**TERMS OF REFERENCE**

**Project Management Expert - management consultancy for program implementation (1 individual consultant)**

1. Background

Romania has received a loan from the International Bank for Reconstruction and Development (IBRD) to support the implementation of the Integrated Nutrient Pollution Control Project – Additional Financing by financing over a new six years period, until 31 March 2022, the costs associated with the scale-up of the Project nationwide. The Additional Financing for scaling-up broadly maintained the objective and structure of the Integrated Nutrient Pollution Control Project (INPCP) with slight modifications, to reflect the realities of the current situation and lessons learned so far under INPCP. The Additional Financing has financed works, goods, services and operating costs and comprises four components, which are largely the same as in the INPCP, with slight modifications: (i) Component 1: Investments in Local Communities to Reduce Nutrient Pollution; (ii) Component 2: Institutional Strengthening and Capacity Building; (iii) Component 3: Public Awareness and Information Support; (iv) Component 4: Project Management.

Under the Additional Financing the overall development objective of the Project is to support the Government of Romania towards meeting the EU Nitrate Directive requirements at national scale. The closing date of the INPC Project Additional Financing was firstly extended until June 30, 2023 and then again until 31st December 2023.

Romania subsequently signed, in April 2023, a Loan agreement with the International Bank for Reconstruction and Development (IBRD) to support the implementation of the Rural Pollution Prevention and Reduction Project (RAPID), hereafter **“the Project”,** in a total amount of sixty million Euro (EUR 60,000,000). The objectives of the Project are to strengthen the institutional capacity of selected public entities to monitor pollution from agriculture, and to transfer knowledge on agricultural pollution reduction for adoption by Participating Farmers. The Project consists of the following parts:

1. **Modernization of Public Institutions in Charge of Pollution Control**
   1. ***Strengthening the Institutional Capacity of MEWF***

Supporting the institutional capacity of MEWF to monitor, evaluate, and report on investments, including on the NRRP’s environment-related components, including through: (i) building capacity for carrying out internal audits; (ii) technical assistance for strengthening MEWF administrative capacity for monitoring and reporting NRRP investments; (iii) technical assistance for the development of software applications and licenses for NRRP, including development of software for M&E and reporting applications and interface software for enhancing integration and communication with governmental structures for NRRP; (iv) office equipment to support the monitoring and reporting capacity of MEWF; (v) vehicles for MEWF’s administrative capacity; and (vi) capacity building activities, including participation in trainings, organizing and attending conferences and knowledge-exchange meetings.

* 1. ***Enhancing the National Capacity for Monitoring, Prevention and Reduction of Pollution from Agricultural Sources in Rural Areas***

(a) Strengthening the institutional capacity of ANAR to monitor the quality of surface and groundwater bodies including through: (i) purchase of monitoring equipment and integrated database with hardware and software (including servers); (ii) development of an early-warning-system in case of rising pollution; (iii) development of a software to support Romania’s reporting obligations under the relevant legal framework, including on nitrates; (iv) purchase of equipment for sampling and testing pesticides, antimicrobials, heavy metals, and other pollutants, monitoring of water quality, determining biological indicators relevant to eutrophication, monitoring of nutrients in surface and groundwater resources; (v) training of relevant ANAR’s personnel responsible for the analysis of water quality; (vi) training of laboratory personnel; (vii) development of an IT tool for modeling the pollutant emissions from agricultural activities; (viii) development of integrated information management systems; and (ix) revising the Code of Good Agricultural Practices and its action program, as well the preparation of guidelines addressing the reduction of pollutants and emissions from agricultural sources.

(b) Strengthening the institutional capacity of the NFA including through: (i) technical assistance and the purchase of equipment for the development of a national network to improve surveillance and alert system (collection of weather data) on plant diseases and pests, for an integrated pest management and sustainable use of pesticides and procurement of an accompanying software solution for a system of automatic data processing for surveillance/prognosis, real-time alert and recommendations on the use of pesticides; (ii) the purchase of mobile laboratories for inspection and calibration of pesticides field-application equipment; (iii) the purchase of equipment and digital solutions to strengthen the laboratories capacity for monitoring pesticide use that will improve to detect and identify plant diseases and pests; and (iv) the adoption of digital technologies and solutions dedicated to reduced green-house gas emissions, such as databases and IT applications to track the movement of pesticides, ensuring traceability of pesticides to strengthen their sustainable use, monitoring, and reporting capacity.

(c) Strengthening the institutional capacity of MARD’s Directorate of Land Improvements and Land Fund including through: (i) carrying out a diagnostic analysis of the Romanian agriculture sector; (ii) developing a software for integrated collection, processing, analysis, mapping, and reporting of data; and (iii) capacity building activities to support the use of the software and digital technologies.

