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**REPUBLIC OF MOLDOVA**

**MINISTRY OF EDUCATION AND RESEARCH**

**National Office for Regional and Local Development**

**EDUCATION QUALITY Impovement PROJECT**

**PROJECT OPERATIONS MANUAL**

**Chisinau**

**August 2023**

**ACRONYMS AND ABBREVIATIONS**

|  |  |
| --- | --- |
| CERC | Contingent Emergency Response Component |
| CTICE | Centre for IT in Education |
| CoA | Court of Accounts |
| CQS | Selection Based on Consultants’ Qualifications |
| DA | Designated Account |
| DC | Direct Contracting |
| DFIL | Disbursement and Financial Information Letter |
| EA | Environmental Assessment |
| ECE | Early Childhood Education |
| ECEC | Early Childhood Education and Care |
| EQIP | Education Quality Improvement Project |
| EMIS | Education Management Information System |
| EMP | Environmental Management Plan |
| ELP | Early Learning Partnership |
| ESIRT | Environment and Social Incident Report |
| FAD | Finance and Administrative Department |
| E&S | Environmental and Social |
| ESMF | Environmental and Social Management Framework |
| ESMP | Environmental and Social Management Plan |
| FM | Financial Management |
| GA | Grant Agreement |
| GBV | Gender-Based Violence |
| GCFF | Global Concessional Financing Facility |
| GoM | Government of Moldova |
| GRM | Grievance Redress Mechanism |
| GPE | Global Partnership for Education |
| IA | Investment Agreements |
| IC | Individual Consultants |
| ibrd | International Bank for Reconstruction and Development |
| IFR | Interim Financial Report |
| IPSAS | International Public Sector Accounting Standards |
| IPF | Investment Project Financing |
| IT | Information Technology |
| LA | Loan Agreement |
| LPA | Local Public Authority |
| MDL | Moldova Leu |
| MDTF | Multi-Donor Trust Fund |
| MoER | Ministry of Education and Research of Moldova |
| MoF | Ministry of Finance of Moldova |
| MoU | Memorandum of Understanding |
| MIS | Management Information System |
| NAS | National Accounting Standards |
| NCB | National Competitive Bidding |
| M&E | Monitoring and Evaluation |
| NACE | National Agency for Curriculum and Evaluation |
| ANACEC/NAQAER | National Agency for Quality Assurance in Education and Research |
| NCB | National Competitive Bidding |
| NORLD | National Office of Regional and Local Development |
| NBS | National Bureau of Statistics of the Republic of Moldova |
| PC | Project Coordinator |
| PDO | Project Development Objective |
| PED | Project Executive Director |
| PGD | Project General Director |
| PISA | Program for International Student Assessment |
| PM | Project Manager |
| PMT | Project Management Team |
| POM | Project Operations Manual |
| PP | Procurement Plan |
| PPSD | Project Procurement Strategy Development |
| PS | Procurement Specialist |
| PR | Public Relations |
| SEP | Stakeholder Engagement Plan |
| SGOM | School Grants Operations Manual |
| STEM | Science, Technology, Engineering, and Mathematics |
| STEP | Systematic Tracking of Exchanges in Procurement |
| SoE | Statement of Expenditure |
| SS | Single Source Selection |
| ToR | Terms of Reference |

Contents

[INTRODUCTION 6](#_Toc152243200)

[1. PROJECT DESCRIPTION 7](#_Toc152243201)

[1.1.Legal Issues 7](#_Toc152243202)

[1.2.Project Objective and Expected Results 7](#_Toc152243203)

[1.3.PDO Level Results Indicators 7](#_Toc152243204)

[1.4.Project Components 8](#_Toc152243205)

[1.5.Project costs and financing 9](#_Toc152243206)

[1.6.Institutional Arrangements 10](#_Toc152243207)

[1.7.Responsibilities 12](#_Toc152243208)

[1.8.Administration and Correspondence 13](#_Toc152243209)

[2. FINANCIAL MANAGEMENT PROCEDURES 15](#_Toc152243210)

[2.1.Introduction 15](#_Toc152243211)

[2.2.Planning and Budgeting 16](#_Toc152243212)

[2.3.Accounting Policies and Procedures 16](#_Toc152243213)

2.4. Flow of Funds and Disbursements..................................................................... 17

2.5. NORLD financial management ......................................................................... 19

[2.6.Reporting and Monitoring 23](#_Toc152243214)

[2.7.External Audit 25](#_Toc152243217)

[3. PROCUREMENT PROCEDURES 27](#_Toc152243218)

[3.1.Introduction 27](#_Toc152243219)

[3.2.General rules for procurements 27](#_Toc152243220)

[3.3.Procurement Management 30](#_Toc152243221)

[3.4.Requests for Procurement 33](#_Toc152243222)

[3.5.Publication of procurement notices 33](#_Toc152243223)

[3.6.Procurement Documents 34](#_Toc152243224)

[3.7.Evaluation Committee 34](#_Toc152243225)

[3.8.Procurement Methods 34](#_Toc152243226)

[3.9.Procurement Complaints 34](#_Toc152243227)

[3.10.Contract Management 35](#_Toc152243232)

[3.11.Standards of confidentiality 35](#_Toc152243233)

[3.12.Procurement records 35](#_Toc152243234)

[4. MONITORING AND EVALUATION 36](#_Toc152243235)

[4.1.General Framework 36](#_Toc152243236)

[4.2.M&E Arrangements 36](#_Toc152243237)

[4.3.Reporting 37](#_Toc152243238)

[4.4.Impact Evaluation 38](#_Toc152243239)

[4.5.Visibility 39](#_Toc152243240)

[5. ENVIRONMENTAL AND SOCIAL MANAGEMENT 40](#_Toc152243241)

[5.1.Environmental and social guidelines 41](#_Toc152243242)

[5.2. Summary of Environmental and Social management procedures 42](#_Toc152243243)

[5.3. Implementation of GRM at Project level and GM for workers 42](#_Toc152243244)

[5.4. Labor Management Procedures 42](#_Toc152243244)

[5.5. Responsabilities for Environmental and Social Supervision and Monitoring 42](#_Toc152243244)

[5.6. Environmental and Social Management Reporting 42](#_Toc152243244)

[ANNEXES 52](#_Toc152243245)

[Annex 1: EQIP RESULTS FRAMEWORK AND MONITORING INDICATORS 52](#_Toc152243246)

[Annex 2: Working Group (Coordinating Board) Composition 62](#_Toc152243247)

[Annex 3. Selection criteria for Teachers and Managers 63](#_Toc152243248)

[Annex 4. Selection criteria for the ECE Teachers and Educators 65](#_Toc152243249)

[Annex 5. Selection criteria for the ECEC Service Providers 66](#_Toc152243250)

[Annex 6. Selection criteria for the Priority Areas of new schools’ construction 67](#_Toc152243251)

[Annex 7. Selection criteria for the schools 68](#_Toc152243252)

[Annex 8. Selection criteria for the Participating Institutions for equipment provision 69](#_Toc152243253)

[Annex 9: Tutoring program parameters to consider and scope of work 70](#_Toc152243254)

[Annex 10: Key tasks for Project Management Team under MoER 72](#_Toc152243255)

[I.Project Coordinator 72](#_Toc152243256)

[II.Monitoring and Evaluation Specialist 73](#_Toc152243257)

[III.Procurement Specialist (s) 74](#_Toc152243258)

[IV.Financial Management Specialist 75](#_Toc152243259)

[V.Environmental Specialist 76](#_Toc152243260)

[VI.Social Development Specialist 78](#_Toc152243261)

[VII.Communication Specialist 81](#_Toc152243262)

[Annex 11: Key tasks for Project Management Team under NORLD 83](#_Toc152243263)

[I.Project Manager 83](#_Toc152243264)

[II.Monitoring and Evaluation Specialist 83](#_Toc152243265)

[III.Procurement Specialist 84](#_Toc152243266)

[IV.Financial Management Specialist 86](#_Toc152243267)

[V.Environmental Specialist 87](#_Toc152243268)

[VI.Social Development Specialist](#_Toc152243269) 89

[VII.Engineer 91](#_Toc152243270)

Annex 12. Interim Financial Reports 93

[Annex 13. Subsidiary Agreement](#_Toc152243271) 99

# INTRODUCTION

1. A Project Operating Manual (POM) is intended to provide a summary of project management arrangements to help ensure that the project is implemented as agreed with the World Bank (hereinafter “the Bank”) and that the objectives of a project are met. The primary objective of the manual is to provide government officials and other project stakeholders with a clear overview of project objectives, components[[1]](#footnote-2), beneficiaries, costs, results, as well as the divisions of responsibilities to ensure coordination and the effective, efficient and timely execution of the project.
2. This document is the Operations Manual for the Education Quality Improvement Project (EQIP), which is managed and implemented by the Ministry of Education and Research (MoER) of Moldova, with some implementation responsibilities taken by the Public Institution National Office of Regional and Local Development (NORLD) for specific activities, as described in this manual.
3. The manual does have the following aims:

* Provide detailed information on project components;
* Provide guidance for project implementation, including the procurement of works, goods and services, safeguard arrangements and financial management (FM) arrangements;
* Serve as guidelines for project monitoring and evaluation.

1. To avoid unnecessary duplication, this manual should be used in combination with the Project Paper approved by the Bank Board of Executive Directors on May 31, 2023, the project’s Loan Agreement (LA) and Grants Agreements (GAs). This POM is subject to periodic revisions and improvements, as needed, and subject to the Bank’s approval.
2. In case of discrepancy between this POM and the project’s LA and GAs, the stipulations in the LA and GAs, including amendments (if any), prevail.

# PROJECT DESCRIPTION

* 1. **Legal Issues**

1. The legal basis for the present Operations Manual is the LA and GAs between the Republic of Moldova and the International Bank for Reconstruction and Development (IBRD) dated June 30, 2023 as follow:

LA No. IBRD 9536-MD comprising (i) a non-concessional portion in the amount of EUR 36.5 million (US$40 million equivalent), and (ii) a concessional portion in the amount of US$10 million under the Global Concessional Financing Facility (GCFF) on a non-reimbursable basis;

GA TF0C1507 in the amount of US$5 million from the Early Learning Partnership (ELP) Multi-Donor Trust Fund (MDTF), and

GA TF0C1484 in the amount of US$4.8 million from the Global Partnership for Education Fund (GPE).

1. The LA and GAs between the Republic of Moldova and the IBRD was ratified by the Parliament of Moldova (the Law of the Republic of Moldova No. 224 dated July 31, 2023) and promulgated by the President of the Republic of Moldova (President’s Decree No.1050-IX dated August 07, 2023).
   1. **Project Objective and Expected Results**
2. The EQIP supports the GoM’s reform program by financing activities that will (i) improve the learning environment in Participating Institutions, with an emphasis on supporting disadvantaged students; and (ii) strengthen the capacity of the MoER for sector management and refugee response. Through this Project, the Bank will support the GoM in implementing the needed reforms, which include initiatives for:

* Improvement of the quality of education and learning environment in targeted institutions, and
* Development of the institutional capacity to design, implement and evaluate education reforms and refugee response interventions

1. The expected results are presented in the EQIP results framework and monitoring indicators (Annex 1).
   1. **PDO Level Results Indicators**
2. The **Project Development Objective (PDO),** approved by the Bank’s Board of Executive Directors on May 31, 2023 is to (i) improve the learning environment in participating institutions, with an emphasis on supporting disadvantaged students; and (ii) strengthen the capacity of the MoER for sector management and refugee response.
3. The PDO **expected results** of EQIP are the following:

* 90.00% participating teachers with improved teaching practices;
* Improved learning outcomes of students benefitting from project-supported tutoring program;
* Annual education statistics reports produced and publicly disseminated based on data generated by the integrated EMIS and used for education sector management including refugee response;

1. Annex 1 includes the Project’s Result Framework, with a complete list of output and outcome indicators.
2. Additionally, the tracked indicators will include:

* For the *GPE Grant* reporting:
  + Number of textbooks purchased and distributed (baseline: 0; target: 600);
  + Number of teachers trained (baseline: 0; target: 120);
  + Number of children who will directly benefit from the grant (baseline: 0; target: 8,000):
    - of which, girls (baseline: 0; target: 4,000);
    - of which, children with a disability (baseline: 0; target: 100);
    - of which, refugee children (baseline: 0; target: 40);
* For the *ELP Grant* reporting:
  + The number of students in ECEC centers (including disadvantaged and refugee students) who will benefit from improved learning environments including early learning packages (baseline: 0; target: 20,000).
  + Number of childcare services established as part of renovated or repurposed spaces (baseline: 0; target: 300).
  1. **Project Components**

1. The Project is a Bank-financed Loan, to be implemented between October 15, 2023 and December 31, 2029.
2. The EQIP has four components as described below:

* Part 1. Improve Quality of Teaching Practices.Improving the quality of teaching through, *inter alia:*
  1. (a) the development and implementation of: (i) in-service training for Selected Teachers and Managers on the Professional Standards for Teachers and School Managers; and (ii) scale-up of the assessment of the quality of teaching practices; and

(b) the development and implementation of in-service training for Selected early childhood education (ECE) Teachers and Educators on the ECE Curriculum, including indoor, outdoor, and play-based teaching and learning, and provision of related materials; and carrying out quality assessments of Selected early childhood education and care (ECEC) Service Providers.

* 1. Development, piloting, and implementation of:

(a) a rapid formative assessment in Key Subject Areas for the identification of students and students’ learning challenges;

(b) a Learning Recovery Program; and

(c) supplemental tutoring for Disadvantaged Students performing in the bottom 20 percent.

* 1. Development of School Subprojects through the provision of School Grants to support in-service teacher professional development opportunities, including the set-up of a professional learning network among Moldovan teachers, as well as teachers from other countries; and school projects promoting innovative pedagogical practices.
* Part 2. Improve the Quality of Learning Environment in Participating Institutions. Improving the learning environment of Participating Institutions through, *inter alia*:

2.1. *Equipping Participating Institutions:*

1. equipping the Participating Institutions with furniture, information technology (IT) and Science, technology, engineering, and mathematics (STEM) equipment, and teaching and learning materials for students with disabilities;
2. providing training to teachers and managers of the Participating Institutions, including through user guides and demonstration videos on operating and maintaining IT and STEM equipment, and the use of such equipment with modern teaching methodologies and digital learning materials in the classrooms; and
3. equipping the new constructed high schools under Part 2.3 (a) with furniture and equipment for classrooms, canteens, and sport facilities, and any other provisions required to ensure full functionality of such high schools.

*2.2. Carrying out civil works for the rehabilitation of:*

1. Participating Institutions; and
2. Selected ECEC Facilities.

*2.3. Building Modern High Schools*

1. construction of three (3) high schools in Priority Areas of the Borrower’s territory; and
2. preparing and carrying out training modules and adopting manuals on schools’ maintenance, including operation and maintenance of clean technologies, in the new constructed high schools.

* Part 3. Strengthening the Capacity for Education Sector Management and Refugee Response.

3.1. *Improving planning, management, and evaluation of education reforms through, inter alia:*

1. upgrading and expanding the existing Education Management Information System (EMIS) for making better use of data to support management decisions at all levels;
2. strengthening the national capacity for administration, data analysis, and dissemination, of the national and international student assessments;
3. upgrading the teacher and managers professional standards;
4. revising the nationwide education infrastructure investments planning, including climate change adaptation of the education sector;
5. supporting national and subnational capacity building to lead upper secondary sector reforms and ECEC expansion; and
6. conducting an impact evaluation of the Learning Recovery Program and the ECCE expansion.

*3.2. Project Management*

1. Supporting the PMT with management, monitoring, and evaluation activities, including, *inter alia*: (i) project supervision and implementation; (ii) compliance with Project requirements, such as financial management, procurement, environmental and social, and other required technical areas; and (iii) implementing outreach activities related to the Project; and
2. Supporting NORLD’s Team with management, monitoring, and evaluation activities, including, *inter alia*: (i) project supervision and implementation; (ii) compliance with Project requirements, such as financial management, procurement, environmental and social, and other required technical areas; and (iii) implementing outreach activities related to the Project.

* Part 4. Contingent Emergency Response (CERC). Provision of immediate response to an Eligible Crisis or Emergency, as needed. 
  1. **Project costs and financing**

1. The costs and financing per component are presented in table 1. The Government of Moldova (GoM) financing will be provided as parallel financing to the project.

**Table 1. Total Project Cost and Financing by Component (US$ equivalent, millions)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Components** | **IBRD** | **GPE** | **ELP** | **GCFF** | **Total** | **GoM** |
| Component 1: Improving Quality of Teaching | 8.6 | 4.8 | 2.7 | 10.0 | 59.8 | 10.0 |
| Component 2: Improving the Quality of Learning Environment in Participating Institutions | 24.7 | — | 2.3 |
| Component 3: Strengthening the Capacity for Education Sector Management and Refugee Response | 6.7 | — | — |
| Total | 40.0 | 4.8 | 5.0 |

1. The IBRD would finance activities under Parts 1.1(a), 2.1, 2.2.(a), 2.3, 3.1 and 3.2(b), and 3.2(a) of the Project at a rate of ¾ to ¼ with GCFF funds, while Part 1.3 would be financed by GPE and Part 1.1(b) 2.2.(b) by ELP.
2. For the purposes of carrying out School Subprojects under Part 1.3 of the Project, the MoER will provide School Grants of up to thirty-six thousand United States Dollars ($36,000) to each selected school.
3. The amount of the School Grants may be revised from time to time by mutual agreement between the Recipient and the Bank and reflected in the School Grants Operations Manual (SGOM); all according to the terms, conditions, eligibility criteria and procedures acceptable to the Bank as further detailed in the SGOM.
   1. **Institutional Arrangements**
4. The MoER, would be responsible for the implementation of Parts 1, 2.1, 3.1, 3.2(a), and 4 of the Project; while the Parts 2.2 and 2.3, and 3.2(b) of the Project would be carried out by NORLD. The Ministry of Finance (MoF) will support budgeting and successful execution of the school grants program.
5. The MoER will be responsible for implementation of the project, with support from the PMT on the overall project management, FM and procurement functions, consolidation of all project documentation and reporting, including the POM, annual work plan and budgets, environmental and social (E&S) management, M&E reports, program evaluation, and other progress reports.
6. The PMT of the project for:

* MoER will include the Project Coordinator (PC), M&E specialist, FM specialist, procurement specialist (PS), environmental specialist and social development specialist with experience in gender-based violence (GBV) prevention and response, and communication specialist required for effective and efficient implementation of project activities.
* NORLD will include the Project Manager, FM specialist, PS, M&E specialist, environmental specialist and social development specialist with experience in GBV prevention and response and civil works engineers.

1. Other specialists may be hired for both institutions with project funds to ensure timely, quality, transparent, and effective implementation of the activities, if needed and mutually agreed by the Bank and MoER.
2. The Project General Director (PGD) is the Minister of Education and Research. The Minister may delegate this function to the General Secretary of the MoER.
3. The Project Executive Director (PED) is appointed by the MoER and is the General Secretary or State Secretary for Education of the MoER. The diagram below reflects EQIP implementation arrangements.

Figure 1: EQIP Project implementation arrangements

Minister of Education and Research (General Director)

Ministry of Finance

MoER Divisions and Departments

WORLD BANK/ IBRD

Project Coordinator

Procurement specialist

M&E specialist

Environmental specialist

FM specialist

NORLD

Social development specialist

Project Manager

Procurement specialist

FM specialist

Environmental specialist

Social development specialist

M&E specialist

civil works engineers

Communication specialist

1. The PC reports to the PED. The PED reports to the PGD. The PS, FM, M&E, E&S and communication Specialists report to the PC.
2. The PM under NORLD will report to NORLD director, PED and PC. The PS, FM, M&E, E&S Specialists and engineers report to the Project Manager.
3. A Working Group (Coordinating Board) will be established after project effectiveness by the GoM, to provide overall guidance on school grants, institutions rehabilitation and constructions, as well as equipment provision. The Working Group is composed of representatives from relevant ministries, agencies, the State Chancellery and the Ministry of Education and Research’s departments.
4. The working group should meet at least once per year. The composition of the Working Group is provided in Annex 2.
5. The working group is responsible for:

* Approving the list of institutions selected for construction, rehabilitation, equipment and to benefit from the tutoring program based on criteria developed by the MoER and accepted by the Bank. The Annexes 3-8 presents the criteria the selection criteria for Teachers and Managers, ECE Teachers and Educators, ECEC Service Providers, Priority Areas, Schools, and Participating Institutions. The annex 9 presents the *Tutoring program parameters to consider and scope* of work for the institution to implement the tutoring program;
* Examining the existing options and providing guidance on institutions equipping, construction and rehabilitation process, based on the information provided by the MoER and NORLD; and
* Contributing to developing draft normative and legislative acts on the institution’s construction and rehabilitation process, based on the MoER’s and NORLD proposal.

1. All lists of the institutions to benefit from construction, rehabilitation and for equipment, as well as Teachers and Managers, ECE Teachers and Educators trainings are subject to Bank clearance based on the assessment criteria and would be further integrated in the POM as integral part of it.
2. Project implementation is planned for a period of six years, from October 2023 to December 2029, which include IBRD and GCFF funding. The GPE Grant closing date is December 31, 2027 while the ELP closing date is June 30, 2027.
3. The MoER and NORLD will assign office space and equipment to the team supporting project implementation. With the Bank’s prior approval, the project could finance selected goods to complement those provided by the Ministry and NORLD.
   1. **Responsibilities**

**2.2.1 Minister of Education and Research: PGD**

1. The PGD has the following functions, which could be delegated to the PED:

* Oversight of project implementation;
* Distribution of tasks and responsibilities among the institutional structures and the project personnel;
* The right of signature on behalf of the project: contracts with suppliers, documents regarding withdrawals from Designated Accounts; and
* Representation of the project in relation to third parties.

**2.2.2** **General Secretary** **or State Secretary for Education of the MoER:** **PED**

1. The PED provides project oversight, overall policy direction, and strategic and implementation guidance, and review overall project progress. The PED is also responsible for:

* Signing documents on behalf of the Project, which include low-value contracts with suppliers, office correspondence, documents regarding withdrawals from Credit Accounts, and other documents required by local legislation; and
* Coordinating with the MoF on corresponding disbursement requests;
* Coordinating with NORLD on civil works;
* Coordinating Grievance Redress Mechanism (GRM) process;
* Approving the POM;
* Monitoring of project indicators.

**2.2.3 Management Team**

1. Key tasks and minimum qualifications for the PMTs are listed in the Annex 10 and 1.
2. The NORLD’s team for the implementation of the EQIP project should be selected in accordance with ToRs, qualifications and experience, acceptable to the Bank. Any changes in the NORLD’s team shall be coordinated with MoER and prior agreed with the Bank.

**2.2.4 Ministry of Finance (MoF)**

1. The MoF should ensure timely and sufficient annual budget allocations for the project needs, and execution of project-related payment orders within reasonable timeframe;
2. The MoF will execute the budget education transfers to rayons and facilitate that local governments transfer budget resources to the schools within their jurisdiction.

