

# ANNEX III: ORGANISATION & METHODOLOGY

**To be completed by the tenderer**

Please provide the following information:

## 1. RATIONALE

- *Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.*

Our understanding is that the goal of this service contract is to ensure the Beneficiary a systematic and objective assessment of the ongoing and completed intervention, its design, implementation and results. The aim is to contribute the Lead Beneficiary in the planning, monitoring and closing processes of the project, risk evaluation process, level of achievement expected from the implementation of the goals, final project evaluation.

- *An explanation of the risks and assumptions affecting the execution of the contract.*

We have identified few main categories of risks that might affect the execution of the contract:

- Risks related to pandemic and limitations set by authorities, including:
  - declaration of State of Emergency and/or
  - interdiction to provide face-to-face evaluation activities and/or
  - limitations for Romanian citizens travelling to R. Moldova (key experts) and/or
  - Covid 19 infection affecting the key experts and/or the work staff on sites and/or their organisations during performance of the contract activities or related to them
- Risks related to the availability of the work staff to attend the full agenda - somehow related to the pandemic risks that may require involvement in other emergent activities
- Other risks, with lower probability, mainly stated in the ToR for this service contract:
  - Legislative modifications that affect prices or public procurement procedures;
  - Personal migration during the implementation period;
  - Modification of legal provisions regarding investments, public procurements or other related legislation;
  - Possible delay of public procurement service for design, manufacturing and installation of equipment;
  - Costs modification for materials, raw materials (exchange rate depreciation).

## 2. STRATEGY

- *An outline of the approach proposed for contract implementation.*

## Organisation & methodology

We would like to suggest the following approach and main activities for the contract implementation:

- Consulting Beneficiary management team and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting.
  - Overall supervision of project activities and arrange for public consultations as required. • Participate and represent the PMU as non-decision-making member in the Project Steering Committee (PSC) and serve as secretary of the committee.
  - Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan.
  - Undertake external high-level communication.
  - Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders.
  - Prepare, or as appropriate supervise the preparation of, annual work plans and budgets and present to the PSC for approval.
  - Guide the PMU staff in the performance of their respective duties and ensure the efficient functioning of the unit and ensure that clear working arrangements are established for collaborating with the Moldavian authorities on all management, financial, accounting and procurement matters.
  - Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of POP's project.
  - Lead the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for his team members from the project and Waste sector to clarify the project's objective and methodology.
  - Identify implementation arrangements and needed resources to implement the project and ensure consultancy for proper management of funds, including accounting, financial control and audit procedures established by the program as well as the procurement of goods, works and services in accordance with Grant Contract provisions.
- *Inputs and outputs.*

Inputs:

- Service contract & ToR
- Consulting methodology, according to existing legal acts and regulations
- Specific resources provided by the Contractor –data, materials, experts, etc.

Outputs:

- Technical and financial progress reports individual and consolidated each 4 months
- 2 x Technical and financial interim reports
- Technical and financial final report

## Organisation & methodology

- All the documents related to project implementation processes (notifications, justifications, requests, clarification etc.)
- Technical and Financial dossiers
- Project documentation list

### 3. BACKSTOPPING

- *A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.*

The key expert will be assisted with all the travel logistics and will be provided with accommodation in Chisinau or as required for the period of the consulting process.

The key expert will be provided with access to all sites that are part of the consulting and provided with all required information.

The Contractor will deploy necessary resources (personnel, materials, equipment) for performing all the activities according to the agreed requirements.

### 4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM

- *If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.*

### 5. TIMETABLE OF WORK

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
- The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.

Activity	Time period (estimated contract months)	Deliverable
Draft of the Technical and financial individual progress report	Each 4 months (estimated project duration 24 months but no later than 31.12.2022)	Consolidated Technical and financial progress report
Consolidating of the Technical and financial progress report for all the partners		

## Organisation & methodology

Draft of the Technical and financial interim individual report	Each 12 months (estimated project duration 24 months but no later than 31.12.2022)	Consolidated Technical and financial interim report
Consolidating of the Technical and financial interim report for all the partners		
Draft of the Technical and financial final individual report	At the end of the project implementation period but not later than 31.12.2022	Consolidated Technical and financial final report
Consolidating of the Technical and financial final report for all the partners		
All the documents related to project implementation processes (notifications, justifications, requests, clarification etc.)	During the implementation period but not later than 31.12.2022	Documents
Technical and Financial dossiers	During the implementation period but not later than 31.12.2022	Dossiers
Project documentation list	During the implementation period but not later than 31.12.2022	Doc list

## 6. LOG FRAME

A logical framework reflecting the considerations described in items 1 – 3 is presented below.