**TERMS OF REFERENCE**

**Consultancy services for**

**The development of "Monitoring" and “Sustainability” modules for the National Recovery and Resilience Plan**

**05-CQ-2025**

1. Background

Romania has received a loan from the International Bank for Reconstruction and Development (IBRD) to support the implementation of the Rural Pollution Prevention and Reduction Project (RAPID Project). The Rural Pollution Prevention and Reduction Project is an initiative aimed at addressing environmental challenges in the rural areas of Romania. Focused on mitigating pollution and promoting sustainable practices, this project seeks to safeguard the country's rural landscapes, preserve natural resources, and enhance the overall well-being of local communities.

The Loan 9505-RO for the Project became effective on December 13th, 2023 and it was ratified by Romania by the Law 322/23 November 7. Its closing date is June 30th, 2028.

The objectives of the project are to strengthen the institutional capacity of selected public entities, monitor pollution in agriculture, and transfer knowledge on agricultural pollution reduction to participating farmers. The project consists of three components:

1. **Modernization of Public Institutions:** Enhance the institutional capacity of the Ministry of Environment, Waters, and Forests (MMAP) to monitor, evaluate, and report investments, including those related to environmental aspects of the National Recovery and Resilience Plan (PNRR). This involves increasing the national capacity for monitoring, prevention, and reduction of pollution from agricultural sources in rural areas, including the National Administration "Romanian Waters" (ANAR), the National Phytosanitary Authority (ANF), and the Directorate for Land Improvement and Land Fund (DÎFFF) within the Ministry of Agriculture and Rural Development (MADR).
2. **Knowledge Exchange and Awareness:** Facilitate knowledge exchange, awareness, and information/innovation transfer to participating farmers. This includes establishing model farms to promote best agricultural practices for pollution prevention and reduction. The project also involves creating national knowledge transfer networks and conducting information and awareness campaigns for the public regarding project activities, including other environmentally-focused interventions funded under the PNRR.
3. **Project Management:** Ensure effective project management to oversee and coordinate the various components and activities outlined in the project.

The project aims to create a comprehensive framework for addressing agricultural pollution in Romania, involving institutional capacity building, knowledge dissemination, and active participation of farmers in adopting sustainable practices.

Romania, as a Member State of the European Union, is responsible for implementing the National Recovery and Resilience Plan (PNRR). This strategic initiative centres on economic revitalization, green initiatives, and digitalization. The plan prioritizes investments in critical sectors like healthcare, education, and infrastructure. By aligning with EU priorities, Romania aims to fortify its resilience, foster innovation, and accelerate socio-economic development, ultimately contributing to the collective recovery and sustainable future of the European Union.

In accordance with the provisions of Article 22, paragraph 2, letter d (i) of the Regulation (EU) 2021/241 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 12th February 2021 establishing the Recovery and Resilience Facility, for the purpose of audit and control and to provide for comparable information on the use of funds in relation to measures for the implementation of reforms and investment projects under the recovery and resilience plan, Member States must collect and ensure access to a set of standardized categories of data, including:

1. name of the final recipient of funds;
2. name of the contractor and sub-contractor, where the final recipient of funds is a contracting authority in accordance with the Union or national law on public procurement;
3. first name(s), last name(s) and date of birth of beneficial owner(s) of the recipient of funds or contractor, as defined in point 6 of Article 3 of Directive (EU) 2015/849 of the European Parliament and of the Council (26);

The Ministry of Environment, Waters and Forests, as implementing institution, through the Project Management Unit for the "Prevention and Reduction of Pollution in Rural Areas Project" (PMU "RAPID") (named hereafter **The Client**) intends to use part of the "RAPID" Projects funds for financing consultancy services for (1) The development of a Monitoring and Sustainability modules in the MMAP-DGPNRR application for the submission, implementation and monitoring of projects, that ensures proper collection and access to the datasets provided in Regulation no. 241/2020 and (2) increasing administrative capacity regarding monitoring the implementation and sustainability status of projects funded through the National Recovery and Resilience Plan (PNRR).

