

Director of RDA Centre

After the coordination of the PEA Director, he/she will sign all contracts (Consultant and Contractors; signing of addendums to the Consultant contract (if necessary); signing of the contract with the individual Contractors; signing of variation order (if necessary) caused by a change of quantities, specifications or change of any contractual issues with the contractors.

	Type of Action	Responsible
1	Final approval and signing of all documents, contracts, contract addendum, withdrawal applications, reporting to KfW and EU, etc.	The director of RDA Centre is ultimately responsible for all contractual decisions.
1a	The signing of Consulting Contract and possible future addenda.	Final signatory of all contracts, after verification and coordination by PEA Director
1b	The signing of Construction contracts	Final signatory of all contracts, after verification and coordination by PEA Director
1c	The signing of Withdrawal applications	Final signatory of all withdrawal applications, after verification and coordination by PEA Director

1. PEA Director

The director of PEA is responsible for the overall coordination of the PEA Working Group. He/she will convene the regular meetings, and specific meetings when required. Coordinates the entire process of monitoring and evaluation, presentation, completion of indicators, analysis and systematization of information for the preparation of periodic reports on the activities, schedule and financial status of all project components in accordance with the requirements established for each member of the PEA. Coordinating the process of involvement and providing assistance in the management of implementation and monitoring of the project. He/she will be advised by the relevant working group members (WG-M) to allow informed decision-making.

	Responsibilities
Scope of work	1. Ensuring an effective management, administration and supervision of the PEA activity; 2. Responsible for the general coordination of all PEA activities; 3. Coordinating the assistance of all factors involved in the development, implementation and monitoring of the project; 4. Coordination and participation in aspects related to the performance of a full range of services, by countersigning requests to partners and involved factors, issuing decisions, orders regarding the activity of the PEA;

Annex 1: Tasks of the Project Executing Agency members

Basic Tasks	1. Ensures the exercise of functional attributions in achieving the objectives of the PEA; 2. Responsible for coordinating all organizational, operational and control activities of the Implementation Unit of the project 3. Represents the interests of the PEA in relation to the RDA Centre, the branch ministries, other central administrative authorities and/or decentralized public services in the territory, with local public authorities, with public associations, private sector organizations and other legal entities; 4. Responsible for the hiring procedure and completed documents for the staff of the PEA implementation team by coordinating the employment contracts in strict accordance with the legal norms in force; 5. Responsible for the working time monitoring procedure with the presentation to the RDA Center of the countersigned Table regarding the record of the working time of the employees employed in the PEA team; 6. Organizes the activities within the PEA, issues and countersigns documents in its field of competence, submits requests/approaches/proposals within the scope of representing the Implementation Unit of the Project; 7. Organizes, issues and elaborates policy documents regarding collaboration in the field of project implementation, financed by the German Federal Government through the KfW development bank in collaboration with partners and the financier; 8. Ensures the exercise of the functional attributions of making the decisions of the PEA; 9. Ensures the strengthening of the functional capacities of the PEA, those of the partners, as well as the beneficiaries.
Specific tasks	1. In coordination with the RDA Director, the Center is responsible for monitoring allocations, requests for the release of funds, commitments of funds, planned and executed payments within the project; 2. Ensures the qualitative execution of all activities within the financial operations of the project and the procurement process within the project; 3. Responsible for maintaining the project implementation plan by monitoring the progress of the project, coordinating activities and solving problems that arise along the way; 4. Coordinates the preparation of all documents for contractors, consultants, suppliers and service providers within the project; 5. Responsible for the development of project implementation and performance indicators in relation to management and agreement on reporting requirements; 6. Coordinates the tender evaluation process and the preparation of evaluation reports as appropriate; 7. Coordinates with the RDA Center Director to meet the requirements regarding ensuring monitoring and evaluation; 8. Proposes and organizes within the PEA ways of ascertaining and monitoring the process of executing the established objectives;

	9. Coordinates with the Director of RDA Center and the PEA team, as well as other involved factors - site visits and consultations with project stakeholders; 10. Ensures the conclusion of contracts, agreements and the issuance of mandates that represent the PEA; 11. Coordinates the monitoring of allocations, requests for the release of funds, commitments of funds and payments within the project; 12. Coordinates the monitoring of the release of funds for contractors, consultants, suppliers and service providers; 13. Coordinates with the staff members of the PEA, RDA Center, MIRD, APL, APC, and other involved factors, the fulfillment of the requirements of the Financing Agreement, the Cooperation Agreement and the normative acts in force. 14. Coordinates communication with project stakeholders 15. Sign the correspondence related to the project (letters, notifications, information notes, etc.) sent to/by all stakeholders (branch ministries, other central administrative authorities and/or public services decentralized in the territory, with local public authorities, with public associations, organizations.
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2. Monitoring and Implementation Expert

Monitoring and Implementation Expert of the projects RDA Centre, responsible for the overall management of the projects, ensures the cooperation with the beneficiaries of the project, organizes and monitors the logistics of the project (working meetings, conferences, steering committee). Also, report to KfW and the parties of the project according to the requirements set out in the project's separate agreement. Monitoring and Implementation Expert will regularly convoke the Steering Committee and ensure the project information is shared among its members. She/he will assume the lead in the PEA and in the working groups created for the project in case the director of PEA is not available.