1. **Knowledge-Sharing, Awareness, and Information/Innovation Transfer for Participating Farmers**
   1. ***Demonstrating role model farms and promoting innovation***

Supporting the upgrade and modernization of existing farms for demonstration purposes through the provision of Sub-grants to Participating Farmers for Eligible Sub-Projects.

* 1. ***Establishing national knowledge transfer networks***

Establishing national knowledge transfer networks for the prevention and reduction of pollution from agricultural sources through the implementation of training programs.

* 1. ***Awareness Campaign***

Conducting a broad public information and awareness campaign of the activities under the Project (including other interventions financed under the NRRP’s environmental components) at the local, regional, and national levels on relevant aspects such as types of pollutants and, their economic and environmental impacts, prevention and reduction activities, resilience and emissions mitigation activities, climate impacts, and climate-smart agricultural practices, including through the organization of national and regional workshops, field trips, and study tours and conducting surveys on knowledge, attitudes and behavior.

1. **Project Management**

Supporting Project management, implementation, monitoring, reporting, evaluation, financial audit, and environmental and social impact assessment and management, including through capacity building activities and the financing of Incremental Operating Costs, goods, and vehicles.

**The expected commencement** of the RAPID Project is mid-Q4 of 2023, while the Project closing deadline is 5 years after.

The Ministry of Environment, Waters and Forests (MoEWF) seeks contracting the consultancy services of an individual consultant (Project Management Expert) who will support the Project Management Unit (PMU) responsible with the implementation of RAPID Project . Specifically, the Project Operational Manual (POM), which is an effectiveness condition for the RAPID Project is to be developed under the present assignment.

2. Objectives

Key objective of the consultancy services is to develop an efficient internal management control mechanism of the RAPID Project through the elaboration of the Project Operational Manual (POM).

3. Scope of the Services:

The Project Management Expert will coordinate his/her services closely with the PMU on activities related to the RAPID Project. He/She will be required to be familiar with the World Bank procedures (including monitoring and evaluation, procurement, financial, disbursement, environmental and social management framework), regulations, policies and the RAPID Project's documents, including the Project Appraisal Document, Loan/Grant Agreements, Project Action Plan and Project Procurement Strategy and Procurement Plan, among others.

The Project Management Expert will have the task and responsibility for the preparation (both in Romanian and English) of the RAPID Project Operational Manual, in accordance with the Project Appraisal Document and Financing Agreement.

POM sections, among others, shall include:

1. Detailed Project description;
2. Implementation and management arrangements for the Project (including the roles and responsibilities of the beneficiaries, as partners involved in project implementation);
3. Setting in place the Environmental and Social Management Framework (ESMF) standards and requirements and the Stakeholders Engagement Plan (SEP), in accordance with the Environmental and Social Commitment Plan (ESCP);
4. Procurement procedures and arrangements – in accordance with the Project Procurement Strategy for Development (PPSD);
5. Financial management arrangements and fiduciary aspects (including planning and budgeting, accounting and internal controls, disbursement, financial reporting and external auditing);
6. Monitoring and Evaluation Procedures by developing specific monitoring and evaluation instruments as mentioned within Project Appraisal Document;
7. Reporting requirements and mechanism;
8. Organization chart, staffing, responsibilities and wages rights.

The POM will include at least the following annexes:

1. A description of the “Grants Manual” mandatory consultation process and its template / table of content (which shall include at a minimum: area of applicability of the state aid rules in relation to the grants manual beneficiaries; rules on the eligibility for the activities; rules on the eligibility for beneficiaries; the maximum public support per grant; methodology for providing the grants; rights and obligations of the grant beneficiaries; eligible expenditures; duration of the grants implementation; budget and estimated number of the beneficiaries; expected impact of the scheme; monitoring and evaluation; sustainability; a debt recovery methodology; list of documents to be submitted necessary for the evaluation and contracting; type of evaluation grids; reference to the contract template; documents necessary for payment claims);
2. Template for the Memorandum of Understanding with the beneficiaries of the Component I;
3. Environmental and Social Management Framework;
4. Stakeholders Engagement Plan;
5. Environmental and Social Commitment Plan;
6. Project Procurement Strategy for Development;
7. Project Financial Manual Guidance;
8. Project organization, management and coordination, including terms of reference/job description for the PMU staff;
9. Template for Environmental and Social Management Plan (ESMP) or ESMP Checklists for the subprojects;
10. Monitoring and Evaluation Manual;
11. Ex-post monitoring procedure.

Deviations from the requested template of the POM may be accepted with due justification from the Consultant, if accepted or requested from the PMU and World Bank.

