

## **Contract for a Short-term Assignment**

**Cost Centre:** 7041520

**Project ID:** EMENA-MDA17GIZ4046

between

GFA Consulting Group GmbH  
Eulenkrogstraße 82  
D-22359 Hamburg

VAT Identification No: DE118655931

(hereinafter called "GFA")

and

Mihail Lupu  
(hereinafter called "short-term expert")

Address: 9/3 Cornului Street, ap.32, Chisinau, Republic of Moldova

STE Mission Title and Approval Number: Support TUM in EE Training Modules - 90

### **§ 1**

#### **Description of Services**

The expert will work for GFA as an independent national senior short term expert for energy efficiency in the GIZ project "Modernization of local public services" in Moldova. The detailed Terms of Reference can be found in Annex 1.

### **§ 2**

#### **Duration of Assignment and Termination**

- (1) The short-term expert's assignment is scheduled for the period from 1 February to 30 April 2020 for a total up to 0.900 expert months which equals 20 working days. At the end of this assignment period the contractual relationship ends without any prior notice of termination being required.
- (2) Evidence of the assignment's duration is presented in the form of signed expert time sheets according to the specifications of the donor/client of GFA (Annex 5).
- (3) If the project implementation agreement which forms the basis for the short-term expert's assignment is terminated, GFA has the right to end the contractual relationship with the expert with immediate effect.

- (4) The contractual relationship may be terminated at any given time without prior notice for good cause. A good cause exists in particular if GFA's donor or the institution financing the project demands from GFA the immediate dismissal of the short-term expert for reasons for which the expert is liable.
- (5) A termination of the contractual relationship by GFA without prior notice is inter alia justified if the expert is not in the proper state of health, or does not possess the proper professional, language or personal skills.
- (6) Basically, the short-term expert is only entitled to remuneration for his services as well as to the daily allowances/hotel expenses settled by contract and per diems, if he can provide evidence of the hours worked according to the specifications of GFA's client in the form of signed expert time sheets. Hence, there is no right to remuneration in the case of the expert being ill or in the case of any other absenteeism.

### § 3 Reports

The following report(s) is/are to be drawn up within the scope of the assignment:

Reports with deadlines:

No.	Work result description	Deadlines	Formats	Language
1.	Minutes of the meetings including <b>outcomes of the meetings</b> with the involved stakeholders for ensuring the sustainability of capacity development programme.	February, 2020	Doc	Romanian
2.	Action plan on ensuring the participation of the representatives of public institutions in the EE capacity development programme	March 2, 2020	Doc, xls, ppt	Romanian
3.	Workshop with the main stakeholders on presentation of action plan	March 5, 2020	ppt	Romanian
4.	Plan of implementation of identified short-term actions with immediate effect	March 31, 2020	Doc, xls, ppt	Romanian
5.	Final report (brief)	April 30, 2020	Doc	Romanian and English
<p><b>The service provider is bears full responsibility for the quality of the deliverables presented;</b></p> <p><b>The expert is responsible for the final work results. In case of some disputes about the content of the work results, which can appear by handing over the final work results to the final beneficiaries, the expert is responsible to clarify all the issues free of charge and to explain the methodology used for preparation of the work result;</b></p> <p><b>The approval of the final work result has to be done by the Head of IA. The approval is done based on the general knowledge about the topic. All the approvals of the final work result have to be coordinated with the project partners</b></p>				

## Assignment Report in English

Any reports must be prepared using the document templates provided by GFA Consulting Group. The report structure is to be agreed with GFA unless otherwise stipulated. In addition, the provisions of the terms of reference apply.

Moreover, GFA reserves the right to request the short-term expert to deliver a verbal report in person following his return from the project location.

### **§ 4 Payments**

- (1) For the implementation of this assignment, the short-term expert will receive a fee to the amount of € 2,640 per expert month (in words: two thousand six hundred forty €) equals a fee of € 120 per working day plus German VAT, if the fee is subject to value-added tax under German law. Only days will be reimbursed for which timesheets, duly signed and approved by GIZ MLPS and the Team Leader, have been submitted to the project coordinator.

- (2) Payments by GFA are made as follows:

Monthly Payment on presentation of invoice and signed time sheet: written delivery and acceptance of a report (after 20 working days) and work results as defined in the ToR and time sheet required by GFA according to the conditions of this contract and the annexes.