**2.2.5 NORLD responsibilities**

1. NORLD is fully responsible and accountable for the overall implementation of the activities under Parts 2.2 and 2.3, and 3.2(b), as well as*:* 
   * + 1. managing its own Designated Account (DA) used for payments under Parts 2.2 and 2.3, and 3.2(b), and providing consolidated information to MoER on a quarterly basis;
       2. ensuring maintenance of adequate financial management system able to provide complete and accurate information on project transactions, to safeguard project assets, and facilitate use of funds for the purpose intended;
       3. providing access to all project-related information required for project annual audit to be conducted by the Court of Accounts;
       4. preparing a Procurement Plan (PP) and updating it at least annually for Parts 2.2 and 2.3, and 3.2(b) of the project under its responsibility;
       5. providing inputs for the quarterly results reporting;
       6. providing inputs for the biannual progress implementation report;
       7. coordinating with MoER on civil works;
       8. the technical quality of the works, including institutions rehabilitation designs, hiring and managing firms, and supervising works;
       9. ensuring compliance with Environmental and Social Framework requirements in the rehabilitated and newly constructed institutions, including application of the GRM and citizen engagement activities;
       10. coordinating with the local authorities and institutions in the context of implementing this activity; and
       11. NORLD will submit quarterly implementation progress reports to the MoER informing on financial and physical implementation progress, including the management of the environmental and social aspects, grievances redress operation and emerging issues management. MoER will consolidate them and submit to the Bank.
2. The NORLD Project Executive Committee will decide on financial and technical issues related to the implementation of schools rehabilitation following its internal procedures.
3. The rehabilitation and construction processes and arrangements, shall follow internal processes of NORLD, shall comply with the World Bank’s Environmental and Social Standards, as well as shall be carried out according to the provision of the Project’s Environmental and Social Risk Management documents (ESMF, SEP and LMP).
4. Whenever NORLD’s internal procedures are contradicting to the current POM or LA/GAs, the LA/GAs prevails.
   1. **Administration and Correspondence**
5. Correspondence with the Bank: All official correspondence to Bank and other involved organizations should be sent by the PGD, the PED, or the PC (no other member of the PMT should communicate with the Bank, for the sake of efficiency and control). All official correspondence with the Bank must be appropriately labelled, including the subject area, relevant process number.
6. Safe-keeping of documents and electronic files: Project related staff is responsible for keeping documents and electronic files related to their activities for at least six months after the project closes. It is forbidden to share project documents with individuals not related to the project. If the MoER units need these documents, they will be given with the permission of the PC. Individuals who have received access to the documents take all the responsibility for inappropriate dissemination of information and documents safekeeping safety.
7. Electronic versions of the documents, electronic files containing data, electronic versions of reports, and all the e-mail traffic shall be kept on appropriate computers, and are to be kept on magnetic medium and backed up in a safe place. In case that any changes or amendments have been done to original electronic files the archive magnetic medium should contain both the old version and the new amended/changed version. The responsibility for safe-keeping of documents and archiving electronic files rests with the PC and PM.
8. The originals of payment documents, internal contracts, bills, waybill, and invoices financed under the project are to be kept within the project office until the project closing, after which they are submitted to MoER Financial Unit, and those pertaining to activities implemented by NORLD should be kept at NORLD’s files and available to the Bank’s review. All other financial documentation shall follow regular MoER procedures as far as filing and record keeping.
9. The PSs must have folders with documents on procurements, registered according to procurement package: WB/EQIP/[procurement method]/[year]/[serial number]. Each folder must have control list reflecting information on content, volume, cross referrals, etc. to be quickly distinguished.
10. Each PS undertakes the responsibility for keeping his/her own filing system on procurements according to the national and Bank requirements as well as keeping all the bills received as reply for invitation to participate in biddings.
11. Record keeping for purposes of financial management and accounting is presented in the relevant section below.
12. Memorandum of Understanding (MoU), Investments Agreements (IA) and School Grant Agreement (SGA). Any MoU between the MoER and NORLD, or any other parties; IA between the NORLD and local authorities or any other parties, and SGA between MoER and schools or any other parties, for activities related to EQIP are subject to Bank prior review and clearance.

# FINANCIAL MANAGEMENT PROCEDURES

* 1. **Introduction**

1. This chapter describes overall project financial management arrangements. There is a separate chapter dedicated to NORLD FM arrangements.
2. Financial management of all components of EQIP,including the civil works carried out by NORLD will follow Bank procedures and its financial management will be under the responsibility of the Financial Management Specialist hired under the MoER, and Financial Specialist at NORLD respectively.
3. The Project relies on some elements of Moldova’s public FM system. These specific elements include (a) planning and budgeting (project planning will be done in accordance with the budgetary rules and budget preparation procedures established by the MoF for all budgetary units and the project will be included in the annual state budget laws), (b) flow of funds (the funds will flow through a single treasury account), (c) execution of project budget (the Project-related payments will be executed by the State Treasury by applying additional controls over project spending), and (d) external auditing – the Project audits will be performed by the public auditor given their satisfactory performance under other Bank financed projects.
4. Reporting will be prepared in accordance with the International Public Sector Accounting Standards (IPSAS) ‘Financial Reporting Under the Cash Basis of Accounting’ issued by the IPSAS Board of the International Federation of Accountants. The IFRs, to be prepared on cash basis, will include (a) project sources and uses of funds, (b) uses of funds by project activity, (c) Designated Account (DA) statements, (d) a statement of the financial position, (e) the Statement of Expenditures (SOE) withdrawal schedule, and (f) budget execution of school grants program.
5. MoER’s Financial Management Specialist will be responsible for consolidating project Interim Financial Reports (IFRs) based on inputs provided by NORLD’s Financial Management Specialist and for contracting the project auditor. IFRs will cover all project components. The Annex 12 includes the sample of IFRs. The MoER’s Institutional Management Department will be responsible for coordinating with NORLD and MoF to obtain the required inputs for components 1, 2 and 3. The Financial Management Specialist is responsible for assisting the MoER in financial management issues related to the project. The IFRs will be submitted to the Bank within 45 days of the end of each calendar quarter.
6. Thus, the principal objectives of finance management procedures described in this chapter are to: meet the Bank’s requirements;

* comply with the Loan and Grant Agreements; and
* meet Moldova Government’s requirements.
* meet the Bank’s requirements;

1. All procurement and financial procedures will be carried out in accordance with the rules of the Bank and national legislation. The contract management and supervision process are carried out by the project coordinator, the procurement specialist and the financial management specialist.
2. All contracts at the initial stage are monitored by the procurement specialist and the coordinator, after carrying out the procurement process, the contracts are signed by the Minister of Education and Research for the activities under the responsibility of the MoER and by the Director of NORLD for the activities under the responsibility of NORLD.
3. Payment for contracts is made in accordance with the contractual conditions, based on the Invoice approved by the PED for MoER, and the Project Manager for NORLD. The invoices are approved by PED and Project Manager, after the deliverable is accepted by the responsible persons from MoER and NORLD, each on their part of responsibility.
4. The procurement specialist monitors the fulfilment of the contractual conditions and presenting the deliverables on time, and the FM specialist is responsible for the registration and payment of the deliverables, monitors the fulfilment of financial obligations until the termination of the contract.
5. The entire monitoring process is carried out by NORLD in the Management Information System (MIS) and by MoER in a file with restricted access for the responsible persons.
   1. **Planning and Budgeting**
6. The FM Specialist under the MoER and NORLD shall be responsible for the preparation of the annual project budget based on the Project Implementation Plan and Project Procurement Plan. Project budgeting will follow the budget framework of the MoF. The FM Specialist of the MoER and NORLD prepares the annual medium-term budgetary framework by the end of each year and submits it to the Financial and Administrative Department of the MoER and MoIRD ([Minister of Infrastructure and Regional Development](https://en.wikipedia.org/wiki/Ministry_of_Infrastructure_and_Regional_Development_(Moldova))). Each year in September the draft budget for the next year will be prepared in enough detail, by activities and account codes, and will be submitted to the MoER. It is then submitted to the MoF for review and approval, to be included in the State Budget Law. The approved project’s annual budgets will be entered into the accounting system to be used for project progress monitoring and for periodic comparison with actual results as part of the interim reporting. In accordance with the MoF budgetary calendar, the budget may be revised / amended if some activities are moved for execution to later periods. In this regard, a request shall be submitted to the Ministry of Finance with the necessary arguments on the modifications.
7. After approval of the Budget Law in the national e-allocations system, the budget plan is introduced under the corresponding codes on expenditures. Based on the approved plan and the assignment of expenditures under codes, the Treasury opens IBAN accounts each year, as requested by the PMTs of MoER and NORLD.
   1. **Accounting Policies and Procedures**
8. The project accounting shall be kept according to the national accounting rules:

* Accounting Law no 113-XVI dated April 27, 2007.
* Ministry of Finance’s Order no. 216 dated December 28, 2015 “On approval of the Accounts Plan in the budgetary system and the Methodological standards on the accounting and financial reporting in the budgetary system”.
* Accounting policy developed by the MoER in accordance with the legal norms and approved by the MoF, which defines a set of principles, rules, methods and procedures applied to organize the accounting in the activity of the budgetary institution in order to obtain a clear transparency in using budget funds.

1. Accounting policies adopted by the MoER will constitute basic principles designed to ensure that the accounting records are complete, relevant, and reliable, and that the accounting practices are followed consistently from one period to another, so that financial reporting is comparable. These terms are defined as follows:

* complete: all appropriate transactions have been recorded in accordance with the accounting procedures manual.
* relevant: accounting information is relevant when accounting transactions are recorded and reported in time; that is, within the deadlines specified in the accounting procedures manual. Financial information provided by the accounting system influences the decisions of users by helping them evaluate past, present, or future events or correcting their past evaluations. For example, disclosures of variances between planned and actual expenditures in financial reporting.
* reliable: information is reliable when it is free from material error; when it is neutral: that is, it is free from bias; and it can be depended upon to represent faithfully that which it either purports to represent or could reasonably be expected to represent.
* comparable: users must be able to compare the financial statements of an enterprise through time to identify trends in its financial position and performance. Hence, the measurement and display of the financial effects of like transactions must be carried out in a consistent way throughout an entity, over time for that entity.

1. The project’s accounting and budgetary transactions/records will be maintained on a modified cash basis in EUR and USD, depending on the financing source, and denominated in Moldova Leu (MDL). All accounting procedures and controls shall be documented and recorded in accordance with national legislation. All accounting and project documents must be kept in compliance with national legislation.
2. The project accounting policy will be based on National Accounting Standards of Moldova, in accordance with Moldovan regulations and denominated in MDL, except for the books and records in respect to expenditures subject to disbursement under the Loan, which will be maintained in USD, EUR and MDL.
   1. **Flow of Funds and Disbursements**
3. The MoER and NORLD will individually manage project disbursements, including preparation and submission of withdrawal applications, under the components they are responsible for. For this, both entities will have access to the Bank’s Client Connection platform (clientconnection.worldbank.org). The Project would use standard disbursement methods: advance, reimbursement, direct payment, and special commitment.
4. MoER and NORLD with the help of dedicated FM Specialist will manage a Designated Account (DA) in EUR and USD. The MoER and NORLD would open separate accounts for each source of financing (IBRD and GCFF, GPE and ELP) at the National Bank of Moldova on terms and conditions acceptable to the Bank, enabling access to funds under their respective components/subcomponents. Five Project DAs will be opened by the MoF and registered in the Treasury, two [one in EUR for IBRD loan and GCFF and one in USD for ELP] under NORLD’s responsibility for Parts 2.2 and 2.3, and 3.2(b), and another three [one in EUR for IBRD loan and GCFF, and two in USD (ELP and GPE)] under MoER’s responsibility for Parts 1, 2.1, 3.1, 3.2(a) and 4.
5. The signatories to accounts will be:
   * + 1. For MoER: The Ministry, The State Secretary, the Chief Accountant, the Main consultant in accounting.
       2. For NORLD: the Director, the NORLD Deputy Director, the Head of Finance and Administrative Department, and the Chief Accountant.
6. The funds will flow from the Bank to the DAs managed by MoER and NORLD, and will be used to finance eligible expenditures. Expenditures financed out of the project proceeds shall satisfy the following requirements of the eligibility:
   * + 1. the payment is for the reasonable cost of the project activities that fall within the description of the project objectives and scope. All project activities should be coordinated with MoER and Bank prior to their launch considering their relevance to the project objectives and scope. Procurement activities must be approved by the Bank through STEP prior to launching tenders. If MoER and / or NORLD has doubts about the eligibility nature of proposed expenditures, they will consult with the Bank;
       2. the payment is made on or after the date of the LA/GA, for expenditures incurred on or before Closing Date of respective source of financing.
7. Any expenditures considered as compensation for damage resulting from the lawsuit and claimed by Court’s of accounts Decisions are considered ineligible and cannot be covered by the project financing. For this purpose own resources of MoER and NORLD shall be used.
8. If the World Bank determines that ineligible expenditures as a result of Audit have been incurred under the project financing these shall be refunded to the Bank per instructions received.
9. The funds withdrawn into DAs are considered as advances which are used for payments either in foreign or local currency. In order to cover eligible expenditures payments in local currency, the foreign currency will be converted as needed in MDL, from the DAs into a local currency transit account which will be opened by MoER and NORLD in the MoF Treasury. Payments from the transit account are made through the e-Docplat treasury system based on payment orders submitted by the MoER and NORLD. The Treasury will perform the payment in accordance with existing internal procedures. The general policy is to keep the balances on the transit accounts as low as possible to avoid any exchange rate differences which are not covered by the project financing.
10. The respective ceilings for the DAs are defined in the Disbursement and Financial Information Letter for the Project (DFIL), and are as follows: for source **IBRD** – Non concessional portion – EUR 800,000.00, Concessional portion - EUR 200,000.00; **GPE** – USD 600,000.00; **ELP** –USD 750,000.00 (for MoER), and USD 500,000.00 (for NORLD).
11. The direct payments can be done by MoER and NORLD by submitting to the Bank direct payment withdrawal applications with supporting documentation. In this case, the payments will be done by the WB directly to the contractors’ accounts.
12. Detailed instructions on withdrawal of financing proceeds with respect to disbursement methods available for the project are provided in the DFIL and in the Disbursement Handbook for Borrowers dated February 2017.
13. The expenditures paid from the DA will be documented and reported to the Bank through Statements of Expenditure (SoE). Withdrawal applications documenting funds used from the DA shall be sent to the World Bank at least monthly. Before submitting Withdrawal Application, the Authorized Signatory Letter signed by the MoF or his / her alternate will be submitted to the World Bank for this Project. The withdrawal applications will be prepared by the FM Specialist of the MoER and NORLD and will be signed by the Project General Director or Project Executive Director, who will be authorized through the Authorized Signatory Letter to accept Secure Identification Credentials and to deliver the applications and supporting documents to the Bank by electronic means. In case of change of signatories, a new Authorized Signatory Letter will be submitted promptly to the Bank for approval. The first application will be for advance withdrawal, which ceiling is established in the DFIL.
14. Withdrawal applications shall be submitted to the Bank in such form as is required to access funds from the financing account and shall include such information as the World Bank may request. Applications and necessary supporting documents shall be submitted to the World Bank electronically, in a manner and on terms specified by the World Bank through the Client Connection website. The minimum value for applications for reimbursement, direct payment and special commitment is established by the Bank in DFIL.
15. Statement of Expenditure (SOE) – a summary sheet indicating MoER and NORLD expenses classified according to the disbursement categories of the project. It contains the following information:

* information concerning the contractor;
* number and date of contract or other payment document;
* brief description of the contract / expenditure type;
* currency and total amount on the invoice;
* amount to be paid;
* percentage covered by the Bank;
* amount paid from the Designated Account;
* date of payment;
* exchange rate, as applicable;
* any additional comments.

1. The financial management under the School Grants component would be detailed in School Grants Operations Manual.
   1. **NORLD financial management**
2. All financial procedures to be followed by NORLD during Project implementation shall comply with the guidelines provided in this POM and be aimed at achieving economy and efficiency.
3. The NORLD Executive Committee will decide on financial and technical issues related to the implementation of schools construction/rehabilitation following its internal procedures.
4. Whenever NORLD’s internal procedures are contradicting to the current POM or LA, the LA prevails.
5. The members of the Executive Committee are as follows:
6. the Director;
7. the Deputy Director;
8. Project manager;
9. FM Specialist;
10. Procurement Specialist;
11. Engineer;
12. the Specialist in the Social Development field;
13. the Environmental Specialist.
14. The NORLD’s team for the implementation of the EQIP project should be selected in accordance with ToRs, qualifications and experience, acceptable to the Bank. Any changes in the NORLD’s team shall be coordinated with MoER and prior agreed with the Bank. The POM should be updated accordingly with the main duties and key qualifications required for the additional staff.
15. The responsible staff of the NORLD’s team for the implementation of the EQIP project will include the following specialists: Project Manager, Financial Management (FM) Specialist, Procurement Specialist, Monitoring and Evaluation (M&E) Specialist, Environmental Specialist, Social Development Specialist, Engineers.
16. The Financial Management Specialist and Procurement Specialist within NORLD’s team for the implementation of the EQIP has the overall responsibility for the Parts 2.2 and 2.3, and 3.2(b) financial management. The accountabilities of FM Specialist and Procurement Specialist are the following:

* Maintain an accounting system that will comply with GoM National Accounting Standards (NAS) and acceptable to the Bank. Ensures necessary functionality of the accounting system which allows accurate and timely entry of project related transactions;
* Performs control of data entry in accounting systems;
* Designs and implements internal controls to ensure safekeeping of assets. Checking whether the estimated expenditures satisfy project eligibility criteria;
* Supervises all disbursements made by NORLD and authorizes all payments together with the Director of NORLD;
* Participates in the preparation of annual and quarterly budgets for NORLD financial operations and planning;
* Reviews and evaluate variances between budget and actual disbursements;
* Facilitates annual project audits and provide necessary support to the auditors; Liaise with external auditors, employees, suppliers, contractors, banks, MoF, the NORLD, the Fiscal Authority, the Bank and other donors in financial related matters;
* Prepares quarterly and annual financial reports required by GoM and the Bank, and submit them to the MoER;
* Makings operational expenditures for activities under the Parts 2.2 and 2.3, and 3.2(b);
* Keeps in touch with the EQIP Project coordinator, EQIP Financial Specialist and the World Bank Disbursement Officer in Washington for all financial and accounting matters and prepare documents for the replenishment of Designated Accounts on time;
* Keepings all supporting documentation required by normal accounting practices for payments made to finance the Projects. The above documentation will be kept in an accessible, but secure place;
* Is a member of the Evaluation Committee within NORLD;
* Is a member of the NORLD Executive Committee.
* Performs other tasks required by NORLD Director.

1. To ensure the accountability for project funds, NORLD’s team for the implementation of the EQIP shall:

* Maintain records in an orderly manner of the receipts and disbursement of all funds used *for the Project*;
* Maintain all receipts and records of disbursements as well as records on the value;
* Introduce and apply internal control mechanisms to ensure there is appropriate approach for acquisition and delivery of eligible works, goods and services, and adequate basis for confirmation that such receipts and payments are accurately recorded on a timely basis, and that the assets and liabilities are adequately controlled and reported;
* Report on the use of the project funds and facilitate the efforts of independent auditors in verification of such reports.

1. For every rehabilitated school, NORLD, besides the contract with the construction company will sign an Investment Agreement (IA) with the Beneficiary (represented by Mayor’s office and/or Education Department of the Rayonal Council). The IA will outline the agreed financial procedures and will specify the terms and conditions under which EQIP’s funds may be used. All financial activities shall be executed in conformity with the IA.
2. The cost of renovation should be within the limit of the project allocation for relevant category. Changes between the categories are subject to the Bank agreement or project restructuring (depending upon the amount) and should be coordinated accordingly with the MoER and Bank.

***NORLD Accounting System and Accountability***

1. This manual defines and describes the Project accounting policies that shall meet the generally accepted accounting principles and practices and the requirements of the legislation. This system allows the NORLD to recognize the cash inflows in the period when it receives funds. Also, this method of accounting allows the NORLD to report the expenses in the period when expenditures for works, goods, services, employee salaries, inventory and other similar items are incurred.
2. The NORLD accounting system is a computerized system of financial data processing. The information to be inputted includes financial documentation (checks, receipts, invoices, confirmations, reports, etc.) received from Banks, Contractors, Technical supervisors and LPA. All payments will be made and will be registered based on the Invoice signed by the responsible persons and NORLD director (they will be attached to the payment order), Delivery note (which will be registered in the system and attached to the Monthly Purchases Register), reports and confirmations (which will be part of fiscal invoices), Check (part of advance statements, etc). All documents will be kept in the archive of the institution or in accountant office (until the audit of the project).
3. The outcome information of the Accounting System will be reports to be submitted to the Bank, MoER, MoF, Auditors, etc. These reports include SoE, IFRs, Implementation Plan, Budget Execution, Disbursement, or any another report about project financing.
4. There will be an active data exchange about funds disbursements, between the Accounting System and the Management Information System (MIS (MIS - Informational system for recording sed to track contracts, payments, invoices, documents regarding the conclusion of each process related to subproject and the completion of contracts). Specifically, the Accounting System will receive information from the Budgeting and Follow-up Sub-system of the MIS, and the MIS, in its turn should get actual school rehabilitation payment amounts and their confirmations from the Accounting System.

***Contract currency***

1. All contracts will be signed in local currency (MDL). The Contracts will specify the terms, conditions and methods for transfer of project related funds. NORLD will transfer funds directly to the accounts of the Contractor as well as to the accounts of the consultants, upon authorization (Request for Payment) approved by NORLD’s designated person.

***Penalties and bank guarantees for non-performance of the civil work contract******.***

1. The amounts retained as penalties (liquidated damages), as well as the withhold of bank guarantees (Performance Security) under civil works contracts can be used by NORLD for operational expenditures within the implementation of the Parts 2.2 and 2.3, and 3.2(b) of the Project as coordinated with MoER, and Ministry of Finance. According to the contracts with the suppliers, NORLD will withhold from each payment an amount provided in the contract as a financial guarantee, thus NORLD will transfer to supplier a difference between the amount of the invoice and the retained percentage as financial guarantee. Only at the end of the contract, when it is established that The Contractor hast not violated the provisions of the contract (term, duration) a last payment will be made, including the amount retained as a financial guarantee.
2. In the event that there are certain breaches of contracts which result in penalties claimed by the NORLD from the Contractor, the amounts received can be used by NORLD for operational expenditures or other expenditures necessary for project implementation, only upon submission of the request to MoER and its acceptance.
   1. **Reporting and Monitoring**
3. For financial reporting and accounting purposes, the FM Specialist shall apply cash basis International Public Sector Accounting Standards. FM Specialist will operate the 1C accounting software, and project accounting will be tracked through this system. The software will produce Interim Unaudited Financial Reports (IFR) and Statement of Expenditures (SOEs) in accordance with formats agreed with the World Bank. EQIP beneficiaries will also be required to use automated accounting systems for keeping records in relation to the project financing.
4. The reporting to MoF is prepared according to the specified timeline and contains the following reports:

* The report FD-040 on the budget execution outside the treasury system, which is submitted monthly and only when direct payments are made;
* The following reports are submitted for 6, 9 and 12 months:

1. FD-041” Balance sheet”;
2. FD-042” Report on income and expenditures”;
3. FD-043” Report on funds flow”;
4. FD-044” Report on budget execution”;
5. FD-045” Information on circulation of fixed assets, depreciation of fixed assets and of intangible assets”;
6. FD-046 „Information on stocks of circulating materials and state reserves”;
7. FD-047” Information on budget execution”;
8. Information on settlements with debtors and creditors recorded in the balance sheet”.
9. The MoER shall upgrade the existing project accounting system or install a new one in a manner satisfactory to the World Bank by **no later than ninety days after the Project Effectiveness Date**.
10. The quarterly IFRs will include the expenditures for the entire Project and will consist of expenditures for activities carried by MoER and NORLD. The IFRs shall include information by category and activity-level, sources and uses of funds, and a reconciliation of the DAs. NORLD will submit to MoER (FM specialist) for consolidation quarterly financial information on the funds spent under Parts 2.2 and 2.3, and 3.2(b), no later than 30 days after the end of the reporting quarter. The information will be expressed in EUR and USD, in strict correspondence with the funding source.
11. The reports, to include Statement of Sources and Uses of Funds, Uses of Funds by Project Activities (Components & Expenditure Categories), Statement of the Designated Account (DA), Balance Sheet, and Breakdown of Transfers and Actual Expenditures per Beneficiary of the EQIP, shall be submitted to the World Bank within 45 days of the end of each quarter, with the first reports under the proposed project being submitted after the end of the first full quarter following initial disbursement. Draft formats of these IFRs are defined in the POM (see Annex 12).
12. The EQIP beneficiaries shall report to the PMT through the Project Coordinator and EQIP Officer on the execution of their budgets according to the formats and terms defined in the EQIP POM.

***Internal Controls***

The internal control system aims to: (i) protect in all respects the intellectual and material integrity of the Project; (ii) guarantee that all records are comprehensive, correct and safely protected; (iii) ensure the Project is able to produce accurate financial statements; and (iv) take reasonable and appropriate precautions to guard against foreseeable emergency situations.