Among the RAPID project's objectives is also, the subcomponent “Modernization of Public Institutions: Enhance the institutional capacity of the Ministry of Environment, Waters, and Forests (MMAP) to monitor, evaluate, and report investments, including those related to environmental aspects of the National Recovery and Resilience Plan (PNRR)”, through which an increase in the administrative and monitoring capacity of DGPNRR in the implementation of PNRR is also pursued.

To achieve the objective, the Project includes several activities, among which Strengthening the Institutional Capacity of MMAP using Software developed for the PNRR monitoring and reporting.

Through the "Integrated Control of Nutrient Pollution" Project, for launching the calls for projects under the National Recovery and Resilience Program (PNRR), MMAP-DGPNRR has benefited from an IT platform for submitting investment projects. This platform includes additional functionalities to support the proper conduct of the evaluation, selection, implementation, and monitoring processes of the projects.

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| ***The MMAP Online Project Submission web platform is developed in ASP.Net, hosted on Azure App Service. The development was carried out using Visual Studio 2022, leveraging .Net 6 LTS (Long Time Support), with a SQL Server database (Microsoft) hosted in Azure storage.******The platform is published on Azure through DevOps and has launched 8 project calls with submissions on the MMAP platform*** [***https://proiectepnrr.mmap.ro/***](https://proiectepnrr.mmap.ro/)***, permitting the submission of projects, as well as a better management of the evaluation and selection process and evaluation of projects.******The Beneficiary owns the source code and shall make it available to the awarded Consultant.*** |

To ensure audit trails and compliance with the provisions of Article 22 - Protecting the Financial Interests of the Union from Regulation no. 241/2021, it is necessary to develop two new reporting and analysis modules in the MMAP platform, specifically for "Monitoring" and “sustainability”. These modules will allow the collection of sufficient data and uploading of relevant documents related to monitoring and sustainabilityprocedures carried out both by beneficiaries and by MMAP-DGPNRR.

Under the present assignment, The Ministry of Environment, Waters and Forests (MMAP), through the Project Management Unit (PMU) responsible for the RAPID Project, intends to contract specialized consultancy services of a Consultant to develop for DGPNRR two IT modules: for monitoring and for sustainability.

**Definitions of terms:**

RAPID – Rural Pollution Prevention and Reduction Project

MMAP – Ministry of Environment, Waters and Forests

RAPID-PMU – Project Management Unit – represents the unit established within the Ministry of Environment, Waters and Forests, that manages the implementation of the Rural Pollution Prevention and Reduction Project

DGPNRR - Directorate General for the National Recovery and Resilience Plan, structure within the Ministry of Environment, Waters and Forests

PNRR - National Recovery and Resilience Plan

RRF- Recovery and Resilience Facility

The Contract – represents the contract to be signed with the selected Economic Operator named Services Provider/Consultant

The Client – is the Ministry of Environment, Waters and Forests, through the RAPID-PMU (for contract management and administrative coordination) and through the Directorate General for the National Recovery and Resilience Plan (for technical management and coordination)

The Beneficiary – is the final beneficiary – DGNRRP

The “Monitoring” Module – is the " Monitoring" reporting and analysis module in the DGPNRR existing application for the submission, implementation and monitoring of projects

The “Sustainability” Module – is the " Sustainability" reporting and analysis module in the DGPNRR existing application for the submission, implementation and monitoring of projects

The Services Provider/Consultant – the economic operator that will be selected, based on the Terms of Reference, for developing the Module and other tasks and activities provided, based on the complete technical and functional specifications

User – third party users of the "Monitoring" and “sustainability” modules consisting of beneficiaries of the funding given through the PNRR, with whom DGPNRR has signed financing contracts

Project – are the projects to be implemented by the beneficiaries (users) under the financing contract signed, that have been submitted and evaluated through DGPNRR application platform <https://proiectepnrr.mmap.ro/>

1. Objectives of the assignment

The general objective of the consultancy services is to strengthen the DGPNRR’s monitoring and reporting capacity regarding the National Resilience and Recovery Plan implementation.

