



REPUBLIC OF MOLDOVA

MINISTRY OF EDUCATION AND RESEARCH

MOLDOVA HIGHER EDUCATION PROJECT

**HIGHER EDUCATION IMPROVEMENT PROGRAM
OPERATIONS MANUAL
(HEIPOM)**

August 18, 2021

Chisinau

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List of acronyms and abbreviations

DA	Designated Account
EC	Evaluation Committee
ENQA	European Network for Quality Assurance in Higher Education
EQAR	European Quality Assurance Register for Higher Education
EQF	European Qualifications Framework
ESCP	Environmental and Social Commitment Plan
ESF	Environmental and Social Framework
ESG	Standards and Guidelines for Quality Assurance in the European Higher Education Area
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
ESS	Environmental and Social Standard
FA	Financing Agreement
FM	Financial Management
GoM	Government of Moldova
HEI	Higher Education Institutions
HEIP	Higher Education Improvement Program
HEIPOM	Higher Education Improvement Program Operations Manual
HEMIS	Higher Education Management Information System
IC	Internal Commission
LMIS	Labor Market Information System
LMP	Labor Management Procedures
MDL	Moldovan Leu
MERP	Moldova Education Reform Project
MoER	Ministry of Education and Research
MoF	Ministry of Finance
MoLSP	Ministry of Labor and Social Protection
NAQAER	National Agency for Quality Assurance in Education and Research
NEA	National Employment Agency
NQF	National Qualifications Framework
PC	Pedagogical College
PDO	Project Development Objectives
PMT	Project Management Team
POM	Project Operations Manual
PP	Procurement Plan
PPSD	Project Procurement Strategy for Development
PT	Project Team
QA	Quality Assurance
SEP	Stakeholder Engagement Plan
SoE	Statement of Expenditure
STEM	Science, Technology, Engineering and Mathematics
STEP	Systematic Tracking of Exchange in Procurement
ToR	Terms of Reference
VET	Vocational Education and Training

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1. GENERAL INFORMATION OF THE PROJECT

1.1. General overview of the Moldova Higher Education Project (MHEP)

1. The Government of the Republic of Moldova (GoM), through Ministry of Education and Research (MoER) is implementing the “MOLDOVA HIGHER EDUCATION PROJECT” (MHEP), financed by the World Bank (hereinafter “the Bank”) based on the Financing Agreement (FA) credit number 6542-MD.

2. The duration of the project is from September 2020 to December 2025. The MHEP Project is placed within the overarching framework of the Government of the Republic of Moldova strategies for European integration in the areas of science and research and its commitment to reforming Moldova’s higher education system.

3. It supports the government’s initiatives toward interventions to improve the conditions of existing learning environments and equipment, better alignment of the higher education system with the needs of the labor market, as well as to establish mechanisms to increase the employability of higher education graduates; innovation is central to developing a dynamic and relevant higher education environment; and higher education institutions and private enterprises engage in, and benefit from, research and development efforts and technology transfer opportunities.

4. The project is aligned with the National Development Strategy (“Moldova 2020”), which recognizes the importance of orienting the country’s education system to the needs of the labor market, in order to improve the productivity of the workforce. The Project supports the GoM’s efforts to improve the labor market orientation of the higher education system, as described in the strategic documents mentioned below. Moreover, the proposed Project is aligned with the Country Partnership Framework FY 18–21 through its Focus Area 3 on skills development, namely the enhancement of the quality of education and training to enable the acquisition of job-related skills. Concerning Moldova’s vulnerability to natural disasters, which are aggravated by climate change, the Project contributes to the GoM’s adaptation and mitigation measures through targeted interventions in and financial incentives to selected higher education institutions and pedagogical colleges.

1.2. MHEP Project Components

5. The project is structured around three components:

- i) ***Component 1: Improving the Quality Assurance Mechanisms.*** This component aims to improve Moldova higher education system’s quality assurance mechanisms, which would also contribute to improve its labor market orientation. It comprises three sub-components that support activities in higher education quality, financing and information systems (management and monitoring), which would benefit all universities in Moldova. It would also benefit Moldovan citizens, including university graduates, who currently struggle with the lack of reliable information on labor market needs and job opportunities. Private universities would benefit from the qualification standards to be developed through this component.

- ii) ***Component 2: Improving the Labor Market Orientation through Targeted Interventions.*** This component would finance the design and implementation of a targeted and needs-based program aimed at improving the labor market orientation of Moldova's higher education institutions, as well as their research capacity. It would also support the research done at the level of higher educational institutions, given the possibility of financing the improvement of laboratories.

- iii) ***Component 3: Project Management.*** This component would support the day-to-day management of the proposed Project by the MoER with assistance of a dedicated team of individual consultants who would provide managerial, fiduciary and technical support to the implementation of the proposed Project for its full duration.

2. OVERVIEW OF THE HIGHER EDUCATION IMPROVEMENT PROGRAM

2.1. Purpose of the Operational Manual

6. The objective of the present Operational Manual is to provide comprehensive information about the Higher Education Improvement Program (HEIP) under the Components 2 Improving the Labor Market Orientation through Targeted Interventions of the MHEP, as well as its implementing arrangements which is to be done based on sub financing scheme.
7. This manual is elaborated in accordance with the Bank requirements and legislation of Republic of Moldova. It has been set up to contain all the documentation and procedures that will be necessary to operate HEIP sub-financing scheme in a professional and transparent manner.
8. The manual describes the HEIP's:
 - (i) eligibility criteria-rules for applicants;
 - (ii) sub-financing application cycle;
 - (iii) operational management and responsibilities;
 - (iv) implementation arrangements of the sub-projects
 - (v) specific annexes.
9. The electronic version of the manual is available to all interested persons and can be received: by email, from web page, or at Project office.
10. In case of discrepancy between this document and the FA and MHEP POM provisions, the last two ones prevail.

2.2. Development Objective of the HEIP sub-financing scheme

11. The second component of the MHEP is aimed to **improve the Labor Market Orientation of selected higher education institutions and pedagogical colleges**, as well as their research capacity, **through Targeted Interventions**.
12. The 2nd component would be implemented based on the sub-financing scheme.
 - (i) A sub-financing means a portion of the Credit resources to finance a sub-project;
13. Based on Classification of fields of professional training and specialties in higher education, approved by Government Decision No. 482/2017¹), four priority areas were identified by the GoM to be supported by this component. The priority areas are as following:
 - (i) engineering and engineering trades (071);
 - (ii) information and communication technologies (ICTs) (061);
 - (iii) education (pedagogy) (011); and
 - (iv) health (091) (excluding stomatology filed (0911)).
14. By the end of the project there are envisaged achievement of the following indicators under this component:
 - (i) 9 laboratories for HEIs equipped;

¹ https://www.legis.md/cautare/getResults?doc_id=121862&lang=ro

- (ii) 90 % of proposals under HEIP approved in accordance with established criteria;
- (iii) 49.000 students benefited from direct interventions to enhance learning, of them 29.000 female;
- (iv) 15 partnerships between universities, pedagogical colleges and employers established;
- (v) at least 20% of women enrolled in Science, Technology, Engineering and Mathematics (STEM) programs developed or improved through the HEIP;
- (vi) 4 research or academic programs contributing to climate change adaptation or mitigation developed or improved.

3. ELIGIBILITY CRITERIA – RULES FOR HEIP APPLICANTS

15. There are three sets of eligibility criteria, relating to:
- (i) the applicants;
 - (ii) the activities for which sub-financing may be awarded; and
 - (iii) the eligibility of costs within the application form.

3.1 Eligibility criteria for applicants

16. Applicant of HEIP can be a (i) public higher education institution (HEI) or (ii) public pedagogical college from the Republic of Moldova which would be ultimately responsible for preparing and submitting the proposal and implementing the sub-project (s).

17. **Eligibility criteria for Higher Education Institution (HEI) are:**

- (i) registered public legal entity in the Republic of Moldova;
- (ii) with accredited academic programs in the area of application(s)²;
- (iii) not in the process of reorganization by absorption;
- (iv) with a minimum number of 1000 of students enrolled in Bachelor and Master's programs / per total, by 01 October 2021;
- (v) with share of graduated students in comparison with enrolled students which is not less than 50%, for last five years previous to 2021, by 01 October;
- (vi) at least 50% of the scientific-teaching staff shall be filled in by the titular position³, by 01 October 2021.

18. **Eligibility criteria for Pedagogical Colleges (PC) are:**

- (i) registered public legal entity in the Republic of Moldova;
- (ii) with accredited academic programs in the pedagogical field;
- (iii) with a minimum number of 200 of students enrolled / per total, by 01 October 2021;
- (iv) at least 50% of the teaching staff with didactic degrees shall be filled in by the titular position, by 01 October 2021.

3.2 Eligible and non-eligible activities for a sub-project

19. Activities in the proposal and their immediate results should be aligned with the HEIP development objectives and results indicators. To be approved for sub-financing, the activities to procure goods (and minor civil works, in the case of colleges) should be mandatorily connected with expected improvements in labor market orientation.

20. The following **activities are eligible** for sub-financing through the HEIP sub-financing scheme:

- (i) purchase of goods to equip laboratories and learning spaces;
- (ii) minor civil works, applicable only to pedagogical colleges, to renovate learning spaces;
- (iii) activities to improve e-learning methods;

² HEI can apply with separate application forms (the Annex 1) if are eligible for more than one priority filed.

³ As defined in the Educational Code of the Republic of Moldova, Law nr. 152 from 17.08.2014, „Titular teacher – person in a teaching capacity (in higher education, teaching and science), whose basic activity is carried out in one educational institution and who is registered in the institution's establishment plan”;

- (iv) activities to increase access to quality teaching and learning methods;
- (v) other activities that involve the representatives / academic staff (including the representatives from other higher education institutions which are not eligible within the present call of proposals);
- (vi) activities to redesigning teaching curricula to fit current labor market needs as well as identifying learning outcomes for each study programme and course;
- (vii) activities in support to increase the participation of employers in academic-related actions;
- (viii) activities in support of the National Development Strategies targeted on improvement of quality of education and promotion of the lifelong learning opportunities with labor market linkage;
- (ix) training of higher education institution teachers and management focused on the improvement of the labor market orientation of academic programs;
- (x) activities for enhancement of higher education institution's capacity to provide career guidance services;
- (xi) institution-level graduate tracer studies;
- (xii) activities oriented towards closing the gender gap:
 - a. awareness raising campaigns to increase the participation of women in STEM academic programs;
 - b. assistance for establishing and implementing effective career guidance services, including approaches to ensure that these services are inclusive and gender unbiased;
- (xiii) activities oriented towards climate change adaptation and mitigation: improvement or development of research or academic programs in technologies, processes or policies contributing to climate change adaptation or mitigation;
- (xiv) activities that will improve internships scheme in alignment with international good practices and more practical learning;
- (xv) summer bridge programs for upper secondary education students;
- (xvi) activities that support quality of education through strengthening of the students feedback system such as:
 - a. developing and including questions on the learning process and allowing some modification of questionnaires for individual disciplines;
 - b. evaluating the learning environment (e.g. library, registrar functions, student support services, etc.);
 - c. exploring and testing alternative models of collecting feedback (e.g. student focus groups);
 - d. informing students about the use of the results;
 - e. establishing alumni tracking mechanisms.
- (xvii) compulsory fiduciary functions:
 - a. assistance in procurement and financial management;
 - b. including costs related to improvements of the automated accounting systems (software) for keeping records in relation to the sub-project activities.

21. Based on the objectives of the HEIP sub-financing scheme, some activities are considered **non-eligible**:

- (i) the ones already financed (totally or partially) or planned to be financed from other sources;
- (ii) the ones concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;

- (iii) the ones concerned only or mainly with individual scholarships for studies or training courses;
- (iv) one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action:
 - a. for these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities".

