**TERMS OF REFERENCE**

**Consultancy services for delivering specialized training to ANAR staff**

**through RAPID Project**

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 Romania 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 was ratified by Romania by the Law no. 332/2023 on November 7th 2023 and it became effective on December 13th, 2023. The Project 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 (NRRP). 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 Consolidation 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 NRRP.
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.

ANAR is one of the most important public beneficiaries of the RAPID Project, with substantial support for laboratory equipment and on digitalization (GIS specialized software, development of Laboratory Information and Management System, modules for nutrients data modelling, etc.). Considering the new laboratory equipment and new IT systems that the staff will need to use, 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 contract consultancy services for consolidating the ANAR capacity to improve its staff knowledge and skills on using new laboratory equipment and new IT technologies.

**Definitions of terms:**

The Project / RAPID – Rural Pollution Prevention and Reduction Project

MEWF – Ministry of Environment, Waters and Forests

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

ANAR - National Administration "Romanian Waters"

The Contract – represents the contract to be signed with the awarded Consultant

The Client – is the Ministry of Environment, Waters and Forests through the PMU RAPID

The Consultant – is the selected firm for providing training services

1. Objectives of the assignment

Key objective of the consultancy services is to strengthen the ANAR institutional capacity on the use of laboratory equipment and new IT technologies.

1. Scope of the Services

The Consultant will closely coordinate its activity with the representatives of the ANAR and PMU, to implement, inter alia, at the request of ANAR (with the PMU agreement), the following activities:

1. **Identification of training needs** of the ANAR staff, with focus on improving the staff knowledge and skills on the use of laboratory equipment and various IT systems that are currently use or under preparation through RAPID Project. This should be an on-going process, initiated at the request of ANAR for a specific theme. Consultant should be able to respond to multiple requests for training needs assessment, until RAPID Project closing period (currently set for end of June 2028);
2. Prepare Training Module (TM) for a specific theme based on **training needs assessment (TNA)** performed through surveys and direct discussions with key ANAR staff. Thus, the TNA shall be concluded by a report, that should include the following: the methodology applied for the TNA for the specific theme, the targeted staff (and its distribution at the level of ANAR structure), an assessment of current knowledge and practices, the identification of gaps and needs, the proposed training key topics;
3. Establishing a **training delivery calendar for each TM**. The calendar should include references on the foreseen locations of training facilities. Training should be delivered in a combination of 2-days workshop for maximum 25 persons/session and 1-day on-the-job training for smaller groups, varying from ideally varying from 5 to 10 persons;
4. Ensuring **training facilities** for workshops;
5. **Training delivery**. This shall include:

* Ensuring a registration buffet, lunch and 2 coffee breaks per workshop for all participants.
  + The registration buffet shall include at least: coffee, tea, water, salt and sweet pastry;
  + The lunch shall include at least: dinks (water and coffee), meals – both warm and cold options;
  + A coffee break should include at least: coffee, tea, water and sweet pastry.

For the on-the-job training, lunch (with 1 drink per person) shall be ensured via catering services for all participants.

* Preparation and delivery of training materials, which shall include per each participant, at least, the following: 1 dossier (for A4 documents (120 sheets of documents) - glossy / matte cardboard, polychromic, double sided prints, inside pocket), 2 training guidelines (each with at least 24 pages per workshop day), 1 notebook (at least 48 pages A5 format, offset paper 90 g / square meter, thermocouple gluing or wired, printing covers with at least 2 colors), 1 personalized pen. The format of the training guideline will be A4, polychromic, double-sided prints, offset paper 90 g / square meter, thermocouple gluing, printing covers with 4 colors. The content of the training guideline shall be agreed with ANAR before printing. Also, a template of an attendance certificate shall be delivered (to be printed and distributed by the Consultant at the end of the training for each participant, customized with the name of the TM and of the participant);

1. Preparation of **training reports** per each TM, which shall include a short description of the training session, the participants attendance lists (with their signatures and contact details), relevant photos from the trainings and a satisfaction questionnaire filled-in by the participants.