	Responsibilities
Scope of work	1. The effective supervision of the planning and implementation of project monitoring and implementation activities within the PEA; 2. Ensures effective cooperation with project beneficiaries; 3. Organizes and monitors project logistics (work meetings, conferences, supervisory committee, KfW missions in the Republic of Moldova, etc.); 4. Assists in the monitoring and evaluation management process of the project for the PEA team; 5. Analysis and systematization of information for the preparation of periodic reports on the activities, schedule and financial status of all project components, in a standard reporting format following KfW requirements. 6. Reports to the financier and the parties of the partnership agreement for the implementation of the project, according to the requirements established in the Agreement
Basic Tasks	1. Responsible for planning, organizational and operational activities

Annex 1: Tasks of the Project Executing Agency members

	of the Implementation Unit of the project. 2. Responsible for the realization of the project implementation plan by monitoring and evaluating the progress of the project and coordinating its activities. 3. By coordinating with the Director of the PEA, cooperate with the staff members of the Center ADR, MIDR, APL, APC, and other involved factors, so that the requirements for ensuring the monitoring and evaluation of the project are met;
Specific tasks	1. Through coordination and at the direction of the PEA director, represents the PEA in relations with public authorities, associations, private sector organizations and other natural and legal persons; 2. Responsible for monitoring and evaluation, completion of indicators, analysis and systematization of information for the preparation of periodic reports on the activities, schedule and financial status of all project components in a standard reporting format in accordance with the financier's requirements; 3. In coordination with the PEA team is responsible for monitoring allocations, requests for the release of funds, commitments of funds and payments; 4. Propose ways to introduce monitoring and evaluation findings into decision-making; 5. Coordinate with the Director and PEA team and other stakeholders on site visits and consultations with project stakeholders; 6. Attributions in planning, implementation of monitoring activities 7. Monitoring the stage of implementation and intermediate results, in order to make proposals for corrections and/or adjustments, adaptations of the operational plan for the implementation of the project in compliance with the financing contracts, the legislation and the regulations in force. 8. Realization of the quarterly monitoring reports of the projects and the established indicators; 9. Implements project monitoring procedures. 10. Draws up the project's risk sheet (project's risk matrix); 11. Assist the project management team; 12. Participates together with the PEA Director and the Economic-Financial Expert in making reimbursement requests and progress reports; 13. Prepares materials for the Steering Committee. 14. Has the obligation to maintain confidentiality in relation to the facts, information or documents he becomes aware of in the exercise of the contractual function, under the terms of the law, with the exception of information of public interest. 15. Has access to, processes and manages confidential documents/information.

3. Engineer No. 1

Shall be responsible for monitoring all aspects related to the technical implementation of the project, commenting on all reports, final designs, construction supervision, adherence to technical specifications, building norms, periodic reporting of the indicators of the implementation degree of the project and the chart of these works. Developing periodic reports with project implementation indicators. The engineers will carry out regular site supervision on the construction sites. Engineer No. 1 will have experience in water supply projects

He/she will be responsible for commenting on the design reports and ensuring professional construction supervision concerning the timely implementation of the works adhering to the specifications and keeping within the budget.

	Responsibilities
Scope of work	1. Provides technical assistance in the implementation and monitoring of the project; 2. Participates in all aspects related to the development and implementation of project activities and performs a complete range of technical advisory services and monitoring the implementation of technical norms within the project.
Basic Tasks	1. Responsible for monitoring and evaluating the technical aspects of the project, analysis and systematization of technical information for the preparation of periodic reports on the activities and technical condition of all components of the project in a standard reporting format in accordance with the requirements of the funder; 2. Provides technical assistance in project implementation, monitoring; 3. Ensures the implementation of technical requirements according to national and international norms in the project implementation process; 4. Check and ensure the implementation of the project according to the work schedule;
Specific tasks	1. Revises project documentation by recommending the necessary changes and actions; 2. Participates in the working groups formed within the project; 3. Coordinates on-site visits and consultations with program / project stakeholders; 4. Provides timely presentations, revisions and approvals of project documents; 5. Coordinates with the PEA Director and other members of the Unit in order to meet the requirements for ensuring the monitoring and evaluation of the project according to the technical norms; 6. Participates together with the project team, at the stages of the project; 7. Check and approve the technical solutions proposed in the project; 8. Check and approve the materials used in the project; 9. Verifies the compliance of the technical project by the executor, in accordance with the legislation in force; 10. Verification of compliance with legislative requirements and

	design tasks by the designer; 11. At the indication of the PEA Director represents the PEA in the technical meetings with the parties involved in the design process and with the authorities issuing opinions and responsible for coordination. 12. Ensures all necessary coordinates and opinions for the implementation of the project; 13. Participates in meetings of any kind with the consultant, the financier, the central and local public authorities; 14. Supervises daily works by entrepreneurs. 15. Check and approve: technical procedures for the execution of works; work execution charts 16. Recommends whether construction work should be suspended in the event of quality defects or deviations; 17. Suggests measures to correct technical problems and informs relevant parties of recommendations; 18. Presents PEA periodic progress reports. 19. Works closely with PEA employees and external partners in implementing the technical aspects of the project. 20. Supervision of the existence of both licenses and authorizations, certificates, certificates or other documents recognized as necessary and appropriate by the contractor and subcontractors for the performance of the contracted works and taking measures to stop any work in the event of withdrawal, suspension or expiration of such documents 21. Study of technical drawings and operational documents regarding the implementation of the project; 22. Verification of the correspondence of the works to be executed with those transferred to the construction permit, compliance with all the provisions of the construction permit; 23. Examination of the quality control system (checks and laboratory tests) prepared by the contractor; 24. Acceptance of the execution of construction works only on the basis of technical drawings elaborated in accordance with the provisions of the legislation of the Republic of Moldova and annexed to the contract between the beneficiary and the contractor; the materials and construction elements used or introduced into the work must be accompanied by quality certificates, test reports or analyses; 25. Check and approve: ▪ technical procedures for the execution of works; ▪ the schedule of execution of works related to the essential requirements; ▪ the minutes regarding the hidden works; ▪ the minutes on the detection of works that are not executed but presented for payment
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4. Engineer No. 2

They shall be monitoring all aspects related to the technical implementation of the project, supervision of the technical documentation, building norms, periodic reporting of the indicators of the implementation degree of the project and the chart of these works. Developing periodic reports with project implementation indicators. Engineer No. 2 will be experienced in construction supervision and contract management.

Both engineers will be the main interface between the PEA and the implementation and the accompanying measure consultant ensuring that the Consultants have any support required.

