



INTEGRATED NUTRIENT POLLUTION CONTROL”
PROJECT MANAGEMENT UNIT

TERMS OF REFERENCE

Technical Assistance for supporting the local prospective beneficiaries during the preparation and development phases of the 2nd and the 3rd calls for proposals under the INPCP Competitive Financing Program „Investments in Local Communities to Reduce Nutrient Pollution”

1. Background

Romania has received a loan from the International Bank for Reconstruction and Development (IBRD) and a Grant from the Global Environment Facility (GEF) to support the implementation of the Integrated Nutrient Pollution Control Project (the Project) in selected localities vulnerable or potentially vulnerable to the pollution with nutrients. The overall development objective of the project is to support the Government of Romania to meet the EU Nitrates Directive requirements by (a) reducing nutrients discharges to water bodies, (b) promoting behavioural changes at the communal level, and (c) strengthening institutional and regulatory capacity. The ultimate goal is to reduce over the long-term the discharge of nutrients and other agricultural pollutants into the Danube River and Black Sea through integrated land and water management.

The closing date of the original INPC Project was 31st of May, 2017. Following this initial Project, Ministry of Waters and Forests (MoWF) received an Additional Financing (AF) for the (INPC) Project to finance the costs associated with the scale-up nationwide of the initial Project activities, to be implemented over a period of six years. The Additional Financing for scaling-up will broadly maintain the objectives and structure of the Integrated Nutrient Pollution Control Project (INPCP) with slight modifications, intended to reflect the realities of the current situation and lessons learned so far under initial INPCP. The Additional Financing will finance works, goods, services and operating costs and will comprise four components, which are largely the same as in the initial INPCP, with slight modifications: (i) Component 1: Investments in Local Communities to Reduce Nutrient Pollution; (ii) Component 2: Support for Institutional Strengthening and Capacity Building; (iii) Component 3: Public Awareness and Information Support; (iv) Component 4: Project Management.

Through the Additional Financing the overall development objective of the Project became to support the Government of Romania towards meeting the EU Nitrate Directive requirements at a national scale. The proposed interventions will build on the successes and lessons learned from the initial Project as well as from similar projects in Europe and Central Asia and other regions.

The Additional Financing for the Project became effective on 13th of April 2017 and it was ratified by Romania through Law no. 46/03 April 2017. Its closing date is March 31, 2022.

Under Component 1 - “Investments in Local Communities to Reduce Nutrient Pollution”, the financial support provided by the Additional Financing of the Project will be demand-driven, supported on competitive grounds, based on the beneficiary communities’ requests and eligibility. The beneficiaries will propose sub-projects, selected from a menu of investments based on agreed eligibility criteria and having the main objective to reduce water pollution with nutrients. The selection and approval of sub-projects will be done on a competitive



basis, for eligible activities and applicants. For this purpose, detailed *Procedures & Guidelines for Applicants under the Competitive Financing Program „Investments in Local Communities to Reduce Nutrient Pollution”* are already developed. They describe in detail the eligibility criteria, selection and award procedure and provide guiding principles and rules for implementation of the sub-projects at the local, regional and national levels.

The 1st Call for Concept Notes was launched on April 2017 having as deadline for submission of concept notes by applicants (beneficiary communities) July 31, 2017. Until the deadline, a number of 173 Concept Notes were received, which will be assessed by the external and independent qualified evaluators.

2. Objectives of the assignment

Overall objective of the assignment: The consultant will provide capacity building services at local communities level, together with management support services to the Client (Ministry of Waters and Forests) in order to ensure a proper preparation of sub-projects under the Project Competitive Investment Program during the 2nd and 3rd Calls for sub-projects proposals.

The consultancy services have the **specific objectives** as follows:

- (i) To provide technical assistance and training for prospective applicants from local communities in Romania for preparing Concept Notes and Full Proposals for sub-projects to be financed under the Competitive Investment Program of the 1st Component of the INPC Project;
- (ii) To act as PMU's Help Desk during the two phases of each Call for Proposals (Concept Notes and Full Proposals), providing feed-back to the Client regarding the perception, needs, willingness of the potential beneficiaries for submitting a Concept Note/Full Proposal for a sub-project; providing feed-back regarding the progress in preparation of the Concept Notes and Full Proposals, in order to support Client's design of the implementation plan and budget allocation for the 1st Component of the INPC Project.