The minimum number of ANAR staff to be trained (2-days workshop and 1-day on-the-job training) is 250. One person may participate in one or more training modules.

Accommodation and transportation for the trainees / ANAR staff shall be ensured by ANAR.

1. Consultant’s Profile

**The qualifications and experience required:**

The Consultant must have the qualifications and the experience for conducting trainings for laboratory equipment and various IT systems, for public authorities. This means:

Portfolio experience:

The Consultant shall demonstrate successful completion of **at least three projects or contracts** involving the delivery of trainings, in the format of workshops and/or on-the-job trainings, designed to enhance practical knowledge and operational proficiency in the use of laboratory equipment&techniques and/or IT systems&operation. Experience in delivering such training programs **to public sector institutions** is highly desirable.

1. Key experts:

Key Expert 1 - Team leader: Must have **at least 7 years of professional experience** in managing and coordinating training-related projects/contracts. Experience in coordinating contracts/projects trainings-related focused on laboratory equipment&techniques and/or IT systems&operation for public sector is desirable;

Key Expert 2 - Training Expert: Must have **a minimum of 3 years of experience** in delivering training sessions/developing training materials to build competence. Experience in delivering trainings for public authorities for the use of laboratory equipment&techniques and/or IT systems&operation and/or institutions / programmes / projects assessment is desirable.

1. Non-key experts: training experts with experience in preparing and/or conducting training sessions.

Non-key experts shall be proposed by the Consultant as needed and approved by the PMU based on their CVs and supporting documents, after the contract signing (and before the commence of their activity).

1. Duration of the assignment

The services under this Contract shall be provided until June 30th, 2028, or any subsequent date, as agreed in writing by the Parties through a contract amendment.

The Consultant is expected to commence performance of the services preferably within 10 working days after contract signing. The contract implementation shall be initiated through a kick-off meeting (in-person and/or online).

1. Reporting

Daily contract coordination will be ensured by ANAR, in close cooperation with the PMU contract coordinator.

During the assignment, the Consultant shall deliver Progress Reports, as follows:

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|  | Type of Progress Report | Deadline (for submission to ANAR and PMU) |
| 1 | Training preparation report – will include Identification of training needs, Training Needs Assessment, Training delivery calendar and training guidelines - for each Training Module (reflecting the implementation of the activities 1- 4 listed at Chapter 3 – Scope of services)  The reports shall be submitted for the ANAR and PMU contract representatives’ acceptance before commencing the training delivery | 30 calendar days from the request made by ANAR |
| 2 | Training report - for each delivered Training Module (reflecting the implementation of the activities 5 and 6 listed at Chapter 3 – Scope of services) | 15 calendar days from its finalization |

All the Progress Reports shall be transmitted to ANAR and to the PMU in one copy each, in Romanian language, joined by a letter signed by the Consultant, together with the electronic versions (electronic mail/memory stick).

All the Progress Reports shall be submitted to the authorized representatives of the Client for initial analysis. The reports shall be submitted for the approval of the Acceptance Committee nominated by the Client.

The Consultant shall consolidate the Progress Reports as requested by the Contract coordinators and 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 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 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:

* Shall work under the direct supervision of the contract coordinators of the ANAR and PMU;
* Shall liaise with RAPID Project staff and its contracted consultants, as needed;

All documentation prepared by the Consultant during the course of the assignment will remain the absolute property of the Client. The Consultant will deliver all such documentation to the Client.

The ANAR:

* Shall facilitate the Consultant contact with the ANAR staff along all the activities of the contract and shall offer all the necessary information, concerning the purpose of the assignment that will be reasonably requested by the Consultant in order to complete this assignment.
* Shall provide access to all relevant information, documents and ANAR staff contact points to facilitate the implementation of the activities under this assignment;
* Shall guide the Consultant towards the specific institutional training needs.