Furthermore, submission of all signed personnel timesheets (if necessary, for all team members) as well as of all original receipts and documents in accordance with the provisions of this contract and its annexes is necessary for invoice payment. In particular, flight tickets or ETIX and boarding passes as well as original flight ticket bills must be attached.

- (3) Invoices are to be submitted according to the sample invoice (see Annex 3) in compliance with the applicable legal provisions. The final invoice must be submitted within 30 days after completion of the assignment. The invoice must be made out in Euro.
- (4) In general, each invoice must state a period of performance (see sample invoice).

The invoice must be sent to GFA in original form if original vouchers according to art. 5, para. 2 are part of the invoice.

For invoices sent via electronic mail the e-mail address [GFA-invoice@gfa-group.de](mailto:GFA-invoice@gfa-group.de) must be used at all times.

Please do not send duplicates to other GFA addresses and please send only one invoice per e-mail.

- (5) The fee for the implementation of this assignment is to be reduced pro rata temporis (p.r.t.), if the time allowed for the assignment is shortened.

- (6) The remuneration (payments, per diems, travel expenses, daily allowance, overnight accommodation) shall be transferred to a single account to be named by the short-term expert. Bank charges for transit and receipt are debited to the short-term expert.
- (7) The agreed-on remuneration must be claimed in writing within **three months** after the end of the assignment, otherwise it is forfeited.
- (8) The currency conversion shall be made on the basis of [www.oanda.de](http://www.oanda.de) where exchange rates are set.

## **§ 5**

### **Coverage of travel expenses and local costs related to the assignment**

If required as part of the assignment, transport as well as arrangements for overnight accommodation in relation to the assignment or parts thereof will be covered by the GIZ project "Modernisation of local public services in Moldova". GFA is not responsible for any claims related to these cases. All related planning will be closely coordinated by the GFA team together with the GIZ project.

## **§ 6**

### **Insurances**

The expert is engaged as an independent consultant and agrees to undertake, as required by the contracting authority of GFA, the following insurances with effect no later than from the date of entry of force of the contract: health insurance, accident insurance, personal liability insurance.

Upon request, the relevant insurance policies are to be submitted to GFA. The costs for these insurances are deemed compensated for by the remuneration stipulated in article 4 of the present contract.

## **§ 7**

### **Special Duties, Obligation of Secrecy, Copyright**

- (1) The short-term expert shall always treat as secret and not disclose to a third party any trade and company secret as well as any business matter obviously confidential or declared as confidential by GFA. This duty to secrecy continues beyond the termination of the present contract.
- (2) The short-term expert undertakes not to make copies of any business documents or information or to remove any business documents from the company offices other than for legitimate business purposes.
- (3) All plans, drawings, reports, other documents and software created by the short-term expert under this contract shall become and remain property of GFA. All rights are reserved to GFA. If the short-term expert creates works which are protected by copyright, the short-term expert shall transfer to GFA the exclusive, unlimited right of use, including the right of revision, publication, and further use. GFA is entitled to

transfer these rights to third parties. Possible monetary claims resulting hereof are compensated for by the agreed remuneration.

- (4) Publications relating to the project or the activities of the short-term expert in connection with the project require - also after the termination of the contractual relationship - explicit written prior approval by GFA.

## **§ 8**

### **Data Protection Consent**

The short-term expert gives his/her consent for personal data to be stored, processed and used by GFA. GFA will only process or use personal data to the extent required in the context of the project to which the short-term expert is assigned and/or future possibilities of collaboration. Personal data include in particular name, address, scope of work, qualification, region and type of assignment, assessment of results, as well as all contracts and contract conditions concluded with the short-term expert.

## **§ 9**

### **Arbitration Clause**

Difference of opinion shall be resolved, as far as possible, in an amicable fashion in the best interest of the Contracting Parties.

All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce (ICC) by three arbitrators appointed in accordance with the said Rules.

- The place of arbitration is Hamburg, Germany.
- The substantive law of Germany is applicable to the dispute.
- The language of the arbitral proceedings is English.

## **§ 10**

### **Annexes to the Contract**

The following Annexes form an integral part of this Contract:

- Annex 1: Terms of Reference
- Annex 2: General Conditions
- Annex 3: Sample invoice
- Annex 4: Checklist for completeness of invoices
- Annex 5: Sample time sheet

## **§ 11**

### **Final Provisions**

- (1) This contract contains all agreements between the parties and supersedes all prior agreements entered into force.