3. Scope of the Services, Responsibilities and Tasks:

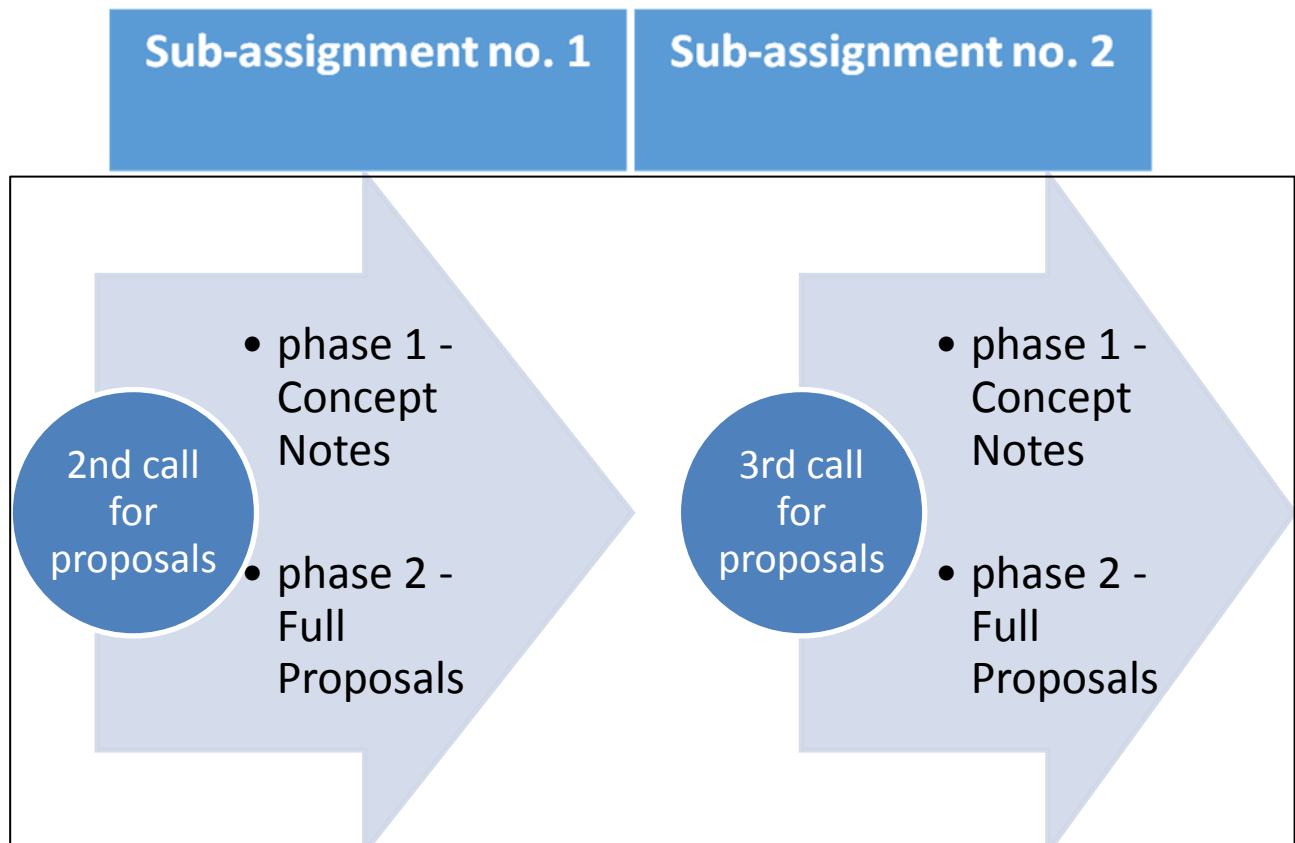
It is expected that over the remaining four years duration of the INPC Project - Additional Financing two more Calls for Proposals to be launched (besides the one which is currently ongoing). Under each call for proposals, Consultant's services will be carried out in relation with the two major phases of the call, which broadly will be as follows: Phase 1 of the Call-Concept Notes and Phase 2 of the Call - Full Proposals.

