

ANNEX III: ORGANISATION & METHODOLOGY

1. RATIONALE

To meet the challenges of illegal migration, organized crime, destroying and reducing the reaction time in emergency situations in the area cross - border, it is necessary to implement an integrated system of communication to enhance the capacities for cross - border exchange of information between the Romanian and Moldovan authorities. In addition, to increase operational capacity in both countries, the cross-border cooperation Center from Lipcani will serve as a node in the northern part of the countries. Through the implementation of an integrated communications system, information can be processed and transmitted in order to provide a general overview of mutual interest issues. It's also important to mention that the eligible area's economic development depends on the ability of rail freight as the main mode of transport for goods, and the two countries play an important role in development-of-the-areas-adjacent-to-the-Pan-European-transport-corridor. The network modernization within COMINF project will improve the railway telecommunication services-between-the-two-countries-and-will-ensure-a-secure-environment-for-data-exchange. Through this cooperation project it is aimed making available of common communication capabilities to enhance services and assistance offered by local authorities for public benefit of the citizen in the

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|------------------------------------|----------------------|
| 1.STI-Sciusev-Interconnection-Node | 16.SPCSE-Soroca |
| 2.SP-Ciocana | 17.Ivancea-Radiocom |
| 3.Beriozka | 18.Trifești-Radiocom |
| 4.Step-Soci | 19.Soroca-Radiocom |
| 5.Olișcani | 20.Drochia-Radiocom |
| 6.Ciripcău | 21.Briceni-Rososani |
| 7.Pirlița | 22.Lipcani-2 |
| 8.Șalvirii-Vechi | 23.SPF-Lipcani |
| 9.Gura-Căinarului | 24.IP-Florești |
| 10.IP-Ocnita | 25.IP-Soldanesti |
| 11.IP-Dondușeni | 26.IP-Drochia |
| 12.Dîngeni | 27.IP-Briceni |
| 13.IP-Criuleni | 28.IP-Soroca |
| 14.IP-Orhei | 29.SCPDS-Chisinau |
| 15.IP-Rezina | 30.Ungheni |

Telecommunications systems and data radio communication transfers are required for public services, emergency services and other operational services responding to carry out its basic service: fast, effective and-economical. Rights protection services, network services require sound public policy communications and data transfer-appropriate-in-order-to-ensure-compliance-with-legislation. The stated goal is to achieve the constitutional rights of citizens, security of life, health, personal and public property, including in cases of risk of occurrence of natural disasters, terrorist attacks, illegal traffic of people-and-other-threats. Project implementation is crucial for the development of areas where action is undertaken, as it will increase information exchanges and will reduce the fiscal fraud, improve conditions for border crossing both for passenger and freight transport and be an obstacle to smuggling weapons, drugs, environmentally hazardous substances and illegal migration in the territory of region. It will equally improve the functioning of the cross-border points and enhance the security of the Moldova-Romania border.

The works within the COMINF project represent besides the modernization of a sector of the national economy, investments in national security and the alignment to the international standards.

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As a company responsible for the technical supervision of the works, all efforts will be made to carry out the project in accordance with national requirements in the field of construction. For this, it is necessary that each component of the construction process fulfils its obligations according to the legal norms and in restricted terms. During the execution periods of the works, it is possible to appear some non-conformities, which at the moment is impossible to predict due to the lack of technical documentation, but a correct approach to the proposed purpose, collaboration of parties and high professionalism of the staff involved will certainly ensure proposed purposes.

The purposes of this contract are as follows:

The purposes of this contract is to gain the tracking of the construction in accordance with the provisions of the technical projects, the specifications of the technical regulations in force and the contract, participating in verification at decisive stages, performing the verifications provided in the technical regulations and signing the documents drawn up as a result of the verifications (minutes in the decisive phases, the minutes of the works that become hidden, etc.), tracking the execution of the works from a technical point of view throughout the execution of them, and admission to payment only of the executed works that are appropriate from the point of view quantitative and qualitative view.

Results to be achieved by the Contractor

- to supervise and inspect the performance of the works and to respect the contractual conditions.
- to coordinate the accomplishment of the works, the schedule of works, the fulfilment of the tasks according to the works plan, the origin and quality of the materials and equipment used, the qualification of the contracted personnel, any other attributions to ensure the compliance with the contractual conditions and the program for carrying out the works.
- to issue administrative orders and mandatory instructions for finding certain situations and facts, the arrangement of actions and the ordering of the execution activities of the works.

The supervision team will attempt to determine as systematically and objectively as possible the relevance, efficiency, achievements (outputs, prospects for achieving expected outcomes and impact) and sustainability of the ongoing works. To this end, the supervision will assess the results of the works against its key phases, as set out in the revised project document and the inspection reports, including re-examination of the relevance of the designs if the case. It will also identify factors that have facilitated or impeded the achievement of the construction objectives.