- (2) No amendment or modification of this agreement shall be valid unless made in writing. This also applies to the modification of this clause. Individual agreements remain unaffected by the above.
- (3) If any provision contained in this contract is or becomes invalid, the validity of this contract shall not be affected. The contracting parties shall in this case try to replace the invalid provision by a legally valid provision which is as close as possible to the originally agreed purpose. The same applies in the case of a gap requiring regulation.

Hamburg, 23 January 2020

GFA Consulting Group GmbH

Guinka Kapitanova  
International Team Leader

Mihail Roscovan  
National Team Leader

MIHAIL LUPU  
Short-term expert

**Terms of Reference for a short-term consultancy of the GIZ-project  
“Modernisation of Local Public Services in the Republic of Moldova”**

**- providing support to Centre for Continuous Education of the Technical University of Moldova in establishing the sustainable and sound system for the representatives of public institutions in Energy Efficiency in Public Buildings trainings -**

**ToR ident: 90**

**PN:14.2267.4-001.00** This contract will contribute to the project indicator D 1.1

**Sector information**

**General**

Vertical cooperation between the national, regional and community levels needs further improvements. The insufficient quality of public services on all levels hampers the basic provision of service in the sector of Energy Efficiency in Public Buildings (EEPB).

In the period of December 2016- June 2017 GIZ contracted an expert in the Field of EE which conducted CD needs assessment to determine measures necessary for human competence development within the process of implementation the EEPB projects. The special focus is put on elaboration, implementation, maintenance and ensuring the sustainability of the PSP in the field of EE implemented within the scope of the MLPS project currently being in the phase 2.

Based on the successful previous experience the implementation of another 8 projects in the EE sector is foreseen with financial support from European Union which should be implemented until December 2021. These eight energy efficiency projects are currently at the stage of launching of tenders for the reconstruction works that are foreseen to be finalized in 2021 year.

**Specific**

In 2018 the Centre for Continuous Education in Energy Efficiency for Public Buildings (CCEEPB) with the support of the project ‘Modernization of Public Services in the Republic of Moldova’ (MLPS)/GIZ. successfully elaborated, piloted and implemented three training modules for different stakeholders: 2 modules for the representatives of public institutions and one training module for the technical designers, technical supervisors other related to public buildings technical staff. And in the period of October 2018 – January 2019 the modules were reimplemented with the scope of adjusting them based on the pilot experience and feedback from participants.

The participants at the trainings for the modules 1 and 3 are representatives of public institutions and NGOs. The feedback collected from participants through questionnaires is positive. At the same time the last trainings (in 2019) have shown that there is a difficulty in organizing the groups of participants. The public institutions (schools) were reasoning the impossibility to participate in the trainings because of the fact that there is no instruction from the Directorate of general education at the district/rayon level and also there are no indications from the Ministry of Education.

The planned for second part of 2019 year elaboration of the new training module “Energy audit of public buildings and their related engineering systems” and the further reimplementation of the module “Efficient management in public buildings” was delayed due to a number of reasons such as the lack of secondary legislation regarding energy auditing, lack of trainers, poor contract management and lack of capacities in risks prevention and management on behalf of TUM. During a meeting in November 2019 with CCEEEPB representatives and workshop on 10 December 2019 with TUM, EEA and other stakeholders, the following solutions were found for a successful finalization of the new training module and organization of further training courses: 1) a new manager of the EE department is appointed by December 2019, and 2) TUM is establishing a close cooperation with EEA and other public institutions to ensure the participation of participants in the planned EE trainings. But the final goal of the CCEEEPB and TUM is to ensure the sustainability of the capacity development programme in EE sector. To achieve these results, GIZ will provide further support and expertise.

### **Scope of work, key tasks and activities of the expert**

#### **Scope of work**

The scope of work is to provide technical assistance to the management team of Centre for Continuous Education in Energy Efficiency in Public Buildings of the Technical University of Moldova to develop an action plan that will ensure the sustainability of EE training programme. The action plan will include steps and measures through which can be established the sustainable and sound system for ensuring the continue participation of the representatives of public institutions in the capacity development programme in the field of EE for public buildings.

The action plan shall consider the following aspects: 1) Approaching of the participants for the established target groups – representatives of the public institutions (schools, hospitals etc.), 2) Identification of the mechanisms for ensuring the participation of the representatives of public institutions in the EE capacity development programme (local EE action plans, annual staff development plan, budgeting, incentives etc.), 3) Promotion of the existent legal framework on capacity development (Law on EE, other - ex. see the articles 3, 5 from the Law no. 721 on quality in construction), 4) Networking and promotion activities to be performed by CCEEEPB of TUM for ensuring smooth implementation and sustainability of EE trainings.