In relation with this expectation for two more Calls to be launched, the present assignment will be split into two sub-assignments, as in the picture below:

- Sub-assignment No. 1 for implementing the services for the 2nd Call launched under the INPC Project;
- Sub-assignment No. 2 for implementing the services for the 3rd Call launched under the INPC Project.



Contract assignment



Commencement of services under the Sub-assignment no. 2 will be conditioned by a successful and satisfactory implementation of the Sub-assignment no. 1.

Also, under each sub-assignment, commencement of services under the Phase 2 of the Call (Full Proposals) will be conditioned by a successful and satisfactory implementation of Phase 1 of the Call (Concept Notes).

The final number of sub-assignments for which the Consultant's "commencement of services" will be requested, is currently estimated at two, but it may be decreased or increased subject to the total number of calls that will be launched under the INPC Project - Additional Financing and to a satisfactory implementation by the Consultant of the previous phase of the Call or of the previous sub-assignment(s).

3.1 Responsibilities:

The Consultant will have the following responsibilities related to the two Calls for Proposals:

- a) To prepare a work plan for visiting potential beneficiaries within Component 1 of the Project and supporting a total number of approximately 120 local authorities (exact number and location of the local authorities to be agreed with the Client) willing to develop Concept Notes for the Competitive Investment Program;



- b) To train the local authorities' team members in developing the competitive investment proposals, including detailed costs and timelines for the activities to be financed within the Competitive Investment Program. The beneficiary team members could be the mayoralty representatives, local council's representatives, partnership of local council's representatives;
- c) Provide on-site direct support to local communities (or association of communities) in order to develop competitive investment financing proposals for a total of about 120 Concept Notes and about 50 Full Proposals for sub-projects selected from a predefined approved menu of investments based on agreed eligibility criteria and having the main objective to reduce water pollution with nutrients;
- d) Provide online/phone backstopping information support to potential beneficiaries during all preparation phases (between 8⁰⁰ - 16⁰⁰, in the working days in Romania).

Under the second and third calls for proposals the assumption is made that a total of approximately 120 Concept Notes and 50 Full Proposals will be submitted.

3.2.1. Tasks:

The Consultant is expected to carry out the following **prior activities** in order to achieve the scope and objectives of the assignment:

- a) Get extensive knowledge of the (i) Competitive Financing Program „Investments in Local Communities to Reduce Nutrient Pollution” - Procedures & Guidelines For Applicants and of the (ii) Operational procedure for Monitoring of the selected sub-projects, in order to provide training in guiding principles and rules for its implementation at the local levels;
- b) Examine the Additional Financing project documents (Project Paper, Loan Agreement, Project Operational Manual, Project Procurement Plan, Project Action Plan among others);
- c) Participate in an orientation training organized by PMU on the design and implementation of Concept Notes and competitive investment financing Full Proposals;
- d) Have prior meetings with the PMU team to plan its activities and schedule their implementation.

Under each sub-assignment and during each Call for Proposals, the Consultant will organize their work as follows:

3.2.2. Phase 1 of the Call: Concept Notes - one call duration is approximately 10 weeks. Concept Note Consultancy Support Period will start with 10 days prior the call launch date and will last until the deadline for Concept Note submission of each call. The Consultant should allocate during this period an appropriate number of experts and inputs (man-days) in order to cover the following tasks:

- i. Get extensive knowledge on INPC Project Component 1 and become familiar with the implementation arrangements and timing;
- ii. Based on the requests for technical assistance received from the potential beneficiaries as a result of launching the call, prepare a plan consisting of scheduling visits to potential beneficiaries.
- iii. Contact the relevant stakeholders at county and community level in order to obtain the information necessary to elaborate the approach and the site visits plan;



