

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES - FIRMS SELECTION FOR TECHNICAL ASSISTANCE TO SUPPORT THE DEVELOPMENT OF AN ACTION PLAN FOR 10-YEAR PERIOD FOR INTEGRATED INVESTMENTS IN RESILIENT AND MODERN SCHOOL INFRASTRUCTURE)

COUNTRY: Romania

NAME OF PROJECT: Safer, Inclusive and Sustainable Schools Project

Loan No./Credit No./ Grant No.9236-RO

Assignment Title: Consulting Services for Technical Assistance to support the development of an action plan for 10-year period for integrated investments in resilient and modern school infrastructure.

The Government of Romania has received financing from the World Bank toward the cost of the Safer, Inclusive and Sustainable Schools Project (SISS Project) and intends to apply part of the proceeds for consulting services for Technical Assistance to support the development of an action plan for 10-year period for integrated investments in resilient and modern school infrastructure.

The SISS Project objectives are to improve the resilience, energy efficiency and learning environment of selected Project schools, and to increase institutional capacity for integrated investments in schools in Romania.

The consulting services (“the Services”) include development of an action plan for a 10-year period for integrated investments in resilient and modern school infrastructure, covering all types of schools in pre-university education, starting from kindergarten to high schools.

The action plan will capture needed investments for integrated retrofitting/rehabilitation, and reconstruction of schools, and other activities such as training/outreach to municipalities on the use of models/guidelines developed under the Project, facilitation the establishment of a network of schools, etc. The preparation of the action plan will require data collection on the seismic safety and energy efficiency of school buildings across Romania and the investment planning to reduce the energy intensity through efficiency measures and renewable energy options. Resilience of schools to climate disasters will be a key consideration in the action plan, as well as the potential for schools to be designated disaster shelters.

The Consultant will provide the services and the documents and reports described in Terms of Reference, available at <https://umpmsu.ro/sissp/achizitii/>

The services are estimated to be performed in 42 months, but no longer than December 2024.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Ministry of Education, through the School and University Network Modernization Project Management Unit (SUNMPMU) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- ❖ Strong and solid experience in investment planning.
- ❖ The firm should have completed at least two similar assignments at the national, regional, or local level.
- ❖ Proven capacity to manage large research projects at national or international level (at least 2 projects).
- ❖ Proven capacity to mobilize large teams of experts in different fields to ensure the necessary resources for all the activities.
- ❖ Administrative and professional capacity to coordinate activity and supervise/ monitor many different types of professionals.
- ❖ Availability of Core Personnel to execute the project.

Key Experts will not be evaluated at the shortlisting stage.

Interested consulting firms must provide and certify the following information, indicating the extent to which they are qualified to provide these services:

- ❖ copy of the tax registration certificate, tax code, and copy of the registration certificate at the Trade Register Office;
- ❖ ascertaining certificate issued by the Trade Register Office/operation authorization/other equivalents proving the form of registration and the fact that the consultant has the main or secondary field of activity registered in the ONRC certificate (authorized CAEN codes) that corresponds to this procedure;
- ❖ portfolio of similar projects, including references, ascertaining document regarding the fulfillment of contractual obligations, acceptance report, other relevant documents in support of the requirement;
- ❖ audited financial statements or, if not required by the law of the Bidder’s country, other financial statements acceptable to the Purchaser, for the last 3 years (i.e. 2020, 2021, 2022) prior to bid submission deadline, demonstrating the current soundness of the Bidder’s financial position;
- ❖ list of key specialized personnel

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” November 2020 edition (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality And Cost-Based method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours Monday - Thursday from 8:30 to 16:30 hours and Friday from 08:30 - 14:00 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 27th of October 2023, 14:00 local time.

Ministry of Education - School and University Network Modernization Project Management Unit

Attn: Mirela - Otilia DÎRSTARU, Project Director, Oana Cozma - procurement specialist

Spiru Haret 12, 2nd floor, Postal code: 010176, Bucharest, sector 1, Romania

Tel: +40 21 310 22 07, Fax: +40 21 310 22 08

E-mail: office@umpmrsu.ro

TERMS OF REFERENCE

Consultancy services for Technical Assistance to support the development of an action plan for 10-year period for integrated investments in resilient and modern school infrastructure

I. SUMMARY

1.1 Background

The Ministry of Education, through the School and University Network Modernization Project Management Unit (SUNMPMU), is implementing the Safer, Inclusive and Sustainable Schools Project, financed by the International Bank for Reconstruction and Development (IBRD), Project no. 9236-RO, ratified by Romanian Law no. 299 of December 14th, 2021. The Loan Agreement Number 9236-RO was signed between the WB and the GoR, represented by MoF, on 6th of May 2021. The SISS Project is to be implemented over a period of six years, between 2021 and 2027.