The following internal control procedures will be applied under the project:

1. Verification of documents submitted for payment (completeness and authenticity of details, reconciliation with the contract payment provisions, expense category and component);
2. Verification of completeness of accounting records and documents when entering into 1C system (category, component, percentage, terms, threshold, payment schedules under the contract, supporting documents, signatures);
3. Endorsement of documents by authorized persons and the Project Director;
4. Preparation of a Payment Request enclosing all necessary supporting documents for signing and endorsement;
5. Monthly verification of mutual settlement of accounts with debtors and creditors regarding accountable and advance amounts;
6. Monthly reconciliation of the project accounting with Statements of Expenditures (SOEs), bank account balances, and data on the World Bank’s Client Connection website (http://clientconnection.workdbank.org);
7. Regular oversight of adherence to the budget under the project categories and expenditure components;
8. Development of a Fixed Asset Registry to keep records of all assets procured under the project. The fixed assets records will include: (i) fixed asset tag number; (ii) model, type, and basic specifications; (iii) the date of acquisition; (iv) purchase costs; (v) location where they are located; and (vi) the names of the employees who actually use them;
9. Creation of reserve copies of the accounting data;
10. Validation checks over travel expenses (correct computation of the daily allowances in accordance with national legislation);
11. Verification of payroll calculation / individual consultants’ fees (based on attendance records / time-sheets by applying national tax regulations);
12. Regularly carry out tabular analysis of use of the allocated and available funds of project financing by categories with analysis of tracking of the available funds taking into account the committed amounts as per the signed contracts.

***Payments***

1. The financial specialist of MoER and NORLD is responsible for ensuring the payment for the services provided, goods received, etc. The financial specialist prepares the payment orders based on invoices received, which are approved and signed by the Project Executive Director for MoER and Project Manager by NORLD, and includes them in the e-Docplat treasury system. The responsible persons of the MoER and the NORLD have the right to sign the payment documents as well as the Treasury’s staff authorized to sign. The financial specialist checks all the primary documents and accepts them in the accounting records only if they are correct, and keeps them in respective folders in the Project office. All accounting records are registered in the 1C accounting system of the MoER and Accounting system by the NORLD. The accounting notes and financial reports are also included in this system according to the national requirements.

***Inventory***

1. The inventory shall be carried out annually according to the MoER’s Order, NORLD’s Order and Regulation on inventory, approved through the MoF’s Order no. 60 dated 2012. The Inventory Committee is established by the MoER’s Order or NORLD’s Order, respectively. The Order also includes the periods of inventory for each beneficiary of goods. The goods procured under the Project will be subject to inventory and included in the general list of goods administered by the Ministry and respectively byf NORLD. Each Grants beneficiary which will procure assets with the project financing will include those assets in its annual inventory count and submit the inventory records to the PMT.

***Business trips***

1. The business trips under the Project, as well as the trainings for the Project staff and officials are regulated by the “Regulation on delegation of employees of Moldovan entities”, approved by the Government Decision no. 10 dated 2012. The WB' s acceptance shall be required for delegation of Project staff or other officials, as well as for the estimated costs for business trip. After receiving the WB' s acceptance, the MoER/NORLD shall issue an Order, defining the purpose of the business trip, the delegated officials, period and location. Only after issuing the Order, the advance amount shall be paid for per diem, accommodation according to the established rules, and for obtaining a visa and / or insurance. After returning from the business trip, the delegated person shall submit within 5 days a report, describing the purpose and the results of the trip. He/she shall submit the advance statement with all supporting documents for the expenditures incurred. The financial specialist shall verify all supporting documents and sign the advance statement, and submit it to the Project Executive Director/Project Director for approval. If the actual expenditures exceeded the advance amount received, the financial specialist prepares the payment order to compensate extra costs. If the advance amount has been higher than the documented expenditures, the delegated person shall reimburse the difference in line with the timeline specified by the national regulations.
2. Adequate procedures and controls shall be applied for implementing EQIP POM financing under the Project. The following internal controls and procedures regulating the Grants are detailed in the EQIP POM and shall be in place before funds can be disbursed:

* clear description of eligibility criteria for beneficiaries;
* clear description of eligibility criteria for activities to be financed;
* procedures relating to evaluation and selection of beneficiaries, including determining and describing responsibilities for the process and minimum fiduciary criteria to be fulfilled;
* procedures and processes of monitoring of Grants financing implementation;
* time plan of the number and allocated time of the staff to perform activities relating to this subcomponent;
* the procurement processes for shall be described in the EQIP POM;
* the draft tender dossier for the beneficiaries (call for proposals, guide for applicants, instructions for selection procedure and transferred funds spending, as well as for the monitoring and evaluation process), acceptable to the World Bank.
  1. **External Audit**

1. The Moldovan Court of Accounts (CoA) will conduct the annual financial audits the Project in accordance with Terms of Reference (ToR). The terms of reference for the project audits will be prepared by the PMT and sent for World Bank’s approval, until December 15. If project will be audited by CoA, PMT on behalf of the minister, every year must write a letter to the Court of Accounts with the request for inclusion in their annual audit panel of the EQIP project. Any reasonable operating costs in relation to these audits will be covered from the project proceeds.
2. If throughout the project implementation the Banks assesses that the CoA’s capacity is insufficient or limited to perform qualitative audits, the MoER may contract a private audit firm acceptable to the Bank and selected on competitive basis. In such case the cost of financial audit will be covered from the project funds. The project auditor will be selected from the list of acceptable audit firms held by the World Bank for Europe and Central Asia region.
3. The audits of the project shall be conducted: (i) on an annual basis; (ii) by independent auditors and on terms of reference acceptable to the World Bank; and (iii) according to the International Standards on Auditing (ISA) issued by the International Auditing and Assurance Standards Board of the International Federation of Accountants (IFAC).
4. The audit scope for the Project will be extended and will focus, inter alia, on verifying the compliance of Grants with the requirements established in the POM and EQIP POM. The sample of the ToRs is provided in Annex 9. The annual audited project financial statements together with the audit opinion and a Management Letter shall be submitted to the World Bank within six months after the end of the calendar year and at the project closing. In accordance with "The World Bank Policy on Access to Information" dated July 1, 2010, the project financial audit reports shall be published within sixty days after their receipt. The reports shall be published on the MoER’s web-site. The World Bank will also publish them on its external site.

**Project closing FM procedures**

1. In accordance with the requirements of the World Bank, after the closing of the Grants and/or Project, a grace period of 4 months shall be awarded for processing the last payments for activities completed by the grants/project’s closing date. In this period FM specialist must refund any undocumented balance of the advance, ensure that the books of account are properly closed with the adequate arrangement for final audit. After the refund of the final balance, the FM specialist will send a letter to the Treasury and close all designated accounts in currency of financing and in MDL.
2. The final audit of the Project shall take place during the grace period but no later than six months from the beginning of the calendar year, whichever comes first.
3. **PROCUREMENT PROCEDURES**
   1. **Introduction**
4. These procurement arrangements will be applied for procurement under the Project Component 1: Improving Quality of Teaching; Component 2: Improving the Quality of Learning Environment in Participating Institutions and Component 3: Strengthening the Capacity for Education Sector Management and Refugee Response.
5. The Component 4: Contingent Emergency Response Component (CERC) will provide immediate response to an Eligible Crisis or Emergency, as needed, in case a natural or man-made disaster or emergency arises.The procurement arrangements for Component 4will be described in the revised PPSD to include a section applicable to the CERC in case it is triggered, and in the Operations Manual for CERC, duly prepared by MoER and approved by the Bank.
   1. **General rules for procurements**
6. **Procurement under the EQIP** will be carried out in compliance with the provisions of the Loan Agreement No. IBRD 9536-MD between the International Bank for Reconstruction and Development, Global Concessional Financing Facility (GCFF) and the Republic of Moldova, the GA TF0C1507 from the Early Learning Partnership (ELP) Multi-Donor Trust Fund (MDTF), GA TF0C1484 from the Global Partnership for Education Fund (GPE) (further referred to as “Agreements”), and based on the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, November 2020 (hereinafter referred to as “Procurement Regulations”), and with the latest Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits(hereinafter referred to as “Anti-Corruption Guidelines”).
7. The procurement process under the EQIP shall be grounded on the following objectives:
8. Highest standard of ethics and refrain from fraud and corruption. All potential bidders shall be treated equally and shall have equal opportunities with a credible mechanism for addressing complaints. The procurement process shall be transparent, unambiguous. Relevant procurement information shall be publicly available.
9. Value for money objective shall be achieved by selection of the bid/offer that the best meets the end-users’ need through effective, efficient, economic use of resources upon evaluation of relevant costs and benefits, along with assessment of risks and non-price attributes.
10. Apply fit for purpose principle by determining the most appropriate approach to meet the Project development objectives and outcomes with due consideration of context and risks, complexity of the procurement.
11. The procurement processes shall be proportional to the value and risks of the underlying Project activities to achieve efficiency. Efficiency shall be accomplished by avoiding delays in the procurement arrangements.
12. Fairness, integrity and transparency principles shall be achieved by ensuring the competitive process is fair, open and based on Bank rules and procedures. The procurement process shall be based on the highest standard of ethics and refrain from fraud and corruption. All potential bidders shall be treated equally and shall have equal opportunities with a credible mechanism for addressing complaints. The procurement process shall be transparent, unambiguous. All procurement information which is subject to disclosure shall be publicly available.
13. The procurement processes shall be efficiently organized to ensure that the timeline for each tender does not exceed the originally estimated period for the applicable method (during Project implementation period).
14. The various items under different expenditure categories listed out in agreements are described in this chapter below. For each contract to be financed by the Project, different procurement/selection methods for Goods, Works, Non-consulting Services and Consulting Services, the estimated costs, the review requirements, and time frame are agreed between the Government and the Bank in the Project Procurement Strategy for Development, and the Project Procurement Plan (PP) prepared for the EQIP. Both the Project Procurement Strategy Development (PPSD) and PP provides the basis for the procurement methods under the EQIP.
15. The **Project Procurement Strategy for Development** (PPSD) was prepared to determine the most appropriate procurement approach applied for EQIP to deliver the expected procurement result for the project implementation. The PPSD has taken into consideration, inter alia, the market situation, the operational context, previous experience, and the risks present.
16. The **Procurement Plan** (PP) provides information on procurement packages, selection methods, procurement approach, estimated contract value, post/prior review status, procurement timeline, contract signature date, name of consultant/contractor, contract duration and signed amendments. The contracts under each project component are set forth in PP items, so the MoER and NORLD could do the planning of the project procurements.
17. The **initial PP** for the entire scope of the project was developed by MoER and NORLD during appraisal. The updated PPs prepared by MoER and NORLD are uploaded in the **Systematic Tracking of** **Exchanges in Procurement (STEP)** by each implementing agency separately.
18. STEP is a tracking tool to record all procurement actions under IPF operations, including preparing, updating and clearing its Procurement Plan, and seeking and receiving the Bank’s review and No-objection to procurement actions as required.
19. The PPs shall be updated by the MoER and NORLD accordingly as required to reflect actual project implementation needs and improvements in the corresponding agency’s institutional capacity. The updated PPs, will be submitted to the Bank through STEP for the Bank’s approval. Once approved by the Bank, the Procurement Plans shall be disclosed by MoER, NORLD, and the Bank. The Bank shall arrange the publication of the PPs and all subsequent updates on its external website.
20. No procurement will be carried out for any activity that is not included in the PP in STEP and cleared by the Bank.
21. **Procurement Supervision**: For the purpose of this project, the Bank will exercise its procurement oversight through a risk-based approach comprising **prior and post review** or independent procurement reviews, as appropriate.
22. All documentation with respect to each procurement will be retained by MoER and NORLD according to the requirements of the Loan and Grant Agreements and submit such documentation to the Bank upon request for examination by the World Bank or by its consultants/auditors. Documents with respect to procurement subject to post review will be furnished to the Bank upon request.
23. The Procurement Prior Review Thresholds are set by the Bank based on the project procurement risk level. The contracts at or above the set thresholds are subject to national and international advertising, and the use of the World Bank’s Standard Procurement Documents. The thresholds may be modified throughout the project implementation period to reflect the changes in the procurement performance of the project.

**Table 2. Prior Review and Selection Method Thresholds**

| **Type of Procurement** | **Method Threshold (US$, millions)** | **Prior Review Threshold** |
| --- | --- | --- |
| Works (including turnkey, supply and installation of plant and equipment, and public-private partnership) | Open International ≥ 10  Open National < 10  Request for Quotations < 0.4 | All contracts above US$15 million equivalent |
| Goods, information technology, and non-consulting services | Open International ≥2  Open National < 2  Request for Quotations < 0.2 | All contracts above US$4 million equivalent |
| Consulting firms | Selection Based on Consultants’ Qualifications < 0.3  Least Cost Selection and Fixed Budget Selection - in justified cases  Quality- and Cost-based Selection and Quality-based Selection - in all other packages  National Consultant Ceilings < 0.5 | All contracts above US$2 million equivalent |
| Consulting - individuals | No threshold | All contracts above US$400,000 equivalent |
| Direct selection  Thresholds defined above for the respective expenditure  As per paragraphs 6.46 and 7.26 of the Procurement Regulations | No threshold | As per paragraphs 6.46 and 7.26 of the Procurement Regulations |

*Note:* Based on the procurement performance of the proposed project, these thresholds may be subsequently modified.

1. In addition to the prior review carried out, the Bank conducts post review of procurement activities. The **post review** will be done at least once per year during project supervision visits and conducted by the World Bank on the procurement processes undertaken by the MoER and NORLD to determine whether they comply with the requirements of the Agreements. The percentage of contracts to be reviewed is 10% of the total number of contracts signed and not subject to prior review.
2. In case of discrepancy between this POM and the Loan and Grants Agreements, the LA and GAs prevails. Whenever the national laws contradict the Loan and Grants Agreements or the Bank’s Regulations, the LA, GAs and the Regulations shall prevail.
3. **Procurement Types:** The project envisages the following procurements:

* Under ***Sub-component 1.1(A), 2.1., 3.1, and 3.2(a)*** financed from IBRD and GCFF funds, and carried out by MoER, will be procured Goods, Non-consulting services, Consulting services, and financed the Training and Operating Costs;
* Under ***Sub-component 2.2.(A), 2.3, and 3.2(B)*** financed from IBRD and GCFF fundings carried out by NORLD, will be procured Goods, Works, Non-consulting services, Consulting services, and financed the Training and Operating Costs;
* Under ***Sub-component 1.1(B)*** financed from ELP funds and carried out by MoER, will be procured Goods, and Consulting services and financed the Training and Operating Costs
* Under ***Sub-component 2.2.(B)*** financed by ELP and carried out by NORLD, will be procured, Works, and Consulting services and financed Training and Operating Costs; and
* Under ***Sub-component 1.3*** funded by GPE and carried out by MoER, will finance School Grants, Operating and Training Costs, procured Consulting services and Non-Consulting services.
* Under ***Component*** ***4*** procurement will be done according to the revised PPSD. This component will provide immediate response to an Eligible Crisis or Emergency, as needed, in case a natural or man-made disaster or emergency arises. Once the CERC is triggered, the MoER will revise the PPSD to include a section applicable to the CERC and will prepare the Operations Manual for CERC.

1. All activities subject to financing under these components need to be previously agreed with the Bank and specified in the project’s PP.
2. **Operating Cost** means the reasonable incremental costs incurred by the MoER and NORLD on account of Project implementation, for travel, lodging and per diem, rent of premises and utilities, office supplies, communication and information, office equipment and furniture, bank charges, printing and publications (electronic and/or paper), translation and interpretation, consumables, and salaries including the relevant social charges, but excluding salaries for civil servants, and other expenditures to be agreed upon between the MoER and the Bank. The operating is not subject to procurement and shall not be included in PP.
3. **Trainings** means expenses incurred for Project-related studies, training courses, seminars, workshops, and other training activities, not included under goods or service providers’ contracts, including costs of training materials, space and equipment rental, travel, accommodation and per diem costs of trainees and trainers and trainers’ fees, and other training related miscellaneous costs, all based on an annual budget agreed with the Bank. Training cost is not subject to procurement and shall not be included in PP.
4. **Procurement arrangements under the school grants program** (Sub-component 1.3) will be defined in the SGOM.
5. **Procurement under CERC**. Given that the CERC is contingent, and event driven, no Procurement Plan for the CERC can be prepared ex ante. The CERC-PPSD will focus mainly on complex contracts and new or innovative procurement, rather than on smaller, routine contracts. The strategy will describe, among other things, how procurement opportunities and risks will be managed in emergency circumstances and how suppliers and contractors will be motivated to bid and incentivized to perform. Procurement arrangements under the CERC will be streamlined. The Bank’s oversight and due diligence for procurement will be done through augmented implementation support with close monitoring, increased procurement-related post review, and/or third-party procurement reviews.
   1. **Procurement Management**
6. According to the Loan and Grants Agreements, the procurement under EQIP would be carried out by:

* **MoER** - for Component 1, Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4, and
* **NORLD** – for Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)

1. The fiduciary roles, including the procurement ones and the responsibilities of the NORLD will be detailed in the Subsidiary Agreement (SA) between MoER and NORLD and thereafter maintained throughout project implementation.
2. The **PMT of the MoER (further referred to as PMT)** and the NORLD will assume the overall procurement function for their respective components, including coordination of the preparation of terms of references and technical specifications, procurement documents, and organization of procurement processes.
3. To support the MoER and NORLD, the procurement specialists hired under PMTs will be responsible to carry out all steps in the tendering process, such as preparation of procurement documentation, short-listing, negotiating contracts, maintaining an adequate filling in STEP, updating the procurement plan, etc.
4. The MoER and NORLD, with support of the PMTs will establish close collaboration and good interaction with all the parties in all phases of project implementation, including procurement procedures and project management. The roles and responsibilities of each party will be clearly described in the dedicated agreements (SA, IA and SGA) signed between the parties.
5. All the communication on procurement aspects between the MoER, NORLD and the Bank will be carried out by PED /PC/PM, after being coordinated and agreed with Procurement Specialists. Similarly, all communication of procurement procedure aspects between the MoER, NORLD and project parties, including the Applicants / Bidders / Proposers / Consultants during the different stages of the procurement process will be officially done by PC/PM after being coordinated and agreed with the Procurement Specialists and shall be in writing with proof of receipt.
6. Detailed description and implementation arrangements of procurement process except Sub-component 1.3 that will be defined separately in the SGOM, are presented below:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Procurement steps** | **Responsible entity** | **Indicative timeframe**  **(weeks)** |
|  | Publishing of General Procurement Notice | MoER and NORLD | Promptly following Board approval |
|  | Preparation of TORs and Technical Specifications | **For Component 1 (except Sub-component 1.3), Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4**  MoER with support of PMT will prepare the draft TORs and Technical Specifications.  **For Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)**  NORLD will prepare the draft TORs and Technical Specifications. Coordination with MoER will be ensured on technical aspects. | As per Procurement Plan |
|  | Approval of ToR and technical specifications | **For Component 1 (except Sub-component 1.3), Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4**  MoER/PED will approve the final drafts of ToR and technical specifications  **For Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)**  NORLD /MoER will approve the final drafts | 1-2 weeks |
|  | Preparation of Procurement Documentation[[2]](#footnote-3) | **For Component 1 (except Sub-component 1.3), Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4**  PMT  **For Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)**  NORLD will prepare the draft Procurement Documentation and coordinate them with MoER | According to the Procurement Plan |
|  | Approval of Procurement Documentation | WB (for TORs for consulting services and Bidding Documents for activities subject to prior review) - for all components, except Grants Program | 1-2 weeks[[3]](#footnote-4) |
|  | Publishing of Specific Procurement Notices | MoER with support of PMT /NORLD | 1 week |
|  | Issuance of Procurement Documentation | PMT / NORLD | Upon request from potential Applicants/Bidders |
|  | Obtaining of bids/proposals up to the deadline and public opening**[[4]](#footnote-5)** | PMT / NORLD and Evaluation Committees | According to the rules for each type of selection method |
|  | Bids/proposals evaluation | Evaluation Committees with PMT and NORLD support[[5]](#footnote-6) | 3-4 weeks for large contracts,  1-2 weeks for small contracts |
|  | Notification of Intention to Award the Contract[[6]](#footnote-7) | PMT / NORLD | 2-5 days |
|  | Standstill Period (Debriefing session) | PMT / NORLD | 1-2 weeks[[7]](#footnote-8) |
|  | Notification of Contract Award | PMT /PMT | 1 week |
|  | Publication of Contract Award Notice | MoER with support of PMT /NORLD | 2 weeks |
|  | Contract signing | **For Component 1 (except Sub-component 1.3), Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4**  MoER will sign the contracts  **For Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)**  NORLD Director will sign the contracts | 1-3 weeks |
|  | Contract management | **For Component 1 (except Sub-component 1.3), Sub-component 2.1, Sub-component 3.1, Sub-component 3.2 (a) and Component 4**  MoER with the support of PMT  **For Sub-component 2.2, Sub-component 2.3 and Sub-component 3.2 (b)**  NORLD | According to contract terms and conditions |

* 1. **Requests for Procurement**

1. Requests for procurement under the Project will be initiated by relevant MoER and NORLD offices correspondingly, in coordination with the PC and PM in accordance with the approved PP. Those requests will be reviewed by the Procurement Specialists, who will ensure inclusion and compliance with the PP. The PSs shall inform the PC and PM of the procedures to be followed, including the requirements pertaining to the Bank’s no objection process (prior versus post review). When this has been done and a request has been confirmed to be in conformity with PP budgets and plans, the request will be processed by PS.
   1. **Publication of procurement notices**
2. As per paragraph 5.22 of the Procurement Regulations for IPF Borrowers, timely notification of procurement opportunities is essential in competitive procurement. The procurement notices will be drafted by the procurement specialists.
3. The MoER and NORLD with the support of PMTs, will advertise the following procurement opportunities:

* **A General Procurement Notice (GPN)** is required to be issued for all procurement financed by the Bank that is expected to involve open international competitive procurement (except for operations involving a program of imports) and to be published before starting any such procurement activity under the project. After project effectiveness, a General Procurement Notice will be published in United Nations Development Business (UNDB Online), announcing procurement opportunities under the project, and inviting interested eligible providers and consultants to express interest and to request any complementary information from the Borrower. As requested, the MoER with support of PMT will prepare and submit through STEP to the Bank a GPN to be published in UNDB online and on the Bank’s external website. At the same time the GPN will be published on the MoER and NORLD websites. The GPN will describe the information: a) the name of the Borrower (or prospective Borrower); b) the purpose and amount of the financing; c) the scope of procurement reflecting the Procurement Plan; d) the Borrower’s contact point; e) if available, the address of a free-access website on which the subsequent Specific Procurement Notice/s (SPNs) will be posted; and f) if known, an indication of the scheduled dates for the specific procurement opportunities.
* **Specific Procurement Notices (SPNs)** for open international competitive procurement will be advertised through STEP in UNDB online, in at least one newspaper of national circulation in Moldova, on MoER/NORLD websites. Also, SPNs will be submitted to those who responded to the GPN. Additionally, the well-known companies in the tendered field will be provided with advertisements as an additional measure to increase competition. SPNs for national competitive bidding will be published in one newspaper of national circulation in Moldova and on MoER/NORLD websites.
* **Requests for Expressions of Interest (REOIs)** for open procurement process will be published in a national newspaper or an electronic portal with free access and on MoER and NORLD websites (depending on which institution purchases). For international procurement, requests for expression of interest will be advertised in the online edition of the United Nations Development Business and in at least one national newspaper of wide circulation, in English and Romanian languages.
* **Contract Award Notices (CANs)** are required to be published for all contracts, whether subject to the Bank’s prior review or post review. The MoER and NORLD will publish the CANs within 10 (ten) Business Days from the issue of the Notification of Contract Award to the successful Bidder/Consultant. The CAN will be published on the MoER and NORLD websites (if any) or in at least one newspaper of national circulation in the country or an electronic portal with free access.
  1. **Procurement Documents**