	Responsibilities
Scope of work	1. Provides technical assistance in the implementation and monitoring of the project; 2. Participates in all aspects related to the development and implementation of project activities and performs a complete range of technical advisory services and monitoring the implementation of technical norms within the project.
Basic Tasks	1. Responsible for monitoring and evaluating the technical aspects of the project, analysis and systematization of technical information for the preparation of periodic reports on the activities and technical condition of all components of the project in a standard reporting format in accordance with the requirements of the funder; 2. Provides technical assistance in project implementation, monitoring; 3. Ensures the implementation of technical requirements according to national and international norms in the project implementation process; 4. Check and ensure the implementation of the project according to the work schedule;
Specific tasks	1. Revises project documentation by recommending the necessary changes and actions; 2. Participates in the working groups formed within the project; 3. Coordinates on-site visits and consultations with program / project stakeholders; 4. Provides timely presentations, revisions and approvals of project documents; 5. Coordinates with the PEA Director and other members of the Unit in order to meet the requirements for ensuring the monitoring and evaluation of the project according to the technical norms; 6. Participates together with the project team, at the stages of the project; 7. Check and approve the technical solutions proposed in the project; 8. Check and approve the materials used in the project; 9. Verifies the compliance of the technical project by the executor, in accordance with the legislation in force; 10. Verification of compliance with legislative requirements and design tasks by the designer; 11. At the indication of the PEA Director represents the PEA in the technical meetings with the parties involved in the design process

	and with the authorities issuing opinions and responsible for coordination. 12. Ensures all necessary coordinates and opinions for the implementation of the project; 13. Participates in meetings of any kind with the consultant, the financier, the central and local public authorities; 14. Supervises daily works by entrepreneurs. 15. Check and approve: technical procedures for the execution of works; work execution charts 16. Recommends whether construction work should be suspended in the event of quality defects or deviations; 17. Suggests measures to correct technical problems and informs relevant parties of recommendations; 18. Presents PEA periodic progress reports. 19. Works closely with PEA employees and external partners in implementing the technical aspects of the project. 20. Supervision of the existence of both licenses and authorizations, certificates, certificates or other documents recognized as necessary and appropriate by the contractor and subcontractors for the performance of the contracted works and taking measures to stop any work in the event of withdrawal, suspension or expiration of such documents 21. Study of technical drawings and operational documents regarding the implementation of the project; 22. Verification of the correspondence of the works to be executed with those transferred to the construction permit, compliance with all the provisions of the construction permit; 23. Examination of the quality control system (checks and laboratory tests) prepared by the contractor; 24. Acceptance of the execution of construction works only on the basis of technical drawings elaborated in accordance with the provisions of the legislation of the Republic of Moldova and annexed to the contract between the beneficiary and the contractor; the materials and construction elements used or introduced into the work must be accompanied by quality certificates, test reports or analyses; 25. Check and approve: ▪ technical procedures for the execution of works; ▪ the schedule of execution of works related to the essential requirements; ▪ the minutes regarding the hidden works; ▪ the minutes on the detection of works that are not executed but presented for payment
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5. Economic-Financial Expert

Responsible for financial operations of the project, preparation of financial reports and analysis for director of PEA, for verifying of tax invoices, records of accounting documents and goods and services as well preparing the invoices to KfW.

The expert is responsible for preparing information, analyzing aspects of project implementation related to financial issues, and procurement. She will support the financial part of the monthly and quarterly reports in close cooperation with the project team.

	Responsibilities
Scope of work	1. Responsible for financial and accounting operations of the PEA according to the National Accounting Standards (NAS); 2. Assists the PEA director in the preparation of financial reports and analyses; 3. Responsible for taxation issues, financial reporting as well as internal control; 4. Responsible for the PEA's relationship with the external auditor, the tax advisor and the tax authorities; 5. Maintaining accurate records of financial activities; 6. Coordinating activities with other related departments to seek the best solutions regarding economic-financial problems.
Basic Tasks	1. Coordination of the activities necessary to streamline the financial reporting activity to the PEA director, financiers, Central Public Authorities (CPA); 2. Financial reporting to the PEA director, financiers and CPA; 3. Financial management of the grant and budget sources;
Specific tasks	1. Responsible for financial and accounting operations within the project implementation; 2. Responsible for the preparation of economic-financial reports and analyses; 3. Responsible for maintaining accurate records of financial activities during project implementation; 4. Responsible for the PEA's relationship with the external auditor, the tax advisor and the tax authorities during the implementation of the project; 5. Responsible for checking invoices, preparing information, analyzing and forecasting economic-financial aspects within the implementation of the project; 6. Responsible for the presentation of proposals regarding the annual operational budget of the PEA, including the staffing scheme and the calculation of the annual salary fund, and its submission for inclusion in the financing plan to the management of RDA Center; 7. Coordination of disbursements of financial sources within the project;

	8. Participation in meetings with financiers, consultants; 9. Monitors budget execution and submits budget amendment proposals to the relevant authorities to ensure timely allocations from the state budget; 10. Control regarding the execution according to the approved budgets, the updating of financial plans; 11. Coordination, verification of quarterly reports on the implementation of the Project to the financier; 12. Verification, acceptance of the documents of the invocations regarding the implementation of the project in strict accordance with the signed contracts and financing plan; 13. Preparation of financing applications to the financier; 14. Registration of primary documents in the centralized record system of RDA Center; 15. Monthly salary calculations; 16. Making payments within the project implementation; 17. Monitors all expenses and costs of the implemented project (local and foreign) in accordance with the principles of effectiveness, efficiency and economy; 18. Maintain contact with ministries and key organizations concerned with the implementation of the financial management of the project; 19. Manages the financial planning and budgeting of the project together with other members of the PEA in accordance with the local legal framework and funder's requirements; 20. Preparation of project budgets for approval; 21. Review and recommend changes to existing accounting procedures and operational manual to ensure full compliance with donor procedures. 22. Maintains the PEA record system in accordance with national accounting standards; 23. Prepares half-yearly and annual budget and financial management reports prepared for the project and presents them according to the needs of the financier, as well as the relevant public authorities; 24. Preparation of documents for the audit of project accounts; 25. Maintains inventory of office supplies and equipment and organizes annual stock.
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6. Procurement expert.

He will be involved in the financial analysis of the proposals of the Consultants, contracting the winning bidder. Furthermore, tendering of the contractor, evaluation of the financial bids and invoices of the contractor.