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:
 - Delays in obtaining the information needed from beneficiaries or third parties
 - declaration of State of Emergency
 - interdiction to provide face-to-face evaluation activities
 - limitations for Romanian citizens travelling to R. Moldova (key experts)
 - 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

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- 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
- 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).
- lack of financial resources needed to complete the project;
- underestimation of resources that are part of the project;
- discrepancies between the real situation of the site and the provisions of the execution project;
- changes in the technological solutions in the project either at the request of the beneficiary or in unplanned situations, which may occur during the execution period which would require an additional period of implementation or import (in the case of specific equipment).

2. STRATEGY

In order to ensure the good implementation of the project Communication infrastructure and improvement of the communication capacity of the Ministry of Internal Affairs the work for infrastructure component is carried out according to international requirements, our team will provide the Services for works site supervision for following:

- Perform daily monitoring and control of the conformity of the construction works, the materials used, the equipment delivered with the requirements from the project documentation, with the norms and regulations in the field of construction;
- To monitor the compliance of the methodological and technological indications, with the contractual obligations of the construction companies subcontracted by the beneficiary for realization of the works for each location;
- To control the volumes and costs of the performs works, that will be the subject of payments, according to the project documentation and the estimated costs;
- To carry out the checks provided for the technical regulations and to sign the documents drawn up as a result of the checks.
- To ensure the delivery to the Beneficiary of the documents of reception and of the technical book of the construction after the final reception.
- *Inputs and outputs.*

Inputs:

- Service contract & ToR

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- Supervision methodology, according to existing legal acts and regulations
- Application form
- Tender documentations
- Technical projects
- Execution details
- Initial site timetable of works generated by Constructor and approved by Contracting Authority
- Specific resources provided by the Contractor – supervision materials, experts, etc.

Outputs:

- On site-visit Reports at every determinant phase.
- Quarterly progress reports will be produced in 5 days during the next month of the end of the quarter, the contractor will describe the realised services, the progress of the works and problems encountered during implementation of the works. Each Invoice will be accompanied by a minute of service delivery with a progress report.
- Final report will be submitted at the finish of the works, based on the minutes of preliminary reception of the works and minute of commissioning of the network, the contractor will describe what are the difficulties for final reception of the works and next steps for the beneficiary for maintenance and rehabilitation of defects if the case. Final report on the issuance of approvals for each field of works that will consist of:
 - Technical book countersigned by experts in the determining phase
 - Minutes of reception of the works, verified and countersigned
 - Minutes at the end of the works
 - Minutes of commissioning of networks / systems / subsystems
 - Installation acts
 - Certification, approvals, coordination, technical modifications, etc.

Indicators of the contract:

- 180 - On site-visit Reports at every determinant phase;
- 4 - Quarterly progress reports produced in 5 days during the next month of the end of the quarter;
- 1 - Final report submitted at the finish of the works.

Specific work:

- a) exercise the main obligations and attributions of the technical expert/engineer in the activity of verifying the execution of the capital construction works in accordance with the Regulation regarding the verification of the execution of the construction works by the certified officials, approved by

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order no. 65 of 27.05.1996 of the Department of construction and spatial planning and the provisions of the Law on quality in construction, no. 721-XIII of 02.02.1996;

- b) to carry out the activity as a representative of the Beneficiary in the relations with the designer, builder, suppliers, service providers in carrying out the works contract;
- c) to act for the Beneficiary and in the interest of the Beneficiary both towards the Contractor, as well as with the Suppliers and Designers;
- d) to monitor and coordinate the construction works of the object;
- e) to participate together with the designer and the executor in the general drawing of the
- f) construction and in establishing the landmarks;
- g) to identify and solve the technical problems, issues regarding quality assurance and control, as well as monitoring the work of the general contractor;
- h) to verify and approve:
 - the technological projects regarding the execution of the construction works;
 - the technical procedures for executing the works;
 - execution verification programs;
 - execution organization projects (site organization);
 - the execution graphics of the works related to the essential requirements;
 - the minutes regarding the hidden works.
- i) to exercise the control of the execution of the works according to the verification program;
- j) to control the way in which the qualitative reception of the materials and of the construction elements (prefabricated, joinery, etc.) is carried out;
- k) to verify the respect of the execution technologies, their correct application in order to ensure the qualitative level provided in the project documentation, in the contract and in the technical norms in force;
- l) to prohibit the use of new technologies not technically ungrated, as well as of ungrated products;
- m) to control the volumes and the cost of the works executed and presented by the construction assembly organizations for payment according to the project documentation and the cost estimates;
- n) to verify the quality of the construction elements that are realized in their own workshops;
- o) to stop the execution of the construction works in case of serious quality defects or deviations from the provisions of the execution project;
- p) to take measures to correct or restore the works, found to be inadequate;
- q) to request the designer's approval for the liquidation of deficiencies that affect the essential requirements for the construction works or the deviations from the project;
- r) to inform operatively the management of the construction organization about the liquidation of the deficiencies found and the measures taken to exclude their repetition;
- s) to participate in the verification in determining phases;
- t) to carry out the checks provided for in the technical regulations and to sign the documents drawn up as a result of the checks (minutes in determining phases, minutes of works that become hidden, etc.);
- u) to draw up and keep up to date the record book of the verified construction works;
- v) to take the documents from the builder and designer and complete the technical book of construction with all the documents provided by the legal regulations;
- w) to ensure the secretariat of the reception and the preparation of the reception documents;
- x) to follow the solution of the objections included in the annexes to the minutes of the reception at the completion of the works and the recommendations of the reception commission;
- y) to ensure the delivery to the investor / user of the receipt documents and the technical book of the construction after the final reception is performed.