3.3 Eligible and non-eligible costs of a sub-project

22. The **eligible costs** under the HEIP sub-financing scheme are grouped in six major categories, presented below:

- (i) Consulting Services (CS) - for carrying out the eligible activities, provided by service providers, or individual consultants;
- (ii) Trainings (T) - expenditures (others than consulting services) incurred for training, professional development and other associated activities, including seminars, workshops and study-visits, travel and subsistence allowances for training participants, trainers' fees, rental of training facilities (premises, equipment, renting means of transport), preparation and reproduction of training materials and other activities incidental to the preparation and implementation of the training.
- (iii) Non-Consulting Services (NCS) - internet services, in the higher education institution; fees for using online resources; associated training and initial maintenance;
- (iv) Goods (G):
 - a. equipment for the sub-project activities (learning centers, classrooms, labs, counselling centers, library/research and information centers);
 - b. software;
 - c. education resources, books, specialty literature, magazines; other goods, raw materials, and machinery;
 - d. materials (including promotional) for sub-project implementation.
- (v) Works (W) – exclusively - for pedagogical colleges. Minor civil work related to: refurbishment, repair or maintenance works for the areas used for academic activities, such as classrooms or labs – for instance: painting / repairing doors, repairing installations, repairing windows, various other minor works related to current works according to national legislation; replacing door, replacing installations, replacing windows, other minor works upon mutual agreement.
- (vi) Operating Costs (OC) - Expenditures incurred with the sub-project implementation, management and monitoring, such as: bank charges; printing and publications (electronic and/or paper); translations and interpretation; travel expenses, lodging and per diem, communication and information; salaries (including the relevant social charges) of staff performing sub-project activities in accordance with national regulations, other expenditures to be agreed upon between the sub- project beneficiary (hereinafter referred to as "Beneficiary") and MoER.

23. The **non-eligible costs** are as follow:

- (i) the ones incurred after the implementation period of the HEIP sub-financing;
- (ii) the one financed from other sources;
- (iii) are not necessary for the implementation of the sub-project;
- (iv) are not reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;

- (v) are not complying with the requirements of applicable tax and social legislation;
- (vi) are not identifiable and verifiable;
- (vii) are not supported by invoices, proof of payment and/or documents of equivalent probative value;
- (viii) other specific ones:
 - a. purchase of vehicles;
 - b. purchase of used equipment;
 - c. purchase and/or lease of property;
 - d. purchases of land or buildings;
 - e. debts and debt service charges (interest);
 - f. provisions for losses or liabilities;
 - g. exchange-rate losses;
 - h. loans to third parties;
 - i. fines, financial penalties and expenses of litigation.

3.4 Financial allocation for sub-projects

24. The total cost of the Component 2 is amounted at EUR 25.3 million, out of which the overall indicative amount made available under the sub-financing scheme is EUR 24,706,000.

25. Each eligible HEI can benefit for a maximum amount of EUR 2.15 million and eligible pedagogical college for a maximum amount of EUR 900,000. Each higher education institution and each pedagogical college can benefit for a maximum amount, but not more than following limits per full-time budget student enrolled by 01 October of the previous year:

- (i) 2500 euro per full-time budget student enrolled within the sub-projects' priority pedagogy;
- (ii) 3000 euro per full-time budget student enrolled within the sub-projects' the priority field IT and engineering;
- (iii) 5000 euro per full-time budget student enrolled within the sub-projects' priority field health (medicine).

26. The costs categories breakdown is presented in the Table 1 below:

Table 1. HEIP Funds Allocation Scheme

Higher Education Institution	Maximum Allocation (Ceiling)	EUR 2,150,000	
	Maximum Allowed for Goods	80%	EUR 1,720,000
	Minimum Allowed for Services, Trainings and Operating Costs	20%	EUR 430,000
Pedagogical College	Maximum Allocation (Ceiling)	EUR 900,000	
	Maximum Allowed for Goods and Minor Civil Works	80%	EUR 720,000
	Minimum Allowed for Services, Trainings and Operating Costs	20%	EUR 180,000

27. The **operating costs cannot exceed 5% out of the sub-project application amount.**

28. Co-financing with HEI funds is not compulsory but would be encouraged.

29. The budget of the approved sub-project cannot be increased.

3.5 Duration of sub-projects

30. The HEIP sub-financing scheme will operate through Call for Proposals.
31. The duration of the awarded sub-projects under HEIP will be up to 30 months from the signature of the sub-financing agreement, but not exceeding the MHEP Project closing date.
32. The sub-project duration must be planned as the total number of months needed to fully implement the sub-project, without any specific dates.
33. All sub-project activities shall end by **30th of April 2025.**

4. HEIP SUB-PROJECT APPLICATION CYCLE

34. The HEIP sub-project application cycle consists of five main steps:

- (i) Call for proposals – first window with beginning in October **2021** with further windows will be launched s if funds remain available;
- (ii) Preparation of proposals and their submission – two months after the call (s) of proposal launch;
- (iii) Review and evaluation of proposals;
- (iv) Complaint procedure;
- (v) Signing of the sub-project agreements.

4.1. Call for proposals

35. The HEIP Officer, Project Management Team (PMT) and the MoER representatives will organize pre-launch events, for the call for proposals, in order to communicate to stakeholders, the HEIP objectives, key dates, and administrative procedures.

36. The information about the HEIP sub-financing scheme will be disseminated to all potential applicants through the most appropriate channels for communicating such as:

- (i) publishing the guides for the calls, as well as other information, on the MoER social media pages and website: <https://mecc.gov.md/>;
- (ii) newsletters and e-mails;
- (iii) dissemination meetings;
- (iv) *one or two* info days / information seminars;
- (v) media, etc.

4.2. Preparation of applications and their submission

37. A training to relevant Beneficiaries (representatives of HEI and pedagogical colleges) would be performed on preparation and submission of proposals.

38. During the period opened for call of proposals, the PMT will provide necessary information/clarifications to the potential applicants upon their requests (including the official project address: mhep@mecc.gov.md).

39. The proposal shall be fully filled in and the supporting documents proving the eligibility of applicant, shall be stamped, and signed by the representatives before submission.

40. A participatory planning and decision-making: the engagement of higher education institution (or pedagogical college) students (including students with disabilities and from disadvantaged backgrounds), representatives of student's associations, higher education institution (or college) leaders, representatives of relevant economic sectors, and relevant representatives of the civil society in the preparation of the improvement programs it is required.

41. The Application Package, separate per each priority filed, shall contain the following documents:

- (i) Official letter from the applicant institution which includes the list of presented documents;
- (ii) The application form, filled out as per the template (Annex 1);

- (iii) The results framework and monitoring (Annex 2);
 - (iv) The sub-project implementation plan (PIP) (Annex 3);
 - (v) Statement that the proposed actions were not financed (partially or totally) or are not under the implementation, within another financial scheme (free form);
 - (vi) Supporting documents on eligibility compliance:
 - for **HEI**:
 - a) registration certificate;
 - b) last accreditation decision for programs on priority fields;
 - c) document confirming the total number of students in Bachelor and Master's programs, enrolled by 01 October 2021;
 - d) document confirming the share of graduated students in comparison with enrolled students for last five years previous to 2021, by 01 October;
 - e) document confirming the percentage of titular scientific-teaching staff from total number of titular teaching staff by 01 October 2021.
 - for **Pedagogical Colleges**:
 - a) registration certificate;
 - b) last accreditation decision for programs in pedagogical field;
 - c) document confirming the total number of students, enrolled by 01 October 2021;
 - d) document confirming the percentage of teaching staff with didactic degrees from total number of titular teaching staff by 01 October 2021;
42. The application package with included proposal, would be submitted before the deadline set by MoER, in one (1) original and five (5) copies, each in sealed, signed, and stamped envelope. All six sealed envelopes should be incorporated in one sealed envelope.
43. Application package must be submitted in a sealed envelope, by hand-delivery, at the address: Stefan cel Mare 180, 13th floor, room no. 1307, tel/fax: 022 23-25-02 in attention to MHEP Project Coordinator.
44. Where an applicant institution sends several different proposals for different priority fields, each one must be sent in a separate envelope.
45. The outer envelope must bear the name of the programme (MHEP), the full name and address of the applicant institution, the priority filed and the words "Not to be opened before the opening session".
46. The next working day of the call of proposal closure, the applicant institution should send the electronic format of the entire application package on the official e-mail of the project: mhep@mecc.gov.md and should contain a .pdf version including signatures and stamps of exactly the same documents as the original paper version. A separate e-mail should be sent for each proposal submitted by hand.
47. The applicants would be notified on the receipt of application package. All proposals received will be registered by the PMT. A unique registration number will be assigned to each proposal.
48. No further changes are accepted in the application after the receipt of confirmation for application and no application would be accepted after the deadline.

4.3. Review and evaluation of applications

49. For the evaluation process, before the closing application date(s), with the support of the PMT, the MoER would nominate and ensure the following commissions compositions:

(i) **Internal commission (IC)** that would have the following composition:

- a. the HEIP Officer;
- b. a delegated PMT member;
- c. a MoER representative.

(ii) **External commission (EC)** that would have the following composition:

- a. two experts per each specific priority fields (8 external experts in total will be contracted to evaluate proposal received from HEI and 2 external experts will be contracted to evaluate proposals received from PC). The experts would evaluate proposal relevant to their domain of expertise / priority field.
- b. the HEIP Financial Consultant would evaluate proposal budgets to be in line with financial allocations limits, distribution per sub-project categories, eligibility of costs or unrealistic figures, and all other financial issues related to sub-project application.
- c. the HEIP Officer that would gather the evaluation results, grids, comments and score offered by experts and prepare a list of the proposals ranked by score;

(iii) Multi-disciplinary Evaluation Committee that will have the decision role in evaluation and award of the proposals and would decide on awarded proposals selected for sub-financing and financial allocation assigned for each institution. This multi-disciplinary evaluation committee will include representatives from the MoER, Ministry of Finance, State Chancellery and other relevant ministries and agencies, as needed, and national and/or international experts in the four priority fields. Composition of multi-disciplinary Evaluation Committee will be approved by MoER Order.

50. MoER representatives, which are delegated to implementation of this MHEP component, together with PMT, would have the overall coordination role and will supervise all HEIP steps including application, selection, complaints and awarding of sub-financing proposals.

51. External experts would be selected from a pool established following a call for expression of interest launched by the MoER with support of PMT.

52. All the members of the commissions would need to declare any possible conflict of interest and sign a declaration in this sense. The Declaration would be signed before any assessment action in accordance with World Bank Procurement Guidance on Conflict of Interest in Evaluation Committees, published in January, 2020.

53. The review and evaluation of applications would undergo through two steps:

- (i) **Step I - administrative compliance evaluation;**
- (ii) **Step II - qualitative evaluation;**

4.3.1. Step I - administrative compliance evaluation:

54. All envelopes with proposals received will be opened by the IC during the opening session. During the opening session, all proposals will be screened by members of the IC and the Grid on Step 1 (annex 4) will be filled in.
55. In order to qualify for the Step II, the application shall meet all the Grid on Step 1 criteria. It supposes that the proposal will cumulate only affirmative answers to all questions within the Grid on Step 1. In case one question turns to be negative the proposal is rejected.
56. After the evaluation, a report would be issued indicating:
 - (i) *a list of the proposals qualified for the Step II;*
 - (ii) *a list of proposals rejected, and the individual reasons;*
57. Once the process is completed, a standard reply letter would be sent to each applicant indicating if qualified or not for Step II, and if not, mentioning the specific reason.
58. The Evaluation Report on Step I result is consulted with MoER and PMT and submitted to Multi-disciplinary Evaluation Committee.

4.3.2. Step II - qualitative evaluation

59. Following the completion of the Step I, together with complaint process and elaboration of the Evaluation Report on the Step I results, the selected experts of the EC and the Financial Consultant would be provided with the information to evaluate the qualified proposals towards their quality.
60. The individual evaluation is performed independently by experts of the EC, in accordance with the evaluation criteria set out in the Detailed Assessment Grid on Step II (annex 5). Each expert offers a score for every proposal evaluated.
61. The HEIP Financial Consultant will present a report on each proposal, with comments and feedback, without offering any score.
62. The final score per institution, that will be used in the contest, is calculated as follows:
 - a) each proposal presented will be evaluated by 2 (two) external experts of the EC;
 - b) a proposal score is calculated as an average score from points obtained from two evaluations, one per each external expert of the EC;
 - c) in case proposal score is less than 70 points, this proposal will not be eligible for sub-financing;
 - d) the final score per institution will be calculated as the average of points, obtained by all proposals presented by institution, which were evaluated with a score equal to or more than 70 points.

63. The HEIP Officer would create an Evaluation Report that shall contain the following information:
- (i) entire information on application packages submitted;
 - (ii) detailed information on score obtained by all proposals, and each one ranking;
 - (iii) copies of all completed evaluation grids for each of the proposal;
 - (iv) list of proposals with final ranking in decrease order;
 - (v) list of institutions, with proposals, recommended for sub-financing.
64. The Evaluation Report will be consulted with MoER and PMT and submitted to multi-disciplinary Evaluation Committee.
65. The multi-disciplinary Evaluation Committee approves the list of institutions to be financed and amount allocated per each institution. The final decision of the multi-disciplinary Evaluation Committee is endorsed by the MoER Order.
66. The PMT/MoER will notify, via project official e-mail (mhep@mecc.gov.md), all applicants on the results of the multi-disciplinary Evaluation Committee using letter on the acceptance/rejection of application. For rejection of application would be specified the reason.
67. All original documents of both evaluation steps would be kept in the Project archives.