	Responsibilities
Scope of work	1. Responsible for general procurement operations within the PEA according to international standards; 2. Maintaining accurate records of procurement activities for works, services and goods; 3. Coordination of procurement activities with other project activities
Basic Tasks	1. Organization and monitoring of procurement activities in project implementation related to procurement of services, goods and works; 2. Assisting working groups in drafting and preparing the procurement plan and using appropriate methods for each procurement in accordance with international procedures; 3. Assisting working groups in the development of technical specifications of goods, estimates for works, terms of reference for services and the list of qualified suppliers / executors / consultants; 4. Sending requests for offers, receiving and registering offers; 5. Presentation of information regarding the winning of contracts and purchases to the competent bodies; 6. Responsible for general procurement operations in accordance with the Public Procurement Law of the Republic of Moldova and KfW/FIDIC procedures; 7. Maintain accurate records of public project procurement activities and ensure compliance with Moldovan legislation; 8. Collaborate with the PEA team members in the project monitoring process to maintain records of procurement activities within the project; 9. Analyzing aspects of project implementation in order to carry out procurement procedures in accordance with KfW/FIDIC provisions; 10. Responsible for planning the organizational and operational activities of perfecting and signing contracts; 11. Fulfilling other tasks and responsibilities delegated by the PEA director
Specific tasks	1. Collaborates with the members of the PEA team, in order to ensure the exercise of the functional attributions of making the decisions of the Project Implementation Unit; 2. Collaborates with the all members to ensure the strengthening of the functional capabilities of the PEA, in the field of procurement; 3. Through coordination and at the direction of the director, represents the PEA in relations with public authorities, associations, private sector organizations and other natural and legal persons to clarify situations in its sphere of competence;

	4. Responsible for monitoring and evaluation, completion of indicators, analysis and systematization of information for the preparation of periodic reports on the activities, schedule and status of public procurement procedures in a standard reporting format in accordance with the financier's requirements; 5. Maintain accurate records of public project procurement activities and ensure compliance with Moldovan legislation; 6. Collaborate with the PEA team members in the project monitoring process to maintain records of procurement activities within the project; 7. Coordinates the opening of tenders within procurement procedures, their verification and evaluation jointly with the members of the PEA; 8. Responsible for planning the organizational and operational activities of perfecting and signing contracts; 9. Assist in the drafting of tender documentation in accordance with the Procurement Regulations and International Standard Models; 10. Proper arrangement and registration of public tender opening procedures, preparation and submission of the opening minutes to the financier; 11. Properly arranging and recording electronic tender opening procedures, processing the Tender Confirmation Report and/or the Proposal Confirmation Report (exclusive documentation for electronic tender openings); 12. Provides procurement advice to Evaluation Committee members and serves as Secretary to Evaluation Committees for some of the assigned procurement packages; 13. Compile evaluation reports in the format required by the funder; 14. Provides support in organizing and participating in negotiations and recording concluded agreements; 15. Prepares publication documentation and contract information for bid winners; 16. Provides support in drafting contracts in coordination with contractors / persons recommended for awarding the contract; 17. Assist in issuing final versions of agreed contracts to be signed by the parties in accordance with tender documentation and regulations; 18. Provides support for monitoring the receipt of signed contracts and contractual guarantees; 19. Provides procurement advice on national procurement or accounting legislation and alignment with funder requirements; 20. Archives and maintains project procurement documentation files, including electronic archive; 21. Provides input for project progress reports on procurement aspects; 22. Provide proposals for revision of the project operational manual, if necessary.
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7. Legal Expert

Shall be responsible for managing all legal aspects. Will verify the correctness of the contracts preparation consulting, works, construction, service) and the legal approval of decisions taken in the legal relations of the PEA. Also will ensure compliance with the legal framework, clarify legal issues, land rights, environmental obligations, coordinate questions regarding the authorizations to be obtained. Will interact with the necessary authorities concerning on-granting/ implementation/ separate /financial agreements, on budget planning or any other relevant matter. Will issue the tax exemption letter.

	Responsibilities
Scope of work	Ensuring the conduct of the PEA activity in accordance with national and international legal rules and legal advice of employees and the PEA Director.
Basic Tasks	1. Effective supervision of the legality of planning and carrying out project implementation activities within the PEA; 2. Ensures the consultation of the members of the PEA team in the legal issues arising within the project; 3. Through collaboration with PEA members, it maintains accurate records of the party of activities and ensures their execution in accordance with the legislation of the Republic of Moldova and international practices; 4. Will offer legal assistance in the project implementation and monitoring management process for the PEA team; 5. Provides assistance to all factors involved in legal issues of project development, implementation and monitoring; 6. Report to the funder and each party of the partnership agreement on the implementation of the project, in accordance with the requirements set out in the agreement; 7. Will provide information, will analyze the aspects of project implementation in order to comply with legal rules and in accordance with KfW / FDIC.

Specific tasks	1. Through collaboration with team members, will ensures the exercise of the functional attributions of the decisions of the Project Implementation Unit; 2. Will collaborate with all team members, ensure the strengthening of the functional capacities of the PEA, partners and beneficiaries; 3. By coordinating at the director's indication, it represents the PEA in relations with public authorities, associations, private sector organizations and other natural and legal persons; 4. By collaborating with the members of the team responsible for monitoring and evaluation, completing the indicators, analyzing and systematizing the information for the preparation of periodic reports on activities, the schedule and financial condition of all components of the project in a standard reporting format in accordance with the requirements of the financier; 5. At the indication of the Director, cooperate with the staff members of the PEA, RDA Center, with project stakeholders, and other actors involved (branch ministries, other central administrative authorities and/or public services decentralized in the territory, with local public authorities, with public associations, organizations), in order to meet the requirements for ensuring the monitoring and evaluation of the project; 6. Will ensure the implementation of the provisions on the expropriation procedure in accordance with Law 296/2022 and other relevant legislative and normative acts. 7. Will keep track of time working monitoring procedure in Table regarding the record of the working time of the employees employed in the PEA team; 8. Responsible for Coordination of contracts and agreements; 9. Will consult the elaboration of the contracts and agreements; 10. Will examine and clarify the legal issues; 11. Will monitor the terms of contractual documentation; 12. Will examine the petitions and requests according to the legal requirements.
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8. Expert in the field of Environment, Social, Health and Safety (ESHS)

Will coordinate unclear issues appeared during the implementation of the project according to the legal requirements, responsible for completing the environmental impact report and respecting environmental standards. Will coordinate relationships and obtain opinions or consultations with other services and institutions relevant to the implementation of the project (power supply, roads, telecommunication, etc.) including coordination of the final design and tender documents with the relevant authorities. He will ensure that the Consultant coordinates all work with the required authorities, and provides contact and support in case of difficulties.