The Consultant is expected to undertake the following prior activities in order to achieve the scope and objectives of the contract:

* Examine the project documents (Project Appraisal Document, Loan Agreement, Environmental and Social Commitment Plan, Environmental and Social Management Framework, Stakeholders Engagement Plan, Project Procurement Strategy for Development, existent drafts for the Memorandum of Understanding with the Component 1 beneficiaries, internal documents as prepared for the elaboration of the Grants Manual and draft Grants Manual);
* Examine the World Bank procurement and disbursement procedures;
* Examine the Romanian legislation, requirements and procedures;
* Meet and work directly with the PMU team, especially the PMU Director, Coordinator of the Component 1, Financial Manager, Procurement Manager, M&E staff.

4. Consultant’s Profile:

In order to be able to charge the Client for the activities performed under these terms of reference, the expert must be either a person authorized under the Law **300/2004 regarding the authorization of individual persons and family associations to carry out independent activities or to act under a limited liability company or another form of organization that enables him/her to issue invoices for the services provided. In any of the cases, the Consultant should be aware that the services will be provided only by the selected Individual Consultant and n**o substitution of any individual who was initially proposed and evaluated will be permitted**.**

Minimum qualifications requested:

* Master of business administration degree or equivalent, preferably in the following areas: management, public administration, business administration, economics, agriculture, environment or another relevant ancillary area;
* Relevant academic education and training in project management;
* At least 10 years of relevant working experience;
* At least 7 years of practical experience in project management area in Romania or internationally;
* Experience in strategic planning, advisory and program/project management services, in project risk assessment and mitigation, preferable on areas like environment, agriculture or rural development;
* Relevant experience in public administration, proven experience working with Government, international organizations and donors;
* Sound knowledge and working experience with World Bank’s procedures;
* Advanced PC skills and sound knowledge of the MS Office package: Word, Excel, Outlook, Power Point;
* Good capacity to communicate with people with different backgrounds and positions, as well as with local and national authorities;
* Excellent command of spoken and written English is a must;
* Strong sense of integrity is essential;
* Strong analytical skills, oral and written communication skills;
* Ability to work in multidisciplinary teams.

5. Duration of the Assignment, Reports and Time Schedule:

The total days input of the Consultant is estimated at 50 man-days to be performed within a period of engagement of about 4 (four) months, with deliverables planned to be submitted until October 31st, 2023 and with a duration of the contract which cannot go beyond 31st December 2023 (the closing date of the INPCP-AF Project, wherefrom the contract will be financed). The consultant is expected to start performance of the services immediately after contract signing.

As result of the services, the Consultant shall deliver 3 reports, each containing a description of the work carried-out and with annexes, as follows:

1. First draft of the POM: submitted for PMU’s team contribution, review and comments (English version), with deadline within 6 weeks as from contract signature, but no later than end of August 2023;
2. Second draft of the POM having all the PMUs comments incorporated for World Bank’s review and comments (English version), with deadline within 10 weeks as from contract signature;
3. Final version of the POM having all the WB’s comments incorporated (English and Romanian versions), within two weeks as from receiving the final WB’s and PMU’s comments.

All the Reports elaborated during the assignment will need to be cleared by the Contract Coordinator and aproved by the PMU Director.

The reports will be elaborated in 2 copies in Romanian language and the POM, in both English and Romanian.

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

The Client will provide access to all relevant information, documents and stakeholders’ contact points to facilitate the implementation of the activities under this assignment.

The Project Management Expert:

* Will work under the direct supervision of the PMU’s Director (overall management), and closely cooperating with the Coordinator of the Component 1, Financial Manager, Procurement Manager, M&E staff;
* Will report to the PMU Director;
* Will cooperate closely with the World Bank Task Team Leader, as well as with WB’s specialists and with specialists from other projects financed by the World Bank, in the field of project management;
* Will cooperate with specialists and members of the teams established within the beneficiary institutions, who will be assigned for the preparation and implementation of their RAPID related activities

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 present assignment will remain the absolute property of the PMU. The Consultant will, not later than upon termination or expiration of the contract for the current assignment, deliver all such documentation to the PMU.

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.

Activities will not take place exclusively at the Client’s premises but in any place chosen by the Consultant. Nevertheless, considering the nature of activities, the Consultant is expected to devote sufficient time for working directly at the PMU office, and he/she will participate in regular meetings with PMU team.

The Consultant should use his/her own equipment and working capital to carry out the tasks included in this Terms of Reference.

The Client will not pay or reimburse any of Consultant’s costs outside of the payments agreed for in the contract. Remuneration Fee rate will also include all the “reimbursables” type expenses incurred by the Consultant during the delivery of the services.