- iv. The experts will visit the local communities in their designated area with the aim to present the menu of investments and eligibility criteria to the potential beneficiaries for all the domain of interventions envisaged by the Project;
- v. Evaluate the local authority's needs in order to guide them to prepare competitive investment proposals;
- vi. Explain to the beneficiaries' team the basic concepts for competitive investment financing program related to the Concept Note preparation process (objectives, domain of intervention, eligibility criteria for beneficiaries, criteria for selecting the sites, budgets, eligible and non-eligible expenses, percentages and types of co-financing, documents to be submitted, rules for submission, information regarding the selection procedure, etc.);
- vii. Train the team that will develop the competitive investment financing proposal on strategic planning and competitive investment financing proposal preparation;
- viii. Conduct strategic planning exercises with each assigned local authority team. As a conclusion of the strategic planning exercise, each assisted local authority should be able to prepare a Concept Note according to the criteria provided in the Guidelines for the Competitive Investment Program;
- ix. Permanently guide the beneficiaries' team to elaborate adequate Concept Notes and acting as PMU Help Desk during this task, by carrying out the following activities:
 - a) Providing automatic support for common problems by creating a database of information that can respond to multiple types of issues so as to create scenarios and predefined answers that can quickly solve the problems encountered by the potential beneficiaries;
 - b) Providing permanent (between 8⁰⁰ - 16⁰⁰, in the working days in Romania) online/phone backstopping information support to the potential beneficiaries during the process of Concept Notes preparation;
 - c) Weekly monitoring and reporting to the Client`s Contract Coordinator, by e-mail, on how the experts responds to and how long does it take to solve the requests;
- x. Elaborate a list of local communities (or association of communities) so as to prepare competitive investment proposals on their request and a data base with the target group contact information.

The Consultant will make a strategy to give priority and better target the counties and areas with a small number of respondents in the previous Call(s), and with a poor number of approved projects in the previous Call(s), in order to assure a better covering with investments at the level of the country. **A special attention will be given to poor areas** according to the official data but taking into consideration the socio-economic growth potential of the rural areas, in order to assure a better sustainability of the investments during the operational period.

The Consultant's experts will visit each assigned local authority at least once during the Concept Notes preparation process and will provide permanent support until the deadline for Concept Note submission. **The consultant's experts will not fill in the applicant's forms and will not be responsible for the accuracy and reality of the data provided by the applicants.** The Consultant's experts will not draft the Concept Notes themselves, but will support the beneficiaries' teams to address all necessary sections of a well-designed and justified Concept Note.



3.2.3. Phase 2: Full Proposals - one call duration is approximately six months. *Full Proposal Consultancy Support Period* will start in the launching date of the Full Proposals and will last until the deadline for Full Proposals submission of each call. During this period, the Consultant should allocate an appropriate number of man-days in order to cover the following tasks:

- i. Based on the data base available at PMU level, regarding the Concept Notes approved in the phases 1, prepare a plan consisting of visits scheduling to potential beneficiaries;
- ii. Contact the relevant stakeholders at county and community level in order to obtain the information necessary to elaborate the approach and the site visits plan for this phase of the assignment;
- iii. The experts will visit the local communities in their designated area and explain to the beneficiaries' team the basic concepts for competitive investment financing program related to the Full Proposals preparation process (awarding criteria, documents to be submitted, rules for submission and information regarding the selection procedure, etc.);
- iv. Permanently guide the beneficiaries' team to elaborate adequate Full Proposals, including qualitative Feasibility Studies and also to guide them in obtaining the necessary permits and authorizations;
- v. Permanently guide the beneficiaries to evaluate and propose an appropriate and efficient package of equipment for the investments' endowment;
- vi. Guide the beneficiaries' team to elaborate the Environmental Management Plan in order to be submitted to the World Bank for approval;
- vii. Conduct strategic planning exercises with each assigned local authority team. As a conclusion of the strategic planning exercise, each assisted local authority should be able to prepare a competitive investment financing Full Proposal according to the criteria designed in the Guidelines for the Competitive Investment Program;
- viii. Permanently guide the beneficiaries' team to elaborate adequate Full Proposals acting as PMU Help Desk during this task, providing the following activities:
 - a) Providing automatic support for common problems by creating a database of information that can respond to multiple types of issues so as to create scenarios and predefined answers that can quickly solve the problems encountered by the potential beneficiaries;
 - b) Providing permanent (between 8⁰⁰ - 16⁰⁰, in the working days in Romania) online/phone backstopping information support to the potential beneficiaries during the process of the Full Proposals preparation;
 - c) Monthly monitoring and reporting to the Client`s Contract Coordinator, by e-mail, on how the experts responded and how long it took to solve the requests.

The Consultant will provide their advisory services both to the potential beneficiaries selected under the 2nd and 3rd Calls, but also to the beneficiaries having valid Concept Notes approved under the 1st Call, but without being financed. **A special attention will be given to the beneficiaries in the poor areas**, as officially defined, or in rural areas with an increased socio-economic growth potential.