	Responsibilities
Scope of work	1. Environmental impact monitoring; 2. Ensuring compliance with environmental standards.; 3. It will coordinate unclear issues during project implementation in accordance with legal environmental requirements; 4. Responsible for completing the environmental impact report and complying with environmental standards; 5. It will coordinate relations and obtain opinions or consultations with services and institutions relevant for the implementation of the project (electricity supply, roads, telecommunications, etc.).
Basic Tasks	1. Is responsible for carrying out all activities related to environmental protection arrangements; 2. Is responsible for the implementation, control, monitoring and reporting of environmental protection requirements in relation to all project activities, including all activities related to cadastral works within the project, as mentioned in the approved Social and Environmental Management Framework.

Specific tasks	1. Monitoring the fulfillment of project-specific environmental requirements and environmental protection policies on all project activities, in all contracts; 2. Ensures project implementation monitoring in accordance with the specific requirements of the World Bank Environmental and Social Standards; 3. Specialized advice of the PEA team on strategies and approaches to comply effectively and effectively with operational environmental protection policies and requirements; 4. Preparation and participation in the public information process and public consultations, presentation, preparation of the public meeting report and presentation and discussion with partners and stakeholders; 5. contribution to the preparation of the technical part of the tender documents participating in the evaluation of tenders, 6. Carrying out on-site visits and reviewing compliance with contractors, including determining and suggesting remedial action; 7. Preparation of non-compliance reports and monitoring of responses / actions taken; 8. Preparation of periodic monitoring reports on compliance with environmental requirements; 9. Develops the following documents: ▪ 1.Stakeholder Engagement Plan; ▪ 2.Expropriation and compensation action plan; ▪ 3.Environmental and social impact assessment; ▪ 4. Environmental and social management plan. 10. Ensures the implementation of the norms / requirements / exposed in the documents elaborated and coordinated with the financier 11. Acts as a focal point for coordinating activities related to environmental issues between PEAs, MIRDs, Ministry of Environment (EM) and donors in the sector, contractors and other affected parties and stakeholders. 12. Ensures that the Project is implemented in accordance with ESMF /ESMP, social standards and other relevant contractual provisions; 13. Assistance in carrying out the environmental analysis of the project and activities;
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9. Public policy expert

Ensures and monitors the implementation of public policies within the project, ensuring the relationship with the relevant central public authorities, local public authorities and other relevant institutions. It is responsible for elaboration, promotion and ensuring their implementation of all the normative/legislative acts necessary for the project. Provides expertise of the PEA team in the field of public policies, ensures the correct application of national normative / legislative acts.

Annex 1: Tasks of the Project Executing Agency members

	Responsibilities
Basic Tasks	1. Provides the collaboration procedure with the Ministry of Infrastructure and Regional Development for the implementation of the project; 2. Assists the team of the Project in the procedure for carrying out organizational activities, operational and control in cooperation and collaboration with MIDR and Central Public Authorities (CPA); 3. Ensures the implementation of the project implementation plan by monitoring the progress of the project, coordinating activities and solving problems that have arisen along the way in collaboration with MIRD and CPA;
Specific tasks	1. Assists the team in exercising the functional attributions of making the decisions of the Project Implementation Unit; 2. Assists the members of the PEA team in the procedure of strengthening the functional capacities, those of the partners, as well as of the beneficiaries; 3. Ensures the coordination process with MIRD and represents PEA in relations with central public authorities, associations, private sector organizations and other natural and legal persons by delegation from the PEA director; 4. Through coordination and collaboration with the PEA team, it is responsible for monitoring allocations, applications for the release of funds, commitments of funds and payments; 5. Through coordination and collaboration with the PEA team, it is responsible for monitoring the issuance of funds for contractors, consultants, suppliers and service providers; 6. Coordinates with the director and team of the PEA and other factors involved on-site visits and consultations with stakeholders of the project subsequently reporting to the director of PEA and MIRD; 7. Ensures the procedure of collaboration with the Ministry of Infrastructure and Regional Development – through the effective supervision of the planning and implementation of the project implementation activities within the PEA; 8. Assists and cooperates at the MIRD level with the Central Public Authorities, the general management procedure of the project; 9. Assists, consults and coordinates effective cooperation at CPA and LPA level, including with project beneficiaries; 10. Assists MIRD representatives in the procedure of organising and monitoring the logistics of the project (working meetings, conferences, supervisory committees, etc.); 11. Provides assistance to MIRD representatives in the project implementation and monitoring management process in collaboration with the PEA team; 12. Ensures consultation of all factors involved in the development, implementation and monitoring of the project in the work process; 13. Elaborates / promotes normative/legislative acts necessary for the implementation of the project.

To ensure a good implementation of the project, at least 3 designated members of water operators will be involved in some procedures of the project, but which will not be part of the implementation unit. The designated persons will be part of a working group which will do specific tasks. Responsibilities will be as follows.

1. Apă Canal Chişinău Representative

Responsible for coordinating all aspects related to the organization and the role of the operator in the implementation of the project;

He shall comment on the detailed design and keep a close interaction with the design engineer of the implementation consultant for the development of the concept for the water supply and sanitation system.

