**TERMS OF REFERENCE**

**Consultancy services for**

**The development of a "Procurement" reporting module in the MMAP-DGPNRR application for the submission, implementation and monitoring of projects within the National Recovery and Resilience Plan**

**02-CQ-2024**

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 centers 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 "Procurement" reporting module 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 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.

|  |
| --- |
| ***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.***  ***It is published on Azure through DevOps.To date, this platform 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 monitoring of the evaluation and selection process and evaluation of projects.*** |

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 a new reporting module in the MMAP platform, specifically for "Procurements". This module will allow the collection of sufficient data and uploading of relevant documents related to procurement procedures carried out by beneficiaries. Integration into the PNRR IT platform managed by MIPE as the national coordinator of PNRR will be facilitated through an Application Programming Interface (API).

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 contribute to and facilitate the development and implementation of DGPNRR monitoring and reporting functions under the RRF Regulation and national law.

**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

MIPE – Ministry of Investments and European Projects, National Coordinator for the PNRR

ONRC - The National Trade Register Office

The RAPID Project – represents the Rural Pollution Prevention and Reduction Project, referred to as the "RAPID" Project

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 “Procurement” Module – is the "Procurement" reporting module in the MMAP-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 “Procurement” Module consisting of beneficiaries of the funding given through the PNRR, with whom MMAP-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 MMAP-DGPNRR application platform <https://proiectepnrr.mmap.ro/>

API - Application Programming Interface

1. Objectives of the assignment

Key objectives of the consultancy services are:

Strengthening of MMAP-DGPNRR’s monitoring and reporting capacity regarding project implementation in the National Resilience and Recovery Plan, through:

* the development of a "Procurement" reporting module in the MMAP-DGPNRR existing application for the submission, implementation and monitoring of projects, that ensures proper collection and access to the datasets provided in Regulation no. 2021/241
* the development of reports that allow the analysis of the project implementation stage and that allow better monitoring of the implementation status of projects finances under PNRR.

1. Scope of the Services:

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

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

1. Development in the existing platform of DGPNRR of a “Procurement” Module consisting of:
   * 1. Business analysis report, based on the discussions with MMAP-DGPNRR’s and/or MIPE representatives and the documents provided, needed for the development of the “Procurement” module and for the new reports and submit it for technical approval by the DGPNRR;
     2. An in-app interface (designed in the ASP.NET architectural pattern) for the users that allows them to enter, for each project, procurements carried out under that project;
     3. Technical and functional specifications:
        + For each public procurement procedure entered, the platform must allow the collection of a minimum set of data issued in tabular Excel and Pdf. format) comprising the following information regarding:
2. Main type of the contract;
3. Procedure type;
4. Estimated value of the contract;
5. CPV codes;
6. details of the notice/invitation to participate/award;
7. details of the contracting authority;
8. details of the contract, winning tender and bidder;
9. additional documents, other participants in the procedure from the winning bidder, subcontractors and third parties, type, unique identification code, name, details of founding documents;
10. real beneficiaries, shareholders, administrators, and other, as the case may be);
    * + - The interface will allow registering in the platform contract amendments, such as the change of subcontractors or replacement/introduction of a new subcontractor;
        - 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 (validation examples: correlating data input information (in logical and chronological order), correlating input data details of the notice/invitation to participate/award, number of bidders, with the type of procurement (direct acquisitions, simplified procedures, open auctions, etc.), correlating data regarding the contracting authority with the project depositor in the application, where possible and other);
        - The list of collected data will be finalized following the analysis carried out together with the beneficiary or based on the justified requirements of the beneficiary, including correlation with the data required to be transmitted or made available via an API;
        - For all Unique Identification Code (CUI) entered by the user, the interface must allow querying the data from ONRC and must carry out minimal validations, including pre-filling some information in the Interface, bringing real beneficiary data (at least name, surname and date of birth). The functionality will be implemented based on a Collaboration Protocol / Memorandum of Understanding that will be concluded by the beneficiary with the authority that manages the National Trade Register Office data, after its conclusion and the receipt of the types of data that can be used;
        - For each procurement, the web platform must allow the upload of documents in pdf. format, mandatory documents (pre-established) and additional documents or other (named by the user), as well as documents in archive format such as zip./rar;
        - All pdf. documents uploaded must be signed with the user's extended electronic signature,
        - The interface of web platform must permit relevant statuses to be established, must permit data to be saved, deleted, abandoned or transmitted, as appropriate, to DGPNRR;
        - The interface must permit DGPNRR staff to view and check the data entered by the beneficiary and must permit the beneficiary to modify/complete the previously entered data at the request of DGPNRR staff made with a comment field in the application and/or Notification by e-mail of the requested changes/completions;
        - After DGPNRR staff verification, it must permit the selection of a status for each procurement as: In request for clarifications/changes, Data has been validated (for direct procurements)/ Ex-post verification completed (for procurement procedures).
11. Based on the collected data, develop an API (application programming interface) through which data and/or documents collected through the interface will be made available to another platform or data will be transmitted, as the case may be, in the form agreed with DGPNRR and MIPE. The possibility of inter-linkage with the MIPE PNRR management platform (proiecte.pnrr.gov.ro) will be analysed and possible scenarios will be provided and the inter-linkage implemented, as needed.
12. Develop a Reporting module that will allow DGPNRR to generate reports containing relevant information about the data entered in the application by the beneficiaries - Procurement Report, Status Report, New entries Report and other established with DGPNRR. The reporting module must allow the modification of existing reports or the addition of new reports by certain users from MMAP and/or DGPNRR that were trained in this matter.