The Consultant will visit each assigned local authority at least once during the Full Proposals preparation process and will provide permanent support until the deadline for Full Proposals submission. **The consultant will not fill in the applicant's forms and will not be responsible for the accuracy and reality of the data provided by the applicants.** The Consultant's experts **will not draft full proposals** themselves, but will support the beneficiaries' teams to address all necessary sections of a well-designed and justified proposal.

4. Consultant's Profile:

The Consultant should be an eligible specialized consulting firm or an association of such firms in the form of a Joint-Venture (JV) with or without sub-consultancy having extensive expertise in writing applications for competitive investments financing programs in accordance with procedures developed in Guidelines for applicants and/or in developing grants or subprojects schemes and/or in the facilitation process and working with local authorities.

The Consultant should demonstrate a relevant general professional experience and a proven specific experience, as required above, of preferably not less than 5 years.

The Consultant will assign experts for the following **Key Personnel positions**, as follows:

- a) **One Team Leader**, with relevant experience in competitive investments financing programs, supported from different financing sources;
- b) **At least 3 Financing Experts** with experience in writing applications for competitive investments financing programs, supported from different financing sources, with relevant qualifications in order to cover the domains of intervention of the Call(s). They will be available during all the *Concept Note Consultancy Support Period* and during the *Full Application Consultancy Support Period*;
- c) **At least 3 Technical Experts** with experience in design/implementation/monitoring of public investments on waste management (first technical expert), sewage systems and waste water treatment plants (second technical expert), afforestation (third technical expert). These experts will provide consultancy to the potential beneficiaries having an approved Concept Note, during the *Full Application Consultancy Support Period*.

The Financing Experts (experts in writing applications) will work in parallel and every expert will be assigned for certain regions/counties. The Client proposal for an efficient regional assigning is as follows:

- i. South-East (2), North-East (1) and a part of South - Muntenia (3), respectively Calarasi county and Ialomița county;
- ii. Center (7), North-West (6), București-Ilfov (8) and a part of South - Muntenia (3), respectively Dambovită county, Argeș county and Prahova county.
- iii. South-West (4), West (5) and a part of South - Muntenia (3), respectively Giurgiu county and Teleorman county.



1	Nord-Est	[BC, BT, IS, NT, SV, VS]
2	Sud-Est	[BR, BZ, CT, GL, TL, VN]
3	Sud-Muntenia	[AG, CL, DB, GR, IL, PH, TL]
4	Sud-Vest Oltenia	[DJ, GJ, MH, OT, VL]
5	Vest	[AR, CS, HD, TM]
6	Nord-Vest	[BH, BN, CJ, MM, SM, SJ]
7	Centru	[AB, BV, CV, HR, MS, SB]
8	Bucuresti-Ilfov	

Nevertheless, the Consultant should feel free to change or to customise the regional assignment of the Experts, according also to the strategy regarding a better prioritisation and targeting of the low income/poor areas or low response counties. The Technical Experts will cover the entire country during their assignments.

Requirements for the Team Leader

Professional Qualification

- Academic education in the following areas: engineering, economics, management, environment or another ancillary area relevant for the requirements of the position;
- It would be an advantage holding a certificate in one or all of the following areas:
 - i. certified as Expert in Accessing Structural and Cohesion Funds code COR 242213, (Classification of Occupations from Romania);
 - ii. certified as Project Manager - code COR 242101;
 - iii. certified as Projects Evaluator, code COR 241263.
- Training in project management is required.

Experience

- Minimum of five years relevant experience in project management required;
- Participation in at least two similar types of assignments;
- Experience in leading and supervising multi-disciplinary teams and also in providing business advice;
- Experience in program/project planning, design, evaluation, implementation and management and reporting under different EU or other external financing programs;
- Experience in working with Government's, international organizations' and/or donors' procedures;

Other Skills

- Advanced PC skills and sound knowledge of the MS Office package (Word, Excel, Outlook, Power Point);



- Proven managerial and team building skills;
- Excellent written and verbal skills and good command of spoken and written English;

Requirements for the Financing Experts (experts in writing applications):

Professional Qualification

- Academic education in the following areas: engineering, environment, civil construction engineering, agriculture, forestry, or another ancillary area relevant for the domains of the calls;
- It would be an advantage holding a certificate in one or all of the following areas:
 - i. certified as Expert in Accessing Structural and Cohesion Funds code COR 242213, (Classification of Occupations from Romania);
 - ii. certified as Project Manager - code COR 242101;
 - iii. certified as Projects Evaluator, code COR 241263.
- Training in project management would be an advantage.