The SISS Project Development Objectives (PDO) are to improve the resilience, energy efficiency and learning environment of selected Project schools, and to increase institutional capacity for integrated investments in schools in Romania.

1.2 Project description

The project has 5 components as follows:

Component 1: Integrated Investment in School Infrastructure

This component will finance all aspects associated with retrofitting and rehabilitation, or demolition and reconstruction, of about 55 of the highest-risk primary and lower secondary school buildings prioritized to be intervened under the Project, as well as the temporary relocation of students during works and outreach to Project schools and communities.

Component 2: Investing in Clever Classrooms

This component aims to finance investments in modern classroom furniture and equipment for the Project schools prioritized for retrofit-rehabilitation or demolition-rebuild under Component 1, with the objective of facilitating a better learning environment through investments in digitalization better-quality, and safer classrooms, and flexible and inclusive spaces.

Component 3: Foundations for Future Investments in Resilient and Sustainable and Modern Schools Infrastructure

This component will finance activities that create the enabling environment for a long-term investment program for resilient, modern, energy efficient and inclusive schools across Romania beyond the estimated 55 Project schools.

Component 4: Project Management

The component will focus on expanding and supporting the staff capacity needed to ensure successful implementation of the activities carried out under the proposed Project within the MoE Project Management Unit (SUNMPMU) and in associated stakeholder groups.

Component 5: Contingent Emergency Response Component

This component allows for rapid reallocation of uncommitted Project funds toward urgent needs in the event of a natural or man-made disaster (e.g., serious storms, floods, earthquakes, droughts), crisis, or public health emergency (disease outbreaks).

1.3 Project Beneficiaries

The estimated Project beneficiaries are as follows: Under Component 1, it is estimated that some 17,500 users of approximately 95 buildings across about 55 schools will benefit directly from the structurally and functionally upgraded education infrastructure. This includes teachers, students, and other users of the buildings. Under Component 2, the Project will support improvement of approximately 1,000 classrooms to provide modern and digital learning environments and, thus, to meet the differentiated needs of approximately 16,000 students. Moreover, 1,500 teachers will directly benefit from training provided under the Project, with additional teachers benefiting from training materials, such as e-modules, developed under the Project. Under Component 3, local authorities in areas of high seismic risk will receive model school designs, training packages, and streamlined Project preparation documents. As such, Component 3 is anticipated to enable and support the efficient and high-quality investment of funds available under the next EU programming period and is likely to provide benefit to more than 20,000 school building occupants. Communities will also benefit from the training on disaster and climate resilience under Component 3.

II. OBJECTIVE(S) OF THE ASSIGNMENT

The objective of this assignment is the development of an action plan for a 10-year period for integrated investments in resilient and modern school infrastructure, covering all types of schools in pre-university education, starting from kindergarten to high schools.

The action plan will capture needed investments for integrated retrofitting/rehabilitation, and reconstruction of schools, and other activities such as training/outreach to municipalities on the use of models/guidelines developed under the Project, facilitation the establishment of a network of schools, etc. The preparation of the action plan will require data collection on the seismic safety and energy efficiency of school buildings across Romania and the investment planning to reduce the energy intensity through efficiency measures and renewable energy options. Resilience of schools to climate disasters will be a key consideration in the action plan, as well as the potential for schools to be designated disaster shelters.

The action plan will include a list of schools prioritized based on the analysis.

III. SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES

To achieve the objective of this assignment, the company/organization to be hired under these Terms of Reference should carry out the following tasks and activities:

1. Preliminary activities

- Data collection related to disaster resilience, inclusiveness, sustainability, and energy efficiency (such as energy management systems), current O&M practices, and meeting of modern standards, and data systems' upgrading. The data will be gathered in a report, made publicly after the approving of the PMU, and may be the foundation for seminars/workshops with local authorities and other public institutions or key actors on local/regional development;
- National and sectorial strategies and priorities (such as considering energy efficiency, seismic risk reduction, multishift schooling, etc.). After consulting with key factors in the sector, the strategies will be disseminated at regional level in order to enhance the awareness of the need for such a long term strategy;
- procurement documents for preliminary technical studies for schools that will receive the EU, national, and/or local government funds for school infrastructure;
- Streamlined/simplified and model templates for procurement at various stages of investment;
- Guidance for central and local level authorities on designing and implementing safer, sustainable, and inclusive school project, focusing on various aspects such as planning, technical aspects, procurement, sustainable O&M;
- Analysis on investment needs in school infrastructure that should start from the preliminary analysis for prioritizing schools to be financed under the SIIR Project. This can serve as a baseline in the analysis;
- Results of consultancy services required to identify and address key implementation challenges. This results will be integrated in a report with recommended actions and mitigation risk of the implementation, that will be disseminated at the local/national level either by publication on PMU' site, either by events, or both.

2. ***The preparation of the action plan*** will be primarily based on data inputted by schools in the Romanian Education Management Information System (SIIR), and may require additional data collection and/or update/cleanup on:

- (a) ***Data on the school network, school population and school infrastructure***, such as the Romanian school network, including both legal entity and satellite schools, school plans (existing and forecasted), number of students per school, number of study formations, number of newborns per Territorial Administrative Unit (TAU), forecasted cohorts, school infrastructure (buildings and their characteristics, authorizations, facilities and utilities, rooms with their destination, facilities, lands etc.). See attached the annex of structure of SIIR including details of infrastructure component.
- (b) ***Sustainability*** shall consider indicators related to water source, sewage, heating system, sanitation, as well as energy certificate and energy class.
- (c) ***Inclusiveness*** shall consider students from minorities groups, students with special education needs, students from rural areas, and students from disadvantaged communities.
- (d) The ***energy efficiency of school buildings*** across Romania and the investment planning to reduce the energy intensity through efficiency measures and renewable energy options. This shall consider indicators related to the energy certificate and energy class, building envelope, e.g., doors and windows material, thermal insulation, etc., ventilation systems, air conditioning systems, and heating system for school buildings.
- (e) ***Resilience of schools to disasters*** will be a key consideration in the action plan, as well as the potential for schools to be designated disaster shelters. This will consider indicators related to the year of construction, structure, floors/diaphragms, and interior and exterior walls, seismic risk class, sanitary authorization for school buildings, current

level of damage, floor layout, height, number of floors, etc.). For the disaster/shelter part of the work, coordination with the IGSU is recommended.

3. Prepare an analysis with good-practice examples from at least 5 countries, leaders in terms of modern school infrastructure, based both on educational results (e.g., Finland) and economic results (e.g., the US). The action plan should include setting up an institutional mechanism to annually analyze the latest innovations and propose equipping schools with the newest technologies (e.g., AI-powered applications, robots, virtual reality or augmented reality kits). Modern school infrastructure should also refer to platforms critical for the future, such as platforms to teach children entrepreneurship and financial education.

4. Conduct a financial assessment, including (i) an analysis of current financing of school infrastructure (capital works and O/M), equipment and sources of funds, and (ii) a proposal of cost estimates per investments/ educational facilities.

5. Develop and implement surveys: one survey could be implemented before work begins, to better understand the needs of relevant stakeholders; the second survey could be organized mid-way through, to help identify the major objectives (and help reducing the number of objectives to a few key ones); a third survey could be organized at the end of the work, to help identify the priority interventions. The surveys will be developed by a sociologist, with attention to, inter alia: i) identifying the relevant survey population; ii) identifying a statistically significant survey sample; iii) proposing geographic area for implementation; iv) proposing the most efficient approach for carrying out the survey.

6. Organize communication and dissemination activities, including consultation meetings with major stakeholders at the national, county, and local levels, including Ministry of Development, Public Works, and Administration (MDLPA), Regional Development Agencies (ADR), and associations of municipalities, cities, and communes. This could also include the setting up of communication and dissemination platforms.