The Consultant will deliver analysis and design documentation, acceptance test reports, internal test reports, security reports and architecture and administration document, where applicable, as well as commented source code.

The Consultant shall assist the DGPNRR for testing the module.

For the users and DGPNRR staff, the Consultant will prepare and deliver standard instructions for the use of the “Procurement” Module (word and pdf. documents):

* + 1 user manual for beneficiaries (which will also be published in the existing DGPNRR platform in the User Instructions section); and
  + 1 user manual for DGPNRR staff.

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 “Procurement” Module 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.

The „Procurement 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) staff 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 “Procurement” Module 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 “Procurement” Module and all functionalities, access to Azure cloud services for deployment purposes will be provided by MMPAP. 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 color, page fit) – max. 2 working days.

1. Consultant’s Profile:

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

The consultant must have similar experience in design or/and developing or/maintaining IT systems) for private or public institutions during the last 3years at the level a 3 services contract, proven with recommendations and/or any other document.

The Consultant must have:

* + - At least 5 years’ experience in the development of large-scale/enterprise-level IT systems for private and/or public institutions, including among others, demonstrated experience in business analysis, software development and testing of large-scale/enterprise-level IT software
    - Specific experience in developing IT systems for Projects submission, evaluation and/ or implementation, monitoring, evaluation and reporting for the implementation of projects funded by EU and/or international organizations would be considered 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: (15%- Effort/expert) (estimated at 10 man-days)**

Future tasks or responsibilities

* Specific contract management activities;
* Ensuring the relationship with the Beneficiary;
* Contract management as a whole, scope management, change management, general planning of contract execution, risk management, problem management, communication management
* Ensuring the resources necessary to execute the contract;
* Elaboration and updating of the quality assurance plan related to the performance and quality indicators;
* Project team management, organization, allocation and planning;
* Identifying risks and proposing solutions to reduce/avoid risks;
* Monitoring the performance of related services related to the provision of licenses;
* Monitoring compliance with all deadlines according to the "Schedule of delivery of licenses and the provision of related services";
* Developing the quality assurance plan<
* Checks and ensures the quality of deliverables.

*Education and general experience:*

* + 5+ years of hands-on software development experience;
  + 3+ years of experience leading technical teams;
  + Proven track record of successfully developing and delivering at least 2; medium to large-scale software development projects;
  + Experience in managing the development of IT software solutions for grants applications represents an advantage.

*Specific experience in:*

* + Modern software architecture principles and cloud-native systems development;
  + Relevant/proposed programming languages (ASP. NET MVC Framework);
  + Database design and management (SQL and potentially NoSQL) and experience with Microsoft SQL database management system (DBMS);
  + Web development frameworks (e.g., React, Angular, Vue.js)
  + Excellent communication and interpersonal skills, including client facing experience;
  + Project management experience to manage timelines and budgets.
  + Team Leader can be as separate expert or one of the key experts.