Participation in the working group created for the examination of prequalification documents, tenders documents and the examination of variation order that may appear during the implementation of the construction works

2. M.E. "Gospodăria comunal-locativă Călăraşi" Representative

He shall present all the information about the technical conditions on the part of the operator, coordinating the works in order not to create inconvenience to the consumers, reviewing design documents. He and the director of the local operator will represent each other, taking over the tasks in the absence of the other. Consequently, his duties and the duty of the director are closely linked. Also, will work as a support for the two engineers.

He should particularly be involved in monitoring whether the investment and technical assistance measures provided by GIZ and KfW complement each other.

Participation in the working group created for the examination of prequalification documents, tenders documents and the examination of variation order that may appear during the implementation of the construction works

3. Apă Canal Străşeni Representative

He shall present all the information about the technical conditions on the part of the operator, coordinating the works in order not to create inconvenience to the consumers, reviewing design documents. He and the director of the local operator will represent each other, taking over the tasks in the absence of the other. Consequently, his duties and the duty of the director are closely linked. Both will work as a support for the two engineers.

He should particularly be involved in monitoring the investment and technical assistance measures provided by KfW.

Participation in the working group created for the examination of prequalification documents, tenders documents and the examination of variation order that may appear during the implementation of the construction works

TASKS OF THE PEA MEMBERS**A. Selection of the Consultant, evaluation of the technical proposal, combined evaluation, winning bidder, Consultancy contract**

- ❖ Contract negotiations with winning bidder, finalization of the contract, the signature of a consulting contract

A list of critical aspects (if any) will be elaborated during the analysis of the technical and financial proposals. The consultant will receive the consulting contract template by KfW and complete the special conditions. Especially important are the payment conditions and type of disbursement specified (lump-sum payment based on certain deliverables (reports or documents), time-based payment).

The involvement of PEA Director, monitoring and implementation expert, engineers, procurement expert, economic - financial expert and legal expert are mandatory. If there are no critical aspects to be discussed, the contract might be signed without specific contract negotiations otherwise a meeting will be held where all critical aspects will be discussed. It is especially important to clarify all “ambiguous or vague” descriptions in the technical report to ensure that the Consultant provides the expected services. The procurement expert has the responsibility of receiving all documents in this regard and coordinating with all PEA members. After final adjustment of all documents related to procurement process and contracting, the No Objection should be requested from KfW.

B. Approval of a report of the consultant and subsequent approval for the invoice. The following type of reports and documents will need to be commented and approved according to the following Table:

	Type of Report	Responsible
1	Inception reports	The PEA members: 1. Director - coordinating the final version of the document 2. Monitoring and Implementation Expert - comment and share the report with KfW representatives. 3. Engineer No. 1 - provide comments on specific technical aspects of the report, check and approve the proposed technical solutions, request arguments, makes proposals 4. Engineer No. 2 - provide comments on specific technical aspects of the report All above mentioned members shall mainly comment on this report and consult it with representatives from the operators in Strășeni, Călărași and Chișinău; furthermore, the Monitoring and Implementation Expert has to inform the director in case the Consultant proposes any major changes. Monitoring and Implementation Expert has the responsibility of receiving the final adjusted version of the report.

	Type of Report	Responsible
2	Final design reports	To be commented by the relevant technical members: Engineer No. 1 and Engineer No. 2. The Engineer No. 1 and Engineer No. 2 will consult with representatives from the operators in Strășeni, Călărași and Chișinău in case clarifications are required. Both engineers are responsible for receiving, analyzing and providing in due time their comments in order to be shared with KfW engineer. All design reports payments will be coordinated by the PEA engineer.
3	Prequalification documents, tender documents	I. The PEA members: 1. Director - signing and coordinating the final version of the document 2. Monitoring and Implementation Expert - responsible for monitoring the timeline of the all process and the way it complies with ToR specifications. 3. Procurement Expert: - Will coordinate with KfW tender agent in order to receive the full pre-qualification documents to be agreed by PEA and KfW. - Will check whether the documents cover all projects foreseen activities and measures. - Provide the documentation to the eventual participants and keep their record. - In the event of requests for clarifications from the bidders will coordinate with the Consultant the required response. - Responsible for informing all bidders about the clarifications that have arisen. - He/she will coordinate and verify the placement of documents on international tender pages. - Will keep track of the offers received. 4. Engineer No. 1 - verify, accept or request clarification regarding the indicated technical requirements, 5. Engineer No. 2 - verify, accept or request clarification regarding the indicated technical requirements 6. Legal expert - if will be necessary/in needs, will consult the members of the evaluation commission regarding the legal questions, also will participate in the evaluation of the prequalification documents at the clarification stage 7. Economic-financial expert - examination of financial offer, supporting financial and accounting documents attached to the tender offer. II. The designed member of the operators - the

	Type of Report	Responsible
		thorough examination of all documents depending on the activities carried out Shall mainly comment on this report. The Procurement Expert has to inform the director in case the Consultant proposes any major changes. The general and special conditions might be checked at an early stage, followed by the specification, bill of quantity and drawings which requires PEA engineers' involvement. It requires a considerable effort <u>to comment on the tender documents in 2 weeks</u> therefore the generic parts should be submitted as early as possible by the Consultant.
4	Evaluation of the prequalification reports, tender evaluation report	The procurement committee will comment this: 1. Director of PEA - coordinating the final version of the document 2. Monitoring and Implementation Expert - responsible for coordinating the report with the implementation consultant and KfW representatives. 3. Engineer No. 1 participate in the evaluation of offers from the technical point of view 4. Engineer No. 2 participate in the evaluation of offers from the technical point of view 5. Economic-Financial Expert will analyze financial eligibility of the bidders, correspondence of the requested financial indicators. 6. Procurement expert will perform the following activities: - Will receive the evaluation report developed by the consultant. - Analysis and completion of the evaluation report. - Coordination of the evaluation report with KfW representatives. - Will ensure the final version of the evaluation report to be shared with the consultant. - Informing the bidders about the evaluation results. 7. Legal expert - if will be necessary/in needs, will consult the members of the evaluation commission regarding the legal questions, also will participate in the evaluation of the offers at the clarification stage 8. The designed member of the operators - the thorough examination of all documents depending on the activities carried out The report will present the analysis of the Consultant of the submitted bids including the recommendation of award of contract.