7. Organize training activities for central and local level authorities on designing and implementing safer, sustainable, and inclusive school projects, focusing on various aspects such as planning, technical aspects, procurement, sustainable O&M. The trainings will consist in workshops/round tables/courses/seminars with the representatives from local authorities. The consultancy firm will make the necessary arrangements in order to these events to take place, from contacting local authorities, representatives of DRAs, institution in charge with local/regional development, establishing the agenda of the events, providing speakers/trainers/invitees, providing the logistics (event hall, catering, materials). At these events, the results from the preliminary activities may be presented and handed over. The expected number of the persons trained is 150, of which 45% will be female beneficiaries.

8. Assistance in procurement of preliminary technical studies for schools that will receive the EU, national, and/or local government funds for school infrastructure; This activity will be on a case-to-case situation, on the local authorities request. The consultancy firm will elaborate a framework in procurement procedures to be followed, with the respect of national legislation or the legislation in force, depending on the financing programme.

9. Organize regular meetings with representatives of the SUNMPMU to monitor the implementation of the working plan, challenges faced, and remedial solutions during the carrying out of the activities.

10. Communicate proactively and regularly with the Project Director and the core team of the SUNMPMU staff.

11. Prepare the draft work plan, progress reports, and final report (see deliverables section). The work plan, and progress and final reports should be presented to and discussed with the Project Director and the core team of the SUNMPMU staff. All comments provided to the company/organization should be incorporated in the final version of these documents.

IV. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS

IV.1 Consultant Qualifications

The following qualifications are required for the proposed appointment:

- ✓ Strong and solid experience in investment planning.
- ✓ The firm should have completed at least two similar assignments at the national, regional, or local level.
- ✓ Proven capacity to manage large research projects at national or international level (at least 2 projects).
- ✓ Proven capacity to mobilize large teams of experts in different fields to ensure the necessary resources for all the activities.
- ✓ Administrative and professional capacity to coordinate activity and supervise/ monitor many different types of professionals.

The Consultant shall furnish documentary evidence (including information about the completed contracts and contact information of clients from whom the references could be taken) to demonstrate that it meets the qualifications requirements.

IV.2 Consultant's Staffing

The performance of the proposed assignment will require Key Professional Staff and Non-Key Staff. The Consultant should provide qualified staff, both key-experts and non-key experts considering the assignment requirements and implementation time frame. The number and level of effort for all experts shall be listed in the technical proposal and their costs included in the financial proposal.

Qualification of Key Experts

Key experts represent specific knowledge and/or expertise required for the successful project implementation. Although the Consultant will form project implementation team at its discretion, the Consultant shall provide following key experts with proved competencies. For proposed key experts the CVs need to be submitted, demonstrating the minimum qualifications requirements, as detailed below. Reallocation of competences among key experts and/or split of key expert competences is only allowed upon receipt of prior consent of the client.

Key Expert 1 - Project Coordinator

- ✓ Master's Degree in business administration, economics, finance, or relevant field.
- ✓ At least 15 years of experience working with national governments and/or local authorities, with a minimum of 10 years of professional experience in managing and

participating in international projects/programs. Previous experience in EU financing projects/programs would be an advantage.

- ✓ Familiarity with Romania's public finance management system.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management, interpersonal, and communication skills; proven capacity to draft synthesis reports.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 2 - Financial Specialist

- ✓ Master's degree/equivalent diploma in business, finance, economics, or related field.
- ✓ 10 years of experience in government finance in developing countries.
- ✓ Hands-on experience in government budgeting and financial management, including EU financing.
- ✓ Previous experience in at least 2 projects similar to the nature of this assignment.
- ✓ Specific experience in projects funded by international donors; experience with World Bank funded projects would be an advantage.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management and communication skills; proven capacity to draft synthesis reports.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 3 -Infrastructure specialist

- ✓ Master's degree in infrastructure, asset management, civil engineering, or related field.
- ✓ Experience of at least 7 years in infrastructure construction, maintenance, and operations with a minimum 5 years of experience in social infrastructure, preferably education.
- ✓ Proven experience in fixed assets, and particularly in social infrastructure, energy infrastructure, disaster management infrastructure.
- ✓ Excellent knowledge and understanding of recent trends and good practices in social infrastructure, preferably school infrastructure.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Proven experience to work effectively within a team.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 4 - Education Specialist

- ✓ Master's degree in education or related field (e.g., management and administration in education, economics of education).
- ✓ At least 10 years of professional experience in managing education projects (planning and implementing long term activities and coordinating teams).

