

Annex 1
Joint Venture Agreement/21.07.2020

Activities & Deliverables

Objectives:

I. Scope of Work

The assignment covers the following areas of activity:

#	Activity
1	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.
2	Overall supervision of project activities and arrange for public consultations as required.
3	Participate and represent the PMU as non decision-making member in the Project Steering Committee (PSC) and serve as secretary of the committee.
4	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.
5	Undertake external high level communication.
6	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.
7	Prepare, or as appropriate supervise the preparation of, annual work plans and budgets and present to the PSC for approval.
8	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.
9	Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of POP's project.
10	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 to clarify the project's objective and methodology.

11	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.
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II. Outputs and Deliverables

Activities	Frequency/duration and deadline	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		
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

ONLINE SIGNATURES OF THE PARTIES

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