4.3.3. Complaints

68. Applicants considering that they have been harmed by an error or irregularity of the evaluation process during Step I or Step II, may send a complain letter the official e-mail of the project: mhep@mecc.gov.md.
69. To be considered the complaint shall:
 - i) be submitted within 5 business days starting from the following day when the letter (sent via an e-mail) announcing the result of Evaluation;
 - ii) be addressed to the MHEP/PMT by e-mail: mhep@mec.gov.md;
 - iii) be submitted only by the applicant and not by third parties;
 - iv) be signed by the legal representative or by delegated person of the applicant;
 - v) clearly describe the nature of the infringement considered as being made by the commissions and make clear references to the corresponding provisions of the Operational Manual with pertinent substantiation.
70. The decision whether the complaint is accepted or rejected is taken by the multi-disciplinary Evaluation Committee.
71. The decision of the multi-disciplinary Evaluation Committee is final, binding to all parties and not subject to any further complaint proceedings within the Project based on the same grounds and in the same phase of the procedure.
72. The applicant would be informed on final Decision by a reply letter sent by MoER, during 5 business days after the final result of the multi-disciplinary Evaluation Committee.

4.4. Signing of the HEIP sub-financing agreement

73. After the notification of applicants, the PMT will organize meetings with each of the selected applicant for sub-financing, aimed at providing them with information regarding various rules and procedures that have to be followed during realization of sub-projects and addressing any issue that is specific for each of the awarded sub-projects.
74. The sub-financing agreements (Annex 6) would be signed with awarded Beneficiaries after the final awarding letter of the HEIP sub-financing was sent by the PMT/MoER.

5. Sub-project implementation and management

75. Following the award of HEIP sub-financing, the Beneficiary will implement the sub-project with due diligence and efficiency and in accordance with the terms and conditions of the agreement.
76. The overall objectives and principal deliverables, as set out in the Agreement, will not be changed during the lifetime of the sub-project.
77. The Beneficiary would submit each six months a Progress Report (Annex 7) showing the sub-project progress implementation towards the achievement of its PDO and flag any encountered issues.
78. The Beneficiary may be allowed to make a modification in the sub-project activities with written approval by the MoER.
79. The MoER retains the right to postpone or discontinue the sub-project activities if the implementation performance of the Beneficiary does not fulfil the agreement provisions. If this happens the Beneficiary is due to refund (except in cases caused by vis major) within 15 working days all received but not spend funds.
80. Delay or failure in the implementation of the agreement for an approved HEIP sub-financing due to mistakes, errors, or negligence on the part of the Beneficiary will be taken into account in the assessment of any future HEIP sub-financing proposals made by the same Beneficiary.
81. During implementation, Beneficiary will carry out all aspects of the sub-project and complete financial management, procurement, monitoring and evaluation, and reporting tasks as described below.
82. The procedures and documents/forms to be used are described in this document. However, the Beneficiary may contact the HEIP Officer in order to obtain necessary explanations if needed.
83. Under the MHEP project, three dedicated positions (HEIP Officer, HEIP dedicated Procurement Specialist and HEIP dedicated Financial Specialist) will support the HEIP Beneficiaries.
84. These dedicated specialists are responsible for fiduciary oversight in the institutions' use of the improvement programs resources, for performing controls of the beneficiaries' activities, to confirm that sub-projects investments are adhering to the eligibility criteria. These professionals will provide operational support, while evaluation of proposals, establishing criteria related to improvement programs and monitoring of results achieved.

5.1. Financial management

85. The HEIP sub-financing funds will flow directly to the Beneficiary, which shall have separate and protected bank account in national currency (in further text the treasury account), opened solely for flows of funds under the sub-project, at the State Treasury of the Republic of Moldova. The detailed flow of funds is presented in the Annex 11.

86. All HEIP sub-financing funds to be used to implement the sup-project will be kept in the HEIP sub-financing treasury account.
87. **No** HEIP sub-financing funds shall be allocated for payments made for expenditures prior to the date of signature of the HEIP sub-financing agreement.

5.1.1. Disbursements

88. The transfers to the Beneficiaries' treasury accounts will be done by MoER in tranches.
89. The **first instalment** of payment will be done in advance and will constitute **30%** of the forecasted budget allocated for the first year of the sub-project implementation and detailed within the PIP.
90. The first instalment shall be paid by MoER to the Beneficiary's' treasury account within **45** working days upon the presentation of the **Request for payment** (Annex 8) and the letter confirming the opening of treasury account in the name of the Beneficiary.
91. **Every 6 months**, the Beneficiary shall submit the *Forecasted Budget* (Annex 9) for 6 months along with the Progress Report and supporting documents for payment requests, if any:
- i) The payment requests would be sent only if the percentage of execution of the previous tranche has reached 70% and are confirmed by supporting documents.
 - ii) The Beneficiary may present a payment request before the progress report (6 months period) with the condition that 70% of the previous pre-financing instalment is spent according to present HEIPOM.
92. Beneficiary's forecast of planned expenditures and the amount of transfer should be a difference between the forecasted expenditures for the next 6 months and the remaining balance on the treasury account.
93. The Beneficiary should perform all necessary actions to ensure that sufficient annual budget is allocated for the sub-project within the national state budget according to national legislation and any necessary budgetary amendments are done in timely manner. All such actions must be coordinated with the MoF.
94. The Beneficiaries may **pre-finance the eligible expenditures** from their own funds and be reimbursed upon submission of supporting documents and their approval by MoER/PMT.
95. The Beneficiary may reallocate funds between budget **lines presented in the PIP**. Any proposal for reallocation of funds must be provided with adequate argumentation for such reallocation and can be made only after written approval by the MoER/PMT.
- i) Proper notification shall be made in the procurement plan and financial and accounting records.
 - ii) **No relocation** will be possible **under Operational costs**.
96. The staff of the Beneficiary can be remunerated to perform the financed activities, both the management and the implementation ones, and shall be paid from the expenditure relevant category.

97. The remuneration of the Beneficiary staff will be made in accordance with national legislation, and they relate to actual gross salaries including social security charges and other remunerated-related costs.
98. All goods procured under the HEIP sup-projects will be put into operation and included in the Beneficiary's asset ledger.
99. Any funds established that have not been spent in accordance with the agreement would be refund within 15 working days.
100. Funds may be expended on activities not included in the proposal, subject to prior written approval of the MoER, i.e. extended No Objection to the updated PP.
101. A final financial (Annex 10) and final narrative reports shall be submitted in support of **balance payment which represent 10% of the total sub-project budget.**
102. The balance of the final amount will only be payable after the end of implementation period, when the final report together with a request for payment has been approved by the MoER.
103. The balance payment shall be paid to the Beneficiary within **60 days** of the MoER after the approval of the final reports.
104. The Beneficiary shall pre-finance the balance payment or will have to bear the costs for the advance which will be retained from the preceding request for payment, if that would be the case.

5.1.2. Financial reports and audits

105. HEIP sub- project accounting would be tracked through automated accounting software system. The software would produce Interim Financial Reports (IFR) in accordance with formats of financial reports (Annex 10).
106. The use of HEIP sub-financing funds will be done in accordance with sound financial/accounting principles and the Beneficiary will maintain records for use of all HEIP sub-financing funds:
 - i) The Beneficiary shall retain, in accordance with national legislation, financial records and any justification and supporting documents such as contracts, bills, invoices, receipts etc., and any other record pertinent to the HEIP sub project;
 - ii) Records shall include accurate, current, and complete disclosure of the HEIP sub-project income and expenditures and shall include documentation to substantiate all costs incurred by the HEIP sub-project.
107. The Interim Financial Reports (IFRs) would be submitted to MoER/PMT on quarterly base.
108. The records and statements of the treasury account will be available for review and inspection of MoER, PMT, the Bank and the external independent auditors.

109. The audits of the awarded sub-project would be conducted as part of overall project audit to be carried out:
- i) on an annual basis;
 - ii) by independent auditors and on terms of reference (ToR) acceptable to the Bank and contracted by the MoER; 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).
110. The audit scope for the proposed Project would be extended and would focus, inter alia, on verifying the compliance of HEIP Beneficiaries with the requirements established in the MHEP POM and HEIPOM.
111. PMT will duly inform each HEIP Beneficiary about the timeline of annual audit and facilitate the communication between them and the project auditors.
112. HEIP Beneficiaries shall ensure timely and prompt submission of sub-project financial documents requested by to the auditors.
113. The annual audited project financial statements together with the audit opinion and a Management Letter would be submitted to the 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 would be published within sixty days after their receipt.
114. The reports would be published on the MoER's web-site. The Bank would also publish them on its external site.
115. If the Beneficiary is required by local legislation to have an annual statutory audit, the Beneficiary should send to the PMT and the MoER a certified copy of the above mentioned annual audited financial statements, together with a certified copy of the audit opinion thereon, within one month of the completion of the audit.

5.2. Procurement

116. HEIs and pedagogical colleges applying for the improvement programs must demonstrate adequate procurement capacity to comply with these procedures and/or willingness to strengthen existing capacity.

5.2.1. Regulation

117. Procurement to be performed within the HEIP subprojects will be carried out in accordance with:
- i) the World Bank Procurement Regulations for Investment Project Financing Borrowers – Procurement in Investment Project Financing of Goods, Works, Non-Consulting and Consulting Services, issued on July 1, 2016, revised on November 1, 2016 and August 1, 2018 (hereinafter referred to as "Procurement Regulations"); and
 - ii) the latest Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits.

5.2.2. Procurement plan

118. Each selected Beneficiary shall prepare a procurement plan (PP, Annex 12) for the entire scope of the proposed sub-project containing information on procurement packages, selection methods, procurement approach and methods to be adopted for each contract to be financed under the sub-project.
119. The PP will be submitted to the MoER/PMT for approval. After MoER/PMT approval, the PP shall be uploaded by the Beneficiary in the Systematic Tracking of Exchanges in Procurement (STEP) and submitted to the Bank for review and approval.
- i) STEP - is the Bank's online procurement planning and tracking tool to prepare, clear and update the PP and conduct all procurement transactions under the project.
120. Procurement notices for tenders adopting an international market approach will be mandatorily published through STEP which will as well ensure their publication on the Bank's external website. Procurement notices for tenders following a national market approach may be published through STEP (if the notice is in English) and will be mandatorily published in local sources of information.

5.2.3. Procurement methods

121. For the HEIP sub-projects activities, the selection methods and arrangements described in the World Bank Procurement Regulations for Investment Project Financing Borrowers – Procurement in Investment Project Financing of Goods, Works, Non-Consulting and Consulting Services, issued on July 1, 2016, revised on November 1, 2016 and August 1, 2018 (hereinafter referred to as "Procurement Regulations") would be used.
122. Procurement under the HEIP will be managed by Beneficiaries within the scope of their approved proposals. This will include procurement of goods, minor civil works (for pedagogical colleges only), consulting, non-consulting services and training.
123. Procurement of minor civil works by the pedagogical colleges will be limited to the renovation of existing learning spaces and the total contract value will not exceed \$50K per contract. In this case a Request for Quotations will be applied as procurement method.
124. Consulting services are of various nature, but of small value and for which the national market approach would be adopted given that existing capacities in the private sector. Procurement of goods is of a different nature and size and will use either international or national market approach. Contracts above a certain threshold (established for the Moldova Higher Education Project) will mandatorily follow the international market approach.

5.2.4. Procurement activities

125. Under the procurement process the HEIP sub-financing Beneficiaries shall:
- i) prepare bidding documents, prepare and be responsible for technical specifications of goods to be procured (including conditions of procurement such as: time and place of delivery, installation, warranty period, maintenance of equipment), bills of quantities or scope of minor works, as well as ToRs for consultants to be engaged;

- ii) submit to the MoER/PMT for the coordination the tender documents before their advertising or signing at each step of the procurement process;
- iii) provide addresses of potential suppliers and consultants to whom Requests for Quotations and Requests for Expression of Interest should be sent (for all procurement that will not be publicly advertised);
- iv) establish evaluation committees and perform evaluation and selection of suppliers and consultants;
- v) possibly (if applicable) negotiate and other conditions with selected consultants;
- vi) carry out the communication with selected/contracted suppliers and consultants (arranging details related to delivery of goods, acceptance of services and works etc.);
- vii) keep written records, agreements and tender documentation of all selection and procurement processes, which will be delivered after the contracts will have been signed with suppliers and consultants;
- viii) contract award and monitoring contract implementation.