The specific objectives are:

* + To ensure monitoring of the projects under implementation through the development of a "Monitoring" reporting module in the DGPNRR existing application that ensures proper collection and access to the datasets provided by the beneficiaries in Regulation (EU) 2021/241;
	+ To ensure the monitoring of the completed projects, under the sustainability period through the development of a "Sustainability" reporting module in the DGPNRR existing application that ensures proper collection and access to the datasets provided in Regulation (EU) 2021/241.
1. Scope of the Services:

The Consultant will closely coordinate his/her activity with the representatives of the DGPNRR as well as of the RAPID-PMU, as necessary.

The Consultant will strengthen the monitoring and reporting capabilities of the DGPNRR and will have the following tasks and activities:

1. **Extending the existing IT platform of DGPNRR with new functionalities for the “Monitoring” Module, as follows:**
	* 1. An in-app interface (designed in the ASP.NET architectural pattern) for the beneficiaries that allows to enter, for each project, Monitoring reports carried-out under that project for each reporting period;
		2. Technical and functional specifications for “Monitoring” Module:
			+ For all the contracts, the module must allow the beneficiary/user to import the progress report together with its scanned annexes. The progress report will be developed as a smart pdf document and shall allow the submission/collection of at least of the following information:
			+ Changes to the financing contract,
			+ Stage of implementation of the actions/activities/acquisitions provided for by the project,
			+ Project indicators,
			+ Stage of public procurement,
			+ Information about contractors and subcontractors,
			+ Information and publicity measures,
			+ Information regarding compliance with the DNSH principle,
			+ Other problems encountered during the implementation period and measures adopted;
			+ The template of the progress report is attached to the present procedure and is named **Annex 1**;
			+ Validation mechanisms, where possible, will be introduced for the collected data to reduce the risk of error and non-uniform data entry: nomenclatures, lists with pre-filled data, numeric, alphanumeric fields, date type, as appropriate, and a minimum set of validations at the satisfaction of the Client;
			+ The IT module will allow the transmission of progress reports on a quarterly basis;
			+ The IT module will allow the progress reports to be uploaded by the beneficiary only if are signed by the users (by the use of electronic signature);
			+ For each progress report uploaded by the beneficiary, the DGPNRR must have the possibility to fill-in a progress report verification sheet in the system. The progress report verification sheet currently available in Word format and containing 6 pages must be fully transposed to the IT system, allowing the DGPNRR to carry-out all the necessary actions exclusively within the application. The progress report verification sheet template is attached to the present procedure and is named **Annex 2**;
			+ For each progress report uploaded by the beneficiary, the application must allow requesting clarifications/ additional information from the DGPNRR and uploading a response by the beneficiary;
			+ The module must allow the export of the verification grid to a document, which, after being signed by DGPNRR, will be uploaded into the application;
			+ DGPNRR must have the possibility at any time, for any project with contracted status, within the module, to complete the verification report at the investment site and/or at the beneficiary's headquarters. The document template currently available in Word format and having 3 pages must be fully transposed at the IT system level so that DGPNRR can carry out all actions exclusively within the application. The verification report at the investment site and/or at the beneficiary’s headquarters template is attached to the present procedure and is named **Annex 3**. At the level of each on-site verification report, DGPNRR must have the possibility to upload the photos taken;
			+ The module must allow the export of the verification report at the investment site and/or at the beneficiary's headquarters grid to a document, which, after being signed by DGPNRR, will be uploaded into the application alongside the photos taken;
			+ The interface of web module must permit relevant statuses to be established.

The template of all documents that must be transposed to the IT system will be provided by DGPNRR, alongside the list of all contracts and the date of their signing.

1. Develop a Reporting module that will allow DGPNRR to generate reports containing for example the below information:
	* + - The progress report verification sheet made by the DGPNRR. The report will contain all the information entered into the module by the DGPNRR;
			- The list of all DGPNRR requested clarifications and details regarding the response given by the beneficiary;
			- The verification report at the investment site and/or at the beneficiary's headquarters sheet made by the DGPNRR. The report will contain all the information entered into the module by the DGPNRR;
			- Report containing lists of all progress reports and all the verification reports at the investment site and/or at the beneficiary's headquarters as well as the current status of each one.