	Type of Report	Responsible
5	Report on supporting measures (AMC 1) ; report on proposed training measures	The commenting of the relevant report shall be done by the PEA members: 1. Director of PEA - coordinating the final version of the document 2. Monitoring and Implementation Expert - has the responsibility to analyze, provide comments and recommendations and share the report with KfW. All the received comments will be forwarded to the consultant in order to prepare the correction matrix. 3. Engineer No. 1 - participates in the discussions with the operators and evaluates the impact of the proposed and implemented measures in achieving the expected result 4. Engineer No. 2 - participates in the discussions with the operators and evaluates the impact of the proposed and implemented measures in achieving the expected result (in cooperation with the Apă-Canal Chişinău/Străşeni/Călăraşi representatives). They have to closely monitor and follow-up the proposed concept of the ACM-Consultant. This work is complemented with close cooperation with operators to ensure that the selected measures are having the desired effect.
6	Technical operation and maintenance reports	The commenting of the relevant report shall be done by the Engineer No. 1 and No. 2 (in cooperation with the representatives from operators). Nonetheless, as these are technical aspects the representatives from operators will be involved in commenting and approving this report. 1. Director of PEA 2. Monitoring and Implementation Expert-responsible for coordinating the report with the implementation consultant and KfW representatives. 3. Engineer No. 1 4. Engineer No. 2
7	Institutional development reports	The commenting of the relevant report shall be done by PEA. They have to closely monitor and follow-up the proposed concept of the ACM - Consultant. Nonetheless, as these are technical aspects Engineer No. 1 and No. 2 will be involved in commenting and approving this report. Besides, Monitoring and Implementation Expert and ESHS expert will have to be involved as well to assess the institutional aspects and legal aspects.
8	Monthly and quarterly reports	To be read and commented by all PEA members: 1. Director of PEA - general coordination 2. Monitoring and Implementation Expert - has the responsibility to analyze all the reports provided by the implementation consultant and provide comments. Monitoring and Implementation Expert will share the reports with the PEA member for a more detailed analyze. A draft version of each report will be submitted

	Type of Report	Responsible
		to KfW for final approval. 3. Engineer No. 1 4. Engineer No. 2 5. Economic-Financial Expert - analyze the financial indicators of the consultant reports 6. Procurement expert 7. Legal expert 8. Expert in the field of Environment, Social, Health and Safety (ESHS) 9. Public policy expert Each member has the responsibility to analyze and follow the progress of the activities in which he/she is involved for a maximum <u>2 weeks</u>.
9	Final report/taking over	The commenting of the relevant report shall be done by the following members: 1. Director of PEA 2. Monitoring and Implementation Expert 3. Engineer No. 1 4. Engineer No. 2 5. Economic-Financial Expert 6. Procurement expert - 7. Legal expert 8. Expert in the field of Environment, Social, Health and Safety (ESHS) 9. Public policy expert Each member should carefully analyze the final report in compliance with the ToR of the project.

**all documents, if possible, can be examined simultaneously by all PEA members*

Any commenting of a report or document should not take longer than two weeks!

Hence, a very concise working method has to be developed, for example.

- i. The PEA members responsible as per their defined tasks, shall comment within maximum 7 working days after receipt of documents and forward them to the other PEA members.
- ii. The PEA members have the opportunity to comment on the documents in parallel. Reports shall be commented concerning the potential impact of proposed changes/outcomes/findings compared to the original project setup / ToR / consulting or construction contract, etc.
- iii. Approval of the report by the PEA Director after hearing opinions of responsible members, or approval of comments by a delegated member of the working group.
- iv. Send request for no objection/send comments to the delivery to KfW within 10 working days after receipt of the documents.
- v. Transmit either no objection or comments by KfW and PEA to Consultant within 20 working days (four weeks).

C. Approval of payments to the Consultant.

Any payment (except the advance payments, which have to be accompanied by an advance payment bond) shall be sent via a disbursement request to the KfW (Withdrawal Application). The preparation and completion of this withdrawal application be supported by the Consultant accompanied by all relevant documents (reports, documents), or in case of construction contracts by the relevant documents proving that the invoiced quantities have been constructed/supplied by the Contractor / Supplier.

Payments will generally be received and checked in accordance with the signed contracts by Monitoring and Implementation Expert and subsequently checked and approved by both engineers and Procurement Expert (when tendering services are provided) before being forwarded to Economic-Financial Expert, finally signed by the PEA Director.

In case of invoices of services by the contracted consultants PEA members:

- PEA Director
- Monitoring and Implementation Expert
- Engineer no. 1 and Engineer no. 2
- Economic-Financial Expert
- Procurement Expert

Will be involved as well in approving invoices.

Steps	Who	What
1	Invoice of Consultant for design, construction supervision, defects notification period, AMC measures/tender documents	According to contract, plus draft withdrawal application according to an agreed format.
1a	Monitoring and Implementation Expert	In his absence, it must be directly forwarded to engineer no. 2, i. checks ▪ Compliance with the contract? ▪ Completeness ▪ The correctness of figure and numbers ▪ Have services been provided? ▪ Confirm the act of the provided services ii. Checks if sufficient funds are available. iii. If all supporting documents were provided.
1b	Engineer no. 1 and Engineer no. 2	Verification and confirming by signing those services have been provided. ▪ Checks compliance with the technical solutions approved in the project; ▪ Check the materials used in the project; ▪ If services been provided ▪ Confirm the act of the provided services ▪ If all supporting documents were provided.
2	Economic-Financial Expert	Checks whether the previous check followed the agreed procedure

Annex 1: Tasks of the Project Executing Agency members

		▪ Compliance with contract ▪ Completeness ▪ The correctness of figure and numbers ▪ Check the confirmation documents for the invoice ▪ Prepare withdrawal application ▪ Either forwards withdrawal application to director/ /economist for signing or, if delegated, signs withdrawal application
3	PEA Director	▪ Signs Withdrawal application ▪ Signs act of transmission
4	RDA Director	▪ Signs Withdrawal application ▪ Signs act of transmission
5	Economic-Financial Expert	▪ Sends withdrawal application to Transaction management department in KfW ▪ Enters the data into the financial management system

D. Addendum to Consulting contract.

In case, for example, the construction time is longer than anticipated thus exceeding the proposed budget of the Consultant, the Consultant will prepare an addendum. In this addendum, he will present quantities as per the original proposal and list additional quantities required (mostly man-month of experts). Any addendum has to be approved by the PEA director in consultation with KfW.