1. **Business analyst (25% effort/expert) (estimated 15 man-days)**

Future tasks or responsibilities

* To understand business requirements from multiple stakeholders and prioritize them.
* Interpret business requirements and simplify them for easy analysis of top management to make strategic business decisions.
* Create solutions based on the requirements identified, create change management proposals, and work towards achieving the organization's long-term goals.
* Review specifications for required change management, while efficiently organizing business needs.
* Work in close collaboration with the Technical Architect and Development team to ensure the team understands the requirements.
* Facilitating the right design sessions with the project implementation team.
* Delivering the correct elements of system design, business rules, and other relevant deliverables.
* Pull information from multiple sources from within the organization while analysing and reporting the relevant data trends for informed decision making.
* Breaking down the technical and architectural requirements so that the entire team understands the infrastructure and technical requirements.
* A Business Analyst is not directly involved in the implementation of a software project. However, the Business Analyst is actively involved in capturing new business requirements and communicating them with the development team.
* A Business Analyst directly communicates with the relevant stakeholders and is responsible for transferring this knowledge to the project development teams.
* A Business Analyst also helps the management envision future needs among changing business processes and models.

Business analyst having the following qualifications and experience:

*Education and general experience:*

* At least 5 years of general experience as a business analyst in software development projects;
* Experience gathering and documenting complex business requirements for at least 2 systems of similar complexity;
* Experience in developing technical and functional specifications for similar software applications, will be considered an advantage;

*Specific experience in:*

* Elicitation techniques, requirements management (e.g., Jira, Enterprise Architect) and process modelling tools (e.g., BPMN, UML);
* Data modelling.

1. **Software developer (40% effort/expert) (estimated at 25 man-days)**

Futures tasks and responsibilities:

* Participate in all aspects of agile software development, including design, implementation, and deployment
* Architect and provide guidance on building end-to-end systems optimized for speed and scale
* Work primarily in ASP.NET MVC Pattern
* Engage with inspiring designers and front-end engineers, and collaborate with leading back-end engineers to create reliable APIs
* Collaborate across time zones via Slack, GitHub comments, documents, and frequent videoconferences

*Education and general experience:*

* Minimum 3 years of software development experience in ASP.NET MVC Framework
* Experience in building cloud-based solutions;
* Experience in developing similar software applications will be considered an advantage.

*Specific experience:*

* In programming languages and frameworks relevant for the solution;
* 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. Experience with Azure DevOps would be an advantage.

1. **Software tester** (20% Effort/expert) (12 man-days)

Software tester responsibilities:

* Reviewing software requirements and preparing test scenarios.
* Executing tests on software usability.
* Analysing test results on database impacts, errors or bugs, and usability.
* Preparing reports on all aspects related to the software testing carried out and reporting to the design team.
* Interacting with clients to understand product requirements.
* Participating in design reviews and providing input on requirements, product design, and potential problems.

*Education and general experience:*

* At least 3 years of general experience in to a similar position of „software testing”;
* Experience in developing test cases, test plans, and test scripts;

*Specific experience in:*

* Testing methodologies (e.g., unit testing, integration testing, functional testing);CI/CD (continuous integration/continuous delivery) pipelines.

During implementation, Consultant’s team may be complemented with non-key experts, as necessary. All the cost for the non-key experts will be supported by the consultant

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.

The curriculum vitae (CV) in Europass format will be accompanied by copies of the supporting documents through which the fulfilment of the requested minimum requirements is proven. By supporting documents is meant:

a) For relevant certification/competence requirements, as part of educational qualifications: diplomas/certifications (nationally or internationally recognized in the requested specialization)/authorizations/professional certificates (where applicable, within the validity period at the deadline established for the submission of offers);

b) For the specific experience in the subject of the contract, as part of the professional qualification: recommendations issued and signed by the beneficiary of the contract, which can be a public authority/entity or a private beneficiary, appointment decisions/job description/employment contract/excerpt from Revisal, as the case may be, or any other relevant documents for the respective position/function (from which certain information can be obtained regarding the contract/contracts in which the expert was involved, in the position held related to the specific duties/activities carried out by him).

All requirements will be demonstrated through relevant supporting documents.