The MLPS project is promoting the gender equality through men and women’s participation in decision-making at national, regional and local level, as well as through improved access of men and women to relevant public services in the communities and rayons directly supported by the Project. In this context the expert(s) will consider this aspect in all activities planned and delivered.

#### **Key tasks and activities**

In the frame of current assignment, the following tasks will be performed by the expert:

**Provide assistance to CCE of TUM in identification of the mechanisms/actions for ensuring the participation of the representatives of public institutions in the EE capacity development programme:**



Meetings and discussion of the issues with key actors (EEA, Energy Directorate within the MEI, Ministry of Education, Ministry of Health etc.);

Meeting with the representatives of local public authorities (the owners of public buildings) and public institutions from the target rayons (schools, hospitals etc.). It is proposed to start discussion with two rayons administrations that are beneficiary of EE projects financed by EU through GIZ. There are proposed minimum two rayons as rayons with dedicated energy managers and open for discussions;

Preparation of the meetings including subjects for agenda,

Preparation of the meetings' minutes with follow-up actions for each counterpart,

Identification of the actions for the CCEEEP of TUM at strategic and operational levels, for short-term and long-term actions,

Identification of immediate actions to be applied in promoting of the EE training module 'Efficient Management of Public Buildings' – one day training module for public building administrators,

Remodelling the organisational structure of CCEEEP of TUM including informational flow – internal and external (with counterparts, beneficiaries etc.).

Based on results of the meetings/discussions draft the **action plan** on identified solutions, challenges, barriers and measures for overcoming them. Special attention shall be paid to the ensuring of the financial contribution from beneficiaries of EE trainings - representative of public institutions. The temporal vivid solutions shall be also proposed before the stabile financing mechanisms will be realized.

### **Provide assistance to CCE of TUM in implementation of the Action plan**

Start with the short-term actions with immediate effect i.e. based on the EE training module 'Efficient Management of Public Buildings' that shall be realized during the quarter 1 of 2020 year,

Establish the foundation for the realization of the long-terms actions for ensuring the financing of trainings by public institutions and public authorities.

### **Finalization of the assistance and final reporting:**

The expert will elaborate the short final report that mainly will include the challenges, lessons learnt, conclusions and recommendations.

### **Implementation of the assignment and contact persons**

#### **Result description, formats and language**

No.	Work result description	Deadlines	Formats	Language
6.	Minutes of the meetings including <b>outcomes of the meetings</b> with the involved stakeholders for ensuring the sustainability of capacity development programme.	February, 2020	Doc	Romanian
7.	Action plan on ensuring the participation of the representatives of public institutions in the EE capacity development programme	March 2, 2020	Doc, xls, ppt	Romanian
8.	Workshop with the main stakeholders on presentation of action plan	March 5, 2020	ppt	Romanian

No.	Work result description	Deadlines	Formats	Language
9.	Plan of implementation of identified short-term actions with immediate effect	March 31, 2020	Doc, xls, ppt	Romanian
10.	Final report (brief)	April 30, 2020	Doc	Romanian and English
<p><b>The service provider is bears full responsibility for the quality of the deliverables presented;</b></p> <p><b>The expert is responsible for the final work results. In case of some disputes about the content of the work results, which can appear by handing over the final work results to the final beneficiaries, the expert is responsible to clarify all the issues free of charge and to explain the methodology used for preparation of the work result;</b></p> <p><b>The approval of the final work result has to be done by the Head of IA. The approval is done based on the general knowledge about the topic. All the approvals of the final work result have to be coordinated with the project partners</b></p>				

#### Additional organisational conditions

Style templates for work results	<ul style="list-style-type: none"> <li>The Consultant has to make use of the project's style templates for Word documents (only main report) and PowerPoint presentations. Both templates will be handed over to the expert upon start of the assignment.</li> </ul>
----------------------------------	--