1. Irrespective of the market approach the World Bank’s Standard Procurement Documents available on the Bank’s external website at [www.worldbank.org/procurement/standarddocuments](http://www.worldbank.org/procurement/standarddocuments) will be used for most of the contracts. If this is not feasible, other procurement documents agreed by the Bank may be used. NORLD, however, may use the Bidding Documents currently used by this institution to procure similar contracts (works, consulting services) for national market approach procurement. For procurement in the international market, the World Bank’s Standard Procurement Documents shall be used and rated criteria applied.
   1. **Evaluation Committee**
2. The Evaluation Committees for procurements under the Project will be established by the MoER and NORLD orders.
   1. **Procurement Methods**
3. MoER and NORLD shall apply for each procurement only one method, depending on the type of procurement (works, goods, consulting services and non-consulting services) and estimated value of the contract, which is considered appropriate and specified in the Procurement Plan.
4. Under the Project the procurement methods described in the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, November 2020 (hereinafter referred to as “Procurement Regulations”) will be applied.
5. Sub-component 1.3 the procurement methods will be defined in the SGOM.
   1. **Procurement Complaints**
6. All complaints, irrespective of the review status of each contract, will be recorded in the STEP.
7. **Complaint handling mechanism.** The project is required to ensure recording of procurement related complaints in the STEP system. The Bank, MoER PMT, and NORLD PMT will use STEP to track complaints. The MoER and NORLD will be responsible for performing the following actions in STEP:
   * 1. promptly record all complaints relating to procurement process;
     2. for procurement process complaints received on contracts subject to the World Bank’s prior review, submit the MoER/NORLD’s proposed response to each complaint before issuing it to the complainant(s);
     3. record the MoER/NORLD’s response to the procurement process complaints upon issuance to the complainant(s); and
     4. promptly register requests for debriefings and update STEP with the record of the debriefings to interested parties.
8. Procurement-related complaints arising in connection with contracts where the World Bank’s Standard Procurement Documents are required to be used will be handled in accordance with Annex III of the Procurement Regulations. Procurement-related complaints under national market approach contracts will be handled in accordance with the procedures defined in the same Annex III.
   1. **Contract Management**
9. The MoER/PGD/PED and NORLD Director will sign the contracts thus they will act as employers and PMT under both entities will ensure all the necessary procedures for the procurement of works and services, in close coordination and approval with the bank. A contract manager or a contract management team will be appointed for each contract signed under the project to facilitate proper management of the contract activities.
   1. **Standards of confidentiality**
10. All persons involved in procurement, or any other aspect of the bidding process are expected to adhere to the highest standards of confidentiality and ethical conduct. This means that information relating to a procurement process or a bid / proposal, in particular sensitive information, such as, the names of the evaluators, the results of the evaluation process, cost estimates or any other confidential information, will not be disclosed to any party at any time, except for information that may be published in accordance with points 5.20, 5.93-5.95 of the WB Procurement Regulation.
11. All communications and exchanges of information during biddings and the evaluation period of bids/proposals will be submitted only in writing by electronic means of communication. In all operations of communication, exchange and storage of information, it will be ensured the maintenance of data integrity and the protection of the confidentiality of the bids and proposals received during the tenders as well as of all the information communicated by the participants in the bidding process.
12. During the process of bid/proposal evaluation, the confidentiality will be maintained by all participants in the evaluation process: the members of Evaluation Committee, of technical groups (if any), the PMTs and PMTs technical experts involved in the procurement process. The content of bids and proposals may not be disclosed outside the Evaluation Committee.
13. The members of the Evaluation Committee of technical groups (if any) and observers who have or may have a real or potential conflict of interest with any consultant / bidder or applicant must declare it and withdraw immediately from the Evaluation Committee / technical group. To this end, the persons involved in the evaluation process must sign a Conflict of Interest Declaration.
14. PMTs have the obligation not to disclose confidential information communicated by a bidder or consultant to other bidders / consultants, without his written consent.
15. Documents with sensitive and/or confidential information will be kept in a safe place with limited access, unless being worked on.
    1. **Procurement records**
16. All documentation with respect to each contract shall be retained by the MoER and NORLD with support of PMTs accordingly until two years after the closing date of the LA and GAs. This documentation shall be furnished to the Bank upon request for examination by the Bank or by its consultants/auditors. Both MoER and NORLD will ensure that filing in STEP is adequately maintained and regularly updated. MoER and NORLD will enable the Bank’s representatives to examine such records upon their request and proper filing will be maintained in STEP.
17. The files will provide separate information and documentation for each procurement package, and each procurement activity will be filled in separately, in individual folders. All such records will be retained at least two (2) years after the Closing Date, as specified in the General Conditions of the Loan Agreement, Section 5.07. The following documents, as might be applicable, will be maintained in the procurement records:

* Procurement notices (GPN, SPN, REOI),
* Requests for Bids, Request for Quotations,
* Letters requesting and responding to clarifications between bidders/consultants and MoER/NORLD, Minutes of pre-bid meetings (if any), amendments to Bidding Documents,
* Evaluation Reports including Technical reports (if any), minutes of Evaluation Committee meetings, signed Declarations of Impartiality and Confidentiality,
* Received Bids/Proposals/Quotations, CVs (in case of individual consultants),
* Signed Contracts, copies of Insurance Policies, amendments, documents related to Change Orders, Completion Certificates, Operational Acceptance Certificates,
* Records on claims and dispute resolutions,
* Decision making correspondence between PIU/Beneficiary/Contractors/ Consultants/Suppliers, generated during contracts’ execution, etc.

# MONITORING AND EVALUATION

* 1. **General Framework**

1. The PC will oversee overall M&E activities. The results matrix for the Project, which includes baseline and target values along with data collection and reporting procedures, can be found in Annex 1.
2. The M&E Specialist will assist the PC on monitoring and evaluation of the Project. They will also count on the PMT staff for this task. A database will be developed and maintained under the Project for data monitoring and evaluation.
   1. **M&E Arrangements**
3. The PDO-level results indicators and intermediate results indicators will be monitored using the following data: (a) data on education institutions and students generated by EMIS and e-Catalogue/e-Register (disaggregated by gender, urban-rural divide, students with disabilities, and refugee students); (b) results from the nationally representative national and international assessments of student performance and classroom observations; (c) regular survey data and administrative data of the MoER and NORLD; and (d) semi-annual monitoring reports prepared by the MoER under support of the PMT.
4. The M&E Specialist from the MoER side will be responsible for gathering the relevant reports and information to and from MoER’s representatives, EQIP beneficiaries, and other relevant parties involved in the project implementation to monitor the PDO and results, and for communicating with the World Bank every quarter. He/she will monitor EQIP Beneficiaries, implementation processes and report on the progress achieved. The M&E specialist will carry out field visits, including of the EQIP Beneficiaries, to support implementation of M&E activity and supervise the progress achieved during the implementation phase. He/she will coordinate with the Monitoring and Evaluation Specialist under the NORLD the M&E plan for the activities under NORLD responsibility.
5. The M&E Specialist under NORLD will monitor EQIP civil works Beneficiaries under Component 2, implementation processes and report on the progress achieved and outcomes generated. He/she will carry out field visits of the EQIP civil works Beneficiaries to support implementation of M&E activity and supervise the progress achieved during the implementation phase.
6. The MoER through the PMT will carry out the day-to-day coordination of M&E activities. It will bring together consultants and representatives of various MoER departments to ensure the provision of timely and accurate information required for monitoring of the progress toward attainment of the PDOs, results of implementation of project activities and implementation of the ESCP, ESMF, SEP and LMP Progress reports will be prepared during implementation, particularly before implementation support missions, midterm review, and before project closing (completion report).
   1. **Reporting**
7. The PC will be responsible for coordinating activities across the various entities responsible for the project implementation and communicating the information to the Bank.
8. The following documents are part of project reporting and expected to be available on project files:
   * Consulting Reports for technical assistance activities:
     + Technical Reports;
     + Activity Reports (inception and mission reports);
     + Training should include a report of participant evaluations.
   * Reports on the progress of implementation of School Grants by beneficiaries and institutions rehabilitations by NORLD (including environmental and social compliance) prepared to give a brief, clear overview on a site-by-site basis, including:

* Procured goods and services;
* Civil works physical progress, updated timetables and ensuring of the universal access as is required in the ESMF to ease physical constraints and ensure safety of persons with disabilities;
  + Compliance with design, work plan, ESMP;
  + Implementation of the GBV - SEA/SH Action Plan. The activities and measures to avoid/prevent or minimise the environmental and social risks, including the risks related to GBV, child violence incidents, will be reported. As well as the status of the Grievance Redress Mechanism established at Project level, which will ensure the safe and confidential resolution of the grievances and feedback from project's beneficiaries and impacted parties, including the GBV and child violence;
* Report any concerns and/or complaints from stakeholders.
  + Semi-annual Summary Report. The PC will prepare two implementation reports per year, to be submitted to the Bank (February and September), informing on the Project’s progress. The report should include physical and financial information on implementation progress measured against the project’s results framework, procurement plan, and implementation plan, information on implementation of GRM mechanism, including information on the progress made by EQIP beneficiaries. The report should include a dedicated section about the monitoring of all project indicators. Also, a dedicated section on the implementation of provisions of the ESMF, SEP, LMP and ESCP will be included in the mentioned report. In this section will be described the progress and the activities carried out or planned in order to ensure the achievement of the established results/indicators in the Project’s environmental and social documents. Consequently, the reporting on environmental and social aspects can be guided by the following indicators, but not limited to:
* ESMF implementation status: no. of developed screening checklists/site-specific ESMPs versus planned activities requested the environmental and social screening; consultation of the environmental and social documents prepared at every stage of the activities implementation (i.e. number, results and modifications in the Project/activity implementation); site-specific ESMPs implementation status based on monitoring activities, such as the no. of identified nonconformities, no. of nonconformities removed etc.
* SEP implementation status: Information disclosure as per type of information and methods/channels of disclosure; Information and engagement activities carried out during the reporting period as per type and category (i.e. nos. of information events, public consultations, workshops or round table etc., no. of participants and the mains subject and feedback received); GRM operation at Project level, including the no. of total grievances received during the Project implementation, no. of grievances received during the reporting period, no. of closed grievances, no. of grievances under resolution; The necessity to review/update the stakeholder engagement programme – no. of versions, consultation results.
* LMP implementation status: updated no. of the workers (direct and contracted) involved in the Project activities; OHS and gender-based violence and HS/SEA trainings conducted and no. of trained workers; no. of workers that signed the code of conduct; no. of the grievances received from Project’s workers, of which resolved and in the process of resolution.
* Environmental and social trainings conducted for Project’s workers/implementation entities according to ESMF and ESCP provisions.
  + Additionally, the specific environmental and social activities and results to be achieved across the components are included in section 5 below.

* 1. **Impact Evaluation**

1. The project will also finance two impact evaluations of (a) the tutoring or accelerated learning program for disadvantaged students, with a statistically valid control group to compare differences in average progress in student learning, and (b) the interventions in preschool education to accommodate more children from disadvantaged and refugee families to assess the impact on child development and labor market outcomes (especially for women).
2. The project also envisions beneficiary and stakeholder participation in project monitoring activities. During implementation, feedback will be gathered from project beneficiaries, including beneficiaries with disabilities, through surveys or other appropriate community engagement mechanisms conducted periodically by the MoER through the PMT. This exercise will serve as one of the key M&E mechanisms used by the MoER to assess the quality of education services delivery, with a focus on disadvantaged students.
   1. **Visibility**
3. The Project visibility should be properly ensured with the corresponding logos and sources of financing communicated, including at civil works sites.
4. The Bank, GCFF, GPE and ELP logos and/or written and verbal statements should be used to acknowledge of support in communications associated with activities funded by corresponding sources. Examples include reports and publications, media relations activity (e.g. press releases, briefings, presentations, in interviews) and presentations at conferences etc.

# ENVIRONMENTAL AND SOCIAL MANAGEMENT

1. This chapter details how environmental and social issues are going to be addressed under the EQIP. The objective is to identify, minimize, and mitigate adverse impacts on the natural and built environment and communities in order to ensure the project contributes to the development of education sector in Moldova while being in compliance with the legal provisions and standards for environmental protection, health and safety and labor protection.
2. The environmental and social management under the Moldova Higher Education Project are guided by relevant Moldovan legislation as well as the applicable World Bank Environmental and Social Standards which are mentioned below: (<https://projects.worldbank.org/en/projects-operations/environmental-and-social-framework/brief/environmental-and-social-standards>) :

* ESS1 Assessment and Management of Environmental and Social Risks and Impacts
* ESS2 Labor and Working Conditions
* ESS3 Resource Efficiency and Pollution Prevention and Management
* ESS4 Community Health and Safety Relevant
* ESS10 Stakeholder Engagement and Information Disclosure

1. The Project will be implemented in accordance with the Environmental and Social Standards (ESSs) and the Environmental and Social Commitment Plan (ESCP), in a manner acceptable to the World Bank. Thus, as per requirement of the ESCP, the prepared Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP) and Labor Management Procedures (LMP) provides the necessary environmental and social conditions and measures to be taken, safety measures for workers, guidelines and measures to be taken by the small works contractors to ensure that work conditions, health, safety and environmental norms are met and mitigate the impacts on the workers and community. In this context, according to the ESCP the monitoring and implementation of environmental and social aspects and requirements will ensured through the following actions:

* The reports will be submitted to the Bank bi-annually, within 15 days of end of each Bi-annual throughout Project implementation period.
* In case of any incidents or accidents related to Project implementation the Bank will be notified within 48 hours after learning of the incident or accident using such reporting formats as the Bank may require. A report would be provided within a timeframe acceptable to the Bank, as requested. A detailed report of the incident shall be provided within thirty (30) days of making the initial report of the incident or accident.
* The relevant requirements from EMF, SEP and LMP will be included in the bidding documents and further contract to be signed with the contractors and consultants. The provision on monthly reporting on environmental and social requirements implementation will be included in the contracts to be signed with the contractors and supervising firms.
* The PMT’s and NORLD’s environmental and social specialists will ensure the implementation with the environmental and social requirements and provisions of ESCP, ESMF, SEP and LMP.
* The ESIA/ESMP will be prepared and consulted for every Project’s activity that will require such documents. The implementation of the ESIA and ESMP will monitoring during all Project implementation.
* In the case of the new activities to be included in the Project or substantial modification of some activities the Environmental and Social instruments/documents will be prepared as pe requirement of the World Bank and national legislation.
* The GRM at Project level and grievances mechanism for workers will be operational, monitored and reported during the all Project implmenttaion.
* The trainings on Stakeholder engagement and grievance redress, OHS, environmental and social assessments, Labor influx, community health and safety, Gender based violence, SEA/SH, VAC prevention and Codes of conduct will be provided for Project’s workers, community and other identified stakeholders.

1. The SEP’s provisions, including a Grievance Redress Mechanism at Project level, and the LMP’s provisions, including the grievance mechanism for workers, will be applied for all Project’s beneficiaries, workers and other stakeholders, in order to provide the information in a timely, relevant, understandable and accessible manner and to avoid the discrimination, intimidation, coercion and interference during the implementation of all Project’s components and activities.
2. During the project implementation, when the exact locations of selected beneficiaries (institutions) will be established, site-specific Environmental and Social Management Plan (ESMPs) will be prepared for individual investments using ESMP Checklists prepared in accordance with the ESMF provisions aiming to mitigate any environmental impacts. The ESMF could be found on the following link <https://edu.gov.md/sites/default/files/p179363_esmf_updated_final.pdf> .
   1. **Environmental and social guidelines**
3. Environment and social guidelines are to ensure that all due diligence required under the project adhered properly and a systematic manner. In this regard, several documents have been prepared to ensure that social and environmental aspects of the project are addressed:

Table 3: Documents and their purpose under the Environmental and social guidelines

|  |  |
| --- | --- |
| Document | Purpose |
| Environmental and Social Management Framework (ESMF) | It sets out the principles, policies and procedures for environmental and social management that the Government of Moldova (GoM) agrees to employ in the context of the EQIP. The ESMF outlines the project context, possible environmental and social impacts, and their management. The document meets the requirements of the relevant World Bank Environmental and Social Standards and Moldovan legislation and describes the procedural responses to identifying and managing impacts throughout the project. *The full document could be found on the following link* [*https://edu.gov.md/sites/default/files/p179363\_esmf\_updated\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_esmf_updated_final.pdf)*.* |
| Labor Management Procedures (LMP) | The LMP enables identify main labor requirements and risks associated with it under the project and determines the resources necessary to address labor issues under the project. *The full document could be found on the following link* [*https://edu.gov.md/sites/default/files/p179363\_lmp\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_lmp_final.pdf)*.* |
| Stakeholder Engagement Plan  (SEP) | It sets out the stakeholder engagement and documentation disclosure framework in the context of the EQIP, including the GRM.  *The full document could be found on the following link* [*https://edu.gov.md/sites/default/files/p179363\_sep\_updated\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_sep_updated_final.pdf) |
| Environmental and Social Commitment Plan (ESCP) | It sets out the summary of actions, plans and documentation that guide the implementation of the project. This is the legally binding document that Government has signed with Bank, and all the actions listed under this document will be assessed during the missions. The ESCP requires compliance with all the actions, plans and documentation. *The full document could be found on the following link* [*https://edu.gov.md/sites/default/files/179363\_eqip\_escp\_for\_negociations\_final.pdf*](https://edu.gov.md/sites/default/files/179363_eqip_escp_for_negociations_final.pdf) *.* |
| Gender Base Violence (GBV), Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) Action Plan | It sets out the risks of GBV, SEA/SH by project personnel of the EQIP and mitigation measures. *The full document could be found on the following link* [*https://edu.gov.md/sites/default/files/p179363\_seash\_action\_plan\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_seash_action_plan_final.pdf) |

* 1. **Summary of Environmental and Social management procedures**
     + 1. **Environmental and Social Management for the activities related to Improving Quality of Teaching**

1. The following actions and measures can be carried out during the component 1 implementation to avoid or prevent the potential impacts and risks identified in the ESMF:

* To ensure the implementation of the Environmental and Social Framework (ESMF, SEP, GRM, LMP and GBV-SEA/SH Action Plan;
* The bidding document for the constructor will include criteria for the consideration of the principles of universal access both in design and construction of new high school as well as in the infrastructure to be rehabilitated;
* Universal access will be considered in the physical design of facilities to minimize the need for physical exertion and also to ensure safety of students with disabilities in the event of emergency and in the regular use of facilities. Procedures and protocols for the new school hubs shall integrate consideration of safe egress for vulnerable students and others who may require additional assistance;
* Curricula development and training of teachers for universal access/equal opportunity in Education;
* Include Code of Conduct (CoC) to prevent and manage incidents of SEA/SH and risk of violence against children, and to prevent violence, mistreatment or discrimination being caused or exacerbated by the range of stakeholders working on the project activities;
* Enhance the existing dispute resolution mechanisms for education workers;
* Establish, publicize, maintain, and operate an accessible grievance mechanism, to receive and facilitate resolution of concerns and grievances in relation to the Project.
  + - 1. **Steps under the Rehabilitation Component**

1. The project components are environmentally and socially harmless, except under sub-component 2.3, which will support 3 new high schools and minor civil works for renovation of up to 15 schools and 15 kindergartens. The activities to procure goods (and minor civil works, in the case of schools and kindergartens) should be necessarily connected with expected improvements in research, learning and labor market orientation. This section details the steps undertaken at each phase from project identification to completion to ensure that the social and environmental issues are properly addressed.

Table 4: Environmental and Social Activities under Sub-Project Phases

|  |  |  |
| --- | --- | --- |
| **Sub-project State** | **Environmental and Social Activities** | **Responsibility** |
| Project Identification | Selection of subproject: Brief description of environmental and social issues | MoER |
| Project Screening | Environment and Social Screening of proposals along with technical appraisal. Project proposals will be considered incomplete if the environmental and social screening reports are not submitted as part of the overall package.  Screening will consider broader aspects of social inclusion, safe space for vulnerable children, prevention of GBV in education settings, child protection and universal access for both construction and non-construction related activities | Environmental and Social Specialists under NORLD |
| Appraisal/Approval | Review of environmental and social screening and consideration in project selection | PMT/NORLD |
| Detailed Design ESMP/Public consultation | As part of design aspects of social inclusion, safe space for vulnerable children, prevention of GBV in education settings, child protection and universal access will be considered. Based on detailed design, the Environmental and social mitigation requirements will be incorporated in site specific ESMP for new buildings and ESMP checklists for small works. The ESMP/ ESMP checklist need to be cleared by the Bank, pass through a public consultation process, completed with the results of public consultation and its final version cleared by the Bank. | Contractor/NORLD PMT |
| Procurement Phase | The ESMP will be part of the bidding documentation and will become part of the Works contractor obligations |  |
| Construction | Site-specific ESMP implementation (waste and wastewater management, safety, hazards, noise, vibrations and emissions etc.)  Occupational Health and Safety Plan  Code of Conduct | Contractor |
| Supervision, reporting, monitoring | Environmental and Social Specialist/ Independent Supervision Consultant |
| Operation | Social and environmental audit before hand-over | Environmental and Social Specialist/ Supervision Consultant |

1. The selection criteria for participating institutions are provided in Annexes 6-8 of this POM. For definitions of safety, resilience, inclusion, and sustainability related to this Project and Climate Adaptation and Mitigation Activities Financed by the Project, please refer to Annexes 5 and 6 of the PAD. The MoER will develop and submit to the Bank a comprehensive ten-year sector plan/vision for the school network considering the demographic and other trends which will inform the construction activities. To lead the development of the new high schools, the PMT may organize a fact-finding trip for the MoER team to explore the experiences and best practices of upper-secondary school reforms in countries with similar context.
2. **Stakeholders and Citizen Engagement**Stakeholder engagement is an inclusive process that must be conducted throughout the project life cycle. The detailed table with key stakeholder engagement activities to take place during the project preparation stage through to implementation and closure could be found in the SEP [*https://edu.gov.md/sites/default/files/p179363\_sep\_updated\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_sep_updated_final.pdf), section 5.
3. The Project’s SEP implementation, monitoring and update will be carried out by PMT’s Social Development Specialist that will guide and collaborate with the NORLD’s Social Development Specialist. The PMT’s Social Development Specialist will collaborate with the teams’ members and departments involved in the Project implementations in order to ensure the timely and proper SEP implementation for every Project’s activity.
4. The PMT’s Social Development Specialist and Environmental Specialist will provide support to the Project’s teams at all Project implementation stages, for proper inclusion of the relevant provision of the SEP in the bidding documents/terms of references and the contracts to be signed with the contractors and consultants.
5. The NORLD’s Social Development Specialist will provide support to PMT’s Social development Specialist in the development of the Grievance Redress Mechanism at Project level for further implementation of this mechanism at site level. Thus, the NORLD’s Social Development Specialist will work with the contractors and supervision consultants to be responsible/involved the planned rehabilitation and construction works to ensure that the GRM is operational and stakeholder engagement activities required at site level are carried out. The NORLD’s Social Development Specialist will provide to the PMT’s Social Development Specialist the data and information on GRM status at site level and stakeholder engagement activities monthly.
6. The MoER, NORLD and the PMTs will provide appropriate background and relevant technical information to stakeholders’ whose feedback is sought on various project issues with sufficient advance notice (5-10 business days) so that the stakeholders have enough time to prepare to provide meaningful feedback.
7. The PMTs will organize, at regular intervals, workshops involving representatives of all stakeholders to present project progress and seek stakeholder input. It will collect, review and report back to stakeholders on how the comments were incorporated or the rationale for not incorporating them within 10 to 30 working days from the stakeholder engagement event.
8. The steps required to be taken before and after each stakeholder event outlined in the SEP.

* Mapping of all the stakeholders both direct and indirect who will have influence or stake in the proposed activity:
* Provide appropriate background and/or technical information/reports to stakeholders whose feedback is sought with sufficient advance notice (5-10 business days before the consultation event takes place).
* During the event, record and summarize the feedback provided by stakeholders.
* After the event, inform the stakeholders how their feedback was or is going to be incorporated or the rationale/justification why their feedback could not be incorporated within 10-30 business days.
* The detailed steps to receive, record, manage, respond to grievances made under this project are outlined in Section 6 of the SEP [*https://edu.gov.md/sites/default/files/p179363\_sep\_updated\_final.pdf*](https://edu.gov.md/sites/default/files/p179363_sep_updated_final.pdf).

1. The public consultations of the ESF documentation have been carried out. The consultations will continue to be organized during the project design stage and the project implementation. Moreover, public consultations will be held on an ongoing basis as part of the citizen engagement process during the project cycle. During the preparation of each site-specific ESMP, the NORLD-PMT will be responsible for organizing and conducting at least one public consultation with the main users of the respective buildings and with the members of the surrounding communities. The consultations activities can include the round tables or works shops on specific Project’s activities, i.e. the eligibility criteria and selection process, the environmental and social requirements during the Project implementation, including design and construction/rehabilitation works.

*Objective.* The purpose of the public consultations will be to:

* inform affected community groups or other interested parties about the planned activities, such us the activities to be undertaken at each of the selected sites;
* provide them with the opportunity to voice their views and suggestions of any adverse environmental or social issues they believe could transpire during activity implementation.

*Timing.* The information and documents related to planned consultation activity will be disseminated at least three weeks in advance of the consultation.

*Audience.* Public outreach efforts and consultations will be geared towards: community members and groups living in adjacent neighborhood or near respective sites, local NGOs and any interested members of the public. A special emphasis to be given to invite women, youth and any vulnerable communities, including Roma community who may directly or indirectly affected/ involved any subproject activities in the consultation process.