126. For any procurement details possibly not covered by the HEIPOM and relevant separate annexes, the provisions of the above-mentioned World Bank's Procurement Regulations will prevail.

127. The Beneficiary procurement team is responsible for overseeing all procurement activities related to the subproject.

128. All necessary information about procurement rules, procedures, methods, and forms will be provided to the Beneficiaries during the negotiation phase.

129. For International market approach tenders, the Beneficiary will use the World Bank's Standard Procurement Documents which are available on the World Bank's Website: www.worldbank.org/procurement.

130. For tenders following the national market approach, the MoER/PMT will make available a set of templates of Procurement Documents prior to Beneficiary starting the implementation of the sub-project. Provisionally these are, but not limited to:

1. Request for Quotations (for goods and non-consulting services)
2. Request for Quotations (for civil works)
3. Evaluation Report for RFQ procurement
4. Sample TOR for consulting services
5. Evaluation Report for consulting services
6. Contracts for consulting services (lump-sum and time-based)
7. Amendments to contracts

5.2.5. Confidentiality in procurement

131. Confidentiality in procurement must be maintained at all times. The contents of any bidding documents or bids/proposals would not be discussed outside of the Beneficiary's Project Management Team, PMT or Bid Evaluation Committee.

132. Documents with sensitive or confidential information should be locked in the safe at all times, unless being worked with.

133. Confidentiality is maintained until announcement of the award of contract to the successful bidder is done.

5.2.6. Record-keeping

134. All documentation with respect to each procurement will be retained by Beneficiary and filed accordingly in STEP.

135. Procurement under the Beneficiaries' sub-projects will be subject to the Bank's post review (only for funds deriving from the Project). Beneficiaries will furnish for examination all requested documentation related to procurement to the MoER and Bank representatives.

136. The HEIP sub-financing beneficiaries shall permit the MoER and Bank representatives, at request, to inspect their accounts and records relating to the procurement and performance of the agreement and to have said accounts and records audited by auditors appointed by the MoER and/or Bank.

5.2.7. Procurement Complaints

137. All procurement complaints, irrespective of the review status of each contract, will be recorded in the STEP. All complaints under international tenders will be handled in accordance with Annex III of the Procurement Regulations. All complaints under national tenders will be handled as follows: Upon receiving the complaint, the Beneficiary shall immediately acknowledge in writing the receipt of the complaint, shall review the complaint and respond to the complainant not later than fifteen (15) business days from the date of receipt of complaint.

5.3. Environmental and Social Management

138. The objective of the environmental and social management 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, social inclusion, gender equity, health and safety and labor protection and nondiscrimination principles.

139. The environmental and social management under the MHEP are guided by the Environmental and Social Management Framework (ESMF) prepared by the MoER before project appraisal and disclosed in country and on the Bank website.

140. The ESMF is based on the relevant Moldovan legislation as well as on 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>)

- i) ESS1 Assessment and Management of Environmental and Social Risks and Impacts;
- ii) ESS2 Labor and Working Conditions;
- iii) ESS3 Resource Efficiency and Pollution Prevention and Management;
- iv) ESS4 Community Health and Safety;
- v) ESS10 Stakeholder Engagement and Information Disclosure.

141. The ESMF provides the necessary environmental and social conditions, safety measures for workers, guidelines and measures to be taken by the small works contractors to ensure that health, safety and environmental norms are met.

142. During the project implementation, when the exact locations of selected Beneficiaries (pedagogical colleges) will be established, site-specific ESMPs will be prepared for individual investments using ESMP Checklists for minor rehabilitation in accordance with the ESMF provisions⁴ aiming to mitigate any adverse environmental and social impacts.

143. The MHEP environmental and social specialist will support Beneficiaries in all related issues on implementation of ESMF activities.

5.3.1. Environmental and social guidelines

144. 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 2. 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 Moldova Higher Education Project. The ESMF outlines the project context, possible environmental and social impacts, and their management. The document meets the requirements of the relevant World Bank Environment and Social Standards and Moldovan legislation and describes the procedural responses to identifying and managing impacts throughout the project.
Labor Management Procedure (LMP) ⁵	The LMP enables identify main labor requirements and risks associated with it under the project and determines the resources necessary to address labor issues and proper working conditions under the project.
Stakeholder Engagement Plan (SEP)	It sets out the stakeholder engagement and documentation disclosure framework in the context of the Moldova Higher Education Project, including the Grievance Redress Mechanism.
Environmental and Social Commitment Plan (ESCP) ⁶	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.

⁴<http://documents1.worldbank.org/curated/en/795561575929145380/pdf/Environmental-and-Social-Management-Framework.pdf>

⁵<http://documents1.worldbank.org/curated/en/962501575928390394/pdf/Labor-Management-Procedure.pdf>

⁶<http://documents1.worldbank.org/curated/en/126531575557785514/pdf/Environmental-and-Social-Commitment-Plan-ESCP-Higher-Education-Project-P167790.pdf>

MoER Environmental and social responsibilities

145. The MoER shall ensure that all sub-projects are carried out in accordance with the Environmental and Social Standards, in a manner acceptable to the Bank. Specifically:

- i) the measures and actions specified in the Environmental and Social Commitment Plan (ESCP) are implemented with due diligence and efficiency, and as further specified in the ESCP;
- ii) sufficient funds are available to cover the costs of implementing the ESCP;
- iii) policies, procedures and qualified staff are maintained to enable it to implement the ESCP, as further specified in the ESCP; and
- iv) the ESCP or any provision thereof, is not amended, revised or waived, except as the Bank shall otherwise agree in writing and the MoER has, thereafter, disclosed the revised ESCP.

146. Thus, MoER shall as the MHEP Implementation Agency:

- i) take all measures necessary on its part to collect, compile, and furnish to the Bank through regular reports, with the frequency specified in the ESCP, and promptly in a separate report or reports, if so requested by the Bank, information on the status of compliance with the ESCP and the management tools and instruments referred to therein, all such reports in form and substance acceptable to the Bank, setting out, inter alia: (i) the status of implementation of the ESCP; (ii) conditions, if any, which interfere or threaten to interfere with the implementation of the ESCP; and (iii) corrective and preventive measures taken or required to be taken to address such conditions; and
- ii) promptly notify the Bank 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, in accordance with the ESCP, the instruments referenced therein and the Environmental and Social Standards.

Beneficiaries Environmental and social responsibilities

147. All the sub-projects are implemented on land belonging to state.

148. The minor civil works in selected pedagogical colleges will take place under the existing footprint. They would not generate adverse environmental impacts on or substantial risks / impacts to the human population or their properties.

149. Since the use of asbestos is not sufficiently regulated in Moldova, the Bank will also require application of adequate occupational health and safety practices for this dangerous material, if applicable.

150. In addition, considering that the envisioned civil works will be mainly undertaken in education institutions, it is critical to maintaining the health and safety of students, teachers, non-teaching staff, vendors, visitors and nearby communities throughout the implementation of the works.

151. No adverse impacts such as involuntary land acquisition, as well as impacts on indigenous peoples, biodiversity and habitats are expected.
152. Issues of social inclusion, especially vulnerable and disadvantaged groups, and inclusive public to enable a more equal access to sub-project benefits shall be considered at the design and implementation stages. This means that the educational support activities, and interventions should have due emphasis and measures to ensure beneficiaries students, teachers and all users of education facilities) with physical disabilities, represented poor and marginalized communities (like Roma) have equal access to educational interventions supported under the sub-project.
153. The MoER has prepared a Stakeholder Engagement Plan (SEP), which maps the main stakeholders and project beneficiaries. The document shall be used by Beneficiaries in the sub-project implementation including public consultations and information disclosure.
154. The Beneficiaries will offer the full support to the Social and Environmental Specialist, as her/his main responsibility is to coordinate all Environmental Assessment activities and ensure adequate implementation of ESMF requirements.
155. At the same time the role of the social and environmental specialist is to:
- i) provide assistance to the sub-project's Beneficiaries to determine the exact impacts that can be generated by proposed activities supported under the project as well as prescribe the required mitigation actions to be taken;
 - ii) conduct screening and ensure that due environmental social plans (EAs/ESMPs) are prepared for the proposed investments; and
 - iii) monitor and report on a regular basis the effects on the environment and human population that financed activities may provoke and ensure that mitigation is carried out.
156. The Social and Environmental Specialist would also regularly and selectively visit sub-projects and ensure their proper environmental and social monitoring. Beneficiaries would ensure access on the required premises.
157. All procurement shall be "green" and the quality of laboratory equipment shall be under the "green" conditions (energy efficiency, emission level). The Social and Environmental Specialist would monitor this aspect as well. Thus, Beneficiary would ensure proper access and offer all required documents.
158. Any incident related to sub-project activities shall be immediately reported to MoER/ PMT/ Social and Environmental Specialist.

5.3.2. Summary of environmental and social management procedures

159. This section details the steps undertaken at each phase from sub-project identification to completion to ensure that the social and environmental issues are properly addressed.

Table 3: Environmental and Social Activities under sub-project phases

Sub-project State	Environmental and Social Activities	Responsibility
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Project Identification	Selection of sub-project: Brief description of environmental and social issues	Facility coordinator
Project Screening	Environment and Social Screening of proposals along with technical appraisal. Proposals will be considered incomplete if the environmental and social screening reports are not submitted as part of the overall package	Environmental and Social Specialist/Consultant
Appraisal/Approval	Review of environmental and social screening and consideration in sub-project selection	PMT/MoER
Detailed Design/Procurement Phase	Environmental and social mitigation requirements will be incorporated in the final designs, technical specifications, and bidding documents, preparation of site-specific ESMPs as part of the bidding process (see the ESMF for detailed guidance)	Contractor/PMT
Construction	Site-specific ESMP implementation (waste and wastewater management, safety, hazards, noise, vibrations and emissions etc.)	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

160. For the sub-projects that include rehabilitations, during the preparation of each site-specific ESMP, the Beneficiary, with the support of MoER-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 objective of the consultations is to tackle issues related to environmental and social standards (ESS), the Environmental and Social Management Framework (ESMF), the Environmental and Social Management Plan (ESMP), the Labor Management Procedure (LMP).

161. During the public consultations the Beneficiaries will:

- i) inform affected community groups about the activities to be undertaken at each of the selected sites;
- ii) provide them with the opportunity to voice their views of any adverse environmental or social issues they believe could transpire during activity implementation.

162. *Timing.* Information about public consultations during the preparation of ESMPs for respective sites will be disseminated at least three weeks in advance of the consultation.

163. *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 sub-project activities in the consultation process.

164. *Contents.* Communication regarding upcoming public consultations will include:
- i) the date, time and location of the consultation;
 - ii) the purpose of the consultation, including information about:
 - a. the upcoming construction/rehabilitation and timeline for completion;
 - b. the potential environmental and social risks, and the mitigating factors that have been put into place;
 - c. any other materials that will be useful for community members and NGOs to engage proactively and effectively in these public consultations.
165. *Communication channels.* Information about upcoming public consultations during the preparation of ESMPs for respective sites will be posted on the website of the MoER and Beneficiary (if available), as well as the websites of each county inspectorate. It will be also disseminated using other information channels, including posters/flyers in public spaces and notes on the construction sites.
166. *Languages.* Information that is relevant for surrounding communities and public consultations will be disseminated in Romanian language, as well as other languages including Russian, and other depending on the location of the site and the languages spoken by surrounding communities.
167. *Closing the feedback loop for public consultations.* Any legitimate issue raised through the public consultation is required to be included in the final ESMP. In this way, “the voice of the people” will be heard and reflected in the implementation of site-specific activities. After the disclosure of the ESMP, information about updates and other important announcements will be posted regularly on the website of the MoER, Beneficiary and the various inspectorates during the implementation period.

5.3.3. Grievance Redress Mechanism (GRM)

168. MHEP include the GRM, which has been elaborated within Moldova Education Reform Project (MERP) funded by the Bank. The main goal of the GRM is to strengthen responsibility and involvement of beneficiaries and stakeholders provide information and/or express legal dissatisfaction related to sub-project activities.
169. The GRM allows to identify and resolute problems affecting the projects activities, aims to reduce the risk of unintentionally affecting citizens, beneficiaries and is an important element in receiving, recording and resolving complaints.
170. The Beneficiary shall include on their websites and/or social media webpages the reference to project GRM.
171. All complaints, petitions are registered and kept in the MHEP register. Complaints may be expressed at any time throughout the implementation of the sub- project.