The Consultant shall assist the DGPNRR for testing the module.

For the users and DGPNRR, the Consultant will prepare and deliver standard instructions (word and pdf. documents):

* + 1 user manual for beneficiaries (which will also be published in the existing DGPNRR platform in the User Instructions section) for the use of the “**Monitoring**” Module;
	+ 1 user manual for DGPNRR for the use of the “**Monitoring**” Module;
1. **Extending the existing IT platform of DGPNRR with new functionalities for the “Sustainability” Module, as follows:**
	* 1. An in-app interface (designed in the ASP.NET architectural pattern) for the beneficiaries that allows them to enter, for each project, Sustainability reports carried out under that project;
		2. Technical and functional specifications for “Sustainability” Module:
			+ For all the contracts for which the final progress report was uploaded by the beneficiary, the module must allow the beneficiary/user to import the sustainability report together with its scanned annexes. The sustainability report will be developed as a smart pdf document and shall allow the submission/collection of at least of the following information:
			+ Indicators,
			+ Investment operating contract,
			+ Investment maintenance costs,
			+ Technical maintenance (equipment and constructions),
			+ Issues that may affect the sustainability of the investment,
			+ Observations;
			+ The template of the sustainability report is attached to the present procedure and is named **Annex 4**;
			+ Validation mechanisms, where possible, will be introduced for the collected data to reduce the risk of error and non-uniform data entry: nomenclatures, lists with pre-filled data, numeric, alphanumeric fields, date type, as appropriate, and a minimum set of validations at the satisfaction of the Client;
			+ The IT module will allow the transmission of sustainability reports on a bi-annual basis;
			+ The IT module will allow the sustainability reports to be uploaded by the beneficiary only if they are signed by the users (by the use of electronic signature);
			+ For each sustainability report uploaded by the beneficiary, the DGPNRR must have the possibility to fill-in in a sustainability report verification sheet in the system. The sustainability report verification sheet currently available in Word format and containing 4 pages must be fully transposed to the IT system, allowing the DGPNRR to carry-out all the necessary actions exclusively within the application. The sustainability report verification sheet template is attached to the present procedure and is named **Annex 5**;
			+ For each sustainability report uploaded by the beneficiary, the application must allow requesting clarifications/additional information from the DGPNRR and uploading a response by the beneficiary;
			+ The module must allow the export of the verification grid to a document, which, after being signed by DGPNRR, will be uploaded into the application;
			+ DGPNRR must have the possibility at any time, for any project with contracted status, within the module, to complete the verification report at the investment site and/or at the beneficiary's headquarters. The document template currently available in Word format and having 3 pages must be fully transposed at the IT system level so that DGPNRR can carry out all actions exclusively within the application. The verification report at the investment site and/or at the beneficiary’s headquarters template is attached to the present procedure and is named **Annex 6**. At the level of each on-site verification report, DGPNRR must have the possibility to upload the photos taken;
			+ The module must allow the export of the verification report at the investment site and/or at the beneficiary's headquarters grid to a document, which, after being signed by DGPNRR, will be uploaded into the application alongside the photos taken;
			+ The interface of web module must permit relevant statuses to be established.
2. Develop a Reporting module that will allow DGPNRR to generate reports containing for example the below information:
	* + - The sustainability report verification sheet made by the DGPNRR. The report will contain all the information entered into the module by the DGPNRR;
			- The list of all DGPNRR requested clarifications and details regarding the response given by the beneficiary;
			- The verification report at the investment site and/or at the beneficiary's headquarters sheet made by the DGPNRR. The report will contain all the information entered into the module by the DGPNRR;
			- Report containing lists of all sustainability reports and all the verification reports at the investment site and/or at the beneficiary's headquarters as well as the current status of each one.

The Consultant shall assist the DGPNRR for testing the module.