- ✓ Experience in educational policy development and/or analysis; experience in providing evidence-based recommendations in education.
- ✓ Proven experience in education data and statistical analysis and interpretation.
- ✓ Specific experience in projects funded by international donors; experience with World Bank funded projects would be an advantage.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management and communication skills; proven capacity to draft synthesis reports.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 5 - Sociologist

- ✓ Master's degree in social science or related field (e.g., statistics, economics, etc.).
- ✓ At least 10 years of professional experience in managing social projects (planning and implementing long term activities and coordinating teams).
- ✓ Proven experience in designing and implementing large-scale surveys (at least two similar assignments).
- ✓ Specific experience in projects funded by international donors; experience with World Bank funded projects would be an advantage.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management and communication skills; proven capacity to draft synthesis reports.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 6 - Trainer

- ✓ Master's degree in social, economic, legal, technical, science or related field
- ✓ At least 5 years of professional experience in training
- ✓ Specific experience in projects funded by international donors; experience with World Bank funded projects would be an advantage.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management and communication skills; proven capacity to draft synthesis reports.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Key Expert 7 - Procurement Specialist

- ✓ Master's degree in economic, legal, technical, science or related field
- ✓ At least 5 years of professional experience in procurement

- ✓ Specific experience in projects funded by international donors; experience with World Bank funded projects would be an advantage.
- ✓ Proven experience to work effectively with a team, to organize activity, coordinate and supervise/monitor a large number and different types of professionals.
- ✓ Proven ability to implement multiple tasks at the same time, to work actively and diligently, and to efficiently manage resources to meet deadlines.
- ✓ Strong management and communication skills; proven capacity to draft synthesis reports.
- ✓ Work experience in Romania or other European countries is preferred.
- ✓ Good written and oral communication skills in English/ Romanian.

Qualification of Non-key experts

During the implementation of the project, besides key-experts, non-key experts may be required to join the team. In order to demonstrate the availability of such experts, the CVs for non-key experts should be included in the consultant's proposal. Such CVs will not be evaluated but used to demonstrate that the Consultant has access to such experts. The proposed non-key experts will only have to be listed in the technical proposal and indicate their costs in the financial proposal.

The requirements of the non-key experts for this contract are as follows:

- Fluency in both written and spoken English and Romanian;
- For Senior experts, a proven experience of not less than 5 (five) years is required in the areas relevant to their assignment;
- For Junior experts, a proven experience of not less than 2 (two) years is required in the areas relevant to their assignment;
- Proven specific professional experience in at least one relevant project to their assignment.

V. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

As a result of the services described above, the company/organization shall deliver the products specified in the table below. All deliverables shall be provided in English and Romanian language.

Deliverable	Due Date
Inception report Detailed draft work plan; data and information collection; investment plan framework and methodology; analysis with good-practice examples. The report will be related to task no. 1 and 3 mentioned in section III Scope of services, tasks (components) and expected deliverables	6 weeks from the date of commencement of the services
Progress report 1 Current situation diagnostic; communication plan for stakeholder engagement. The report will be related to task no. 2 mentioned in section III Scope of services, tasks (components) and expected deliverables	18 weeks from the date of commencement of the services

Deliverable	Due Date
<p>Progress report 2</p> <p>Financial assessment carried out for cost estimates. The report will be related to task no. 4 mentioned in section III Scope of services, tasks (components) and expected deliverables</p>	<p>32 weeks from the date of commencement of the services</p>
<p>Progress report 3</p> <p>Draft investment action plan and consultation with various stakeholders. The report will be related to task no. 5-8 mentioned in section III Scope of services, tasks (components) and expected deliverables</p>	<p>52 weeks from the date of commencement of the services</p>
<p>Final report</p> <p>Final investment action plan (incorporating stakeholder suggestions), including cost estimates per investments/ educational facilities. The report will include a description of tasks performed and the overview of the project results</p>	<p>In the last 2 weeks before contract completion</p>

Reporting Obligations

The Consultant shall report to the SISS Project Director. All deliverables shall be submitted to the SISS Project Director. All the progress reports will include (among others) a section on the progress made so far, will update the working plan and the methodology for fulfilment of tasks, will identify any aspects and solutions for obtaining a successful result for this consultancy.