Addendum by Consultant (Contractor) will be checked by:

1. PEA Director
2. Monitoring and Implementation Expert
3. Engineer No. 1
4. Engineer No. 2
5. Economic-Financial Expert
6. Procurement expert
7. Legal expert

Steps	Who	what
0	Addendum by Contractor	According to the agreed template
1	The consultant will submit a proposal for an addendum	
2	Engineer no. 1 and no. 2.	Checks whether the offered quantities are reasonable and realistic (if not suggest revised quantities to be discussed with Consultant) Check whether the offered services comply concerning rates with the original contract Sends the addendum to the Monitoring and Implementation Expert
3	Monitoring and Implementation Expert	Check if the addendum request is justified and if the additional services have been performed in due time and quality. Then the document is sent to Legal expert.
4	Legal expert	Check whether the legal norms imposed by national and international legislation have been respected in the additional request. Also, if the legal arguments can be accepted or argue if he does not agree with a certain provision and sent to Economic financial expert
5	Economic financial expert	Check if the amounts included for adjustment correspond to the offer, if the calculations performed are correct, if the request has a financial argument and comments on those aspects which it considers incorrect. The addendum commented and discuss with PEA Director
6	Director/Monitoring and Implementation Expert	Agree and the final version and sent it to KfW for no-objection
7	KfW	Responds with an objection or no objection
8	Monitoring and Implementation Expert	Sends decision by KfW to Consultant to either re-negotiate or to prepare final/revised addendum

Annex 1: Tasks of the Project Executing Agency members

	and Procurement expert	
9	Monitoring and Implementation Expert and Procurement expert	Inform the Consultant on the final addendum

**all documents, if possible, can be examined simultaneously by all PEA members*

E. Approval of a Contractor Interim Payment Certificates first approved by the Consultant.

Based on the quantities stipulated in the Bill of Quantity (Fidic Pink Book) or Schedules/lump sum items or payment schedule linked to milestones (Fidic Yellow Book) the Contractor will regularly claim payments based on construction progress.

The relevant payments will be done directly by KfW on the account of the Contractor based on Withdrawal Applications sent by the PEA to the KfW. These payments have to be accompanied by all supporting documents (**contractors' invoice, measurement of quantities confirmed by the site supervisors, etc.**). Percentages of advance payments and agreed percentages from retention money have to be subtracted from the invoice.

Payments will generally be checked by the consultants and subsequently checked by both engineers in cooperation with Monitoring and Implementation Expert, before being forwarded to the Economic financial expert, finally signed by the PEA director and RDA Centre Director

Steps	Who	what
0	Invoice of Contractor	According to contract
1	Consultant	i. checks - Compliance with the contract? - Completeness - The correctness of figure and numbers - Have services been provided? ii. Checks or prepares withdrawal application
1a	Engineer no. 1	In his absence, it must be directly forwarded to engineer 2 i. checks - Compliance with the contract? - Completeness - Check of figure and numbers - Have services been provided? - If all supporting documents were provided.
1b	Engineer no. 2	i. checks - A spot check of overall figures and numbers - Have services been provided? - Compliance with the contract? - Completeness - If all supporting documents were provided. ii. Checks or prepares withdrawal application iii. Sends to expert in economy
2	Economic financial expert	Checks whether the previous check followed the agreed procedure - Compliance with the contract? - Completeness - The correctness of figure and numbers - supporting documents - Prepare withdrawal application - Either forwards withdrawal application to the director for signing or, if delegated, signs withdrawal application
3	PEA Director / RDA	Signs Withdrawal application

	Centre Director / Economic financial expert	
4	Monitoring and Implementation Expert/ Economic financial expert	▪ Sends withdrawal application to Transaction management department in KfW ▪ Enters the data into the financial management system

F. Variation order/change order to the Construction contract first approved by the Consultant.

A variation order or change order is an alteration to the scope of works in a construction contract in the form of an addition, substitution or omission from the original scope of works. Almost all construction projects vary from the original design, scope and definition. Whether small or large, construction projects will inevitably depart from the original tender design, specifications and drawings prepared by the design team.

Payments will generally be checked by the consultants and subsequently checked by both engineers in cooperation with Monitoring and Implementation Expert, before being forwarded to the Economic financial expert, finally signed by PEA director and RDA Centre Director

Steps	Who	what
0	The idea of a variation i. Contractor proposes variation ii. Consultant proposes variation iii. PEA proposes variation	i. Submits a draft variation to Consultant ii. Consultant proposes to the PEA that changes are required and requests the Contractor to prepare a draft variation. iii. PEA requires changes and tasks Consultant to request from the Contractor to prepare a draft variation
1	The contractor submits draft variation	Describes the content and cost/time impact of the changes to the contract.
2	Consultant	Checks variation and submits to the PEA engineers and Apă Canal Chişinău representative for opinion
3	Engineer 1/ Engineer 2	Depending on an internal pre-agreed threshold, the engineers approve either a variation (emergency) or requests Consultants to request change/variation orders from Contractor. Presents the variation at the next working group meeting (within 1 week)
4	Working group/authorized person	Approves the variation order
5	Monitoring and Implementation Expert	Sends a request for no objection to KfW
6	KfW	Responds with an objection or no objection
7	Monitoring and Implementation Expert	Sends decision by KfW to Consultant to either re-negotiate or to prepare final variation/change order.

Annex 1: Tasks of the Project Executing Agency members

8	Consultant/Contractor/RD A Centre	Final variation with signature
9	Engineer no. 1/ Engineer no. 2	Submit to Consultant/Contractor/KfW Include in financial and legal management system for documentation