Prospects for achieving the expected impact and sustainability:

- Good cooperation between project team and Contractor
- Climatic conditions conducive to the realization of construction works

Project management

The Project Steering Comity (PSC) is composed from members of the Beneficiaries Project Management teams. Project Manager appointed by Lead Beneficiary will ensure the leadership of

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PSC.

Project management and coordination during the whole project implementation will provide effective organization of project implementation, achieving of specific objectives, quality reporting, as well as sustainability accomplishment after project implementation.

Any deliverable of the project must be approved by PSC, before being transmitted to the Contracting Authority, ensuring a Joint Project Implementation and a good coordination between the project management teams.

The project management will be done through: written agreements between partners, communication on-line, workshops (formal and informal), internal approvals during the project.

The Consultancy Team will report to the Lead Beneficiary through the PSC component. The members of the PCS shall not be a direct recipient of the project support as well as those that manage the projects directly to ensure objectivity. The Project Manager of the LB and the Assistant Manager will provide technical guidance on consultancy and ensure independent of consultancy process, and that policy is followed. The legal expert, the project manager will manage the evaluation and provide logistical support. The Project coordinator will make the approving and reception of the deliverables after preventive verification by the Project manager.

3. BACKSTOPPING

The key experts will be assisted with all the travel logistics and will be provided with accommodation as required for the period of the evaluation process.

The key experts will be provided with access to all sites that are part of the supervision and provided with all means required for a qualitative supervision.

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

The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See <https://romd.net/identitate-vizuala/>)

Backstopping and support staff costs must be included in the fee rates.

In the field, the contractor must ensure the office accommodation of a reasonable standard and of approximately 10 square per expert metres for writing reports.

The Contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country will be ensured by Contractor and will remain in property of it after contract termination.

4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM

Not the case.

5. TIMETABLE OF WORK (EXAMPLE)

- The timing, sequence and duration of the proposed tasks, taking into account travel time.

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- 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.
- As each of the thirty sites has its own specifics, the final Timetable of work will be correlated with the Works time table presented by the Constructor.

Proposed start date: 01 July 2021

Activity	Time period (estimated contract)	Deliverable
Desk study of project documents & relevant reports on the context	10 working days starting with contract signature day	Updated time table
Design a suitable initial supervision methodology including a detailed field assessment plan		
Preparatory meetings and correlations with Works time table of the Constructor		
On site visits	236 days	On site visit reports, Works reception reports
Preparation of the Final report, evaluation of the works executed and recommendations	10 days	Final report, Acceptance minute of the works termination

6. LOG FRAME

	PROJECT SUMMARY	INDICATORS	MEANS OF VERIFICATION	RISKS / ASSUMPTIONS
Goal	Supervise the construction works and radio communication backbone system implementation and setting works, within the 30 location on northern part of the Republic of Moldova, to be realised in the frame of the project on behalf of the Beneficiary.	Final report submitted at the finish of the works	Delivered reports	
Outcomes	Gain the tracking of the construction in accordance with the provisions of the technical projects, the specifications of the technical regulations in force and the contract, participating in verification at decisive stages, performing the verifications provided in the technical regulations and signing the documents drawn up as a result of the verifications (minutes in the decisive phases, the minutes of the works that become hidden, etc.), tracking the execution of the works from a technical point of view throughout the execution of them, and admission to payment only of	- Supervised and inspected performance of the works and of the contractual conditions. - Coordination of the accomplishment of the works, the schedule of works, the fulfilment of the tasks according to the works plan, the origin and quality of the materials and equipment used, the qualification of the contracted personnel, any other attributions to ensure the compliance with the contractual conditions and the program for carrying out the works. - Issuing of administrative orders and mandatory instructions for finding certain situations and facts, the arrangement of actions and the ordering of the execution activities of the works.	Findings, Revised technical projects and/or execution details , Delivered reports	- 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).