Experience

- Minimum of five years required in writing applications for competitive investments financing programs, supported from different financing sources;
- Experience in program/project planning, design, evaluation, implementation and management under different EU or other external financing programs;
- Experience regarding the permitting procedures for public investments is required;
- Experience in risk management requirements or overseeing small competitive investment financing proposals/project proposals;
- Previous experience in developing projects for different EU or other external financing programs is considered an advantage;
- Experience in implementation and management of small competitive investment financing proposals/project proposals is considered an advantage;
- Relevant experience in working with public funds, proven experience in working with Government's, international organizations' and donors' procedures;
- Knowledge and working experience with World Bank's procedures is desirable.

Other Skills

- Advanced PC skills and sound knowledge of the MS Office package (Word, Excel, Outlook, Power Point);
- Strong analytical and data collection skills, oral and written communication and team building skills;
- Good command of spoken and written Romanian;
- Good capacity to communicate with people with different backgrounds and positions, as well as with local and national authorities.

Requirements for the Technical Experts:

Professional Qualification

- Academic education in the following areas: engineering, civil construction engineering, forestry, or another ancillary area relevant for the domains of the calls;



Experience

- Minimum of five years required in design/implementation/monitoring of public investments on waste management (first technical expert), sewage systems and waste water treatment plants (second technical expert), afforestation (third technical expert);
- Experience regarding the permitting procedures for public investments is required;
- Previous experience in developing projects for different EU or other external financing programs is considered an advantage;
- Experience in implementation and management of small competitive investment financing proposals/project proposals is considered an advantage;
- Knowledge and working experience with World Bank's procedures is desirable.

Other Skills

- Advanced PC skills and sound knowledge of the MS Office package (Word, Excel, Outlook, Power Point);
- Good command of spoken and written Romanian;
- Good capacity to communicate with people with different backgrounds and positions, as well as with local and national authorities.

The Consultant will not propose any expert that was previously involved in the evaluation of the proposals within any phase of one call.

5. Duration of the assignment, Reporting Requirements and Time Schedule for Deliverables

A. Duration of the Assignment

The Consultant is expected to work in four phases, under two separate sub-assignments, which will be related to each of the 2nd and 3rd calls. Under each of the two sub-assignments, the consultant should consider the maximum durations for his services as it follows:

1. The consultancy services provided during the *Concept Note Consultancy Support Period* will take into consideration a maximum cumulative 1.5 man-day/Financing Expert (expert in writing applications), for every potential beneficiary community who expressed its request for support. This include one site visit, office support and analyses of their proposal and help-desk. It is considered that a Financing Expert will allocate one day per commune for the site visit, one third day per commune for office support and proposal analysis, and the rest up to the maximum cumulative 1.5 man-day, for help desk;
2. For the **prior activities**, as defined in the above **Chapter 3 “Scope of the Services, Responsibilities and Tasks”**, point 3.2.1, every Financing Expert (experts in writing applications) will be granted with a maximum 2 man-days before the start of the 2nd Call;
3. For the Reporting activities, as defined in this chapter, every Financing Expert will be granted with a maximum 3 man-days per Call;
4. The consultancy services provided during the *Full Proposals Consultancy Support Period* will take into consideration a maximum cumulative 0.75 man-day/Financing Expert, for every potential beneficiary community who has an approved Concept Note and



- expressed its request for support. This includes office support and analyses of their proposal at Full Proposals phase and help-desk. It is considered that a Financing Expert will allocate half day per commune for the office support and proposal analysis, and the rest for help desk;
5. The consultancy services provided during the *Full Proposals Consultancy Support Period* will take into consideration a supplemental maximum cumulative 1.5 man-day/Technical Expert, for every potential beneficiary community who has an approved Concept Note and expressed its request for support. This includes site visit and office support and analyses of their proposal at Full Proposals phase. It is considered that a Technical Expert will allocate one day per beneficiary for the site visit and half day for office support and proposals' analysis;
 6. For the **prior activities**, as defined in the above **Chapter 3 “Scope of the Services, Responsibilities and Tasks”**, point 3.2.1 every Financing Expert will be granted with a maximum 2 man-days before the start of the 2nd Call;
 7. All expert will be granted with a maximum of 3 man-days per phase for reporting activities as defined in this chapter, including the weekly/monthly reporting to the Client`s Contract Coordinator;
 8. For the Team Leader will be allocated, for every phase, a reasonable number of man-days in order to assure the preparatory and strategical activities, full coordination of the experts, backstopping activities and reporting needs.