5.4. Monitoring and evaluation of sub-projects’ implementation

172. HEIP Officer together with Monitoring and Evaluation Specialist of the PMT in cooperation with responsible person of the MoER will perform supervision of sub-projects, which includes participation in monitoring of sub-project implementation and review of progress reports prepared by Beneficiaries.

173. The monitoring missions will be carried out every 6 months or more frequently upon necessity

174. The evaluation would be done towards:

- i) Implementation of goals;
- ii) Outstanding milestones and sub-project indicators;
- iii) Advancement of institutional commitments;
- iv) Effective use of allocating funding.

175. Based on the above aspects, sub-projects will be ranked yearly by the PMT and MoER as follows:

- i) Excellent (achievement more than 86%);
- ii) Highly satisfactory (between 71% and 85%);
- iii) Satisfactory (between 50% and 70%);
- iv) Unsatisfactory (less than 50%).

176. A monitoring report will be elaborated by the PMT and presented to the Beneficiary with information status. This shall serve as useful feedback to the Beneficiaries and guide their further implementation of the sub-projects.

5.4.1. Monitoring of gender and citizen engagement.

177. The sub-project results framework includes one indicator on the **share of women enrolled in STEM programs developed or improved through the HEIP**, as well as one indicator on **effective citizen engagement mechanisms**.

- i) The former will be used to monitor the gender gap on occupational segregation that is expected to be addressed through the HEIP.
 - a. The monitoring of gender issues related to the subproject will also include the analysis of gender disaggregated data, such as the number of female students of sub-project - supported higher education institutions who benefit from internships through the HEIP.
- ii) The monitoring of citizen engagement will include the measurement of the effective engagement of beneficiaries through participatory mechanisms such as higher education institution open days and workshops.

5.5. Reporting

178. The Beneficiary will prepare and submit to the MHEP PMT and MoER in an electronic copy (both PDF and Excel format) and two **(2) hard copy** signed and stamped:

- i) **Progress reports** (Annex 7) on a semi-annual basis (**every 6 months**); and
- ii) **Financial reports** (Annex 10) on quarterly basis (**every 3 months**).

179. The purpose of narrative progress reports is to show the progress in accordance with the plan for the sub-project, to provide comprehensive information on realization and

achievement of sub-project milestones for the related period and to identify and explain problems.

180. The purpose of financial reports is to show progress in disbursement of funds, as well as compliance with the prescribed financial and disbursement procedures. Financial reports should be accompanied by the financial statement (and any other record/document that may be required by the PMT, such as copies of procurement process, contracts, fiscal bills, deed of acceptance, invoices, receipts, contracts, payment confirmation, approved cost table for training activities, banks statements, etc.).
181. Reports shall be submitted no later than **30 calendar days** after the end of the period to which the reports refer to. In the case of delay of reports' submission, the Beneficiary should present written notification to the MoER/PMT and explain the reasons for such delay.
182. **Final report:** at the completion of the sub-project, a final report, prepared by the Beneficiary will assess the results of the sub-project against its agreed objectives. This final report will focus on outputs, results, outcomes (impact) and attainment of the agreed verifiable indicators that reflect the foreseen objectives.
183. Upon receipt of final financial and progress reports from the Beneficiary, the MoER/ PTM shall initiate procedures to close-out the sub-project. Close-out procedures include approving all required reports, disbursing any outstanding HEIP sub-financing payments, and ensuring that any unexpended HEIP sub-financing funds are refunded to the MoER.
184. **Final report** should be submitted **no later than 30 calendar days** after the end of sub-project implementation.
185. Amounts in reports submitted shall be expressed in Euro and may be drawn from financial statements denominated in other currencies. In such case and for the purpose of reporting, conversion into Euro shall be made using the rate of exchange on the date of withdrawal of funds from the Designated Account was performed. .

6. IMPLEMENTATION ARRANGEMENTS OF HEIP SUB - PROJECTS

186. The Beneficiary is ultimately responsible for the overall management/implementation of the HEIP sub project.

187. The Beneficiary Project Team (PT) shall mandatory include the following minimum three positions: Project Manager, Financial Manager and Procurement Manager. In case one applicant institution implements several sub-projects, only one PT will be established and will be responsible for the entire financial allocation awarded.

188. They are responsible for the implementation of the sub-project and must be nominated by the Beneficiary, in accordance with internal ordinance with a clear reference of the time spent for implementation of sub-project activities.

189. Below are described the key responsibilities and qualification requirements of the PT.

6.1. Project Manager

190. The Project Manager has the following **key responsibilities**:

- i) Manage the implementation of sub-project and coordinate sub-project activities implementation, including promoting and facilitating communication among staff and stakeholders;
- ii) Serve as the key counterpart for interactions with the MoER/ PMT, including all official requests and exchanges pertaining to the daily management of the sub-project, preparing for supervision visits, organizing meetings at the MoER/ PMT request, following up on requests and recommendations by MoER/ PMT;
- iii) Coordinate hiring and supervision of local and international consultants working under the sub-project, including reviewing their ToRs, monitoring their deliverables, and facilitating interaction with various stakeholders;
- iv) Elaborate the annual planning of the sub-project Implementation Plan, ensuring its consistency with the sub-project's Procurement Plan, and ensuring that both are periodically reviewed and, as needed updated;
- v) Prepare the progress reports and submit it, as well as financial reports;
- vi) Supervise the monitoring of all sub-project indicators;
- vii) Oversees sub-project implementation, including contract execution, and protocols of collaboration;
- viii) Supervise the implementation of the Environment and Social Management Framework;
- ix) Updating the MoEC/ PMT on all matters related to the monitoring of the sub-project.

191. The Project Manager should meet the following **qualification requirements**:

- i) A university bachelor degree and a master's degree in relevant area (administration, economics, etc.);
- ii) At least five years working experience in project management and planning;
- iii) Fluent in Romanian and English (both oral and written);
- iv) Demonstrated ability to work in teams, communicating with all team members and coaching more junior members of the team;
- v) Demonstrate strong interpersonal skills and good written and oral communication skills in Romanian;

- vi) High standards of personal integrity and ability to treat all individuals with fairness and respect.
- vii) Experience working with international projects will be an advantage.

6.2. Procurement Specialist

192. The Procurement Specialist has the following **key responsibilities**:

- i) Advise Project Manager and relevant staff on all procurement related matters and assist the Project Manager with communicating to the MoER/ PMT on the issues related to procurement;
- ii) In cooperation with the Project Manager and other relevant staff, update on a regular basis the sub-project Procurement Plan and submit them to the MoER and the Bank for review and approval;
- iii) In cooperation with MoER carry out the related procurement activities in accordance with the Bank procurement rules; this includes:
 - a. preparation of procurement documents with technical input from the relevant staff;
 - b. launch the procurements process and ensure advertising;
 - c. organizing and overseeing clarification meetings (if applicable);
 - d. ensuring clarifications to Bids/tenders are distributed;
 - e. organizing logistics for Bid/Tender submission;
 - f. overseeing and organizing logistics concerning evaluation;
 - g. preparation and submission of evaluation reports to MoER with technical input from the relevant staff;
 - h. preparation of draft contracts;
 - i. participation in contract finalization discussions;
 - j. monitoring contract implementation.
- iv) Liaise with relevant staff to finalize technical specifications for equipment to be procured for them and assure that technical specifications are vendor neutral;
- v) In cooperation with the relevant staff prepare regular procurement monitoring reports for the MoER/PMT and the Bank.

193. The Procurement Specialist should meet the following qualification requirements:

- i) Higher education degree in economics, law, public administration, or related field;
- ii) Proven expertise and knowledge of the national public procurement regulations and procedures
- iii) Proven expertise and knowledge of the Bank or similar international organizations/agencies procurement rules and procedures would be an asset;
- iv) Excellent knowledge of English and Romanian (both written and oral);
- v) Excellent knowledge of common PC office tools.

6.3. Financial Management Specialist

194. The Financial Management Specialist has the following **key responsibilities**:

- i) Develop the sub-project accounting system in accordance with Bank and Government accounting, reporting and auditing requirements, subsequently operate and update the system as necessary;

- ii) Keep detailed sub-project accounts for IDA Credit 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;
- iii) Prepare quarterly and annual sub-project budgets;
- iv) Prepare regular sub-project financial statements (quarterly or monthly, if necessary) in accordance with Bank and Government reporting requirements;
- v) Prepare all Financial Monitoring Reports, disbursement documents and documents for supplementing the Designated Account;
- vi) 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 IDA supervision mission and auditors;
- vii) Carry out any other activities related to sub-project and reporting as indicated by the Project Manager;
- viii) 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;
- ix) Verify the financial reports of Service providers;
- x) Collaborate with the Treasury, record of consultancy contracts and payments;
- xi) Keep the accounts in accordance with the requirements of the MoF;
- xii) Prepare quarterly and annual financial reports for the MoF and submit to PM so to be shared with the MoER/ PMT.

195. The Financial Management Specialist should meet the following qualification requirements:

- i) University degree in economics, accounting, finance or related fields;
- ii) At least 3 years of previous work experience in accounting/financial management;
- iii) Knowledge of national accounting standards;
- iv) Knowledge of international accounting standards would be an asset;
- v) Previous work experience in projects financed by international financial organizations will be an advantage;
- vi) Fluent in Romanian. Knowledge of English will be an advantage;
- vii) Computer proficiency (1C, Windows, MS Office, Internet Explorer).

Annexes

CODE nr. _____

generated by MoER/PMT

Annex 1: Application Form

**MOLDOVA HIGHER EDUCATION Project (MHEP)
Higher Education Improvement Program (HEIP)
Sub-Financing Scheme**

APPLICATION FORM

A.1 Applicant institution:			
Higher Educational Institution (HEI) <input type="checkbox"/>		Pedagogical College (PC) <input type="checkbox"/>	
A.1.1 Name of the applicant institution:			
A.1.2 Eligibility of institution		Government decision of foundation nr. _____ date _____	
A. 1.3 Priority field and study programs:			
Engineering and engineering trades (071) <input type="checkbox"/>	Information and communication technologies (061) <input type="checkbox"/>	Health (medicine) (091) <input type="checkbox"/>	Education (Pedagogy) (011) <input type="checkbox"/>
Postal address:			
Telephone :			
E-mail of the institution:			
Responsible person for this sub-project (Project manager)	name		
	position at the HEI / PC		
	Telephone		
	e-mail		
Website of the applicant Institution			
A. 1.4 Proposal title			
A. 1.5 Proposal acronym			
A. 1.6 Sub-project duration [in months]			
A. 1.7 Total budget of the proposal in MDL (and EURO equivalent)			

A.2 DESCRIPTION OF THE HEI / PC	
A.2.1. Applicant institution information (HEI / PC)	
Brief description of the HEI/ PC, its mission, strategic objectives and any other information deemed relevant to the sub-project proposal. <i>The presentation should not exceed half a page.</i>	
A.2.2. Applicant institution information according to the priority field (HEI/PC)	
Brief description of the priority field and levels of study and any other information deemed relevant the proposed sub-project. <i>The presentation should not exceed half a page.</i>	
A.2.3. Decision of accredited programs in the priority field of the proposal submitted	
Short description of accredited programs in the priority field of the proposal to be presented.	
A.2.4 Profile of the applicant institution:	
Under the heading Profile of the HEI / PC provide description of capacities, key expertise and the human capacities (full and part time teaching and non-teaching staff).	
Description	Number Note: all the statistical data will be present at 1 st October 2021
Profile of the HEI	
Total number of employees	
Total number of teaching staff	
Total number of titular teaching staff	
Total number of scientific-didactical staff	
Total number of titular scientific-didactical staff	
Share of titular scientific-didactical staff from the total number of scientific-didactical staff	
Total number of students enrolled in Bachelor and Master's programs, by 01 October 2021	
Profile of the PC	
Total number of employees	
Total number of teaching staff	
Total number of titular teaching staff	
Total number of teaching staff with didactic degree	
Total number of titular teaching staff with didactic degree	
Share of titular teaching staff with didactic degrees from the total number of teaching staff with didactic degree	

Total number of students enrolled, by 01 October 2021.				
Share of graduated students in comparison with enrolled students for last five years previous to 2021, by 01 October. (%) (To be filled only by HEI).				
Year	Enrolled students (number)	Graduated students (number)	Share (%)	
2016				
2017				
2018				
2019				
2020				
Number of full-time budget students enrolled by 01 October of the previous year, in programs related to priority field of the present application.				
Partnerships between institutions and employers established (number and name of the employers) according to priorities fields				

A.2.4 Financial data of the HEI / PC

Please provide the following information based on the profit and loss account and balance sheet of your organisation:

Year	Total turnover or equivalent	Total expenditures
2018		
2019		
2020		

Financing source (s)

Please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Total Amount MDL	Percentage (total must be equal to 100%)
2020	Studying fee		
2020	Consultancy, research, and other activities		
2020	Transfer from the budget- public funds		
2020	Funding from private funds		
2020	Projects		
2020	Other (please specify)		
2020	Total _____ MDL		100%

B. THE BACKGROUND OF THE ISSUES ADDRESSED (max. 2 pag.)

B1. Diagnostic study of the problem to be tackled as regards the objectives of the HEIP project

A relevant analysis of the factors at the HEI / PC, including those related to the content of the study programs and teaching and learning processes. Describe of the problem(s) to be tackled within the present proposal.