*Contents.* Communication regarding upcoming public consultations will include:

* the date, time and location of the consultation.
* the purpose of the consultation, including information about:
* the planned activity and key aspects in achieving its objectives.
* the requirements for activity implementation, including the potential environmental and social risks and proposed mitigation measures if any.
* any other materials that will be useful for community members and NGOs to engage proactively and effectively in these public consultations.

*Communication channels.* Information about upcoming public consultations will be posted on the website of the NORLD-PMT, as well as the websites of each county inspectorate. It will also be disseminated using other information channels, including posters/flyers in public spaces and notes on the construction sites.

*Languages.* Information that is relevant for surrounding communities and public consultations will be disseminated in Romanian language, as well as other languages including Russian, Ukrainian and other depending on the location of the site and the languages spoken by surrounding communities.

*Closing the feedback loop for public consultations.* Any legitimate issue raised through the public consultation is required to be included in the minutes of meeting and the final versions of the disclosed and consulted documents. In this way, “the voice of the people” will be heard and reflected in the implementation of Project’s activities. After the disclosure of the ESMP, information about updates and other important announcements will be posted regularly on the website of the NORLD-PMT and the various inspectorates during the implementation period.

1. The Project’s citizen engagement approach is multi-dimensional. It includes activities that would pro-actively engage citizens in planning at the outset and monitoring during implementation, as well as a continuous feedback mechanism. Specifically:

* *Participatory planning and decision-making* activitieswill utilize multiple channels to engage with and collect suggestions from students, parents and teachers, as well as relevant representatives of the LPA.
* *Participatory monitoring* activities such as annual open days and follow-up workshops would empower students, parents and teachers to effectively verify and monitor the progress with the implementation of the Project activities.

1. Existing quality assurance standards for schools in Moldova—covering school organization, teaching and learning process, school infrastructure and equipment, curriculum and evaluation, and school governance—promote inclusiveness and proactive citizen engagement as their core elements. They require that each educational institution maintains functional means of public engagement, such as school report cards (which are a tool of participatory planning and decision-making and are publicly available and help promote social accountability in the sector by enabling students and parents to provide inputs on budgets and school reforms), the information panel, the website, the public information system, or the school media, which publishes the school handout and other relevant information for students, parents, teachers, and other relevant stakeholders. The project will support and further improve these mechanisms for public engagement in all participating educational institutions to inform beneficiaries and stakeholders about planned project activities. It will engage and proactively seek feedback from project beneficiaries—including students from poor families, students from rural areas, girls, Roma students, refugees from Ukraine, at-risk students falling behind academically, and children with disabilities—to ensure course correction throughout project implementation.
2. *A feedback mechanism* will be established during Project implementation. Feedback will be gathered from project beneficiaries, including beneficiaries with disabilities, through surveys or other appropriate community engagement mechanisms conducted periodically by the MoER through the PMT. This exercise will serve as one of the key M&E mechanisms used by the MoER to assess the quality of education services delivery, with a focus on disadvantaged students.
3. In addition, a dedicated web page/platform will be created to enable users to find the information about the project and ensure online feedback from education sector stakeholders. The platform will be used to inform the stakeholders about identified subprojects and engage them in M&E through the implementation cycle. All public consultations events, the results of school report cards, the grievances, and actions taken based on feedback will be advertised through this platform. Therefore, the platform will serve as an open and two-way feedback channel and interface for teachers, students, and parents, so everyone will know what difference their feedback has made during the implementation. The outreach activities will also be done through social media to make sure school users, the ultimate beneficiaries of the project, and school communities can easily find and access the platform and participate in monitoring of improvements in the quality of teaching and learning environments important for sustainability of project interventions. The project will also support the assessment of the level of satisfaction of beneficiaries with service delivery and resource provision under the proposed operation, as well as the school users who report that consultation processes are effective, which will be measured in the project’s Results Framework.
   1. **Implementation of GRM at Project level and GM for Workers**
4. Transparency and accountability are core elements of the EQIP. For this purpose, the project will include a GRM that is already used in a different project funded by the Bank.
5. The goal of the GRM is to strengthen accountability to beneficiaries and to provide channels for project stakeholders to provide feedback and/or express grievances related to project supported activities.
6. The GRM is a mechanism that allows for the identification and resolution of issues affecting the project. By increasing transparency and accountability, the GRM aims to reduce the risk of the project inadvertently affecting citizens/beneficiaries and serves as an important feedback and learning mechanism that can help improve project impact.
7. The mechanism focuses not only on receiving and recording complaints, but also on resolving them. While feedback should be handled at the level closest to the complaint, all complaints should be registered and follow the basic procedures set out in this chapter.
8. EQIP’s Grievance Redress Mechanism will be available for project stakeholders and other interested parties to submit questions, comments, suggestions and/or complaints, or provide any form of feedback on all project-funded activities.
9. *GRM’s management*: The GRM for EQIP is managed by the EQIP’s Project Management Team, under the direct responsibility of EQIP’s Executive Director.
10. All received complaints are recorded in the Register of Complaints, kept under EQIP. Once a month, the PC should submit to EQIP’s Executive Director a list of all complaints received, the follow-up required, and the status of complaints from the previous month (“on-going” or “addressed”).
11. *Submission of complaints:* Complaints can be expressed at any time throughout project implementation via the following channels:
12. By Email
    * MECR/EQIP: eqip@edu.gov.md,
13. Internet:
    * MECR’s website: EQIP’s section, GRM rubric
14. In writing:
    * MECR/EQIP: Letter addressed EQIP’s Executive Director at 180 Stefan cel Mare boulevard, 13th floor, office 1305, 1307, Chisinau city
15. By phone:
    * MECR/EQIP: [022-23-25-02]
16. By fax:
    * MECR/EQIP: 022-23-25-02
17. Other: Written complaints or phone calls to project staff at MECR/EQIP.
18. Detailed procedures are described in the Stakeholder Engagement Plan <https://edu.gov.md/sites/default/files/p179363_sep_updated_final.pdf> .
19. The Grievance Mechanism (GM) for workers will provide the opportunity for all direct workers and contracted workers (and, where relevant, their organizations) to raise workplace concerns.
20. The GM for workers will be operated according to the prepared Project’s LMP, in accordance with ESS2 of World Bank.
21. The GRM for workers used by the PMT and the other implementing agencies for the project and the project contractors and sub-contractors will include:

- a procedure to receive, record, refer, resolve, track grievances;

- multiple uptake channels such as comment/complaint form, suggestion boxes, email, a telephone hotline; a confidential procedure for workers to submit anonymous grievances in writing or otherwise;

- stipulated timeframes to respond to grievances;

- a register in excel spread sheet or similar format to record and track the timely resolution of grievances. Grievances reported by the contractors/subcontractors will also be reported and recorded in this master project worker grievance register;

- a responsible person/department to receive, record and track resolution of grievances.

* 1. **Labor Management Procedures**

1. The Project Director will be responsible for implementing the labor management procedures concerning the direct workers.
2. The PMT’s Social Development Specialist will be responsible for GM for workers establishment and operation and in collaboration with the PMT’s Environmental Specialist will provide support to the Project’s teams to include the LMP’s requirements and provisions in the bidding documents and contracts, such us the provisions on operation of the GM for the workers, occupational and health and safety plan and code of conduct.
3. The NORLD’s Social and Environmental Specialists in collaboration with the Supervisions consultant (s) will supervise the contractors in term of complying with LMP’s requirements, including the trainings, health and safety measures, adoption of the code of conduct and to address the GBV – SH/SEA potential issues.
4. The Supervision Consultant(s) will oversee labor and safety performance on a regular basis (daily) on behalf of the Employer (MoER/PMT and NORLD).
5. The monitoring of the performance of Contractor(s) in relation to contracted workers will include periodic audits, inspections, and/or spot checks of project locations or work sites and/or of labor management records and reports compiled by contractors. Contractors’ labor management records and reports may include: (a) a representative sample of employment contracts or arrangements between third parties and contracted workers; (b) records relating to grievances received and their resolution; (c) reports relating to safety inspections, including fatalities and incidents and implementation of corrective actions; (d) records relating to incidents of non-compliance with national law; and (e) records of training provided for contracted workers to explain labor and working conditions and OHS for the project.
   1. **Responsibilities for Environmental and Social Supervision and Monitoring**
6. The PMT’s dedicated environmental and social specialists will have overall responsibility for the implementation and supervision of the ESMF and related site-specific ESMP, as well as the SEP and LMP. They will ensure Project compliance with the applicable social and environmental requirements.
7. The PMT’s Social and Environmental Specialists’ will guide and collaborate with the NORLD’s Social Environmental specialists in management of all Environmental Assessment activities and ensuring adequate implementation of ESMF requirements, as further described in the site specific ESMPs or ESMPs checklists. Thus, the PMT’s team will manage the environmental and social screening process and development of the site specific ESMPs or ESMPs checklists.
8. The NORLD’s environmental and social specialists will monitor the implementation of the proposed mitigation measures during the design and construction works, including the SEP and LMP implementation at site level through regular site visits, continuous communication with the supervisions consultant (s) and contractors’ representatives. The results of the monitoring activities carried out by NORLD’s team and supervision consultant (s) will be reported monthly to PMT.
9. The PMT’s Social and Environmental Specialists also must regularly visit sub-projects and ensure proper environmental monitoring for sub-projects. The Social and Environmental Specialists are also responsible for monitoring of procurement conditions to ensure that they are “green” and the quality of laboratory equipment under the “green” conditions (energy efficiency, emission level).
10. The PMT’s Social and Environmental Specialists are directly subordinated and reports to the PMT Coordinator.
11. The environmental and social management will be redirected to the achievement of the pre-established Project’s indicators, such us, but not limited to those mentioned (the Project monitoring Framework is attached as Annex 1 to this POM):

* Number of schools renovated under the project that meet infrastructure requirements (national quality assurance standards including on safety, resilience, inclusion, and sustainability requirements);
* Targeted schools equipped with school labs, IT equipment, and teaching and learning materials including for students with disabilities;
* Students benefiting from improved learning environment under the project (disaggregated by urban/rural, refugee/host community, gender, vulnerability status, education level);
* Number of additional students (disadvantaged/refugee), enrolled in preschool premises renovated and endowed under the project;
* Improved regulatory environment for affordable and quality childcare for preschool children;
* Percentage of students and teachers satisfied with improved classroom learning environment and functionality of schools and preschools under the project;
* Percentage of school users who report that consultation processes are effective.
  1. **Environmental and Social Management Reporting**

1. This section details the reporting arrangements under the EQIP. These reporting requirements include internal reporting of environmental and social aspects of project implementation as well as reporting to external parties.

*Table 5: Summary of ES Reporting Requirements*

| **Type of Report** | **Content** | **Frequency** | **Author** | **Addressed To** |
| --- | --- | --- | --- | --- |
| Environmental and Social Screening Report | Description of site-specific social and environmental issues and possible mitigation measures | Once | E&S Specialists | PC/PM and  MoER Project Director |
| Site-visit report | Brief description of issues identified, corrective action required or taken, timeline for corrective action agreed with contractor | After each site visit | E&S Specialists | PMT Coordinator with information from NORLD |
| GRM Report | Snapshot of status of complaints received/resolved/delayed | Monthly | E&S Specialists | PC/PM and  MoER Project Director |
| SEP Report | Snapshots of stakeholder engagement activities carried, feedback provided/incorporated or rationale for not including feedback | Monthly | E&S/Communication Specialists | PC/PM and  MoER Project Director |
| Semi-annual/annual reports | -Status of GRM  -Status of stakeholder engagements  -Status of ESMP implementation to be integrated into the general report  - Number of schools renovated under the project that meet infrastructure requirements (national quality assurance standards including on safety, resilience, inclusion, and sustainability requirements);  - Targeted schools equipped with school labs, IT equipment, and teaching and learning materials including for students with disabilities;  - Students benefiting from improved learning environment under the project (disaggregated by urban/rural, refugee/host community, gender, vulnerability status, education level);  - Number of additional students (disadvantaged/refugee), enrolled in preschool premises renovated and endowed under the project;  - Improved regulatory environment for affordable and quality childcare for preschool children;  - Percentage of students and teachers satisfied with improved classroom learning environment and functionality of schools and preschools under the project;  - Percentage of school users who report that consultation processes are effective. | Annual/bi-annual | E&S Specialists | the Bank/ National Steering Committee/ MoF/ project stakeholders |
| Environment and Social Incident Report (ESIRT) (Incident/Accident Report | promptly notify of any incident or accident related to or having an impact on the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, including | Immediate  no later than 48 hours after the time of the incident | E&S Specialists/  PC/PM/ MoER Project Director | the Bank |

# ANNEXES

**Annex 1: EQIP RESULTS FRAMEWORK AND MONITORING INDICATORS**

| **Indicator Name** | **Baseline** | **Intermediate Targets** | | | | | **End Target** | **Frequency** | **Data source** | **Methodology for Data Collection** | **Responsibility for Data Collection** | **Frequency** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Participating teachers with improved teaching practices (Percentage) | 0.00 | 0.00 | 20.00 | 40.00 | 60.00 | 80.00 | 90.00 | This indicator will be measured through the classroom observation tool before intervention and after completion of the training (for a representative sample of teachers). The details of the TEACH approach will be included in the POM. | Annual | Progress and monitoring reports | Progress reports and data from participating schools based on TEACH tool | MoER, PMT, ANACEC |
| Improved learning outcomes of students benefitting from project-supported tutoring program (disaggregated by gender, urban/rural, refugee/vulnerability status) (Text) | No tutoring program in place | Tutoring program developed | Baseline collected | Impact evaluation conducted; results analyzed and adjustments to the tutoring program incorporated | Improvement in scores of beneficiaries compared to control group | Improvement in scores of beneficiaries compared to control group | Improvement in scores of beneficiaries compared to control group (measured by impact evaluation) | This indicator will measure the scores of students benefiting from tutoring program according to the results of the impact evaluation. | Annual | Progress reports | Impact evaluation, progress reports drawing on data from selected schools | MoER PMT |
| Annual education statistics reports produced and publicly disseminated based on data generated by the integrated EMIS and used for education sector management including refugee response (Text) | No integrated EMIS in place | Assessment of the existing information systems completed | Integrated EMIS is under development | Integrated EMIS is operational | Annual report produced using integrated EMIS with assessment, NBS and MoF data (report on trends, regional variations in learning outcomes and inputs, and determinants of student learning) | Second annual report produced using integrated EMIS with assessment, NBS and MoF data (report on trends, regional variations in learning outcomes and inputs, and determinants of student learning) | Integrated EMIS is operational and reports, produced using its data, are publicly disseminated and used for education sector management including refugee response. | Reports providing education statistics are produced and publicly disseminated on an annual basis thanks to the integrated EMIS (to identify determinants of student and school performance for decision making on teacher policies/training, tutoring program, and other investments in the education sector including refugee response). | Annual | Integrated EMIS database; annual education reports | progress and monitoring reports; annual education reports | MoER, PMT |
| **Intermediate Results Indicators by Components** | | | | | | | |  |  |  |  |  |
| **Improving Quality of Teaching** | | | | | | | |  |  |  |  |  |
| Teachers trained on professional standards under the project (% of teachers in ECEC facilities and grades 1–12) (Percentage) | 0.00 | 0.00 | 5.00 | 10.00 | 15.00 | 20.00 | 20.00 | This indicator will measure the share of teachers trained on revised professional standards out of the total number of employed teachers (including for ECEC). | Annual | Progress and monitoring reports | Progress reports and data | MoER, PMT |
| Rapid student assessment mechanism developed and piloted (for selected grade) (Yes/No) | No | No | Yes | Yes | Yes | Yes | Yes | This indicator will measure the development and piloting of the rapid formative learning assessments in key subject areas (for example, reading or math) initially in one selected grade to identify lagging students and learning gaps, and to inform instructional practices | Annual | Progress and monitoring reports | Progress reports and data | MoER, NACE |
| Tutoring/accelerated learning program for disadvantaged students developed and implemented (for selected grade) (Yes/No) | No | No | Yes | Yes | Yes | Yes | Yes | This indicator will capture the development and implementation of the tutoring, accelerated learning or other catch-up program for disadvantaged students developed under the project. | Annual | Progress and monitoring reports | Progress reports and data | MoER, PMT, NACE |
| Students benefiting from direct interventions to enhance learning (CRI, Number) | 0.00 | 0.00 | 0.00 | 6,000.00 | 12,000.00 | 18,000.00 | 18,000.00 |  | Annual | Technical reports, progress reports | Technical reports, progress reports drawing on data from selected schools | NORLD, MoER, PMT |
| Students benefiting from direct interventions to enhance learning - Female (CRI, Number) | 0.00 | 0.00 | 0.00 | 3,000.00 | 6,000.00 | 9,000.00 | 9,000.00 |  | Annual | Technical reports, progress reports | Technical reports, progress reports drawing on data from selected schools | NORLD, MoER, PMT |
| Teachers recruited or trained (CRI, Number) | 0.00 | 0.00 | 1,300.00 | 2,600.00 | 3,900.00 | 5,300.00 | 5,300.00 |  | Annual | Progress and monitoring reports | Progress reports and data | MoER, PMT, ANACEC, NACE, CTICE |
| Gender gap in STEM education reduced (Percentage) | 7.00 | 7.00 | 7.00 | 7.00 | 6.00 | 5.00 | 5.00 | This indicator measures the participation rates of boys and girls in STEM education. The gap is calculated as the difference in enrollment rates of boys and girls in real profile (proxy for STEM education) in all secondary schools. The enrollment rate is calculated as the number of boys (girls) studying in real profile in grades 9-12 in a given year, expressed as a percentage of the total number of boys (girls) enrolled in grades 9-12 (Baseline: Girls: 27%; Boys: 34%; Gender Gap: 7%). | Annual | EMIS | EMIS data | CTICE, MoER, PMT |
| **Improving the Quality of Learning Environment in Participating Institutions** | | | | | | | |  |  |  |  |  |
| Number of schools renovated under the project that meet infrastructure requirements (national quality assurance standards including on safety, resilience, inclusion, and sustainability requirements) (Number) | 0.00 | 0.00 | 3.00 | 6.00 | 9.00 | 12.00 | 15.00 | This indicator measures the number of selected project schools with renovations that are in compliance with the minimum requirements to infrastructure of the national quality assurance standards (including safety, resilience, inclusion, and sustainability requirements) | Annual | Site visit reports, photos of works, supervision reports, progress reports | Site visits and collection of data among selected schools | NORLD, MoER PMT |
| Targeted schools equipped with school labs, IT equipment, and teaching and learning materials including for students with disabilities (Number) | 0.00 | 0.00 | 0.00 | 100.00 | 150.00 | 200.00 | 200.00 | This indicator will measure the number of selected project schools equipped with school labs, IT equipment, and teaching and learning materials including for students with disabilities. | Annual | Progress and monitoring reports | Progress reports and data | MoER PMT |
| Students benefiting from improved learning environment under the project (disaggregated by urban/rural, refugee/host community, gender, vulnerability status, education level) (Text) | 0,00 | 0,00 | 0,00 | 30,000,00 | 50,000,00 | 70,000,00 | 85,000,00 | This indicator will measure the number of students which benefit from from improved learning environment in educational institutions rehabilitated, constructed or endowed under the project. Rehabilitated and constructed educational institutions are those in compliance with the national quality assurance standards. The endowment of educational institutions will be detailed in the POM. | Annual | Technical reports, progress reports | Technical reports, progress reports drawing on data from selected schools | NORLD, MoER PMT |
| Number of additional students (disadvantaged/refugee), enrolled in preschool premises renovated and endowed under the project (Number) | 0.00 | 0.00 | 60.00 | 120.00 | 180.00 | 240.00 | 300.00 | This indicator will measure the number of additional students (disadvantaged and refugee students from Ukraine) enrolled in preschool premises as a result of their renovation, rehabilitation and endowment under the project | Annual | Progress and monitoring reports | Progress reports and data | NORLD, MoER PMT |
| Number of direct project host community beneficiaries disaggregated by gender (Text) | 0.00 | 0.00 | 12,000.00 | 15,000.00 | 18,000.00 | 23,000.00 | 28,000.00 | This indicator will measure the number of beneficiaries in the communities hosting refugee children from Ukraine and benefiting from project interventions. | Annual | Progress and monitoring reports | Progress reports and data | NORLD, MoER, PMT |
| Number of direct beneficiaries (refugees) disaggregated by gender (Text) | 0.00 | 0.00 | 300.00 | 600.00 | 900.00 | 1,200.00 | 1,200.00 | This indicator will measure the number of refugee children from Ukraine who directly benefit from project interventions disaggregated by gender | Annual | Progress and monitoring reports | Progress reports and data | NORLD, MoER, PMT |
| Number of new high schools constructed in priority areas that meet infrastructure requirements under national quality assurance standards (Number) | 0.00 | 0.00 | 0.00 | 2.00 | 3.00 | 3.00 | 3.00 | This indicator will measure the number of new high schools constructed in priority areas that meet infrastructure requirements under national quality assurance standards (including safety, resilience, inclusion, and sustainability) | Annual | Site visit reports, photos of works, supervision reports, progress reports | Site visits and collection of data among selected schools | NORLD, MoER, PMT |
| **Strengthening the Capacity for Education Sector Management and Refugee Response** | | | | | | | |  |  |  |  |  |
| Number of sector staff participating in capacity building trainings under the project (Number) | 0.00 | 100.00 | 250.00 | 500.00 | 750.00 | 1,000.00 | 1,000.00 | This indicator will measure the number of sector staff trained on (EMIS, national and international assessments and data analysis, tutoring/accelerated learning programs, ECEC reforms, integrated approach to designing and implementing resilient, sustainable, and inclusive school and preschool projects). Progress will be tracked, and the capacity building plan will be updated every two years. | Annual | Progress and monitoring reports, capacity building plan | Progress and monitoring reports | NORLD, MoER, PMT |
| Monitoring tool with reliable gender-disaggregated data to identify disadvantaged students to receive accelerated learning (Yes/No) | No | No | Yes | Yes | Yes | Yes | Yes | This indicator will capture the development of the monitoring tool with reliable gender-disaggregated data to identify disadvantaged students to receive tutoring, accelerated learning or other catch-up program | Annual | EMIS | EMIS and monitoring tool data | CTICE, MoER, PMT |
| Improved regulatory environment for affordable and quality childcare for preschool children (Number) | 0.00 | 1.00 | 2.00 | 2.00 | 3.00 | 4.00 | 4.00 | This indicator will measure the number of changes made to subsector regulations, with adjustments to the norms on the space, trainings for the educators, financing formula and private sector involvement, which may include: (i) childcare policy; (ii) quality standards; (iii) regulation; (iv) training program and (v) financing mechanisms. | Annual | Policy documents, progress and monitoring reports | Policy documents, progress and monitoring reports | MoER, PMT |
| Parents reporting an improved capacity to work due to ECEC service provision under the project (Text) | 0.00 | Baseline collected | Baseline | Baseline | Impact evaluation | Impact evaluation | +20% | This indicator would measure share of parents which perceive their capacity to work improved thanks to provision of ECEC services for their children. | Annual | Progress and monitoring reports, impact evaluation results data | Progress, monitoring, and impact evaluation reports | MoER, PMT, ANACEC |
| Impact evaluations of: (i) tutoring/accelerated learning program and (ii) intervention to accommodate more children in childcare (disadvantaged and refugees) (Yes/No) | No | No | No | No | Yes | Yes | Yes | The project will finance an impact evaluation on outcomes of tutoring, accelerated learning or other catch-up program in the selected schools supported by this project and an impact evaluation of intervention to accommodate more children in childcare (disadvantaged and refugee children from Ukraine), with an appropriately selected control group to compare differences in outcomes. | Annual | Progress and monitoring reports, impact evaluation results data | Progress, monitoring, and impact evaluation reports | MoER, PMT, NACE |
| Percentage of students and teachers satisfied with improved classroom learning environment and functionality of schools and preschools under the project (Percentage) | 0.00 | 0.00 | 0.00 | 50.00 | 60.00 | 70.00 | 85.00 | The percent of school students who are satisfied (satisfied and very satisfied/highly satisfied responses) with teaching and learning environments according to the survey results. | Annual | Progress and monitoring reports, survey results | Progress, monitoring and survey reports | MoER PMT, NORLD |
| Percentage of school users who report that consultation processes are effective (Percentage) | 0.00 | 0.00 | 0.00 | 50.00 | 60.00 | 70.00 | 70.00 | This indicator will measure the level of satisfaction of school users with the consultation processes | Annual | Progress and monitoring reports, survey results | Progress, monitoring and survey reports | MoER PMT, NORLD |

**Annex 2: Working Group (Coordinating Board) Composition**

The expected composition of the working group:

1. Deputy Secretary General of the Ministry of Education and Research, Chairman of the Working Group
2. State Secretary of the Ministry of Education and Research for education sector
3. Representative of the State Chancellery
4. Representative of the Ministry of Infrastructure and Regional Development
5. Representative of the Ministry of Finance
6. Representative of the Ministry of Energy
7. Representative of NORLD
8. Representative of the Energy Eficiency Agency
9. Head of the General Education Department, Ministry of Education and Research
10. Head of the Centre for Information and Communication Technologies in Education
11. Project Coordinator

## Annex 3. Selection criteria for Teachers and Managers

* + - * 1. *The following criteria would be applied to select the 20% of teachers to be trained under the EQIP:*

1. Teachers which didn’t benefit previously from trainings on minimum standards for teachers;
2. Teachers from schools with the largest share of disadvantaged students (Students from poor families, students from rural areas, girls, Roma students, refugees from Ukraine, at-risk students falling behind academically, and children with disabilities);
3. Teachers from the institutions targeted under the second component (to ensure convergence among project activities).