#### Time frame and acceptance procedures

Indicative start of the assignment	<ul style="list-style-type: none"> <li>February 2020</li> </ul>
Indicative end of the assignment	<ul style="list-style-type: none"> <li>April 2020 (possibly re-scheduled in the course of the assignment)</li> </ul>
<p>Handover of draft work results by the expert</p> <p><b>by e-mail</b> by e-mail to the GIZ advisor</p> <p>copy to the GFA International TL Ginka Kapitanova and National TL Mihai Roscovan</p>	
Comments on draft work results by the MLPS advisors and beneficiaries, copy to and MLPS management	<ul style="list-style-type: none"> <li>Comments on the draft work results shall be provided to experts by MLPS Advisors and shall compile the comments received by the beneficiaries and Local Project Manager;</li> <li>Comments on draft work results by the beneficiaries shall be included in the minutes of the working meeting when the draft documents are presented and/or send by e-mail to the expert within two weeks after receiving/presenting for discussion of the draft work results. The minutes will be prepared by MLPS/GIZ Advisor responsible for coordination of the TOR implementation;</li> </ul>

	<ul style="list-style-type: none"> <li>○ if no comment is received within four weeks after receiving of the draft work results this period, the draft work result is deemed to be final and accepted by GIZ.</li> </ul>
Handover of final work results by the expert	<ul style="list-style-type: none"> <li>○ Within four weeks after receiving the comments from the GIZ Advisors (by e-mail to the GIZ Advisors, copy to the GFA International TL, GFA National TL and GFA Project Coordinator)</li> </ul>
Approval of final work results by the GIZ advisor	<ul style="list-style-type: none"> <li>○ Immediately after receiving the final work results from the expert and acceptance message from MLPS Advisor (by e-mail to the expert, copy to the GFA International TL, GFA National TL and GFA Project Coordinator)</li> </ul>

### Budget for the assignment

The approved GIZ expert-month budget for this assignment is as follow:

Expert category	Working days up to		Expert-months up to		
	MD	HO	MD	HO	TOTAL
National Senior Expert	20		0.900	0.000	0.900
			0.000	0.000	0.000
			0.000	0.000	0.000
			0.000	0.000	0.000
			0.000	0.000	0.000
			0.000	0.000	0.000
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>0.900</b>	<b>0.000</b>	<b>0.900</b>

### Institutional arrangements

The Experts are under direct supervision of the GFA International and National Team Leader and will work in close cooperation with the GIZ programme team and other stakeholders to deliver the ToR results.

### Expert's Profile

For the implementation of this ToR it is expected to be contracted one National Expert and it is expected that he/she will bring his/her best knowledge and experience, that's why the expert needs to have a background in energy efficiency sector, education, training delivery, consulting of education/training institutions etc.

### Qualification

Master and/or Bachelor's degrees in the field related to energy efficiency, energy business, or any related fields.

### Competencies

The candidate shall demonstrate the following competences:

Proven analytical capacity and strategic thinking;

Excellent interpersonal and supervisory skills;  
Resourcefulness, initiative, and maturity of judgment;  
Excellent communications, organizational and management skills in a complex multi-stakeholder environment;  
Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relations;  
Strong results orientation;  
Flexible and responsive with a client-oriented approach.

### **General Experience**

The candidate shall demonstrate the following general experience:

Minimum 7 years of total work experience;

A qualification in energetic domains preferably energy efficiency and renewables, experience in working with public institutions preferably from energy sector, educational sector, trainings development and delivery, or equivalent professional knowledge gained through the significant working experience in required domains;

Working experience with international organizations or projects will be considered an advantage.

Experience in management of similar assignments. The implementation of the assignments within the international organisations and/r projects will be an advantage.

### **Specific Professional Experience**

The candidate shall demonstrate the following specific experience:

Work experience in working with public institutions including central and local public bodies, schools, universities, hospitals and/or education and training providers, etc.;

Ability to analyse quantitative and qualitative data.

Strong written and oral communication skills, including presentation skills

Excellent interpersonal skills with people at all levels, internally and externally.

### **Language**

Fluency in Romanian/Russian and working knowledge of English is required.