B2. Possible solutions for the problems identified in section B1

Possible solutions for the problems described in section B1, based on activities or on the previous experience of the applicant institution.

C. OPERATIONAL DESCRIPTION (max. 10 pag.)

C1. Capacities of the applicant institution

Applicant will present technical and administrative capacities for the proposal management, primarily focusing on capacities to implement development projects and ensure full utilization of resources and achievement of results. Should present description of programs and/or projects in the priority filed, financed by international organizations, and implemented during last 5 years.

C2. Relevance and design of the proposal. Project Development Objective (PDO)

The application-form should present information that the sub-project proposals is in line with the overall and specific objectives of the HEIP and the priority fields which will include the following aspects:

- *Specific objectives and implementation fields*
- *Needs and constraints*
- *Gender gap*
- *Climate change aspects.*
- *Escalation of result*

Presentation of the general objective and of the specific objectives should be directly correlated with the problems identified, in terms that would allow their monitoring and measuring against the initial situation.

C3. Effectiveness of the sub-project. Correlation with the strategy of HEI/ PC, with other relevant strategy and with the MHEP objectives

Description of the correlation between the general objective and specific objectives, on the one hand, and the strategy of the HEI/field, or PC, other national and international strategic documents, and with the objectives set forth in the HEIP, on the other hand.

The applicant should present the analyses of the relationship between the sub-project activities, results that the sub-project will achieve toward the objectives of the sub-financing scheme. It is a measure of the degree to which the actual results of the activities planned within the proposal will contribute to the specific result and address the key problem of the entire MHEP Project. Activities should include the involvement of the labour market representatives.

C4. Target beneficiaries

***The target beneficiaries** (direct beneficiaries) is the group of beneficiaries directly targeted by the specific objectives of the sub-project and aimed by the activities carried out in order to achieve those objectives. An accurate description of the target group of the sub-project should be provided, including the estimated number of participants belonging to vulnerable groups, the needs identified and the expected changes etc.*

***Beneficiaries** may include:*

- *HEI students or / and PC students;*
- *Teaching staff;*
- *The University as an organization, student associations etc.*

C5. The activities under the sub-project and the expected results

A detailed description of the activities proposed under the proposal, except for the management ones, mentioning:

- *the objective of each activity, the intended beneficiaries and how they will be involved;*
- *the correlation between each activity and the objectives set forth, the needs of the target group and the expected results;*
- *the manner of implementing each activity, the human and material/logistics/financial resources allocated (funded under the sub-financing scheme or made available by the institution)*
- *The place and duration for each activity;*

*All activities will be numbered, and their numbering will remain unchanged throughout all sections of the application form. If an activity has provided more subtasks, it will be numbered as **Activity. Number of sub-task**.*

C6. Efficiency (budget and finances) of the sub-project.					
<i>The applicant should present the information related to the fact that the proposal budget and overall management approach provides for rationale use of resources/inputs (funds, expertise, tie etc.)</i>					
C7. Sustainability and Impact of the sub-project					
<i>The positive results of the sub-project are likely to continue after end of the sub-project and actual influence of the sub-project activities performed.</i>					
C8. Indicators					
<i>Presentation of the indicators used for determining the achievement of the proposal objectives. At least the following indicators will be used:</i>					
PDO Indicators					
Description	Baseline ⁷	Target	Proposed values		
			YEAR 1	YEAR 2	YEAR 3
Number of laboratories / classrooms equipped (number)					
Partnerships between universities/ pedagogical colleges and employers established through the HEIP (number) <i>(new created during the sub-project implementation period)</i>					
Share of students of selected HEI /PC, enrolled in Bachelor and Master's programs of sub-project's priority areas (engineering, information technologies, education (pedagogy) and health (medicine), (percentage)					

⁷ For the academic year prior to the launch of the sub-project.

Results indicators																	
<i>Description</i>	<i>Baseline</i> ⁸		<i>Proposed values</i>												<i>Total</i>		
			<i>YEAR 1</i>				<i>YEAR 2</i>				<i>YEAR 3</i>						
	<i>Sem. I</i>		<i>Sem. II</i>		<i>Sem. I</i>		<i>Sem. 2</i>		<i>Sem. I</i>		<i>Sem. 2</i>						
	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	<i>F</i>	<i>B</i>	
Higher education students benefiting from systemic interventions in quality, information systems and sub-financing (number)																	
Students benefiting from direct interventions to enhance learning (number)																	
Share of women enrolled in STEM programs developed or improved through the HEIP sub-financing scheme (Percentage)																	
Research or academic programs contributing to climate change adaptation or mitigation developed or improved through the HEIP (Number)																	
Additional indicators could be defined and used, strictly correlated with the results expected, to the extent that they are useful for monitoring activities financed under the sub-financing scheme.																	

⁸ For the academic year prior to the launch of the sub-project

C9. Socio-economic and environmental impact
<i>. A brief presentation of the possible environmental risks will be provided, as well as measures for addressing them. The PC will include more information if the proposals which include renovation activities.</i>
D. INSTITUTIONAL ARRANGEMENTS AND MANAGEMENT (max. 1 pag.)
D1. The sub-project team, one per applicant institution
<i>Details will be provided on the structure, role, working time, number of hours assigned, TASKS and powers of the sub-project team members, in order to ensure the effective implementation, in due time, of the proposed activities. Sub-roject Team includes at least: Project Manager, Procurement Specialist and Financial Management Specialist; In case one institution implements several sub-project, only one Sub-project Team will be established.</i>
D2. Institutional involvement
<i>Details will be provided on ensuring the coordination with the management of the HEI/ PC, as well as details concerning the involvement faculties or representatives of student associations, will be applicable.</i>
D3. Sub-project management
<i>A presentation of the management activity will be provided, by detailing the activities/mechanisms of planning, reporting, monitoring, evaluation, and control, which need to be undertaken under the sub-project in order to ensure the fulfillment of the objectives ..</i>

E. SYNTHETIC BUDGET				
No.	Name of expenditure category	Estimated annual budget (MDL)		
		YEAR 1	YEAR 2	YEAR 3
1.	Component 1 – Implementation activities which includes consulting services, non-consulting services, trainings			
2.	Component 2 – Endowment Activities which includes goods, equipment, minor civil works within pedagogical colleges			
3.	Component 3 – Operating Costs which includes sub-project operational activities			
	ANNUAL TOTAL	MDL	MDL	MDL
	TOTAL	MDL		

The proposal together with the “Sub-project Implementation Plan” should be filled out and attached (Annex 3). Please note:

- Consulting and non – consulting services, trainings - will represent a minimum value of 15% from the total budget (Component 1);*
- Goods, equipment – will represent a maximum value of 80% from the total budget (Component 2);*
- Operating Costs— will represent a maximum value of 5% from the total budget (Component 3);*

F. SUSTAINABILITY (max. 1 pag.)
<i>Explain how sustainability will be secured after completion of the sub-project. This can include aspects of necessary measures that must be implemented to ensure sustainability, follow-up activities, ownership by target groups etc. It should be reflected on financial sustainability (financing of follow-up activities, sources of funds for covering eventual future costs related to the results of the sub-project, etc.) and sustainability at the institutional level (which structures would allow, and how, the results of the sub-project to continue be in place after the end? Address issues about the local "ownership" of action outcomes). The sustainability of expected result of the sub-project will be described from financial, institutional, policy level and environmental issues.</i>

LEGAL REPRESENTATIVE	PROJECT MANAGER
Name, Surname: Position: Rector Signature and stamp:	Name, Surname: Position: Signature:

Annex 2. Results Framework and Monitoring

MOLDOVA HIGHER EDUCATION PROJECT (MHEP) Higher Education Improvement Program (HEIP) Results Framework and Monitoring

Name of the applicant institution:

Proposal title:

Priority fields:

Engineering and engineering trades (071) <input type="checkbox"/>	Information and communication technologies (061) <input type="checkbox"/>	Health (medicine) (091) <input type="checkbox"/>	Education (Pedagogy) (011) <input type="checkbox"/>
----------------------------------------------------------------------	------------------------------------------------------------------------------	-----------------------------------------------------	--------------------------------------------------------

Sub-Project Development Objectives(s):

Sub-Project Development Objective Indicators

Indicator Name	PBC	Baseline	Intermediate Targets				End Target
			2022	2023	2024	2025	
PDO 1 : EXAMPLE:To improve the labor market orientation							
EXAMPLE:Share of students enrolled in Bachelor and Master's programs of government's priority areas (Percentage)							

Intermediate Results Indicators by Components

Indicator Name	PBC	Baseline	Intermediate Targets					End Target
			2022	2023	2024	2025		
1 - EXAMPLE: Improving the Quality Assurance Mechanisms								
<i>EXAMPLE: Higher education students benefiting from systemic interventions in quality, information systems and sub-financing (Number)</i>								
<i>of which are female students (Number)</i>								
2 - EXAMPLE: Improving the Labor Market Orientation through Targeted Interventions								
<i>EXAMPLE: Students benefiting from direct interventions to enhance learning (Number)</i>								
<i>EXAMPLE: Students benefiting from direct interventions to enhance learning - Female (CRI, Number)</i>								
3 - Project Management								

Monitoring & Evaluation Plan: PDO Indicators

Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection

Monitoring & Evaluation Plan: Intermediate Results Indicators

Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection

Annex 3: Sub-Project Implementation Plan

MOLDOVA HIGHER EDUCATION PROJECT
Higher Education Improvement Program (HEIP)
Sub-Project Implementation Plan

Name of the Applicant Institution:

Proposal title:

Sub-project duration:

From: ___/___/___ To: ___/___/___

Reference: (please insert the date)

MDL

Components, Sub-Components, Activities	Timeline	Cost (EUR)				Procurement Arrangements	Short description of expenditures
		Total	Year 1	Year 2	Year 3		
Component 1 - IMPLEMENTATION ACTIVITIES		0	0	0	0		
		0	0	0	0		
1.1.1 -		0					
1.1.2 -		0					
.....		0					
Component 2 - ENDOWMENT ACTIVITIES (max 80%)		0	0	0	0		
(d) 2.1 - Goods / Equipment		0	0	0	0		
2.1.1 -		0					
2.1.2 -		0					
.....		0					
(e) 2.2 - Works - EXCLUSIVELY - for pedagogical collages		0	0	0	0		
2.2.1 -		0					

2.2.2 -		0					
.....		0					
Component 3 - OPERATING ACTIVITIES (max 5%)		0	0	0	0		
3.1 – Sub-project Management		0					
3.1.1 Salaries of Sub-Project Team (PT) Staff		0					
3.1.2 Training for PT (for staff only)		0					
3.1.3 - Other costs		0					
		0					
Total Sub-Project Cost		0	0	0	0		

Signature of the Sub-Project
 Manager _____

Signature of the Financial
 Officer _____

Annex 4: Detailed assessment *Grid for Step 1*

**MINISTRY OF EDUCATION AND RESEARCH
MOLDOVA HIGHER EDUCATION PROJECT (MHEP)
Higher Education Improvement Program (HEIP)**

**DETAILED ASSESSMENT GRID FOR
STEP 1**

OPENING SESSION and ADMINISTRATIVE COMPLIANCE

Date: ___/___/20___

I. IDENTIFICATION DATA

Reference number (Code):	
Name of the Applicant Institution:	
Proposal title:	