1. Duration of the services

The development services under this Contract shall be provided in the period of 3 months from the Administrative Order issued by the Beneficiary, followed by a 12 calendar-months’ time-period for technical assistance and provision of cloud services.

The total input for the development services under the assignment is estimated at 3 months.

This initial total input and the deadline for the provisions of services (estimated 1st of October 2024) will be agreed during contract negotiations subject to Consultant’s availability and the date of the commencement of services.

The Administrative Order will be issued and communicate by the Beneficiary to the Services provider in maximum 2 working days after the contract signed by the last part.

The present service contract will include a 12 months period that will 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. 4), during which access to cloud services and technical assistance will be provided by the consultant, in accordance with the conditions provided in Section 3 *Scope of the Services*.

The Consultant is expected to commence performance of the services within maximum 2working days after contract signing.

1. Reporting

During this Assignment, the Consultant shall deliver the following Reports:

| Progress Report | Delivery date |
| --- | --- |
| Inception Report no. 1: includes a detailed action plan, following the discussions with the DGPNRR representatives, to be approved by DGPNRR and delivery of the analysis and design documentation approved by the Acceptance Committee. | Within 10 working-days as from the signature of the contract |
| Report no. 2: includes a detailed description of the stage of performance of the activities in the Contract and a detailed action plan for the following activities.  No approval needed. | 20 working-days as from the approval of the Report no. 1 |
| Report no. 3: delivery of the test version of the “Procurement” Module with the functionalities described in the present Terms of Reference, together with all the other activities (API, Reports, instructions/user manuals) with the specific deliverables, in their draft form.  No approval needed. | 20 working-days as from the delivery of the Report no. 2 |
| Report no. 4: includes a description of the security, internal and acceptance testing results and, if applicable, detail of the changes made or measures taken, the delivery of the “Procurement” Module with the functionalities described in the present Terms of Reference and all the other activities (API, Reports, instructions/user manuals, etc.), represented in the Terms of Reference with the complete technical and functional specifications, together with the specific deliverables in their final form, to be approved by the Acceptance Committee. | 10 working-days as from the delivery of the Report no. 3 |
| Progress Reports regarding technical assistance during the 12 months guarantee period | within 2 working days as from the beginning of each month, provided that the progress report covers a total input of not less than 6 Working-Days |

For all of the IT module functionalities, the Consultant will deliver, at least, the following:

* ***business analysis reports;***
* ***internal testing reports*** (together with the testing scenarios);
* source code, installation and configuration guide (including disaster recovery procedures);
* 1 user manual for beneficiaries;
* 1 user manual for DGPNRR staff (which shall include users` guides per roles), all as requested by the present ToRs.

All the IT module functionalities shall be tested at the level of the DGPNRR (before the Report no. 4 to be officially submitted), whose representatives will issue a signed report, which shall include the testing scenarios and the conclusion of the test.

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 Reports that need approval shall be submitted to the authorized representative(s) of the Client (firstly to the technical coordinator (the representative of DGPNRR) and afterwards to the administrative coordinator (the representative of RAPID-PMU), for analysis and final approval by the Reception Committee named by the Client.

The Consultant shall modify or complete the Reports as requested by the Client’s representatives / Acceptance Committee, within maximum 2 working days as from receiving such requests or within a longer period if so agreed by the Consultant and the Client’s authorized representatives, as the situation requires.

The Acceptance Committee shall decide upon the acceptance of the activities and deliverables provided by the Consultant under this Assignment through the admission of the reception by the issuance of the qualitative and quantitative reception report (representing the Client’s Acceptance document).

Based on the final acceptance document (the qualitative and quantitative reception report), issued by the Acceptance Committee for the final Progress Report (Report no. 4), 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 Director and/or the DGPNRR nominated staff;
* Will cooperate with the MIPE Staff (HelpDesk Team and System, Prevention, Control and Recovery Directorate) for the API and the data that needs to be transmitted/ made available through that API.

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 access to all relevant information, documents and stakeholders’ contact points to facilitate the implementation of the activities under this assignment, and if needed, equipment and working capital to carry out the tasks included in these Terms of Reference, including access to the DGPNRR’s network resources.

For the situations in which the Individual Consultant will carry out activities at the Client's premises, the Client will provide a furnished and equipped office space at DGPNRR’s premises, including access to the Internet and to DGPNRR’s network resources.