The Consultant will submit for review and comments the reports in a draft form. PMU will provide feedback and comments within five (5) working days and the Consultant must submit back the final versions of the reports in a maximum of 3 working days.

All deliverables must be submitted in English and Romanian language, in one hard copy and one electronic format, using the Microsoft Office products (Word, Excel, Power Point and Access). The data files and the data analysis procedures should be presented in an electronic format agreed by the PMU and the Consultant.

The Consultant is expected to produce quarterly reports for the activities included in the work plan and a final report in the last month of the contract.

Proprietary Rights. All documentation compiled or prepared by the company/organization for the MoE and World Bank during the proposed assignment shall be confidential. The MoE shall, solely and exclusively, own all rights to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights. The company/organization is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of the MoE.

Confidentiality. The company/organization shall not at any time communicate to any person or entity any confidential information acquired during the proposed assignment.

VI. INSTITUTIONAL ARRANGEMENTS, DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

The assignment is planned between December 2023- December 2024.

The Client shall provide the Consultant will all the relevant documents (laws, regulations, reports etc), shall ensure access to the data required and shall contribute to the coordination of all the factors involved. The following documents will be made available to the Consultant:

- SISS Project documents including the Project Appraisal Document, Loan Agreement, Project Operations Manual, Project Implementation Plan, etc.

The Consultant shall have a participatory approach, constantly working in close collaboration with the PMU.

Meetings with institutions, organizations and relevant natural persons will be established by the Client at the Consultant`s request.

The consultant will work remotely and at the headquarters of PMU, if that is the case. The Consultant shall have the responsibility to organize translation/ transport/ accommodation activities.

The PMU shall provide, to the extent possible, suggestions and references for organizing logistic assistance.

Special requirement: confidentiality and absence of conflict of interests under the consultancy contract.

ANNEX 1. SIIIR STRUCTURE AND VARIABLES

1. **School network** - schools variables: Internal code (unique code), SIIIR code, Fiscal code, SIREUS code, long name, short name, SIRUTA (county, higher locality, locality), address, unit type (with legal personality/ satellite, property, financing type, shifts, accreditation date, school starting year (nomenclature and levels of education authorized/accredited for the schools
2. **Schooling plans (school offer) - variables** nomenclature per level of education:
 - ante-preschool and preschool: type of funding, type of education, educational alternative, language of instruction, type of learning, instruction type, grade
 - primary: type of funding, type of education, second chance (yes/no), educational alternative, language of instruction teaching, mother tongue, type of learning, instruction type, grade
 - lower secondary: type of funding, type of education, second chance (yes/no), educational alternative, language of instruction, teaching the mother tongue, type of learning instruction, intensive bilingual, grade
 - upper secondary: type of funding, type of education, alternatives, type of learning, language of instruction, teaching the mother tongue, path-profile-field specialization/qualification, instruction type, intensive bilingual, grade
 - post high school: type of funding, type of education, foreman school (yes/no), educational alternative, type of learning, language of instruction, teaching the mother tongue, instruction type, grade, field specialization
 - Vocational: type of funding, type of education, internship (yes/no), educational alternative, type of learning, language of instruction, teaching the mother tongue, instruction type grade field specialization
 - Sports clubs, Children`s clubs: type of funding, language of instruction, subject performance level, number of grades/ groups, number of vacancies, of which, children with deficiencies
3. **Management of the educational establishment variables** SIIIR code, management variables, buildings with Internet, unit rehabilitated under PRIS/PRET program.
4. **Grades**
5. **Student management - students variables**
6. **Infrastructure**
 - **Buildings:** Building code (unique code) SIIIR code for the establishment (register) Building name, year of construction, type of ownership, number of floors , built area, Latitude (sexadecimal degrees), Longitude (sexadecimal degrees), Video surveillance (YES/NO), Audio surveillance (YES/NO), technical condition , seismic risk classification (YES/NO), number of rooms, capacity of students, sanitary permit to operate (YES/NO/ in process), authorization number, Issued on, building address, permits
 - **Utilities:** running water, sewage, gas, internet connection (yes/no) - if yes, type of connection, connection to the heating system (yes, no, in progress) energy certificate (yes, no) - if yes, energy class sanitation contract (yes, no, in progress) date of reporting
 - **Facilities:** Date of reporting, Structure - infrastructure (available YES/NO, built in year, condition Very good, Good, Bad), Brickwork/ Stonework / Concrete frames and walls / Large prefabricated concrete panels / Other type
 - **Structure - Superstructure:** Load-bearing masonry / Masonry with risers and corbels/ Concrete frames/ Concrete walls / Steel frames/ Large prefabricated concrete panels/ Wood/ Other type