Compliance grid

Question		Yes	No
1.	Is the proposal submitted on time?		
2.	Does the applicant institution correspond to minimum eligibility criteria?		
	Eligibility criteria for Higher Education Institution (HEI):		
	(i) registered public legal entity in the Republic of Moldova;		
	(ii) with accredited academic programs in the area of application(s);		
	(iii) not in the process of reorganization by absorption;		
	(iv) with a minimum number of 1000 of students enrolled in Bachelor and Master's programs / per total, enrolled by 01 October 2021;		
	(v) with share of graduate students in comparison with enrolled students is not less than 50%, for last five years previous to 2021, by 01 October;		
	(vi) at least 50% of the scientific-teaching staff shall be filled in by the titular position, by 01 October 2021,		
	Eligibility criteria for Pedagogical Colleges (PC):		
	(i) registered public legal entity in the Republic of Moldova;		
	(ii) with accredited academic program in the pedagogical field;		
	(iii) with a minimum number of 200 of students enrolled/ per total, by 01 October 2021;		
(iv) at least 50% of the teaching staff with didactic degrees filled in by the titular position, by 01 October 2021			

3.	Does the proposal meet the financial allocation criteria? <i>(the proposal should not exceed the maximum amount described within chapter 3.4 of the approved HEIPOM).</i>		
4.	Is the submitted application package complete (includes all requested information, documents, sections, annexes, forms, and signatures)?		
	The Application Package shall contain the following documents:		
	(i) official letter from the applicant institution which includes the list of presented documents;		
	(ii) the application form, filled out as per the template (Annex 1);		
	(iii) the results framework and monitoring (Annex 2);		
	(iv) the sub-project implementation plan (PIP) (Annex 3);		
	(v) statement that the proposed actions were not financed (partially or totally) or are not under the implementation, within another financial scheme (free form);		
	(vi) supporting documents on eligibility compliance:		
	- for HEI:		
	a) registration certificate;		
	b) last accreditation decision for programs on priority fields;		
	c) document confirming the total number of students enrolled in Bachelor and Master's programs, by 01 October 2021;		
	d) document confirming the share of graduated students in comparison with enrolled students, for last five years previous to 2021, by 01 October;		
	e) document confirming the percentage of titular scientific-teaching staff from total number of titular teaching staff by 01 October 2021.		
	- for Pedagogical Colleges:		
	a) registration certificate;		
b) last accreditation decision for programs in pedagogical field;			
c) document confirming the total number of students, enrolled by 01 October 2021			
d) document confirming the percentage of teaching staff with didactic degrees from total number of titular teaching staff by 01 October 2021 ;			

Instructions:

The internal assessor should put 'X' symbol to columns 'YES' in case the application package corresponds to eligibility criteria described in approved HEIPOM.

In case the answer is 'NO', please indicate which requirements have not been fulfilled.

Grid completed by:

Name/signature: _____

Name/signature: _____

Name/signature: _____

Annex 5: Detailed assessment *Grid for Step II*

**MINISTRY OF EDUCATION AND RESEARCH
MOLDOVA HIGHER EDUCATION PROJECT (MHEP)
Higher Education Improvement Program (HEIP)**

**DETAILED ASSESSMENT GRID FOR
STEP 2
FULL APPLICATION Evaluation Grid**

Grid completed by _____ Date: __/__/20__

I. IDENTIFICATION DATA

Reference number (Code):	
Name of the applicant Institution:	
Proposal title:	
Priority field:	Engineering <input type="checkbox"/> Informational technologies <input type="checkbox"/> Health (medicine) <input type="checkbox"/> Education (Pedagogy) <input type="checkbox"/>
Amount requested	< EUR / MDL > _____ EUR/ _____ MDL
Duration:	__ months

Scoring guidelines

This evaluation grid is divided into **sections** and **subsections**.

The evaluation grid is divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

Score	1	2	3	4	5
Meaning	very poor	poor	adequate	good	very good

These scores are added to give the total score for the section concerned. The totals for each section are then listed in section 6 and added together to give the total score for the full application.

Each section contains a box for comments. These comments should address the issues covered by that section. Comments **must** be made on each **section**. Extra space may be used for comments if required.

Note that upon request, applicants may be given the comments and justifications provided.

II. EVALUATION GRID

1. Capacities of the sub-financing beneficiary (max. 10 points)⁹. This evaluation criterion assesses technical and administrative capacities of the applicant institution, primarily focusing on capacities to implement development projects and ensure achievement and full utilization of results.	Score
1.1 Do the applicants, have sufficient experience of project management and sufficient technical expertise?	/ 5
1.3 Do the applicants have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	/ 5
Total score:	/10
Comments:	
2. Relevance and design of the sub-project (maximum 35) This evaluation criterion shows if the application is in line with the overall and specific objectives of the HEIP and the priority fields which will include: Specific objectives and implementation area, Gender gap aspects, Climate change aspects, etc.	Score
2.1 How relevant is the proposal to the <i>objectives and priorities</i> of the HEIP?	/ 5
2.2 How relevant to the particular <i>needs and constraints</i> of the applicant institution are described within the proposal?	/ 5
2.3 How clearly is the <i>solution</i> defined and activities strategically chosen?	/ 5
2.4 Does the proposal demonstrate an escalation of the results obtained following implementation?	/ 5
2.5 How coherent is the overall design of the proposal?	/ 5
2.6 How relevant is the proposal to the <i>Gender gap aspects</i> is the proposal?	/ 5
2.7 How relevant is the proposal to the <i>Climate change aspects</i> is the proposal?	/ 5
Total score:	/ 35
Comments:	

⁹ If the total score for this section is less than 5 points, the application will be rejected. If the score for at least one of the subsections is 1, the application will also be rejected. In case of doubts on compliance, the Evaluation Committee may decide to issue a request for further proofs to the applicant. Where the Guidelines to applicants provide for a redistribution of the amount and where the applicant proposes such financial contribution to third parties, it has to be verified that the beneficiary offers adequate guarantees as regards the recovery of amounts due.

3. Effectiveness of the sub-project (max 30) <i>This evaluation criterion analyses the relationship between the activities of the proposal, results that the sub-project is to achieve and the objectives of the HEIP</i>	Score
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives of the HEIP and expected results?	/ 5
3.2 Is the action plan clear and feasible?	/ 5
3.3 Does the application form contain objectively verifiable indicators for the outcome of the action?	/ 5
3.4 Is the applicants' stakeholders and interested parties involved and participate in the action satisfactory?	/ 5
3.5 Does the results of the activities planned contribute to the specific result and address the key problem of the MHEP Project?	/ 5
3.6 Does the proposed actions involve the labour market representatives?	/ 5
Total score:	/ 30
Comments:	
4. Efficiency (budget and finances) of the sub-project (max 10) <i>This evaluation criterion analyses if the proposal budget and the overall management approach of the proposal provides for rational use of resources / inputs (funds, expertise, time, etc.).</i>	Score
4.1 Are the activities appropriately reflected in the budget?	/ 5
4.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 5
<p>Note: <i>The Sub-Project Implementation Plan shall be checked carefully to determine the existence of: unrealistic figures or inappropriate distribution of funds across the sub-project lifetime, excessive staff costs and/or external expert costs, costs which qualifies as non-eligible in accordance to approved HEIPOM, unrealistic or unneeded infrastructural and equipment purchase costs.</i></p> <p><i>If non-eligible costs or activities are detected, these are included in the present evaluation grid, and presented to the Multi-disciplinary Evaluation Committee for final decision.</i></p>	

Total score:	/ 10
Comments:	
5. Sustainability and Impact of the sub-project (max 15) This evaluation criterion assesses if the positive results of the sub-project are likely to continue after the end of the sub-project and the actual influence of the sub-project.	Score
5.1 Is the action likely to have a tangible impact on its target groups?	/ 5
5.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension, and information sharing.)	/ 5
5.3 Are the expected results of the proposed action sustainable ? - financially (<i>how will the activities be financed after the funding ends will the financial formula be applied?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the proposal? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action – e.g. will it lead to improved legislation, codes of conduct, methods, etc.?</i>)? - environmentally (where applicable) (<i>will the action have a negative/positive environmental impact?</i>)	/ 5
Total score:	/ 15
Comments	
6. TOTAL SCORE:	
/ 100	
General comments (major strong points and weaknesses).	
Recommendation:	Not provisionally selected:

Name/signature: _____

SUB-FINANCING AGREEMENT

No dated.....

concluded between:

Ministry of Education and Research of the Republic of Moldova, hereinafter referred to as “**MoER**”, address: 1 Paiata Marii Adunari Naționale, Governmental House, Chișinău, Republic of Moldova, represented by, as legal representative of the Ministry of Education and Research of the Republic of Moldova,

and

.....
.....(*HEI / pedagogical college name, city, county*), hereinafter referred to as “**Beneficiary**”, based in(*full address*), tel., represented by Mr./Mrs.(*last name, first name*),

as **PARTIES**.

Given that the Beneficiary has requested MoER financial resources from the Higher Education Improvement Program (HEIP) carried out under the Moldova Higher Education Project (MHEP), project financed by the World Bank (hereinafter “the Bank”) based on the Financing Agreement (FA) credit number 6542-MD and ratified by the Parliament of the Republic of Moldova by the **Law no 103 dated June 18, 2020**, for implementing the sub-project entitled

.....
.....
.....
(*full title*).

as a result of the evaluation of the proposals carried out according to the provisions of the *Higher Education Improvement Program Operations Manual (HEIPOM)*, the MoER has approved a financial allocation for this sub-project.

The parties agreed to conclude the current sub-financing Agreement, as follows:

Art.1. DEFINITIONS

In the context of the current sub-financing Agreement, the terms, abbreviations and expressions below have the following meanings:

- (i) “**HEIP**” – Higher Education Improvement Program, a subcomponent of the MHEP Project consisting of sub-financing allocation to Higher Educational Institutions and pedagogical colleges;
- (ii) “**PMT**” - Project Management Team; PMT would provide managerial, fiduciary and technical support to the implementation of the MHEP Project for its full duration;
- (iii) “**MoF**” - Ministry of Finances of the Republic of Moldova;

- (iv) “**The sub-project**” actions are described in the **Application form**, part of this sub-financing Agreement, and represents all activities financed within the present sub-financing Agreement;
- (v) “**Sub-finance**” represents the fund received by the Beneficiary from MoER to reach the objectives of the sub-project prepared by the Beneficiary and approved under the HEIP, granted from the loan amounts to finance consulting services and other non-consulting services, training, goods, minor civil works and additional operating costs in the frame of any sub-project;
- (vi) “**The Procurement Regulations**” represents the *World Bank Procurement Regulations for Investment Project Financing Borrowers – Procurement in Investment Project Financing of Goods, Works, Non-Consulting and Consulting Services, issued on July 1, 2016, revised on November 1, 2016 and August 1, 2018*;
- (vii) “**The Anti-Corruption Guidelines**” represents the *Guidelines On Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants, dated October 15, 2006 and revised in January, 2011*.

Art.2. THE OBJECT OF THE SUB-FINANCING AGREEMENT

2.1. The object of the present sub-financing Agreement is the award of a sub-finance by MoER to the Beneficiary for the implementation of the sub-project entitled

_____, prepared by the Beneficiary and approved by MoER.

2.2. The sub-finance is awarded under the terms and conditions stipulated in the present sub-finance Agreement, as well as those in the *HEIPOM*.

2.3. The **Application form**, Annex 1 to the *HEIPOM*, that describes the sub-project previously defined, is part of the present sub-financing Agreement.

Art.3. FUNDING

3.1. MoER awards the Beneficiary a **sub-finance** in the *total amount* of MDL, that will be used by the Beneficiary for the implementation of all activities stipulated in the sub-project, according to the provisions of this sub-financing Agreement and those of the *HEIPOM*.

3.3. The distribution of estimated payment requests by implementation period, estimated by the Beneficiary as necessary for the implementation of sub-project activities, shall be made according to the provisions of the *HEIPOM* approved, and is presented in the table below¹⁰.

Installment	Estimated amount [MDL]
First instalment of pre-financing <i>(30 % of the forecasted budget for the first implementing year)</i>	
Further instalment(s) of pre-financing (intermediary pre-financing)	

¹⁰ This information is used by the MoECR for planning of funds necessary for implementation of sub-projects.