Selection will be done considering:

* Representative share of teachers from each education level;
* Representative share of teachers from each teaching subject;
* Representative share of teachers per years of experience;
* Representative share of teachers per teaching degree;
* Representative share of teachers from urban/rural;
* Representative share of teachers from each territorial unit.
  + - * 1. *The following criteria would be applied to select the 20% of managers to be trained under the EQIP:*

1. Managing staff which didn’t benefit previously from trainings on minimum standards for managers;
2. Managing staff from schools with the largest share of disadvantaged students;
3. Managing staff from the institutions targeted under the second component (to ensure convergence among project activities).

Selection will be done considering:

* Representative share of managing staff per each education level;
* Representative share of managing staff per years of experience;
* Representative share of managing staff per managing degree;
* Representative share of managing staff from urban/rural;
* Representative share of managing staff from each territorial unit.
  + - * 1. *The following criteria would be applied to select the 20% of teachers trained under the EQIP to be observed using TEACH instrument:*

*Initial evaluation:*

1. Teachers which didn’t benefit previously from trainings on minimum standards for teachers;
2. Teachers from schools with the largest share of disadvantaged students (Students from poor families, students from rural areas, girls, Roma students, refugees from Ukraine, at-risk students falling behind academically, and children with disabilities) ;
3. Teachers from the institutions targeted under the second component (to ensure convergence among project activities).

Selection will be done considering:

* Representative share of teachers based on instruction language (Romanian and Russian);
* Representative share of teachers from each education level;
* Representative share of teachers from each teaching subject;
* Representative share of teachers per years of experience;
* Representative share of teachers per teaching degree;
* Representative share of teachers from urban/rural;
* Representative share of teachers from each territorial unit.

*Final evaluation:*

1. Teachers which were involved in the trainings on minimum standards for teachers, implemented under EQIP (based on the lists of participants);

Selection will be done considering:

* Representative share of teachers based on instruction language (Romanian and Russian);
* Representative share of teachers from institutions targeted under the second component;
* Representative share of teachers from each education level;
* Representative share of teachers from each teaching subject;
* Representative share of teachers per years of experience;
* Representative share of teachers per teaching degree;
* Representative share of teachers from urban/rural;
* Representative share of teachers from each territorial unit.

**Annex 4. Selection criteria for the** **ECE Teachers and Educators**

1. *The following criteria would be applied to select the 20% of ECE teachers and educators to be trained under the EQIP:*
2. ECE teachers and educators from the largest ECE institutions;
3. Priority is given to ECE Teachers and Educators from the institutions targeted under the second component (to ensure convergence among project activities).

Selection will be done considering:

* Representative share of ECE teachers and educators per years of experience;
* Representative share of ECE teachers and educators from urban/rural;
* Representative share of ECE teachers and educators from each territorial unit.

**Annex 5. Selection criteria for the ECEC Service Providers**

1. *The rehabilitation works envisaged for ECEC Service Providers will be conducted in the institutions selected according to the following criteria:*
2. Only institutions which have committed to expand services for children from 0-3 years old are eligible;
3. Institutions which have committed to ensure additional space (i.e. expansion of services) for disadvantaged children, including refugee children from Ukraine, not yet covered by ECEC services;
4. Institutions that are able to provide additional places for children, whose mothers would be able to work due to available vacancies and would report this information to the MoER;
5. Institutions with at least 200 children;
6. Institutions that are not prioritized under current or future funding by local authorities or other development partners, and they have not undergone recent comprehensive renovations;
7. Institutions with a constant or growing number of students in the last three years;
8. Institutions endorsed by the MoER and the Ministry of Labor and Social Protection;
9. Institutions with high risks of collapse or serious damage in an event of an earthquake which could jeopardize the health and safety of students, teachers, and other building users;
10. Institutions with a large share of disadvantaged students;
11. Institutions in the territorial units with the highest deprivation index;
12. Institutions in the territorial units with the highest share of refugee children from Ukraine.

**Annex 6. Selection criteria for the Priority Areas of new schools’ construction**

1. *The Priority areas of the new school’s construction will be selected according to the following criteria:*

*Eligibility criteria: Civil works that might cause land acquisition or involuntary resettlement will not be eligible for financing under the project.*

1. Areas with sufficient number of lyceum age students per demographic trends projection in the following ten years;
2. Areas where GoM land is available with required infrastructure for efficient and sustainable investments;
3. Areas committed per the MoU between the MoER and local authorities committed to ensure schools network optimization for efficiency and sustainability purposes.

**Annex 7. Selection criteria for the schools**

1. *The rehabilitation works envisaged for the schools will be conducted in the institutions selected according to the following criteria:*
2. Priority would be given to the institutions in the territorial units that ensure the registration/education of students from other localities;
3. Priority is given to the institutions that have teaching staff for all subjects and teachers with teaching degree;
4. Institutions that are not prioritized under current or future funding by local authorities or other development partners, and they have not undergone recent comprehensive renovations;
5. Institutions with schooling capacity with at least 500 students at the time of application and 200 students for the future;
6. Institutions with a constant or growing number of students in the last three years;
7. Institutions with high risks of collapse or serious damage in an event of an earthquake which could jeopardize the health and safety of students, teachers, and other building users;
8. Institutions with a large share of disadvantaged students[[8]](#footnote-9);
9. Institutions in the territorial units with the highest deprivation index with sufficient school capacity utilization but failing to meet basic WASH and other infrastructure requirements.

**Annex 8. Selection criteria for the Participating Institutions for equipment provision**

* + - * 1. *The following criteria would be applied to select the institutions to benefit from standard package of support for ECEC:*

1. Preschool institution;
2. Institutions with a large share of disadvantaged students;
3. Institutions committed to ensure additional space for disadvantaged children, including refugee children from Ukraine, not yet covered by ECEC services;
4. Priority would be given to the institutions committed to expand services for children from 0-3 years old;
5. Priority is given to institutions targeted under the second component;
6. Institutions that will ensure transparency and visibility of received packages and source of funding;
7. Institutions in the territorial units with the highest deprivation index;
8. Institutions in the territorial units with the highest share of refugee children from Ukraine.
   * + - 1. *The following criteria would be applied to select the schools to receive equipment:*
9. Schools identified as in need as a result of needs assessment for specific type of equipment or furniture;
10. Schools which previously didn’t benefit from specific type of equipment and/or furniture to be provided in the last 5 years;
11. Priority is given to institutions targeted under the second component;
12. Institutions that are not planned to receive the specific type of equipment and/or furniture from local authorities or development partners;
13. Institutions that will ensure transparency and visibility of received equipment and/or furniture and source of funding;
14. Institutions with a large share of disadvantaged students, including students with disabilities and/or special education needs and refugee children from Ukraine;
15. Institutions able to ensure efficient and sustainable use of the received equipment/furniture (i.e. have teachers able to use the specific equipment/furniture provided, have corresponding physical space that allow proper use of the equipment/furniture etc.);
16. Institutions in the territorial units with the highest deprivation index;
17. Institutions in the territorial units with the highest share of refugee children from Ukraine.

**Annex 9: Tutoring program parameters to consider and scope of work**

|  |  |  |
| --- | --- | --- |
| **No** | **Aspects to consider** | **Key Design Variables of Interest** |
| 1 | Purpose | Learning Remediation and Recovery |
| 2 | Target groups | 10-15 years, Grade 5 to 10 vulnerable and disadvantaged children   * Enrolled in school, but at risk of dropping out, poor, immigrants, disabilities * Out-of-school, including poor, immigrant, refugees, disabilities |
| 3 | Subjects | Math, Language |
| 4 | Responsible to deliver | Math and Language Tutors who can be:  1. Trained teacher or paraprofessional for secondary school-level students  2. Romanian-speaking tutors for all, Ukrainian-speaking for refugees |
| 5 | Student-Tutor ratio | 1:1 / 1:2 / 1:3; the marginal benefits of personalized learning in 1:1 are likely compensated by both costs and social interactions in 1:2 and 1:3 |
| 6 | Language of instruction | In the language the student speaks and understands |
| 7 | Location modality | Regular online academic tutoring  Face to face avenues available |
| 8 | Timing and Dosage i.e. intensity and duration | Everyone gets high intensity i.e. minimum 3 sessions per week  Secondary age gets 45-60 mins with timing flexibility  Double and triple disadvantaged get more frequency  Duration: About half a school year or ~20 weeks |
| 9 | Synchronous and asynchronous | Both |
| 10 | Connectivity | High need for meaningful connectivity to internet and mobile needed |
| 11 | Access to learning device | High such as tablet, PC, laptop, smartphone needed |
| 12 | Curriculum for students | Selected and adapted based on baseline assessment data, not based on grade or age |
| 13 | Training for tutors and mentors | Online learning platform with a self-training program that included slides and videos and virtual training with pedagogical experts. Topics can include how to approach students; tools and online platforms for effective online tutoring; curriculum and Teaching at Right Level (TaRL); lesson planning and continuous assessments on math, language.  The platform may include a supervised interactive forum where tutors ask questions and share experiences. Pedagogical team organize regular group meetings with tutors, as well as one-on-one meetings on demand to offer support in specific circumstances. |
| 14 | Complementary services | Referral services such as financial supports, social supports for health |
| 15 | Through whom | Partnerships and facilitating units |

The institution will be responsible for overseeing and managing the following tasks at each stage:

**Stage 0: Signature of Contract**

**Stage 1: Design of Tutoring Model and Baseline Data Collection**

* Develop work plan based on the provided methodology for (i) tutoring program design, including tutoring schedule and format; (ii) identification, recruitment and training of tutors, and for (iii) identification/registration of 18000+ student applicants (a set of students will be participating in the first round and the second set in subsequent rounds with start date to be confirmed); students will be assigned to rounds and groups based on a lottery design facilitated by the MoER;
* Obtain written consent from parents or guardians of all 18000+ applicants;
* Develop tutoring materials;
* Collect baseline data on tutors using survey instruments agreed with the MoER (for the impact evaluation of the results of the tutoring program);
* Collect baseline data on students using two online modules: (i) short academic achievement test and (ii) questionnaire on resilience, socio-emotional skills, aspirations, and psychosocial adaptability and well-being through online self-administered assessment and questionnaire;
* Ensure that all participating staff has completed the Protecting Human Research Participants Online Training course (or equivalent).

**Stage 2: Pilot implementation, process evaluation and piloting of instruments**

* Implement tutoring program for approximately 300-400 students over a 6–8-week period between May-June 2025;
* Collect end line data in September 2028 from participating students and tutors according to research instruments agreed with the MoER; conduct impact evaluation of the pilot.

**Annex 10: Key tasks for Project Management Team under MoER**

* + - 1. **Project Coordinator**
* Plan, manage and coordinate the work of the PMT specialists with an objective to ensure effective implementation of the Project’s activities;
* Provide assistance to the Project Executive Director (PED) on all matters related to the project, including maintaining the PED regularly updated on the eventual risks and difficulties arisen in the implementation calendar, based on an early-detecting faults’ system and suggesting the proper solutions, as well as monitoring the implementation of the adopted measures;
* Serve as the key counterpart for interactions with the Bank, including all official requests and exchanges pertaining to the daily management of the project, preparing the agenda for the Bank visits, organizing meetings at the Bank request, following up on requests and recommendations by the Bank;
* Coordinate project implementation, including promoting and facilitating communication among MoER’s, NORLD’s, local public administrations (LPA), Raion/Municipal Directorates for Education staff, external consultants and all educational institutions involved in Project implementation;
* Monitor and ensure compliance with provisions of the Loan and Grants Agreements and Project Operational Manual;
* Coordinate hiring and supervision of local and international consultants hired under the project, including review of their TORs, monitoring their deliverables, and facilitating interaction with various government offices;
* Draft the annual planning of the Project Implementation Plan, ensuring its consistency with the project’s Procurement Plan, and ensuring that both are periodically reviewed and, as needed updated;
* Consolidate Project Activities Reports submitted by the officials responsible for the components for submission to the PED;
* Supervise the monitoring of all project indicators;
* Prepare semi-annual Progress Reports for submission to the Bank;
* Oversee project implementation, including contract execution, and protocols of collaboration;
* Supervise the implementation of the Stakeholders Engagement Plan and Grievance Redress Mechanism (GRM);
* Update the Bank, MoER and NORLD on all matters related to the monitoring of the Project.

**Qualification requirements**

The Project Coordinator should have**:**

* A university degree and a master’s degree in relevant area (administration, economics, etc.)
* At least five years working experience in project management and planning, preferably in the education sector;
* Fluent in Romanian and English (both oral and written);
* Demonstrated ability to work in teams, communicating with all team members and coaching more junior members of the team;
* Demonstrate strong interpersonal skills and good written and oral communication skills in Romanian;
* High standards of personal integrity and ability to treat all individuals with fairness and respect.
* Experience working with Bank-supported projects will be an added advantage.
  + - 1. **Monitoring and Evaluation Specialist**

*Implementing Phase*

The Monitoring and Evaluation Specialist is expected to:

* Develop and maintain a comprehensive Monitoring & Evaluation (M&E) Database for data monitoring and evaluation to measure projects implementation actions;
* Develop and implement of the monitoring and evaluation plan for sub-components under MoER responsibility and will coordinate with NORLD Monitoring and Evaluation Specialist the M&E plan for the activities under NORLD responsibility;
* Develop and implement the Monitoring Plan for the site visits and other monitoring activities;
* Carry out field visits, including of the EQIP Beneficiaries, to support implementation of M&E activity and supervise the progress achieved during the implementation phase;
* Monitor EQIP Beneficiaries, implementation processes and report on the progress achieved, outcomes generated, as well as to warn on implementation issues, risks and threats and recommend measures for mitigation and improvement;
* Ensure that all the tools and logistics necessary for the field visits are available and set up on time;
* Support the implementation of the EQIP operations manual;
* Support the implementation of the EQIP working plan 2023-2029;
* Support the implementation of the EQIP Annual Operations Plan;
* Ensure regularly data collection in a technically accurate and error-free format (projects progress reports, monitoring indicators and on eventual implementation issues etc.), data analysis and results evaluation;
* Ensure that, in general, project monitoring arrangements comply with the project’s documents, operational manual, M&E strategy etc.;
* Periodically review the tools for monitoring and evaluation and make adjustments (as necessary) to facilitate objective measurement of indicators included in the results framework and monitoring from Project Appraisal Document;
* Periodically review and update (as necessary) the M&E procedures;
* Prepare progress and annual reports or info notes on M&E findings including but not limited to reporting on the project’s Results Framework;
* Provide reports on monitoring data and evaluation results to the Project Coordinator;
* Participate in meeting with Bank representatives during supervision missions, required by the Project Coordinator;
* Evaluate implementation processes and performance, and report on the progress achieved, outcomes generated, as well as to warn on implementation issues, risks, and threats. Recommend mitigation measures;
* Support the Project Coordinator in other activities defined in the operational manual.

*Closing Phase*

The Monitoring and Evaluation Specialist is expected to:

* Organize and archive all relevant information collected during the Project life cycle according the operational manual and M&E Strategy.
* Supervise that all consultancy products and services, hired/ bought for M&E activity, are delivered before the closing date of the Project.
* Disseminate in cooperation with the EQIP Monitoring and Evaluation Specialist under NORLD the monitoring data and evaluation results.
* Support the Project Coordinator in organizing a final dissemination event to show the results and impact achieved.

**Qualification requirements**

The Monitoring and Evaluation Specialist should have**:**

* University degree in public administration, social sciences, economics, or other relevant discipline, postgraduate;
* At least 3 years of experience in monitoring and evaluation of projects, or relevant experience, financed by international organizations;
* Working experience in education system policies will be an advantage;
* Professional experience in implementing the Banks` projects and good knowledge of the Bank procedures will be an asset;
* Strong computer skills, specifically with MS Office, in particular MS Excel, and ability to master other software quickly.
* Flexibility and good analytical skills;
* Excellent knowledge of English and Romanian (both written and oral) and ability to develop documents in English.
  + - 1. **Procurement Specialist (s)**

1. Advise Project Executive Director (PED)/Project Coordinator (PC) and relevant staff on the procurement related matters and assist the PED with communicating to the Bank on the issues related to procurement;
2. In cooperation with the PED/PC and implementing departments, update on a regular basis the Project Procurement Plan and submit it to the Bank for review and approval through the Systematic Tracking of Exchanges in Procurement (STEP);
3. In cooperation with MoER carry out the related procurement activities in accordance with the World Bank ‘Procurement Regulations for IPF Borrowers: Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services’, dated November 2020 (the Procurement Regulations), as well as with the latest Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits.

The actions to be taken envisage the implementation of the following main activities:

* Preparation of procurement documents with technical input from MoER;
* Launch the procurements process and ensure advertising;
* Organize and oversee clarification meetings (if applicable);
* Ensure clarifications to Bids/Proposals are distributed;
* Organize logistics for Bid/Proposal submission;
* Oversee and organize logistics concerning evaluation;
* Prepare and submit the evaluation reports to the Bank with technical input from the MoER;
* Prepare the draft contracts;
* Participate in contract negotiations;
* Monitor contract implementation;
* Keep procurement documents in prescribed way and for prescribed period;
* Carry out other assignments and activities related to the Project implementation within his/her competence upon request of the PED and/or PC.

1. Liaise with beneficiary departments / institutions to finalize technical specifications for goods and services to be procured for them;
2. In cooperation with the PED/PC and MoER implementing departments prepare regular procurement monitoring reports for the MoER and the Bank.

**Qualification requirements**

The Procurement Specialist should have:

* Higher education degree in economics, law, public administration, or related field;
* Proven expertise and knowledge of the Bank or similar international organizations/agencies procurement rules and procedures;
* At least 3 years of working experience in the field of procurement in projects financed by the Bank or other international organizations/agencies;
* Practical experience of procurement in public institutions and organizations or enterprises will be considered an advantage;
* Excellent knowledge of Romanian (both written and oral);
* At least intermediate level of English language proficiency;
* Knowledge of STEP would be an asset;
* Excellent knowledge of common PC office tools.
  + - 1. **Financial Management Specialist**
* Develop the Project accounting system in accordance with Bank and Government accounting, reporting and auditing requirements, subsequently operate and update the system as necessary;
* Keep detailed Project accounts for IBRD Loan and Grants funds in accordance with Bank and Government accounting and auditing requirements, using the above developed accounting system and the national accounting system of the MoER;
* Prepare quarterly and annual Project budgets, and monitor budget execution with inputs from NORLD;
* Prepare regular disbursement forecasts for the Bank and national authorities with inputs from NORLD;
* Prepare regular Project financial statements (quarterly or monthly, if necessary) with inputs from NORLD in accordance with Bank and Government reporting requirements;
* Prepare all Interim Financial Reports, disbursement documents with inputs from NORLD and statements of expenditures for replenishing the Designated Account;
* Set up and keep detailed financial records in accordance with the methodological rules on accounting and financial reporting in the budgetary system for easy access by the Bank supervision mission, auditors and other relevant authorities;
* Carry out any other activities related to Project financing and reporting as indicated by the Project Coordinator;
* Keep evidence of goods received from each supplier, according to Moldovan law. The evidence will be done by items and amounts – how many goods were received and how much was paid. To calculate the balance for each supplier at the end of each month;
* Provide guidance and support to the sub-project beneficiaries on project financial management matters and provide FM training if required;
* Collect and keep copies of the sub-project financial documentation for each beneficiary of school subprojects;
* Keep records on grant execution for each beneficiary of school subprojects;
* Verify the financial reports prepared and submitted by the NORLD and consolidate the information contained there into overall project financial statements;
* Collaborate with the Treasury, record consultancy contracts and prepare payment documents;
* Keep the accounts in accordance with the requirements of the Ministry of Finance;
* Prepare quarterly and annual financial reports for the Ministry of Finance and share them with the Administrative Financial Department of the MoER;
* Prepare project annual financial statements for an independent financial audit;
* Coordinate the audit activities and cooperate with the auditors during the course of the audit;
* Follow up on audit recommendations, prepare an Action Plan, when required, and share it with the Bank;
* Collaborate with the Bank missions in conducting regular oversight of the project financial management and in responding properly to comments and recommendations made.

**Qualification requirements:**

The Financial Management Specialist should have**:**

* + University degree in economics, accounting, finance or related fields;
  + At least 5 years of previous work experience in accounting/financial management;
  + Knowledge of international and national accounting standards;
  + Previous work experience in projects financed by international financial organizations will be an advantage;
  + Fluent in Romanian;
  + At least intermediate level of English language proficiency;
  + Computer proficiency (1C, Windows, MS Office, Internet Explorer);
  + Knowledge of education and construction sector will be an advantage.
    - 1. **Environmental Specialist**
  + As part of the ESMF, the Specialist will conduct the whole environmental screening process and determine the environment impacts and vulnerabilities, assess an environment risk category/level, and identify risk management opportunities/strategies as to determine the adequate ESS instrument to be applied for the received applications (subproject proposals).
  + Ensure that no Bank Safeguard standards other than ESS1, ESS2, ESS3, ESS4 and ESS10 are relevant for proposed sub-project, as any supplementary ESS relevant would require a modification of the Loan Agreement and of the ESCP. Any activities under the Bank Projects will be required to have an Environmental and Social Management Plan (ESMP) in place prior to physical start of Works on site that would identify potential environmental impacts and provide adequate mitigation measures. The ESMP/ ESMP checklist need to be cleared by the Bank, pass through a public consultation process, completed with the results of public consultation and its final version cleared by the Bank. The ESMP will be part of the bidding documentation and will become part of the Works contractor obligations.
  + Provide assistance to the project to determine the exact impacts that can be generated by proposed activities supported under project activities, as well as prescribe the required mitigation actions to be taken;
  + Conduct screening and ensure that due environmental work (ESIAs/ESMPs) is prepared for the proposed investments;
  + Monitor and report, on a regular basis, the environment impacts of project financed activities and ensure that mitigation actions are carried out. The Environmental Specialist will also have to visit each Project beneficiaries, and ensure proper monitoring for all activities;
  + Support the MoER and Project beneficiaries in environmental policies and procedures covering legal and administrative conditions in terms of completeness and appropriateness with regard to the Project activities;
  + Ensure that each Project beneficiary has a separate individual file that would be filled in with the set of environmental documents according to the planned activities and assigned risk category (Checklist, Environmental Impact Assessment, necessary authorizations);
  + Conduct quality control of ESS instruments in line with ESF requirements prior to Bank submission and dealing with the comments as may be received from the Bank;
  + Elaborate the environmental checklist according to the Environmental and Social Management Plan;
  + Monitor the Environmental and Social Management Framework implementation and provide technical assistance provision;
  + Provide support and coordinate with the M&E experts in analysis of the environment impact related topics;
  + Draw up narrative reports on Project beneficiaries after field visits, including facilitating the development and issuing of environmental advice upon hand-over of the sub-projects;
  + Co-ordinate with Social Specialist to ensure that Labor Management procedures (LMP) of the project are duly implemented and guide the project staff/workers to conduct Occupational Safety and Health Administration (OSHS) standards of the Project and occupational health and safety requirements duly requested by the Republic of Moldova legislation;
  + Prepare quarterly progress reports on environment management work of the project including the actions taken;
  + Prepare annual reports on ESMF progress and implementation status;
  + Report to the Project Coordinator on these activities.