For the users and DGPNRR, the Consultant will prepare and deliver standard instructions (word and pdf. documents):

* + 1 user manual for beneficiaries (which will also be published in the existing DGPNRR platform in the User Instructions section) for the use of the “**Sustainability**” Module;
	+ 1 user manual for DGPNRR for the use of the “**Sustainability**” Module.

All documents delivered will be submitted for the technical approval of the Beneficiary (DGPNRR).

Any deviation/alternative solution from/for the requirements presented in section 3 can be accepted by the Client based on arguments clearly presented in the progress reports by the Consultant, with prior approval/ request by the Beneficiary, in case the effort (needed working days) is not less than initially estimated as compared with the initial solution.

The cost of developing the two Modules should be proportionate in relation to its functionalities. For this, the Consultant is expected to propose a simple and clear software architecture, efficient work procedures and to recommend a software platform/technology adapted to the volume of data that will be processed by the software.

Both modules module will be integrated with the existing web platform used by DGPNRR: <https://proiectepnrr.mmap.ro/>

The Consultant will closely coordinate its activity with the other members of the DGPNRR and the National Coordinator for the PNRR (the Ministry of Investments and European Projects) on IT related activities under the Project, both during the period of carrying out the business analysis, development and testing, as well as during the period of staff training for the use of the module.

The RAPID-PMU will ensure contract coordination.

The source code, the Modules with all the functionalities and the documents delivered created/ elaborated by the Consultant under this Contract shall become the property of the Client.

For the Modules and all functionalities, access to Azure cloud services for deployment purposes will be provided by DGPNRR. The Consultant will provide technical support for the IT system, for a period of at least 12 months from the Client's acceptance. Any error/ blockage will be resolved by the Consultant, free of extra-charge, and within the following response time, depending on the severity:

* + Critical (the functionalities of the module have been compromised: documents cannot be uploaded, users cannot log in with username and password, fields in the interface cannot be accessed) – max. 8 hours;
	+ Major (major validations do not work or reports do not generate the information correctly) – max 1 working days;
	+ Minor (text colour, page fit) – max. 2 working days.

1. Consultant’s Profile:

The services will be carried-out by the Consultant with general experience in providing consultancy for the development of development of IT systems, preferably for funding schemes managed by public institutions.

The consultant must have developed at least 3 institutional development projects (IT systems) for private or public institutions during the last 5 years, proven with recommendations. Previous experience in working for or with public institutions represents an advantage.

The consultant must present a team adapted to the fulfilment of the requests from the terms of reference within the proposed deadlines, but which will be composed of at least 4 key experts with proven experience, as follows:

1. **Team Leader/Project Manager (1 key expert),** having the following qualifications and experience**:**

*Education and general experience:*

* + Higher education completed with bachelor’s degree;
	+ 7+ years of hands-on software development experience;
	+ **3+ years** of experience leading technical teams;
	+ Proven track record of successfully developing and delivering at least **3 medium** to large-scale software development projects.

*Specific experience in:*

* + Modern software architecture principles and cloud-native systems development;
	+ Expertise in cloud-based development (e.g., AWS, Azure, GCP or other);
	+ Relevant/proposed programming languages (e.g., Java, C#);
	+ Database design and management (SQL and potentially NoSQL) and experience with relevant/proposed database management system(s) (DBMS);
	+ Web development frameworks (e.g., React, Angular, Vue.js);
	+ Secure software development principles. Experience in developing ISO/IEC ;27001:2008 certified IT systems represents an advantage.

