ruby Wachsmuth

E-Mail: ruby.wachsmuth@madiba.group

1. Declaration on the Appraiser/Consultant

The Appraiser/Consultant shall carry out their tasks in their capacity as a freelance evaluator. They are committed to fulfil their assignment impartially. If irregularities occur due to non-objective performance of the Appraiser/Consultant, the contract may be terminated without notice.

2. Period of Assignment

In order to fulfil this contract, the Appraiser/Consultant is scheduled to work from **21.01.2021 – 03.12.2021** for a total of **up to 25 days**. The Appraiser/Consultant hereby confirms their availability for conducting the **Inception Mission** in Moldova between **15.03.2021 – 18.03.2021** and for conducting the **Evaluation Mission** in Moldova between **05.07.2021 – 16.07.2021**. They must immediately inform Madiba Consult of any concerns regarding their availability during the entire work period.

3. Object of Contract/Work/Report

The work/services described in the Terms of Reference (Annex 1) shall be submitted to Madiba Consult in collaboration with the international evaluator until 03.12.2021.

4. Remuneration

The Appraiser/Consultant shall receive for their contributions the following remuneration **only against correct invoices with the original receipts**:

4.1. Type of Remuneration:

| | Value | up to days | EUR |
|-------------------------------------|--------|------------|----------|
| Professional fees; lump sum per day | 340,00 | 25 | 8.500,00 |

The amount of work performed must be documented by means of the time sheet (Annex 2).

4.2. Travel and Ancillary Expenses

4.2.1. Per Diem and Overnight Accommodation

| | Value in EUR | days | EUR |
|--|--------------------------------|----------|----------------|
| Local per diem subsistence allowance in Moldova (lump sum per complete day) | up to 15,00 | up to 18 | up to 270,00 |
| Overnight accommodation costs in Moldova (against receipt) same hotel as the international expert (against receipt) | up to 30,00 up to 88,00 | up to 18 | up to 1.584,00 |

4.2.2. Travel Expenses

| | EUR |
|---|----------------|
| Travel costs for Inception Mission and Evaluation Mission (against receipt) | up to 1.600,00 |

Please note: Travel and flight costs can be refunded only if approved by Madiba Consult before the travel takes place.

4.3. All original receipts must be provided immediately after completion of the missions (Inception Mission 18.03.2021, Evaluation Mission 16.07.2021).

4.4. Any additional costs will not be reimbursed.

4.5. Sum of payments up to a total of

11.954,00 EUR

5. Payments

- 5.1. An invoice of up to 3.400,- EUR (10 fee days) plus travel expenses can be submitted up to four weeks after the acceptance of the inception report by the Contracting Client GIZ. The payment will be made within four weeks after the interim payment invoiced by Madiba Consult to the Contracting Client GIZ has been settled.
- 5.2. The final invoice may be submitted after the Appraiser/Consultant has fulfilled all their obligations. The payment will be made within four weeks after Madiba Consult's final invoice has been settled by the Contracting Client GIZ.
- 5.3. There are no further payments by Madiba Consult.

6. Tax Regulations

The amounts listed above are net amounts. The Appraiser/Consultant is responsible for taxing them correctly.

7. Insurance Policies

The Appraiser/Consultant hereby ensures adequate insurance cover for Moldova and provides evidence of compliance with this provision on request by Madiba Consult.

8. Further Components of the contract

The following appendices are integral parts of the contract:

1. General terms and conditions of contract of GIZ, 2014 (available online at <https://www.giz.de/en/workingwithgiz/4109.html>)
2. Terms of Reference: Central project evaluation of the project "Modernization of Local Public Services, Moldova" (PN 2014.2267.2)

9. Annex

- 1: Terms of Reference
- 2: Time Sheet

Bonn, February 05, 2021

A blue ink signature of the name "Kristian Kampfer".

Kristian Kampfer (CEO)
- Madiba Consult -

A blue ink signature of the name "Veaceslav Scobioala".

Veaceslav Scobioala
- Appraiser/Consultant -