For any fractions of less than 1man-day per expert, allocated for the total number of technical assistance requests assigned to him, for each of four phases, one man-day per expert/phase will be allocated.

The total man-days allocation calculated by the Consultant will be based on the assumption that a cumulated number of 120 potential beneficiaries will request assistance within both Calls and a cumulated number of 50 Concept Notes will be approved. The total duration for the services shall not take less than 500 man-days for the entire contract.

Commencement of services for each of the phases will be within five days as from the Client`s Commencement Letter. Commencement of services for phase 2 of the 1st sub-assignment and for the phases of the 2nd sub-assignment will be subject to a successful and satisfactory performance of the Consultant under the previous phase(s).

It is expected that the launching of Concept Notes under the 2nd call would be in Mid-July 2018 and the launching of Concept Notes under the 3rd call would be in Mid-June 2019, with six months envisaged for the preparation by the applicants of Full Proposals following the communications of the results of the Concept Notes selection process.

B. Reporting Requirements

B.1. Inception Report:

Further to carrying out the **prior activities** described in **Chapter 3 “Scope of Services, Responsibilities and Tasks”** and **establishing the methodology**, the Consultant will submit, under the 1st sub-assignment, an inception report which will set out the Consultant`s approach to the assignment. The approach will have to include the articulation of the overall requirements of the assignment as related to the proposed methodology, program of work, and staffing requirements and deployment, together with the activities that are



planned and their timing in order to meet the assignment's objective under its both sub-assignments.

The indicative content of the Inception Report will address at least the following aspects:

- i. Establishing the objectives of the assignment considering the priorities and objectives of the Integrated Nutrient Pollution Control Project, management system requirements, regulatory restrictions;
- ii. Identifying the assignment characteristics based on documents and procedures of the call;
- iii. Preparing the assignment framework to include the plan for assigning of potential technical assistance requests from potential beneficiaries and the approved Concept Notes, logistic arrangements, procedures, resources, methods, techniques and tools used to record results, registration and maintenance of the assignment results, monitoring, reviewing and improving results, reporting assignment results.

The inception report will be elaborated in 2 hard copies as well as in electronic format (editable format and scanned format), in both Romanian and English languages, within 15 working days as from the date of the commencement of services.

B.2. Phases Reports:

Under each sub-assignment the consultant will deliver distinct reports for each phase (phase 1 and phase 2). The Phase Report will contain at least, but will not be limited to the list of activities planned for the reporting task, their progress toward the target and results of the activities. The Phases Reports need to be cleared by the Client's Contract Coordinator. In case of sensitive activities, the Reports should give general recommendations for potential solutions and approaches for improving or speeding up the processes.

The indicative content of the Report will be at least, but not limited to the following:

For phase 1 described in the chapter "Scope of the Services, Responsibilities and Tasks", namely Concept Notes preparation:

1. List of the technical assistance requests received;
2. List of the local communities contacted and visited;
3. List of the persons attending the meetings and the topics discussed;
4. List of the stakeholders contacted at county level and the topics discussed;
5. Assessing the local authorities' perceptions and interest in the Competitive Financing Program;
6. Issues raised by the beneficiaries' teams during the elaboration of the Concept Notes, problems encountered as well as solutions applied for solving them;
7. Summary of the help-desk activity (with focus on topics discussed and their frequency).

The Consultant will prepare, for every potentially beneficiary community a summary report, containing the consultancy services provided to that beneficiary.