*Soft skills:*

* + Excellent communication and interpersonal skills, including client facing experience;
	+ Ability to mentor and guide team members;
	+ Project management experience to manage timelines and budgets effectively.
1. **Business analyst (1 key expert)** having the following qualifications and experience:
* *Education and general experience:*
	+ Bachelor’s Degree;
	+ **3+ years** of experience as a business analyst in software development projects;
	+ Experience gathering and documenting complex business requirements for at least **3 systems** of similar complexity;
	+ Experience in developing technical and functional specifications for similar software applications, will be considered an advantage;
	+ Experience in grant management domain will be considered an advantage.
* *Specific experience in:*
	+ Techniques for gathering requirements, requirements management (e.g., Jira, Enterprise Architect) and process modeling tools (e.g., BPMN, UML);
	+ Data modeling.
* *Soft skills:*
	+ Excellent written and verbal communication skills;
	+ Experience in working directly with the client;
	+ Ability to bridge communication gaps between technical and non-technical stakeholders.
1. **Software developer (1 key expert)** having the following qualifications and experience:
* *Education and general experience:*
	+ Bachelor’s Degree;
	+ **3+ years** of software development experience;
	+ Proven track record of successfully developing at least **3 medium** to large-scale software development projects;
	+ Experience in building cloud-based solutions;
	+ Experience in developing similar software applications will be considered an advantage.
* *Specific experience:*
	+ In the proposed programming languages and frameworks;
	+ In cloud architecture principles;
	+ With version control systems (e.g., Git);
	+ In API development and integration;
	+ With security best practices for cloud solutions would be an advantage;
	+ In DevOps principles and practices and CI/CD (continuous integration/continuous delivery) pipelines would be an advantage.
* *Soft skills:*
	+ Ability to work collaboratively;
	+ Strong attention to details.
1. **Software tester** **(1 key expert)** having the following qualifications and experience:
* *Education and general experience:*
	+ **2+ years** of experience in software testing;
	+ Experience in developing test cases, test plans, and test scripts;
	+ Experience in grant management domain would be an advantage.
* *Specific experience in:*
	+ Testing methodologies (e.g., unit testing, integration testing, functional testing);
	+ Test automation tools (e.g., Selenium, Cypress) would be an advantage;
	+ Experience with performance and security testing would be a strong advantage;
	+ CI/CD (continuous integration/continuous delivery) pipelines.
* *Soft Skills:*
	+ Attention to detail;
	+ Strong problem-solving abilities;
	+ Excellent communication and reporting skills.

During implementation, Consultant team may be complemented with non-key experts, as necessary, with prior acceptance by the PMU RAPID, based on their CVs proving experience in the allocated tasks.

The method of fulfilling the minimum requirements related to the general and specific experience in the subject of the contract, for all key experts, is demonstrated by presenting the relevant supporting documents that must be accepted by the evaluation committee, which can be: the job description, the employment contract, the recommendation or any other similar documents issued by the public and/or private beneficiary of the contract, and not the employer, except in the case where he is the beneficiary of the contract/object, from which the information requested by the contracting authority results as real.

1. Duration of the services

The development services under this Contract shall be provided in the period of around 4 months, followed by a 12 calendar-months’ time-period for technical assistance.

The Administrative Order will be issued and communicated by the PMU RAPID to the Consultant in maximum 2 working days after the contract is signed by the last party.

The Consultant is expected to commence performance of the services within maximum 5 working days after contract signing.

The present service contract will include a 12 months technical assistance period, that shall start as from the Beneficiaries’ final acceptance (namely as from the date of the final acceptance document, which is the qualitative and quantitative reception report, issued by the Reception Committee for the final Progress Report (Report no. 2), and during which technical assistance will be provided by the consultant, in accordance with the conditions provided in Section 3 *Scope of the Services*.

1. Reporting

During this Assignment, the Consultant shall deliver progress reports per each IT module, having the following indicative deadlines:

**Report 1:** Monitoring Module, which shall include the following IT functionalities:

* + Progress report built in a smart pdf format,
	+ IT module allows the submission of the progress report,
	+ IT module includes an evaluation sheet of the progress report,
	+ IT module allows DGPNRR to request for additional information, and the beneficiaries to supply the requested information/documents;
	+ IT module allows DGPNRR to fill-in a verification report at the investment site and/or at the beneficiary's headquarters;
	+ IT module allows DGPNRR to generate reports in accordance with the conditions provided in Section 3 *Scope of the Services*.

The Consultant will deliver, at least, the following:

* business analysis reports;
* internal testing reports (together with the testing scenarios);
* source code;
* 1 user manual for beneficiaries;
* 1 user manual for DGPNRR.