**Qualification requirements:**

The Environmental Specialist should have**:**

* Degree in the environmental sciencenatural resources management, environmental or civil engineering, or related discipline.
* Minimum of 5 years of relevant professional experience, including applied experience in Environmental risk management in investment projects (international and local);
* Working experience with international organizations and / or similar projects for at least 2 years would be an asset;
* Experience of implementing similar assignments at the local, regional or national level. Knowledge of international good practice for management of E&S risks, including World Bank ESF/Safeguards policies and International Finance Corporation (IFC) Sustainability Framework and supporting documents such as Guidance Notes, EHS Guidelines;
* Previous experience with World Bank-funded projects as environmental reviewer and an understanding of its requirements would be an advantage;
* Strong analytical skills, ability to think strategically, analyse and synthesize diverse environmentally related data and information;
* Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions;
* Excellent spoken and written Romanian;
* Knowledge of English would be an asset.
  + - 1. **Social Development Specialist**

To achieve the assignment’s objectives, the Social Development Specialist with experience in gender-based violence (GBV) prevention and response shall perform the following tasks:

Overall Compliance with ESF:

* Supporting the MoER and Project beneficiaries during Project implementation in terms of compliance with the ESF standards of the World Bank;
* Providing support and coordinate with the Environmental, Communicational and M&E experts in analysis and management of the social impact related to the Project;
* Providing monitoring visits on social issues of the Project including selective visits with social risks assessment of construction sites and educational institutions participating in the Project;
* Providing support in the social risks and impacts avoidance and mitigation during the Project implementation, including but not limited to, the proper and timely stakeholder engagement process, prevention of the Gender Based Violence / Sexual Exploitation Abuse and Harassment, social inclusion of the vulnerable groups defined in the Project’s Stakeholders Engagement Plan (SEP) or identified during the Project implementation, prevention of the forced and child labor and other mitigation measures provided in the prepared ESF documents;
* Providing operational support on social risk management including undertaking regular site visits, to assist task teams to review ESF documentation and implementation, to ensure that social issues have been adequately addressed and that the Project is in compliance with ESMF;Prepare or contribute to the development of the social aspects in the Environmental and Social Management Plans (ESMPs)/ESMPs check lists in accordance with the Project’s ESMF, as well as the Bank’s ESF standards;
* Ensuring that all subprojects are properly audited and categorized on social risk according to the Project’s Environmental and Social Management Framework (ESMF);
* Identify potential impacts related to any land acquisition issues under EQIP activities and advice, provide clear guidance to PMTs to make sure that ESS5 is not triggered;
* Ensure in collaboration with the Environmental Specialist that Labor Management Procedures (LMP) of the project are duly implemented and guide the project staff/workers in the LMP implementation;
* Contribute in developing, updating and implementation of SEA/SH Action Plan;
* Promote and contribute to analyses of strengthening social aspects such as gender, child protection, Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA) etc.;

Stakeholder Engagement and Public Consultations:

* Provide support to MoER for improving and implementing citizen engagement mechanisms.
* Work closely with the Communication Specialist to foster links between stakeholder’s engagement in internationally financed projects and other efforts being made to facilitate dialogue between state and civil society actors.
* Support implementation of Stakeholder Engagement Plan (together with Communication Specialist) through organization of public consultations with stakeholders in the framework of Project implementation and ensuring the access of citizens and local communities to results of public consultations, obtaining of feedback from local communities representatives (as applicable);
* Develop a systematic approach to cooperation with the relevant project stakeholders for the effective communication;
* Support MoER to obtain feedback from local communities’ representatives on Project implementation;
* Plan, organize, and document public consultations with project affected persons and other stakeholders, including local communities and open meetings with project beneficiaries
* Contribute in preparation guidance, training materials and organization of trainings/workshops for project beneficiaries.

Implementation of the LMP:

* Ensuring that the provisions on labour conditions are complied for the personnel/employees of the Project.
* Monitor requirements for fair treatment and arrangements for addressing worker grievances.
* Monitor the compliances on the construction sites with the measures to prevent Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH)

Project-level Beneficiary Feedback and Grievance Redress Mechanism

* Contribute into the design of grievance redress mechanism (GRM).
* Operationalize project level GRM and serve as focal point for feedback/grievance handling and reporting under the Project, maintaining the GRM log;
* Organize grievance management trainings with responsible persons from education institutions and/or local communities;
* identify actual issues in communication with local communities through the implementation of grievance redress mechanism and assistance with the preparation of responses to feedback, complaints and grievances;
* ensure registration of all grievances and documentation regarding the resolution of issues raised are addressed;
* together with Social Development Specialist from NORLD handle and register complaints associated with SEA/SH and VAC including referral to specialized national service providers;
* Contribute to development of beneficiary/user surveys, and support preparation of draft Terms of Reference, evaluation reports, and/or performance monitoring with methodological requirements of beneficiary feedback/survey reports;
* Advisory support to MoER in the establishment and maintenance of the effective grievance redress mechanism in the implementation of the Project.

Reporting

* Preparation of social part of quarterly reports for PIU and World Bank on compliance with ESF standards including measures taken and submitting to the Bank updated GRM log;
* Contribute to semi-annual project reports, midterm and final project completion reports required according to the Loan Agreement for the Project as well as other project reports as required by MoER.
* Report to the Project Coordinator on these activities.

Supporting ESF implementation with Contractors

* organize or contribute to trainings for Contractors’ environmental and social management specialists (and local communities’ representatives, if needed) on ESF standards applicable to the Project;
* together with Social Development Specialist from NORLD , oversee the preparation of the Contractors’ environmental and social management plans (ESMPs)/C-ESMPs checklists in order to monitor Contractors’ consideration of ESF standards;
* together with Social Development Specialist from NORLD, conduct regular monitoring of Contractors’ ESMPs/C-ESMPs checklists and implementation of ESF standards.

Other

Fulfilling other tasks and contributing to the Project activities and objectives as required by MoER.

**Qualification requirements:**

The Social Development Specialist should have**:**

* Bachelor or equivalent qualification/degree, preferably in social science, gender studies, communications, education, economy or a closely related field;
* A Master's degree in relevant field would be an asset;
* At least 3 years of prior work experience in dealing with education and social development especially in the national, regional, or international context including policy, citizen engagement;
* 5 years of experience would be a strong asset;
* Prior work experience in GBV prevention;
* Understanding of gender equality, child protection, and addressing SEA/SH issues.
* Strong knowledge of Environmental and Social Framework principles and practices and understanding of their implementation mechanisms.
* Expert understanding of Moldovan legislation on social protection, access to information, public consultation, grievances, human rights;
* Strong experience in communication with government partners, education institutions, and local communities;
* Experience in conducting public events (round tables, public hearings, trainings) with stakeholders;
* Proved experience in constructing and implementing stakeholder engagement programs with a range of stakeholders and the preparation of surveys would be an asset;
* Experience in developing awareness materials for projects or institutions;
* Experience in social issues under the Bank Project would be considered a strong advantage;
* Proven track record of supporting, advising, and collaborating with Government entities;
* Fluency in written and spoken Romanian;
* Knowledge of English would be an asset.
  + - 1. **Communication Specialist**

The local communication/PR consultant will have the following responsibilities:

1. **Develop and coordinate the implementation of the Communication Strategy for Education Quality Improvement Project:**

* Develop and update, as appropriate, the PR and Communication Strategy and work plan for EQIP;
* Provide support and improve the ToRs or/and technical specifications during the selection process of the Companies that will be mainly in charge of the Project Communication materials and PR strategy implementation;
* Coordinate the overall acceptance and approval process of the Reports and all communication activities/materials (press releases, thematic articles, announcements, etc.) developed by contracted companies within EQIP;
* Participate in project events, field trips visit to project sites and ensure development of articles on project progress and results, beneficiaries’ feedback, with inputs from stakeholders and disseminate them on MoER website, local and national mass media;
* Organize and moderate press conferences and press briefings on EQIP activities;
* Collaborate with responsible staff / similar subdivisions within the organizations/firms involved in the implementation of EQIP;
* Collaborate with responsible staff of the MoER and NORLD to ensure synergy on communication activities and materials related to EQIP;
* Oversee promotion on social media carried out by the contracted PR company and monitor reach audience.

1. **Oversee and provide quality control to the design of promotion and informational material on project implementation and results:**

* Review the developed promotional and information materials (text, printed, audio/visual) to be broadcasted/published by/in mass-media resources and on MoER website;
* Review of press-releases, articles/interviews, announcements related to project activities and achieved results developed by contracted companies.

1. **Monitoring of EQIP communication activities:**

* Support the monitoring and evaluation of contracted companies’ activities involved in the PR and communication campaign to ensure the communications objectives are met and the strategy is effective, and provide suggestions of improvements, as appropriate;
* Monitor the national media, including social media, qualitative and quantitative analyses of publications related to EQIP during the project implementation;
* Monitor the broadcasting of video and audio materials in national TV and Radio channels and propose improvements;
* Provide technical support to ensure that a set of communication performance indicators is identified and adjusted as necessary, and these communication indicators are incorporated the annual work plan;
* Undertake lessons learned review of successful and unsuccessful communication experiences and share observations/findings with the project.

**Managing media relations:**

* Lead Project relationship building with press in country, maintain and update database of relevant press;
* Respond timely and clearly to media inquiries and to a variety of inquiries and media information requests (including replies to correspondence) related to the Project;
* Identify topics, success stories, news-related development and coverage of interest;
* If applicable or upon necessity, organize roundtable discussions, press conferences, and briefing sessions with press on the Project related matters;

Participate in support missions of the project.

**Qualification requirements:**

The Communication Specialist should have**:**

* Academic background in journalism, communication or other relevant area;
* At least 3 years of professional experience in communication;
* Work experience in projects financed by international organizations will be an asset;
* Strong experience in development and implementation of communication strategies and campaigns (involving TV, radio, written media, web media etc.);
* Proved Professional experience in working with media institutions;
* Excellent computer skills;
* Flexibility and good analytical skills;
* Good knowledge of Romanian language;
* English knowledge would be an asset.

**Annex 11: Key tasks for Project Management Team under NORLD**

1. **Project Manager**

The Project Manager shall:

* Oversee Project implementation, including the achievement of project objectives;
* Manage the PMT staff under NORLD;
* Represent the NORLD in its relations with the state and public organizations and with the Bank;
* Communicate with the MoER and the Bank;
* Administrate the assets and the financial resources of the Project under NORLD according to the Bank rules;
* Provide NORLD Director with all support required to sign the Project documents, which include civil works contracts and services contracts with consultants (design services and technical supervision of civil works, other goods and services), office correspondence, documents regarding withdrawals from Financing Accounts and payments from the Designated Accounts, and other documents required by local legislation;
* Distribute the tasks and responsibilities among the Project key persons and other employees of the NORLD involved in Project implementation;
* Employ staff based on minimal requirements described for each consultant under the Project, and their dismissing, determine the job obligations and work programs for them; and
* Coordinate the Grievance Redress Mechanism (GRM) at NORLD level.

**Qualification requirements:**

* A university degree and a master’s degree in relevant area (administration, economics, etc.)
* At least five years working experience in project management and planning, preferably in the education sector;
* Fluent in Romanian and English (both oral and written);
* Demonstrated ability to work in teams, communicating with all team members and coaching more junior members of the team;
* Demonstrate strong interpersonal skills and good written and oral communication skills in Romanian;
* High standards of personal integrity and ability to treat all individuals with fairness and respect;
* Experience working with Bank-supported projects will be an added advantage.

1. **Monitoring and Evaluation Specialist**

To achieve the assignment’s objectives, the Consultant shall perform the following tasks:

*Implementing Phase*

The Monitoring and Evaluation Specialist is expected to:

* Develop and maintain a comprehensive a Monitoring & Evaluation (M&E) Database for data monitoring and evaluation of the to measure projects implementation actions;
* Develop and implement of the monitoring and evaluation plan for sub-components under NORLD responsibility;
* Support the implementation of the EQIP operations manual;
* Support the implementation of the EQIP working plan 2023-2029;
* Support the implementation of the EQIP Annual Operations Plan;
* Ensure regularly data collection in a technically accurate and error-free format (projects progress reports, monitoring indicators and on eventual implementation issues etc.), data analysis and results evaluation;
* Ensure that, in general, project monitoring arrangements comply with the project’s documents, operational manual, M&E strategy etc.;
* Periodically review the tools for monitoring and evaluation and make adjustments (as necessary) to facilitate objective measurement of indicators included in the results framework and;
* Evaluate implementation processes and performance, and report on the progress achieved, outcomes generated, as well as to warn on implementation issues, risks, and threats. Recommend mitigation measures;
* Support the Project Manager in other activities defined in the operational manual.

*Closing Phase*

The Monitoring and Evaluation Specialist is expected to:

* Organize and archive all relevant information collected during the Project life cycle according the operational manual and M&E Strategy.
* Supervise that all consultancy products and services, hired/ bought for M&E activity, are delivered before the closing date of the Project.
* Disseminate in cooperation with the EQIP Monitoring and Evaluation Specialist under MoER the monitoring data and evaluation results.
* Support the Project Manager in organizing a final dissemination event to show the results and impact achieved.

**Qualification requirements:**

* University degree in public administration, social sciences, economics, or other relevant discipline, postgraduate;
* At least 3 years of experience in monitoring and evaluation of projects, or relevant experience, financed by international organizations;
* Working experience in education system policies will be an advantage;
* Professional experience in implementing the Banks` projects and good knowledge of the Bank procedures will be an asset;
* Strong computer skills, specifically with MS Office, in particular MS Excel, and ability to master other software quickly.
* Flexibility and good analytical skills;
* Excellent knowledge of English and Romanian (both written and oral) and ability to develop documents in English.

1. **Procurement Specialist**

The Procurement Specialist will have the following responsibilities:

The individual consultant to be hired based on these Terms of Reference shall:

a) Advise Project Manager (PM) and NORLD Director and relevant staff on the procurement related matters and assist the PM with communicating to the Project Coordinator on the issues related to procurement;

b) In cooperation with the PM and implementing departments, update on a regular basis the Project Procurement Plan and submit it to the Bank for review and approval through the Systematic Tracking of Exchanges in Procurement (STEP);

c) In cooperation with NORLD carry out the related procurement activities in accordance with the World Bank ‘Procurement Regulations for IPF Borrowers: Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services’, dated November 2020 (the Procurement Regulations), as well as with the latest Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits.

The actions to be taken envisage the implementation of the following main activities:

* Preparation of procurement documents with technical input from NORLD;
* Launch the procurements process and ensure advertising;
* Organize and oversee clarification meetings (if applicable);
* Ensure clarifications to Bids/Proposal are distributed;
* Organize logistics for Bid/Proposal submission;
* Oversee and organize logistics concerning evaluation;
* Prepare and submit the evaluation reports to the Bank (for prior review activities) with
* technical input from the NORLD;
* Prepare the draft contracts;
* Participate in contract negotiations;
* Monitor contract implementation with support from PM;
* Keep procurement documents in prescribed way and for prescribed period;
* Carry out other assignments and activities related to the Project implementation within his/her competence upon request of the PM.

d) Liaise with beneficiary departments / institutions to finalize technical specifications for goods and services to be procured for them and assure that technical specifications are vendor neutral;

e) In cooperation with the PM and NORLD implementing departments prepare regular procurement monitoring reports for the NORLD and the Bank (as part of regular project progress reports).

**Qualification requirements:**

The Consultant should meet the following mandatory qualifications:

* Higher education degree in economics, law, public administration, or related field;
* Proven expertise and knowledge of the Bank or similar international organizations/agencies procurement rules and procedures;
* At least 3 years of working experience in the field of procurement in projects financed by the Bank or other international organizations/agencies;
* Practical experience of procurement in public institutions and organizations or enterprises will be considered an advantage;
* Excellent knowledge of Romanian (both written and oral);
* At least intermediate level of English language proficiency;
* Knowledge of STEP would be an asset;
* Excellent knowledge of common PC office tools.

1. **Financial Management Specialist**

The FM Specialist will work on financial management and disbursement procedures, administration of funds, and financial reporting. The specific tasks are:

* Develop the Project accounting system in accordance with Bank and Government accounting, reporting and auditing requirements, subsequently operate and update the system as necessary;
* Keep detailed Project accounts for IBRD Loan and Grants funds in accordance with Bank and Government accounting and auditing requirements, using the above developed accounting system and the national accounting system of the MoER;
* Prepare quarterly and annual Project budgets, and monitor budget execution and submit to the MoER;
* Prepare and submit to MoER regular disbursement forecasts for the Bank and national
* authorities;
* Prepare and submit to MoER regular Project financial statements (quarterly or monthly, if
* necessary) in accordance with Bank and Government reporting requirements;
* Prepare and submit to MoER all Financial Monitoring Reports, disbursement documents and documents for supplementing the Designated Account;
* Set up and keep detailed financial records in accordance with the methodological rules on
* accounting and financial reporting in the budgetary system for easy access by the Bank supervision mission and auditors;
* Carry out any other activities related to Project financing and reporting as indicated by the Project Manager;
* Keep evidence of goods received from each supplier, according to Moldovan law. The

evidence will be done by items and amounts – how many goods were received and how much was paid. To calculate the balance for each supplier at the end of each month;

* Provide guidance and support to the sub-project beneficiaries on project financial management matters and provide FM training if required;
* Collect and keep copies of the sub-project financial documentation for each beneficiary;
* Verify the financial reports prepared and consolidate the information contained there into overall project financial statements. The information is further submitted to MoER;
* Collaborate with the MoER, Treasury, record of consultancy contracts and payments;
* Keep the accounts in accordance with the requirements of the Ministry of Finance;
* Prepare quarterly and annual financial reports for the Ministry of Finance and share them with the Administrative Financial Department of the NORLD;
* Prepare project annual financial statements for an independent financial audit; coordination of audit activities and cooperation with the auditor and MoER;
* Follow up on audit recommendations, prepare an Action Plan and share it with the MoER;
* Collaborate with the Bank missions in conducting regular oversight of the financial management of the project and in responding properly to comments and recommendations made.

**Qualification requirements:**

* + University degree in economics, accounting, finance or related fields;
  + Working experience with international organizations and / or similar projects for at least 2 years;
  + At least 5 years of previous work experience in accounting/financial management;
  + Knowledge of international and national accounting standards;
  + Minimum 2 years experience in projects financed by international financial organizations;
  + Fluent in Romanian;
  + Knowledge of English will be an advantage;
  + Computer proficiency (1C, Windows, MS Office, Internet Explorer);
  + Knowledge of education and construction sector will be an advantage.

1. **Environmental Specialist**

To achieve the assignment’s objectives, the Environmental Specialist shall perform the following tasks:

* As part of the ESMF, the Specialist will conduct the whole environmental screening process and determine the environment impacts and vulnerabilities, assess an environment risk category/level, and identify risk management opportunities/strategies as to determine the adequate ESS instrument to be applied for the received applications (subproject proposals);
* Check if any proposed sub-project has components with relevance over other ESS than the ESSs initially considered (ESS1, ESS2, ESS3, ESS4 and ESS10) and inform PMT about, as any supplementary ESS relevant would require a modification of the Loan Agreement and of the ESCP. Any activities under Bank Projects are be required to have an Environmental and Social Management Plan (ESMP) in place prior to start of physical works on site that would identify potential environmental impacts and provide adequate mitigation measures. The ESMP/ ESMP checklist need to be cleared by the Bank, pass through a public consultation process, completed with the results of public consultation and its final version cleared by the Bank. The ESMP will be part of the bidding documentation and will become part of the Works contractor obligations;
* Provide assistance to the project to determine the exact impacts that can be generated by proposed activities supported under project activities, as well as prescribe the required mitigation actions to be taken;
* Conduct screening and ensure that due environmental work (ESIAs/ESMPs) is prepared for the proposed investments;
* Monitor and report, on a regular basis, the environment impacts of project financed activities and ensure that mitigation actions are carried out as per approved ESMP. The Environmental Specialist will also have to visit each Project beneficiaries, and ensure proper monitoring for all activities;
* Support the NORLD and Project beneficiaries in environmental policies and procedures covering legal and administrative conditions in terms of completeness and appropriateness with regard to the Project activities;
* Ensure that each Project beneficiary has a separate individual file that would be filled in with the set of environmental documents according to the planned activities and assigned risk category (Checklist, Environmental Impact Assessment, necessary authorizations);
* Contributes to the development of the chapter “Environmental protection” for civil works contracts for EQIP beneficiaries and Evaluation of the environmental chapter of the project documentation in compliance with the requirements of the national legislation and the Bank, stipulated in the ESMF and ESMP;
* Conduct quality control of ESS instruments in line with ESF requirements prior to MoER/NORLD submission and dealing with the comments as may be received from the Bank;
* Elaborate the environmental checklist according to the Environmental and Social Management Plan;
* Monitor the Environmental and Social Management Framework implementation and provide technical assistance;
* Provide support and coordinate with the M&E experts in analysis of the environment impact related topics;
* Draw up narrative reports on Project beneficiaries after field visits, including facilitating the development and issuing of environmental advice upon hand-over of the sub-projects;
* Co-operate with Social Specialist to ensure that Labor Management procedures (LMP) of the project are duly implemented and guide the project staff/workers to conduct Occupational Safety and Health Administration (OSHS) standards of the Project;
* Prepare and provide ad-hoc reports, information notes, and other project progress information;
* Co-ordination with other departments and agencies with particular reference to preparation;
* Upon completion of the assignment, provide a final report on activities performed;
* Perform other tasks and responsibilities related to the environmental issues as might be requested by the Project Manager;
* Prepare quarterly progress reports on environment management work of the project including the actions taken Prepare annual reports on ESMF progress and implementation status;
* Report to the Project Manager on these activities.

**Qualification requirements:**

* Degree in the environmental science, social, natural resources management, environmental or civil engineering, or related discipline.
* Minimum of 5 years of relevant professional experience, including applied experience in Environmental risk management in investment projects (international and local);
* Working experience with international organizations and / or similar projects for at least 2 years would be an asset;
* Experience of implementing similar assignments at the local, regional or national level. Knowledge of international good practice for management of Environmental risks, including World Bank ESF/Safeguards policies and International Finance Corporation (IFC) Sustainability Framework and supporting documents such as Guidance Notes, EHS Guidelines;
* Previous experience with World Bank-funded projects as environmental reviewer and an understanding of its requirements would be an advantage;
* Strong analytical skills, ability to think strategically, analyse and synthesize diverse environmentally related data and information;
* Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
* Excellent spoken and written Romanian;
* Knowledge of English would be an asset.

1. **Social Development Specialist**

To achieve the assignment’s objectives, the Social Development Specialist with experience in gender-based violence (GBV) prevention and response shall perform the following tasks:

Overall Compliance with ESF:

* Supporting the NORLD, MoER and Project beneficiaries during Project implementation in terms of compliance with the ESF standards of the World Bank;
* Providing support and coordinate with the Environmental, Communicational and M&E experts in analysis and management of the social impact related to the project;
* Providing monitoring visits on social issues of the Project including selective visits with social risks assessment of construction sites and educational institutions participating in the Project;
* Providing operational support on social risk management including undertaking regular site visits to assist task teams to review ESF documentation and implementation to ensure that social issues have been adequately addressed and that the project is in compliance with ESMF;
* Prepare or contribute to preparation of Environmental and Social Management Plans (ESMPs)/ESMPs check lists in accordance with the Project’s ESMF, as well as the Bank’s ESF standards;
* Ensuring that all subprojects are properly audited and categorized according to the Project’s Environmental and Social Management Framework (ESMF);
* Identify potential impacts related to any land acquisition issues under EQIP activities and advice, provide clear guidance to PMTs to make sure that ESS5 is not triggered;
* Ensure that Labor Management Procedures (LMP) of the project are duly implemented and guide the project staff/workers to conduct Occupational Safety and Health Administration (OSHS) standards of the Project;
* Contribute in updation and implementation of SEA/SH Action Plan;
* Promote and contribute to analyses of strengthening social aspects such as gender, child protection, Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA) etc.;

Stakeholder Engagement and Public Consultations:

* Provide support to MoER for improving and implementing citizen engagement mechanisms.
* Work closely with the Communication Specialist to foster links between stakeholder’s engagement in internationally financed projects and other efforts being made to facilitate dialogue between state and civil society actors.
* Support implementation of Stakeholder Engagement Plan (together with Communication Specialist) through organization of public consultations with stakeholders in the framework of Project implementation and ensuring the access of citizens and local communities to results of public consultations, obtaining of feedback from local communities representatives (as applicable);
* Develop a systematic approach to cooperation with the relevant project stakeholders for the effective communication;
* Support MoER to obtain feedback from local communities’ representatives on Project implementation;
* Plan, organize, and document public consultations with project affected persons and other stakeholders, including local communities and open meetings with project beneficiaries
* Contribute in preparation guidance, training materials and organization of trainings/workshops for project beneficiaries.