### **Principal contact persons**

<b>Intervention Area 4</b>	
<b>Responsible GIZ MLPS advisor for approval of final work results</b>	Valentina Plesca, GIZ MLPS Senior National Advisor, Head of CSO&CD Unit ( <a href="mailto:valentina.plesca@giz.de">valentina.plesca@giz.de</a> )
<b>Responsible GIZ MLPS advisor for TOR coordination</b>	Constantin Enciu, GIZ MLPS National Advisor on Capacity Development ( <a href="mailto:constantin.enciu@giz.de">constantin.enciu@giz.de</a> ), direct counterpart of the consultant

**Annex 1** to our Contract of 23 January 2020 with MIHAIL LUPU



---

GFA International TL	Ms Ginka Kapitanova (ginka.kapitanova@gfa-group.de)
GFA National TL	Mr Mihai Roscovan (mihai.roscovan@gfa-group.de)
GFA Project Coordinator	Mr Tobias Tschappe (Tobias.Tschappe@gfa-group.de)
GFA Office Manager	Ms Tatiana Galitchi (tatiana.galitchi@gfa-group.de)

**General conditions for the assignment of short-term experts by GFA Consulting Group GmbH (hereinafter referred to as “GFA”)**

**1.) Protection of the experts**

By signing this contract, the short-term expert confirms that he is in a state of health which meets the requirements for working at the project in the country of assignment. Furthermore, the short-term expert confirms that all medical examinations and vaccinations required for his assignment to the project have been completed and that he has been provided with any necessary medication. The costs herewith incurred are covered by the fee agreed upon.

Current information on travel and health can be requested from the British Foreign Office website. <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

GFA disclaims any liability for the consequences of damage to property, illness, personal injury or death of the short-term expert.

**2.) Complying with regulations in the country of assignment**

The short-term expert is under the obligation to adhere to the currently valid regulations concerning the crossing of borders and to all other regulations of the country of assignment.

In case of crisis, the expert is under obligation to adhere to the instructions of GFA, the client or the institutions and persons representing the client, as well as to abide by the directives of the responsible Embassy.

**3.) Working hours**

For assignments abroad, the working hours conform to project requirements and to the customary conditions in the respective country.

**4.) Secondary activities**

The short-term expert is not permitted to pursue any external interests while carrying out work for the project. Any additional occupation of the short-term expert in the country of assignment, even unpaid employment, requires a prior approval by GFA in writing.

An invoice made out to GFA in the context of this contract for a day of specialist consultancy services, or for a travel day, may not be invoiced simultaneously to any other commissioning party.

**5.) Confidentiality and Utterance vis-à-vis Third Parties**

During the stay abroad, the short-term expert will avoid any utterance which could be evaluated as a commitment of technical or financial aid to government departments of the country in which he is performing his duties; this also applies to utterances vis-à-vis private agencies in this country. He has furthermore to pay attention that his comments do not prejudice the interests of the client, of the Federal Republic of Germany or of GFA.

The short-term expert is legally obliged to hand over to GFA all documentation procured and drawn up by him/herself in order to fulfill the contract.

#### **6.) Cooperation**

For the duration of the contract, the short-term expert is to refrain from any intervention in the internal affairs of the country of assignment, in particular in the fields of politics and religion, as well as manners and customs.

#### **7.) Reports**

The reports, appraisals or other services provided by the expert and all relevant documentation must correspond to the latest state of the art and recognized standards of the particular scientific specialization and must take into account the local conditions in the country where the project is located.

Unless otherwise stipulated in the contract, the fee agreed on will reimburse expenses for all services to be provided by the short-term expert, including costs of materials for the preparation of reports or appraisals (office material, paperwork, sketches, drawings, photocopies, films, photographs etc.).

All written material submitted by the short-term must be prepared using the document templates provided by GFA. A printout and an electronic file of this material must be sent to GFA on a data carrier, or by email by the agreed deadline. Late delivery entitles GFA to reduce the total fee by 5 % for each week, or part of each week which exceeds the deadline.

#### **8.) Travel**

Journeys the short-term expert has to undertake within the context of work have to be agreed on in advance with GFA. If the expert leaves the foreign country for reasons unconnected with his work, he must inform GFA well in advance of the date of his departure, and without delay of his date of return.

**Annex 3** to our contract of 23 January 2020 with MIHAIL LUPU

Name of contractor

Address

Country

Phone: Insert Phone No.