- **Structure - floor:** Concrete/ Wood/ Masonry cap vaults/ Metallic beams and masonry/ Other type/ Building envelope/ Large prefabricated concrete panels/ Wood/ Other type: Half-timber / Brickwork / ACC masonry / Concrete blocks masonry
- **Building envelope**
 - ✓ exterior doors: PVC joinery / Wood joinery / Metallic joinery / Other type
 - ✓ Windows: / PVC joinery with double glazing windows / Wood joinery with double glazing windows / Wood joinery without double glazing windows / Metallic joinery with double glazing windows / Metallic joinery without double glazing windows / Other type
 - ✓ Coating: Ceramic roof tiles / Ceramic ridge-tiles / Concrete roof tiles / Fibro cement sheets / Fibro cement corrugated sheets / Slates / Plastic boards / Bitumen boards / Sheet plate / Roofing sheet / Tile sheet / Bitumen membranes / Bitumen shingles / Wood shingles / Sandwich composite boards / Other type
 - ✓ Thermal insulation: Cinder wool / ACC / Polystyrene / Basaltic mineral wool / Brick / Other type
 - ✓ Finishing: glass / Cast stone / Marble dust / Stone dust / Wood / Composite facing / Aluminum boards / Binder lime-cement plastering / Decorative plastering / Ceramic plating / Other type
- **Compartmentalization**
 - ✓ inner walls: Half-timber / Brickwork / Stonework / Large prefabricated concrete panels / Wood / Gypsum board on metallic structure / Other type
 - ✓ exterior doors: PVC joinery / Wood joinery / Metallic joinery / Other type
 - ✓ wall finishing: Wood wainscot / PVC wainscot / Oil-based paint / Water-based paint / Lime / Tile / Wallpaper / Other type
- **Rooms:** Building code (register), Room code, Room name, Type of room, Floor, Spread area (sqm), Height (sqm), No of places (depending on room type), No of computers (depending on room type), Beneficiaries (Beneficiary`s name / Contract number /Contract date / Description / Timetable / As of / Valid until), Room facilities: (1) Depending on the room type: Available YES/NO, Number, Condition of the facility - Very good, Good, Poor, for instance, for Classrooms - furniture, blackboard, projectors, telecommunications, ventilation, AC systems, heating devices, lighting installation, audio surveillance, video surveillance, paving, walls/pillars finishing
- **Transport:** internal code (unique code) / SIIR code for the establishment (register) / registration number / car type / technical condition / seats / year of purchase / Periodical Technical Inspection valid (YES/NO), winter tires (YES/NO) / safety systems (YES/NO) / Driven since / Type of ownership (owned, serves) / driver (school employee/External/no driver) / driver`s name and surname / date of reporting
- **Lands:** Internal code (unique code) / SIIR code for the establishment (register) / Land book / Cadaster number / Topographic number / Measured land area (sqm) / Land area in the documents (sqm) / Use category / Position in the public domain evidence / Land type / Strip ground no / Lot no / Property borders (North, South, East, West) / Type of surroundings / Condition of the surroundings / Number of car access ways / Condition of the car access ways / Number of

pedestrian access ways / Condition of the pedestrian access ways / Parking lot - number of places / Parking lot - area (sqm) / Sports field - Sport, Surface material, Area (sqm) / Date of reporting

7. **Financial data:** Budgets - Fiscal year / Budget type / Classification / Title / Amounts per quarter (Quarter 1,2,3,4)

8. **Human resources:**

- **Staff** - Internal single SIIIR code / CNP (personal identification number) / Surname / Father`s initial / Name / Gender / Date of birth / Nationality
- **Status** (active/inactive)
- **Tailored attributes** (attribute, value, date) Already defined: E-mail / Phone / Other attributes to be created

9. **Enrollment in kindergarten**

10. **Enrollment in lower secondary**

11. **Statistical data**