Management of labor and OCCUPATIONAL HEALTH AND SAFETY (OHS) requirements:

* Ensuring compliance with health and safety standards by the personnel/employees of the Project;
* Monitor requirements for fair treatment and arrangements for addressing worker grievances;
* Monitor the compliances on the construction sites with the measures to prevent Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH).

Project-level Beneficiary Feedback and Grievance Redress Mechanism

* Contribute into the design of grievance redress mechanism (GRM);
* Operationalize project level GRM and serve as focal point for feedback/grievance handling and reporting under the Project, maintaining the GRM log;
* Organize grievance management trainings with responsible persons from education institutions and/or local communities;
* identify actual issues in communication with local communities through the implementation of grievance redress mechanism and assistance with the preparation of responses to feedback, complaints and grievances;
* ensure registration of all grievances and documentation regarding the resolution of issues raised are addressed;
* Contribute to development of beneficiary/user surveys, and support preparation of draft Terms of Reference, evaluation reports, and/or performance monitoring with methodological requirements of beneficiary feedback/survey reports;
* Advisory support to MoER in the establishment and maintenance of the effective grievance redress mechanism in the implementation of the Project.

Reporting

* Preparation of social part of quarterly reports for PIU and World Bank on compliance with ESF standards including measures taken and submitting to the Bank updated GRM log;
* Contribute to semi-annual project reports, midterm and final project completion reports required according to the Loan Agreement for the Project as well as other project reports as required by MoER;
* Report to the Project Coordinator on these activities.

Supporting ESF implementation with Contractors

* organize or contribute to trainings for Contractors’ environmental and social management specialists (and local communities’ representatives, if needed) on ESF standards applicable to the Project.

Other

Fulfilling other tasks and contributing to the Project activities and objectives as required by MoER.

**Qualification requirements:**

The Consultant should have the following qualifications:

* Master's degree, preferably in social science, gender studies, communications, education, economy or a closely related field;
* At least 5 years of prior work experience in dealing with education and social development especially in the national, regional, or international context including policy, citizen engagement;
* 5 years of experience would be a strong asset;
* Prior work experience in GBV prevention;
* Profound understanding of gender equality, child protection, and addressing SEA/SH issues;
* Strong knowledge of Environmental and Social Framework principles and practices and understanding of their implementation mechanisms.
* Expert understanding of Moldovan legislation on social protection, access to information, public consultation, grievances, human rights;
* Strong experience in communication with government partners, education institutions, and local communities;
* Experience in conducting public events (round tables, public hearings, trainings) with stakeholders;
* Proved experience in constructing and implementing stakeholder engagement programs with a range of stakeholders and the preparation of surveys would be an asset;
* Experience in developing awareness materials for projects or institutions;
* Experience in social issues under the Bank Project would be considered a strong advantage;
* Proven track record of supporting, advising, and collaborating with Government entities;
* Fluency in written and spoken Romanian;
* Knowledge of English would be an asset.

1. **Engineer**

The engineer shall perform the following tasks:

* Prepare and plan the architectural studies and construction works;
* Organize and supervise the design procedures;
* Work closely with the Procurement Specialist on the design and civil works bidding documents;
* Organize and monitor the technical evaluation of the institution’s rehabilitation/construction within the Project;
* Supervise the contract documents signed between NORLD and the construction companies, as well as between NORLD and the technical supervisor (TS);
* Organize the technical supervision of the institutions rehabilitation/construction implementation and monitor the schedule of school rehabilitation implementation by the contractor, the payments and the quality of the executed works;
* Regularly reports the issue that arise to the Executive Committee of the NORLD during the implementation of the institutions rehabilitation/construction and, if necessary, presents proposals to improve the problematic situations;
* Monitors the payments to be paid for the executed works;
* Manages the process of creating the database of unit costs in construction and market prices;
* Is a member of the Bids Evaluation Commission within the NORLD for the activities under the Project;
* Is a member of the Executive Committee of the NORLD for the activities under the Project.

**Qualification requirements:**

* Higher technical education: engineering and management in construction, construction and civil engineering, architecture and urbanism;
* Minimum five years of experience as a specialist in the construction field, experience in civil engineering and architecture, working with international organizations;
* Proven experience of technical supervision of construction works of social objects costing at least 2 million MDL per object, in the last 5 years;
* Good knowledge of Romanian;
* Knowledge of English would be an asset;
* Developed organizational capabilities, good communication skills, high level of responsibility, creative approach in problem solving, experience in planning and analysing the work done, good computer knowledge.

**Annex 12. Interim Financial Reports**

|  |  |
| --- | --- |
| Balance Sheet  *(Euro/US$)* | |
| Assets |  |
| DA closing balance at the reporting period |  |
| Undisbursed balance under the project financing |  |
| Expenditures |  |
| Total assets |  |
|  |  |
| Funding |  |
|  |  |

|  |  |
| --- | --- |
| Statement of Designated Account for source ………….  *(Euro/US$)* | |
| Opening balance as at …….. |  |
| Add: Cumulative unexplained discrepancy |  |
| Advance during the period |  |
| Less: Refund to ………..during the period |  |
| Present outstanding amount advanced to DA |  |
| DA closing balance as at carried forward to next period |  |
| Add: Amount of eligible expenditures paid during period …………. |  |
|  |  |
|  |  |
| Total advance accounted for |  |
| Exchange rate differences |  |
|  |  |
|  |  |

**Report on financing sources and uses of funds, Report 1 - A**

**Period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding Source(s):\_\_\_\_\_\_\_\_\_\_\_\_**

*(Euro/US$)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Executed** | | | **Planned** | |  | **Deviations** | | |
| **Current Quarter** | **From the beginning of the year** | **From Project**  **starting** | **Current Quarter** | **From the beginning of the year** | **From Project**  **starting** | **Current Quarter** | **From the beginning of the year** | **From Project**  **starting** |
| **Opening balance** |  |  |  |  |  |  |  |  |  |
| Designated account IBRD |  |  |  |  |  |  |  |  |  |
| Designated account GPE |  |  |  |  |  |  |  |  |  |
| Designated account ELP |  |  |  |  |  |  |  |  |  |
| Designated account GCFF |  |  |  |  |  |  |  |  |  |
| Other account |  |  |  |  |  |  |  |  |  |
| **Plus: financing sources** |  |  |  |  |  |  |  |  |  |
| IBRD Loan |  |  |  |  |  |  |  |  |  |
| GPE Grant |  |  |  |  |  |  |  |  |  |
| ELP Grant |  |  |  |  |  |  |  |  |  |
| GCFF |  |  |  |  |  |  |  |  |  |
| **Total financing funds** |  |  |  |  |  |  |  |  |  |
| **Minus: use of funds** |  |  |  |  |  |  |  |  |  |
| **Goods, consulting services, non-consulting services, training, operational costs for parts 1.1(a), 2.1, 3.1, 3.2(a)** |  |  |  |  |  |  |  |  |  |
| **Goods, works, consulting services, non-consulting services, training, operational costs for parts 2.2(a), 2.3, 3.2(b)** |  |  |  |  |  |  |  |  |  |
| **School grants, non-consulting services, consulting services, training, operational costs for part 1.3** |  |  |  |  |  |  |  |  |  |
| **Goods, works,consulting services, non-consulting services, training,operational costs for parts 1.1(b)** |  |  |  |  |  |  |  |  |  |
| **Goods, works,consulting services, non-consulting services, training,operational costs for parts 2.2(b)** |  |  |  |  |  |  |  |  |  |
| **Total used** |  |  |  |  |  |  |  |  |  |
| Closing balance |  |  |  |  |  |  |  |  |  |
| Designated account IBRD |  |  |  |  |  |  |  |  |  |
| Designated account GPE |  |  |  |  |  |  |  |  |  |
| Designated account ELP |  |  |  |  |  |  |  |  |  |
| Designated account GCFF |  |  |  |  |  |  |  |  |  |
| Other account |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
| Foreign Exchange Difference |  |  |  |  |  |  |  |  |  |

**Report on expenditures shown under the main Project components and by main categories of expenditures, both for the current fiscal year and accumulated to-date, Report 1- B**

*(Euro/US$)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project components/ Activities** | **Actual** | | | | **Planned** | | | | | | **Difference** | | | | |
| **Current Quarter** | **From the beginning of the year** | **From Project**  **starting** | **Current Quarter** | | **From the beginning of the year** | | **From Project**  **starting** | | **Current Quarter** | | **From the beginning of the year** | | **From Project**  **starting** | |
| 1. | **Improve Quality of Teaching Practices** |  |  |  |  | |  | |  | |  | |  | |  | |
| 1.1 | 1.1 - Improve teaching practices of participating teachers |  |  |  | |  | |  | |  | |  | |  | |  |
| 1.2 | Develop, pilot, implement and evaluate a learning recovery program for disadvantaged students |  |  |  | |  | |  | |  | |  | |  | |  |
| 1.3 | Decentralized approach to teacher professional development and innovative instructional practices |  |  |  | |  | |  | |  | |  | |  | |  |
| **2.** | **Improve the Quality of Learning Environment in Participating Institutions** |  |  |  |  | |  | |  | |  | |  | |  | |
| 2.1 | Provision of equipment, learning materials for special needs and furniture to schools |  |  |  | |  | |  | |  | |  | |  | |  |
| 2.2 | Rehabilitation of selected schools and preschools |  |  |  | |  | |  | |  | |  | |  | |  |
| 2.3 | Building new and more resilient high schools |  |  |  | |  | |  | |  | |  | |  | |  |
| **3.** | **Strengthening the Capacity for Education Sector Management and Refugee Response** |  |  |  |  | |  | |  | |  | |  | |  | |
| 3.1 | Support nationwide education sector management and refugee response |  |  |  | |  | |  | |  | |  | |  | |  |
| 3.2 | Project management |  |  |  | |  | |  | |  | |  | |  | |  |
| **4** | **Contingent Emergency Response** |  |  |  |  | |  | |  | |  | |  | |  | |
|  | **Total expenditures of the Project** |  |  |  |  | |  | |  | |  | |  | |  | |

**Statement of expenditures (SOE)**

**Period made during the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOE No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Article** | **Suppliers’s Name** | **Type of good or service** | **Currency and total amount of contract** | **Currency and total Amount of Invoice Covered by Application** | **Currency and Amount Paid from DA** | **% Finance by NC portion** | **Amount Eligible for NC Loan (5x6)** | **% finance by GCFF** | **Amount Eligible for GCFF financing** | **Exchange Rate** | **Date of Payment** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Supporting documents for This SOE at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_ Location**

Designated Account reconciliation Statement

LOAN/CREDIT/PPF/COFINANCIAR NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNT NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WITH (BANK)\_\_\_\_\_\_\_\_\_\_\_

1. TOTAL ADVANCED BY WORLD BANK AND GCFF ……………….....

2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK ………………...

3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED

TO THE DESIGNET ACCOUNT ……………….....

**4. BALANCE OF DESIGNATED ACCOUNT PER ATTACHED**

**BANK STATEMENT AS OF DATE ………………….**

**5. PLUS: TOTAL AMOUNT CLAMED IN THIS**

**APPLICATION NO ……………….. …………………**

**6. PLUSTOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED**

**REASON:………………………… …...……………..**

**7. PLUS AMOUNT CLAIMED IN PREVIOUS APPLICATIONS**

**NOT YET CREDITED AT DATE OF BANK STATEMENTS ………………...**

**APPLICATION NO. AMOUNT\***

**……………………. ……………**

**……………………. ……………**

**SUBTOTAL OF PRECIOUS APPLICATIONS NOT YET CREDITED ………………..**

**8. MINUS INTEREST ERNED ……………….**

**9. TOTAL ADVANCE ACCOUNTED FOR ……………….**

**10.EXPLANATION OF DEFFERENCE BETWEEN THE**

**TOTALS APPEARING ON LINES 3 AND 9 ………………...**

**11. DATE :…………………….. SIGNATURES:………………….**

Annex 13. Subsidiary Agreement

*Subsidiary Agreement*

within the framework/in realisation of the

Education Quality Improvement Project

between the

Republic of Moldova

and the International Bank for Reconstruction and Development

**Loan No.** IBRD-9536-MD

GCFF TF No. TF0C1762

ELP Grant No. TF0C1507

**Reference No**.: MD-MOED-378043-CS-INDV

*Subsidiary Agreement*

concluded between

MINISTRY OF EDUCATION AND RESEARCH

and

NATIONAL OFFICE OF REGIONAL AND LOCAL DEVELOPMENT

Chișinău – 2023

*Subsidiary Agreement*

This *Subsidiary Agreement* is concluded on”\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023 between the Ministry of Education and Research (MoER) of the Republic of Moldova in the person of Mr. Dan PERCIUN, Minister, and the National Office for Regional and Local Development (hereinafter referred to as NORLD, and together with the Ministry of Education and Research referred to as the Parties) in the person of Mr. Mihail CROITORU, Director,

WHEREAS:

1. Through the Loan Agreement between the Republic of Moldova and the International Bank for Reconstruction and Development (hereinafter the Bank or World Bank) dated June 30, 2023 (Loan No. 9563-MD/ GCFF TF No. TF0C1762); and the Early Learning Partnership Multi-Donor Trust Fund Grant Agreement between the Republic of Moldova and the World Bank acting as administrator of the Early Learning Partnership Multi-Donor Trust Fund dated June 30, 2023 (ELP Grant Agreement TF0C1507) (hereinafter referred to the ELP Grant Agreement) regarding the implementation of components 2.2, 2.3 and 3.2 (B) of the Education Quality Improvement Project (hereinafter - the Project), in the total amount of \_\_\_\_\_\_\_\_\_\_\_\_ DST, is to be carried out by NORLD, under the conditions stipulated by the above-mentioned Loan Agreement, the ELP Grant Agreement, the Operational Manual for the implementation of the Project, approved by the Bank, and this Agreement;
2. The Operational Manual for the implementation of the Project provides the signing between the Ministry of Education and Research of the Republic of Moldova and the National Office for Regional and Local Development of a Subsidiary Agreement in accordance with the agreed terms and conditions and based on this *Agreement* will be made available to NORLD the resources granted according to the Loan Agreement and the ELP Grant Agreement.

The Parties sign this *Subsidiary Agreement* mentioned in point B. above, agreeing on the following:

**ARTICLE I**

**Definitions**

* 1. The Articles and Appendices of the Loan Agreement, the ELP Grant Agreement, and the Project's Operational Manual incorporated in this *Subsidiary Agreement* by reference may be modified and/or supplemented along the way with the understanding of the International Bank for Reconstruction and Development and the Ministry of Education and Research of the Republic of Moldova. In such cases the Ministry of Education and Research of the Republic of Moldova will immediately inform NORLD about the changes and/or additions made to be incorporated into this document.

**ARTICLE II**

**Subject matter of the Agreement**

* 1. Based on this Agreement, the Ministry of Education and Research of the Republic of Moldova, as the representative of the Government of the Republic of Moldova, authorizes NORLD to implement components 2.2, 2.3 and 3.2 (B) of the Project in accordance with the provisions of the Loan Agreement, the ELP Grant Agreement, and the Operational Manual of the Project.
  2. NORLD declares its adherence to the objectives set in the Loan Agreement, the ELP Grant Agreement, and the Project's Operational Manual, assuming the obligation to realize the Project, according to the provisions stipulated in the documents mentioned above, efficiently and with sufficient diligence, strictly following the best financial practices, administrative, engineering implementation of the Agreement.

**ARTICLE III**

**The Parties' obligations**

In order to realize this *Subsidiary Agreement* and implement the Project, the Parties assume the following obligations:

**2.3. Ministry of Education and Research of the Republic of Moldova:**

1. Will make available the amount of the Financial Contribution from the International Bank for Reconstruction and Development to NORLD in its capacity as the Implementation Agency of components 2.2, 2.3 and 3.2 (B) of the Project, in the form of a non-refundable financial contribution;
2. Will send to NORLD the list of facilities benefiting from selected investments and will ensure that it does not change during the implementation of the Project;
3. Will appoint a permanent member of the Commission for the evaluation of tenders carried out within the Project and will ensure his participation in the Commission's meetings;
4. Will organize quarterly progress monitoring meetings for implementation of components 2.2, 2.3 and 3.2 (B) of the Project for which NORLD is responsible;
5. Will monitor and evaluate the implementation of the Project by NORLD based on the indicators and reporting forms provided by the Operational Manual. Any request, received from the Ministry, which will contain a different type of reporting or in other terms than those provided in this Agreement, will be made only with the preliminary agreement of NORLD.

**NORLD will be responsible for realization of the following tasks:**

1. Organization of promotion and information campaigns regarding the purpose, objectives, activities of the Project;
2. Preparation, implementation, monitoring and evaluation of components 2.2, 2.3 and 3.2 (B) of the Project in accordance with the procedures and rules of the World Bank and the Operational Manual of the Project, including the Bank’s General Conditions for IBRD Financing, Investment Project Financing of January 2022; the International Bank for Reconstruction and Development and International Development Association Standard Conditions for Grant Financing Made by the Bank out of Trust Funds of February 2019; the Environmental and Social Commitment Plan for the Project; the World Bank Procurement Regulations for IPF Borrowers of November 2020; and the Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants of July 2016;
3. Technical, environmental and social evaluation of the beneficiary facilities/ sites;
4. Ensuring the verification and expertise of technical projects in accordance with the requirements of national legislation;
5. Providing technical assistance to the beneficiaries in the implementation of the rehabilitation and construction works, organizing trainings with the participation of the beneficiaries and all interested parties involved in order to effectively implement, rehabilitate the facilities and achieve the development objectives of the Project;
6. Documenting all the activities organized with the beneficiaries of the rehabilitation and construction works by signing the reports, record books, creating the database regarding the state of the facilities before and after implementation;
7. Ensuring transparent communication between NORLD and the donors, by sending a copy of the correspondence to the Project Management Team within the Ministry of Education and Research.
8. Ensuring compliance with the World Bank Environmental and Social Framework requirements, EQIP Environmental and Social Framework (ESMF), Environmental and Social Commitment Plan (ESCP), Labor Management Procedure (LMP), Sexual Exploitation and Abuse and Sexual Harassment Prevention and Response Action Plan (SEA/SH Prevention and Response Action Plan), Stakeholder Engagement Plan (SEP), safeguarding requirements for all facilities/sites, including GRM application and citizen engagement activities;
9. Registration of project forms in the Management Information System (MIS) of NORLD;
10. Procurement of works and services in order to carry out and supervise construction works according to the procedures and rules of the World Bank;
11. Ensuring the maintenance of an adequate financial management system capable of providing complete and accurate information on Project transactions, protecting Project assets and facilitating the use of funds for the intended purpose;
12. Ensuring access to all information related to the Project necessary for the annual audit of the Project to be carried out by the Court of Accounts;
13. Preparing a public procurement plan and updating it at least once a year for components 2.2, 2.3 and 3.2 (B) of the Project;
14. Maintaining registers and documents that unambiguously demonstrate all expenses incurred for works or services, necessary for the Project and that shall clearly identify the works or services financed from components 2.2, 2.3 and 3.2 (B) of the Project;
15. Allowing, at any time, the representatives of the Ministry of Education and Research and the World Bank to inspect the registers and documents mentioned above, as well as any other and all relevant documents for the implementation of the Project, to visit the facilities and rehabilitation/construction sites, in order to demonstrate the fact of the use of the Project amounts according to the stipulated purpose;
16. Signing the contracts with Contractors, Suppliers and Consultants for activities within the respective components;
17. Managing contracts signed with the companies within the Project. Ensuring that these contracts are implemented in accordance with the Project Loan Agreement and the ELP Grant Agreement, and applicable procurement and financial management procedures;
18. Submitting quarterly implementation progress reports to the MoER, informing about the financial and physical progress of the implementation based on the indicators and reporting forms agreed by the Parties. MoER will consolidate them and present them to the World Bank; Promptly informing the MoER about any conditions that may endanger the normal development of the Project and the achievement of the goals of the Loan Agreement and the ELP Grant Agreement or the fulfillment of the obligations assumed under this Agreement;
19. Supervising all works and services financed from the resources granted under the Loan and Grant Agreement for the respective components and ensuring that these are used exclusively for the purposes of the Project and in accordance with the Operational Manual of the Project.
20. NORLD, according to the execution of the works, ensures the record of investment costs of renovation/construction on the balance sheet of NORLD, and the volumes of works completed for the capital repair of fixed assets during the budget year will be transmitted until the end of the management year, to the authority/institution on the balance sheet which the respective fixed assets are located.
21. Beneficiaries of renovated/built facilities will ensure the registration of cadastral services at the Public Services Agency according to the legislation in force.

**ARTICLE IV**

**Dispute settlement, other provisions**

4.1. The Parties to this *Subsidiary Agreement* undertake to resolve amicably any disputes or differences arising from the application and interpretation of the Agreement.

4.2. All disputes and differences between the Parties, which cannot be resolved amicably, will be submitted for resolution to a competent court in the Republic of Moldova.

4.3. This Agreement will be governed and interpreted in accordance with the legislation in force of the Republic of Moldova, with the prevailing provisions of the Loan Agreement, the ELP Grant Agreement, and relevant international acts to which the Republic of Moldova is a party, in case of collision of these provisions with the internal legislation.

4.4. None of the Parties will be able to transfer to other legal entities or physical persons its rights and obligations arising from this Agreement, without the written approval of the other Party and without the consent in writing of the World Bank.

**ARTICLE V**

**Going into effect and termination**

This Agreement will enter into force and become effective from the date of its signing.

This Agreement will terminate when the obligations of the Parties have been fully fulfilled.

**ARTICLE VI**

**Final provisions**

Any information or action required or permitted under this Agreement, as well as any other agreements of the Parties to it, shall be made only in writing. Any information or action will be considered as transmitted only when delivered by post or electronic mail to a Party, by the Party obliged to transmit such information to the address below or to any other address indicated in writing by the receiving Party.

**Addresses of the Parties**

|  |  |
| --- | --- |
| *Ministry of Education and Research:*  Chişinău  str. Piața Marii Adunări Naționale 1  Ministry of Education and Research  of Republic of Moldova  Tel.: 23 35 75  Tel./fax: 24 00 55 | *NORLD:*  Chişinău  bd. Ştefan cel Mare, 124, 3 floor,  National Office of Regional and Local Development  Tel.: 27 91 21  Tel./fax: 27 53 20 |

This Agreement is drawn up in 2 original copies, which will serve as a common management tool.

The Parties will not undertake or engage in any activity that may involve in one way or another the modification, abrogation or subrogation of certain provisions of this Agreement or would lead to its denunciation,

FOR WHICH REASON, The parties, acting through their fully authorized representatives, signed this Subsidiary Agreement in Chisinau, on the date and year indicated above.

|  |  |
| --- | --- |
| **MINISTRY OF EDUCATION AND RESEARCH** | **NATIONAL OFFICE OF REGIONAL AND LOCAL DEVELOPMENT** |
| **Dan PERCIUN** | **Mihail CROITORU** |
| Minister | Director |
| Authorized Representative | Authorized Representative |

1. The definition of ”Component” in this document has the similar meaning as ”Part” in the Loan and Grants Agreements. [↑](#footnote-ref-2)
2. Complaints handling requirements should be in line with in the “[Procurement Regulations for IPF Borrowers](http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework) (Annex III) in case the SPDs are used. The Evaluation Committees, with the support of the PMT and NORLD, including the procurement specialists, would be in charge for replying to the complains received under the project procurement process. [↑](#footnote-ref-3)
3. Applicable for Prior Review contracts only [↑](#footnote-ref-4)
4. The MoER, with support of PMT and NORLD will inform through their website the representatives of civil society groups that may attend public bid openings and contract signing. [↑](#footnote-ref-5)
5. The Evaluation Committee will be assisted by the PMT experts on the technical, environmental, and social aspect [↑](#footnote-ref-6)
6. Applicable only in case of SPDs [↑](#footnote-ref-7)
7. According to the rules for each type of selection method and in case SPDs are used. [↑](#footnote-ref-8)
8. The following categories of disadvantaged students would be supported under the project: students from poor families, students from rural areas, girls, Roma students, refugees from Ukraine, at-risk students falling behind academically, and children with disabilities. [↑](#footnote-ref-9)