For phase 2 described at the chapter "Scope of the Services, Responsibilities and Tasks", namely Full Proposals preparation:

1. List of the technical assistance requests received;
2. List of the local communities contacted and visited;
3. List of the persons attending the meetings and the topics discussed;
4. List of the stakeholders contacted at county level and the topics discussed;



5. Issues raised by the beneficiaries' teams during the elaboration of the Full Proposals, problems encountered as well as solutions applied for solving them;
6. Assessing the risk factors that may affect the success of the sub-project, newly identified risks and the proposed strategy to mitigate them;
7. The draft of the proposed Environmental Management Plan elaborated by the beneficiaries' team under the Consultant's guidance;
8. Summary of the help-desk activity (with focus on topics discussed and their frequency).

The Consultant will prepare, for every potentially beneficiary community, having an approved Concept Note, a summary report, containing the consultancy services provided to that beneficiary.

Based on the experience of the previous phase of the calls, the Consultant will include in the Phase Reports conclusions and recommendations for improvements, possible changes for the competitive financing program and for the sub-projects considered as having the most important impacts and positive effects for the general INPC project objective. This section of the report of the current phase will represent the basis for preparing the subsequent phases of the competitive financing program.

Additionally, each Phase Report will be accompanied by a separate section with the Consultant's statement regarding the corresponding resources employed and the specific inputs in terms of staffing and individual and total allocated time.

All reports will be submitted to the Client's Contract Coordinator, in order to be approved according to the Client's internal procedures, and will constitute the basis for the payments made to the Consultant.

The Phase Reports will be elaborated in 2 hard copies as well as in electronic format (editable format and scanned format), in both Romanian and English languages, within 5 working days as from the last day of each period allocated for the phase.

B.3. Weekly/Monthly Status Reports:

In addition to the phases reports, the Consultant, through the Team Leader, will submit, by e-mail, **Weekly/Monthly Status Reports** of the activities carried out during each of the months allocated for the corresponding phase, in order for PMU to observe and closely monitor the actual progress of the task. Weekly/Monthly Status Reports will not constitute basis for contractual payments but will guide the PMU to assess the interest of the beneficiaries within the current Call for Proposals.

The indicative content of these Reports will be at least but not limited to the following:

1. The activities carried out during the reported period and their progress, by comparison with the initial planning of a project;
2. The difficulties encountered and the solutions proposed to overcome those difficulties;
3. The results obtained during the reporting period and the related recommendations or requests for the next period;
4. The planned activities for the next reporting period.

The weekly/monthly reports will be send to the Client's Contract Coordinator in electronic format in Romanian language, on every Friday of the period allocated for the Concept Notes and on the last working day of the month during the period allocated to Full Proposals preparation.



All reports will be submitted to the Client`s Contract Coordinator for information in accordance with the internal procedures.

6. Institutional arrangements, Data, Local Services, Personnel and Facilities to be provided by the Client

The Team Leader will closely coordinate the Consultant`s activities with the PMU as regards the activities related to the assignment and will work part time during the assignment, in order to ensure proper implementation of allocated activities.

The experts will work in order to ensure a proper implementation of the allocated activities and will devote significant time for travelling regularly on site, countrywide.

All documentation prepared by the Consultant in the course of the assignment will remain the absolute property of the PMU. Not later than upon the finalization of activities under each sub-assignment, or termination or expiration of the contract, the Consultant will deliver all such documentation to the PMU.

The Consultant should use its own equipment and working capital to carry out the tasks included in these Terms of Reference.

The Consultant will not at any time communicate to any person or entity any confidential information acquired in the course of the assignment.

During the contract implementation there will be no dependency or subordination relationships of the Consultant to the Client.

The working program will not be imposed by the Client but will be chosen by the Consultant provided that the latter will comply with all deadlines for completion of the allocated tasks.

The Client will not pay or reimburse any of the Consultant`s costs outside of the payments agreed for in the contract.

The Client (MoWF) through PMU-INPC will provide access to existing data and information related to the scope of work, available at the level of the ministry and will facilitate the Consultant`s contact with other consultants whose activity is relevant for the assignment. The PMU will be available for consultations and discussions as required.

Annex 1: The Guidelines for applicants, as published (in Romanian) available at the link: <http://apepaduri.gov.ro/proiect-de-apel-de-depunere-subproiecte-cu-nr-map012017-afere-programului-competitiv-de-finantare-investitii-la-nivelul-comunitatilor-locale-pentru-reducerea-poluarii-cu-nutrienti/>

Annex 2: The list of the Concept Notes received under the first call for proposals - Concept Notes.