GFA Consulting Group GmbH  
Eulenkrogstraße 82  
22359 Hamburg  
Deutschland

Insert Place, Select date

**Project/Study Name:** Modernization of local public services name

**in:** Moldova

**for the corresponding Department of GFA:** EMENA

**Position in the project:**

**Invoice covering period from** Select date **to** Select date

**Invoice number:** Insert your invoice no.

**Cost centre:** 7041520

Sir / Madam,

In accordance with our contractual agreement of DATE I charge you for the above-mentioned employment as follows:

Number of days worked multiplied by remuneration rate)	Insert Amount EUR
Total	Insert Amount EUR

*Please transfer the sum of TOTAL EUR to this account:*

Name of the account holder: Insert Name

Name of Bank: Insert Bank Name

Account No.: Insert Account Number

Bank Code Number: Insert Bank Code Number

**SWIFT Code:** Insert SWIFT Code

**IBAN Number:** Insert IBAN Number

Sincerely yours,

Name of contractor



**Checklist for the completeness of invoices  
of more than 250 EUR (gross amount) according to German § 14 UstG  
(also applies to invoices within EU!)**

	Information stated in the invoice?	INV. > € 250	OK?
1.	Full name and full address of invoice issuer	obligat.	<input type="checkbox"/>
2.	Full name and full address of invoice recipient	obligat.	<input type="checkbox"/>
3.	VAT identification number or – only applicable within Germany – tax registration number of the person liable to tax: 1) when invoicing from one EU member state to another EU member state (reverse charge procedure) <b>both</b> VAT identification nos. (i.e., of the invoice issuer & the invoice recipient) must be stated!	obligat.	<input type="checkbox"/>
4.	<i>Indication of exemption from tax liability in Germany:</i> If the invoice issuer resides in Germany but is not liable to VAT: „The invoice issuer is not liable to VAT (in acc. with § 19 UStG).“	obligat.	<input type="checkbox"/>
5.	<i>Reverse charge procedure within EU:</i> If the invoice issuer resides in another EU member state and is liable to VAT: “ <b>Being the recipient of services, the GFA Consulting Group GmbH is the debtor of Value Added Tax in accordance with the reverse-charge-procedure (VAT Identification No. DE118655931).</b> ”	obligat.	<input type="checkbox"/>
6.	Date of issue	obligat.	<input type="checkbox"/>
7.	Serial number, assigned by the invoice issuer, to identify the invoice	obligat.	<input type="checkbox"/>
8.	Date of delivery or service supplied	obligat.	<input type="checkbox"/>
9.	Quantity, description and extent of the services supplied	obligat.	<input type="checkbox"/>
10.	Net amount	obligat.	<input type="checkbox"/>
11.	VAT rate in percent (if issuer of invoice is liable to VAT in Germany)	obligat.	<input type="checkbox"/>
12.	VAT amount payable (if issuer of invoice is liable to VAT in Germany)	obligat.	<input type="checkbox"/>
13.	<b>Total amount payable (gross amount)</b> (if issuer of invoice is liable to tax in Germany)	obligat.	<input type="checkbox"/>
14.	<i>Full Bank reference details</i> <b>Germany:</b> Bank Account No. and Bank Identifier Code <b>Other EU Countries:</b> IBAN and Swift Code <b>All non-EU countries:</b> IBAN, Swift Code and name of Bank	obligat.	<input type="checkbox"/>
15.	Signature of supplying company	obligat.	<input type="checkbox"/>

## TIME SHEETS



### TIMESHEET FOR EXPERTS

Project Title	Modernization of local public services (MLPS) - Republic of Moldova		
Name of Expert		GFA Cost Center: 7041520	
Title of Mission		Approval No.	
Category		(ISSTE - IJSTE - NSSTE - NJSTE)	

Please enter each fee day claimed and each per diem day by reporting you whole mission time and add requested information:

July 2018	Days outside Moldova	Days in Moldova	Per Diem	Place of Performance	Remarks
Sun, 01/07/					
Mon, 02/07/					
Tue, 03/07/					
Wed, 04/07/					
Thu, 05/07/					
Fri, 06/07/					
Sat, 07/07/					
Sun, 08/07/					
Mon, 09/07/					
Tue, 10/07/					
Wed, 11/07/					
Thu, 12/07/					
Fri, 13/07/					
Sat, 14/07/					
Sun, 15/07/					
Mon, 16/07/					
Tue, 17/07/					
Wed, 18/07/					
Thu, 19/07/					
Fri, 20/07/					
Sat, 21/07/					
Sun, 22/07/					
Mon, 23/07/					
Tue, 24/07/					
Wed, 25/07/					
Thu, 26/07/					
Fri, 27/07/					
Sat, 28/07/					
Sun, 29/07/					
Mon, 30/07/					
Tue, 31/07/					

Working days	0.0	0.0	0.0
Expert months	0.000	0.000	0.000

Date, Signature of Expert

Date, Signature of International / National Team Leader

Date Signature of GIZ MLPS Component Leader