The DGPNRR shall test the Monitoring Module and shall inform the PMU RAPID once the module is accepted.

The Monitoring Module shall be developed within 2 months from the commencement of the services under the contract.

**Report 2:** Sustainability Module, which shall include the following IT functionalities:

* + Sustainability report built in a smart pdf format,
	+ IT module allows the submission of the Sustainability report,
	+ IT module includes an evaluation sheet of the Sustainability report,
	+ IT module allows DGPNRR to request for additional information, and the beneficiaries to supply the requested information/documents;
	+ IT module allows DGPNRR to fill-in a verification report at the investment site and/or at the beneficiary's headquarters;
	+ IT module allows DGPNRR to generate reports in accordance with the conditions provided in Section 3 *Scope of the Services*.

The Consultant will deliver, at least, the following:

* business analysis reports;
* internal testing reports (together with the testing scenarios);
* source code;
* 1 user manual for beneficiaries;
* 1 user manual for DGPNRR.

The DGPNRR shall test the Sustainability Module and shall inform the PMU RAPID once the module is accepted.

The Sustainability Module shall be developed within 2 months from the reception of module 1.

All the Reports shall be transmitted to both DGPNRR and RAPID-PMU in 2 original copies (one copy each), in Romanian language, signed by the Consultant, together with the electronic versions (by electronic mail).

All the Progress Reports that need approval shall be submitted to the authorized representative of the Client, for analysis and approval by the Acceptance Committee nominated by the Client.

The Consultant shall consolidate the Progress Reports as requested by the Client / Acceptance Committee, within maximum 2 working days as from receiving such requests or within a longer period as agreed by the Consultant and the Client’s authorized representative, if the circumstances require.

The DGPNRR shall provide to the Acceptance Committee its agreement on the deliveries.

The Acceptance Committee shall decide upon the acceptance of the activities and deliverables provided by the Consultant.

 Based on the acceptance document of the final version of each of the Progress Reports, issued by the Acceptance Committee, the Consultant shall issue the invoice and the Client shall pay, according to the Contract provisions.

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

The Consultant:

* Will liaise with RAPID-PMU for guidance on contract implementation and contract management;
* Will work under the direct supervision of the DGPNRR (overall technical management), guided by the DGPNRR Director and/or the DGPNRR nominated staff;
* Will cooperate closely with the MMAP’s IT Department and DGPNRR specific department;
* Will provide support to the data collection and reporting processes at DGPNRR level;
* Will report to the DGPNRR General Director and/or the DGPNRR nominated staff;

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

All documentation prepared by the Consultant in the course of the assignment will remain the absolute property of the Client. The Consultant will, not later than upon termination or expiration of the contract for the current assignment, deliver all such documentation to the Client.

The observance of the Fiscal Code provisions applicable in any of the legal forms under which the Individual Consultant will provide the services (either (a) limited liability company or another form of organization that enables him/her to issue invoices or (b) person authorized under the Law 300/2004), is the sole responsibility of the Consultant.

The Client will not pay or reimburse the Consultant for any other costs outside of the fees agreed for in the contract.

The final Beneficiary (DGPNRR) and the Client shall provide to the Consultant all the necessary information, concerning the purpose of this Assignment and that will be reasonably requested by the Consultant in order to complete this Assignment.

The Client will provide the existent Source Code of the IT platform and will grant access to all relevant information, documents and stakeholders’ contact points to facilitate the implementation of the activities under this assignment, and if needed, to equipment and working capital to carry out the tasks included in these Terms of Reference, including access to the DGPNRR’s network resources.

**Annexes:**

Annex 1: Progress Report Template (Excel File)



Annex 2: Progress report verification sheet template (FIȘA DE VERIFICARE A RAPORTULUI DE PROGRES)



Annex 3: Verification report at the investment site and/or at the beneficiary’s headquarters template



Annex 4: sustainability report template



Annex 5: sustainability report verification sheet template



Annex 6: sustainability verification report at the investment site and/or at the beneficiary’s headquarters template