Outputs	- On site-visit Reports at every determinant phase. - Quarterly progress reports will be produced in 5 days during the next month of the end of the quarter, the contractor will describe the realised services, the progress of the works and problems encountered during implementation of the works. Each Invoice will be accompanied by a minute of service delivery with a progress report. - Final report will be submitted at the finish of the works, based on the minutes of preliminary reception of the works and minute of commissioning of the network, the contractor will describe what are the difficulties for final reception of the works and next steps for the beneficiary for maintenance and rehabilitation of defects if the case. Final report on the issuance of approvals for each field of works.	180 - On site-visit Reports at every determinant phase; 4 - Quarterly progress reports produced in 5 days during the next month of the end of the quarter; 1 - Final report submitted at the finish of the works.	Delivered reports	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 Interdiction to provide face-to-face supervision activities Modification of legal provisions regarding investments, public procurements or other related legislation;
Activities	a) Exercising the main obligations and attributions of the technical expert/engineer in the activity of verifying the execution of the capital construction works in accordance with the Regulation regarding the verification of the execution of the construction works by the certified officials, approved by order no. 65 of 27.05.1996 of the Department of construction and spatial planning and the provisions of the Law on quality in construction, no. 721-XIII of 02.02.1996; b) Carrying out the activity as a representative of the Beneficiary in the relations with the designer, builder, suppliers, service providers in carrying out the works contract; c) Acting for the Beneficiary and in the interest	- Technical book countersigned by experts in the determining phase - Minutes of reception of the works, verified and countersigned - Minutes at the end of the works - Minutes of commissioning of networks / systems / subsystems - Installation acts - Certification, approvals, coordination, technical modifications, etc.	The summary of the reports, fishes, revised technical projects approved by Contracting Authority	- Delays in obtaining the information needed from beneficiaries or third parties - declaration of State of Emergency - interdiction to provide face-to-face evaluation activities - limitations for Romanian citizens travelling to R. Moldova (key experts) - 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

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	of the Beneficiary both towards the Contractor, as well as with the Suppliers and Designers; d) Monitoring and coordinate the construction works of the object; e) Participating together with the designer and the executor in the general drawing of the construction and in establishing the landmarks; f) Identifying and solve the technical problems, issues regarding quality assurance and control, as well as monitoring the work of the general contractor; g) Verifying and approve: • the technological projects regarding the execution of the construction works; • the technical procedures for executing the works; • execution verification programs; • execution organization projects (site organization); • the execution graphics of the works related to the essential requirements; • the minutes regarding the hidden works. h) Exercising the control of the execution of the works according to the verification program; i) Controlling the way in which the qualitative reception of the materials and of the construction elements (prefabricated, joinery, etc.) is carried out; j) Verifying the respect of the execution technologies, their correct application in order to ensure the qualitative level provided in the project documentation, in the contract and in the technical norms in force;			▪ 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 ▪ 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). ▪ lack of financial resources needed to complete the project; ▪ underestimation of resources that are part of the project; ▪ discrepancies between the real situation of the site and the provisions of the execution project; ▪ changes in the technological solutions in the project either at the request of the beneficiary or in unplanned situations, which may occur during the execution
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	k) Prohibiting the use of new technologies not technically ungrated, as well as of ungrated products; l) Controlling the volumes and the cost of the works executed and presented by the construction assembly organizations for payment according to the project documentation and the cost estimates; m) Verifying the quality of the construction elements that are realized in their own workshops; n) Stopping the execution of the construction works in case of serious quality defects or deviations from the provisions of the execution project; o) Taking measures to correct or restore the works, found to be inadequate; p) Requesting the designer's approval for the liquidation of deficiencies that affect the essential requirements for the construction works or the deviations from the project; q) Informing operatively the management of the construction organization about the liquidation of the deficiencies found and the measures taken to exclude their repetition; r) Participating in the verification in determining phases; s) Carrying out the checks provided for in the technical regulations and to sign the documents drawn up as a result of the checks (minutes in determining phases, minutes of works that become hidden, etc.); t) Drawing up and keep up to date the record book of the verified construction works; u) Taking the documents from the builder and designer and complete the technical book of			period which would require an additional period of implementation or import (in the case of specific equipment).
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	construction with all the documents provided by the legal regulations; v) Ensuring the secretariat of the reception and the preparation of the reception documents; w) Following the solution of the objections included in the annexes to the minutes of the reception at the completion of the works and the recommendations of the reception commission; x) Ensuring the delivery to the investor / user of the receipt documents and the technical book of the construction after the final reception is performed.			
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