<i>(The value of further instalments will be calculated as the difference between the forecasted expenditures (for the next 6 months) and the remaining balance on the treasury account.)</i>	
Final Balance <i>(10% of the total sub-project budget, to be paid after the end of the sub-project and following the approval of the final report)</i>	
TOTAL	

3.4. MoER will carry out the procedures for the financial allocation of **first instalment**, transferring the respective amount opened at the State Treasury of the Republic of Moldova of the HEI/ pedagogical college ¹¹, based on Request for payment (Annex 8 of HEIPOM) received from Beneficiary, no later than 45 calendar days upon the presentation of the letter confirming the opening of treasury account in the name of the Beneficiary and according to the national legislation in force.

3.5. The **following instalments** will be allocated by transferring the respective amounts through a payment order, based on Request for payment, if the following conditions are cumulatively met:

- a) the Progress reports are approved by the MoER, as a result of a satisfactory level of technical and financial implementation progress, according to the approved proposal, as verified in supportive documentation and on-site; and
- b) at least 70% of the financial allocation previously transferred to the Beneficiary has been spent, and the supporting documents have been submitted.

3.6. No later than 45 days from the registration at MoER of the request from the Beneficiary to release of a **following instalments**, MoER/PMT verifies the fulfilment of the requirements mentioned under paragraph 3.5. and carries out all procedures needed for the financial allocation of the instalment, transferring the funds through a payment order, according to the national legislation in force.

3.7. The compliance with the deadlines mentioned under paragraphs 3.4. and 3.6. is conditioned by the allocation of necessary funds in the budget of MoER and the approval by the MoF of the budgetary planning for the HEIP under the MHEP Project.

3.8. The amounts which are not spent by the end of the calendar year will remain in the beneficiary account, in order to be spent in the next calendar year, according to the national legislation in force, but not later than the mentioned completion date of HEIP.

Art. 4. SUB-FINANCING EXPENDITURE ELIGIBILITY

4.1. The funds allocated under the present sub-financing Agreement are to be used for the categories of activities, respectively of eligible expenditures set out in the *HEIPOM*.

4.3. The allocation of funds for different **categories activities** shall not be changed during sub-project implementation without MoER prior approval and must comply with the weights established in the *HEIPOM*.

Art. 5. DURATION AND ENTRY INTO FORCE OF THE SUB-FINANCING AGREEMENT

¹¹ The HEI / pedagogical college will carry out the procedures needed for opening an account at the State Treasury of the Republic of Moldova, for funds coming from MHEP Project.

- 5.1.** This sub-financing Agreement shall enter into force on the date when the last Party signs.
- 5.2.** The Implementation Period of the sub-project is of _____ **months**, starting from the date the sub-financing Agreement enters into force.
- 5.3** This sub-financing Agreement and all the obligations of the parties hereunder expire the day after MoER has sent to the Beneficiary the Notification regarding the completion of the sub-financing, but no later than April 30, 2025.
- 5.4.** Based on a justified request of the Beneficiary, MoER may approve, through an addendum to this sub-financing Agreement, the extension for a period agreed upon by the Parties, but not beyond September 30, 2025, three months before the MHEP Project Closing Date.

Art. 6. RIGHTS OF THE BENEFICIARY

- 6.1.** To receive the instalment of funds, under the terms and conditions stipulated in this Agreement.
- 6.2.** To receive from MoER the *HEIPOM* developed under the sub-project.
- 6.3.** To request and receive clarifications from MoER / PMT on procurement and financial procedures, as well as on those referring to the technical implementation of the sub-project financed from the sub-financing scheme.

Art. 7. OBLIGATIONS OF THE BENEFICIARY

- 7.1.** To carry out the sub-project activities as described in the Application form (Annex 1), Results Framework and Monitoring (Annex 2) and Sub-Project Implementation Plan (Annex 3) attached to this sub-financing Agreement.
- 7.2.** To implement the sub-project with due diligence and efficiency, in accordance with the technical, economic, financial, managerial, environmental and social standards and practices satisfactory to the Bank, as defined in the *Project Operations Manual*, *HEIPOM* and in compliance with the provisions of the *Bank Anti-Corruption Guidelines*, applicable to the sub-financing beneficiaries, as receivers of the credit proceeds.
- 7.3.** To ensure financial and accounting records of the sub-financing, separate records and accounts of the expenditures registered during the sub-project implementation, distinct and in accordance with the national law.
- 7.4.** To safe keep all supporting technical, financial and accounting documents (sub-project results, invoices, payment orders, original receipts etc.) for at least 5 years after the completion of the sub-project and as required by the national legislation.
- 7.5.** To provide MoER, PMT and the Bank all required information related to the previously mentioned aspects and duly implement any remedial actions agreed on, including refunding of any expenses found as ineligible or unspent, ensuring that the financial and accounting records are available at any time for inspection conducted by the MoER, PMT, Bank representatives etc. and external independent auditors conducted by an external audit firm, contracted by the MoER.
- 7.6.** To apply appropriate procedures and provide all required information to enable the monitoring and evaluation of the sub-project's progress and impact, achieving its objectives and indicators, in accordance with the *Project Operations Manual*, *HEIPOM* and the *Application form*.
- 7.7.** To submit all reports mentioned under **Art. 11** in the format required by MoER and within the deadlines stipulated in this sub-financing Agreement and in the *HEIPOM*.

Art. 8. MoER'S/PMT RIGHTS

8.1. To periodically check the implementation stage of the sub-project and the Beneficiary's compliance with the technical, economic, financial, procurement, management, environmental and social standards, practices and procedures, satisfactory to the Bank in accordance with the *Project Operations Manual* and *HEIPOM*, based on supporting documents provided by the Beneficiary.

8.2. To monitor the Beneficiary's compliance with the agreed reporting procedures and reporting deadlines.

8.3. To request the Beneficiary to submit specific reports, other than the periodic ones, related to the sub-project's technical progress and financial situation.

8.4. To require external independent audits or to allow the Bank to use its right to require audits of the Beneficiary's records and accounts.

8.5. To inspect or to allow the Bank to use its right to inspect the operations and any relevant records or documents of the Beneficiary, including during post review visits that might include on-site inspections as well.

Art. 9. MoER'S/PMT OBLIGATIONS

9.1. To carry out the procedures for the financial allocation according to the described above instalments in the account opened at the State Treasure of the Republic of Moldova of the Beneficiary, through a payment order according to the national legislation in force, no later than 45 calendar days, after approval of the report and the related documentation justifying the expenditure.

9.2. To ensure, via the monitors or directly, the necessary technical assistance for the procurement procedures and reporting within the sub-project, as well as in what it concerns the implementation activities etc.

9.3. To make available to the Beneficiary the *HEIPOM* developed under the sub-project.

9.4. To send to the Beneficiary, at the end of the sub-project, a Notification regarding its completion, no later than 45 days from the receipt of the Final Report sent by the Beneficiary, according to the provisions of the *HEIPOM*.

Art. 10. SUB-FINANCING PROCUREMENT PROCEDURES

10.1. The beneficiary will procure the goods, works, consulting services, non-consulting services that are to be funded by the sub-financing, in accordance with approved Procurement Plan and following the procurement provisions of the World Bank Procurement Regulations for Investment Project Financing Borrowers – Procurement in Investment Project Financing of Goods, Works, Non-Consulting and Consulting Services, as well as and with the provisions of the *HEIPOM*.

10.2. The Beneficiary will prepare, based on the activities included in the sub-project and on the approved budget, The Procurement Plan, including all items to be procured for the entire sub-project implementation period.

10.3. The Procurement Plan is prepared by the Beneficiary sub-project team in the first month after signing the sub-financing Agreement and is sent for approval to the MoER/PMT. After MoER/PMT approval, the PP will be uploaded by the Beneficiary in the Systematic Tracking of Exchanges in Procurement (STEP - is the Bank's online procurement planning and tracking tool to prepare, clear and update the PP and conduct all procurement transactions under the sub-project) and submitted to the Bank for review and approval.

10.4. The Procurement Plan shall be revised annually or whenever necessary and is subject to MoER/PMT approval.

10.5. Procurement will be conducted taking into account the primary goal of the sub-project and the necessity of flexibility to ensure a rapid implementation of the sub-project, in order to achieve the established objectives.

10.6. The Beneficiary will only enter procurement contracts with capable, reliable suppliers/providers. The price for the Supplies, Assets and/or services will not exceed the market price for similar Supplies, Assets and/or services.

10.7. During the implementation of the contract and after the completion of implementation period the Beneficiary will permanently maintain accurate records of the procurements including procurement documents in accordance with legislation in force.

10.8. The Beneficiary will maintain records of supporting documents, according to the legislation (bills, invoices, receiving documents, etc.) acquired under the sub-financing Agreement.

10.9. No person affiliated with the Beneficiary will not participate in the selection, award or administration of a contract or transaction financed under this Agreement if the person or immediate members / business partners of the person holds a financial interest.

10.10. All procurements can be subject to Post Review by the MoER/PMT or the Bank representative.

10.11. Each procurement of goods, works and non-consulting services estimated to cost the equivalent of _____ EUR or more shall be subject to Prior Review by the MoER/PMT.

10.12. Each procurement of consulting services provided by an individual or a firm estimated to cost the equivalent of _____ EUR or more shall be subject to Prior Review by the MoER/PMT.

10.13. In case of procurements that are subject to Prior Review then all stages of the procurement related to the procurement method shall be approved by the MoER/PMT

10.14. The approval of the documents at each of the stages is compulsory for the Prior Approval of a contract.

10.15. If the procurement regulation including Prior Review provisions, are not followed by the Beneficiary, the MoER may require the Beneficiary to refund the amounts granted for such procurements according to the legislation in force.

10.16. The Beneficiary shall submit at the request of the MoER any data and information regarding procurement.

10.17. The MoER can at any given time, directly or through third parties control if the rules and procedures are followed. The Beneficiary shall keep and present to the MoER, at request, all documents and recording pertaining to the procurements made by using the Funds.

10.18. The Assets Purchased by the Beneficiary with the Funds shall remain the property of the Beneficiary. The Beneficiary shall be responsible for the maintenance and good care of the Assets.

Art. 11. REPORTING

11.1. The beneficiary is required to prepare and submit to the MHEP/PMT and MoER in an electronic copy (both PDF and Excel format) and two (2) hard copy signed and stamped of the following reports as set out in the *HEIPOM*:

- (i) **Progress reports** (HEIPOM - Annex 7) on a semi-annual basis (every 6 months); and
- (ii) **Financial reports** (HEIPOM - Annex 10) on quarterly basis (every 3 months).

11.2. Reports shall be submitted no later than **30 calendar days** after the end of the period to which the reports refer to. In the case of delay of reports' submission, the Beneficiary should present written notification to the MoER/PMT and explain the reasons for such delay.

11.3. The Beneficiary has the obligation to prepare the **Progress Report** on the technical and financial sub-project implementation, required for the allocation of the next financial tranche, as set out in the *HEIPOM*. It shall be prepared and submitted for approval within **30 calendar days**. The MoER/PMT validates the Progress report only after verifying the supporting documentation and activities on-site.

11.4. The Beneficiary has the obligation to prepare the **Final Report**, within **30 calendar days** after the end of sub-project implementation, as set out in the *HEIPOM*. It shall be submitted for validation to the MoER/PMT. The report will include the presentation of the final results of the sub-project, with supporting documents that will also be made available for verification.

11.5. The Beneficiary is also required to submit other reports required by MoER, PMT or the Bank.

11.6. The Beneficiary is ultimately responsible for the overall management/implementation of the HEIP sub-project.

11.7. The Beneficiary Project Team (PT) shall mandatory include the following minimum three positions: Project Manager, Financial Manager and Procurement Manager.

Art. 12. ENVIRONMENTAL PROVISIONS

12.1. The activities of the sub-project must comply with the provisions of the legislation in force on environmental protection, as well as the Bank Environmental and Social Management Framework (ESMF) and ESMF prepared by the MoER which can be found on the following link: <http://documents1.worldbank.org/curated/en/795561575929145380/pdf/Environmental-and-Social-Management-Framework.pdf>.

Art. 13. TRANSPARENCY

13.1. The Beneficiary provides to the MoER, PMT and the Bank the available information related to the overall sub-project implementation, to ensure the transparency of its implementation.

13.2. The Beneficiary will ensure the adequate visibility and promotion of the sub-project, disclosing the sub-project's objectives and results (within relevant meetings / conferences / workshops, in brochures, magazines, sub-projects or beneficiaries' website, other online media etc.).

13.3. In all public communication about the sub-project, the Beneficiary will notify that the sub-project is funded under the HEIP within the MHEP Project.

Art. 14. FRAUD AND CORRUPTION

14.1. The Beneficiary is obliged to comply with the *Bank Anti-Corruption Guidelines*, and national legislation in force, to avoid, prevent and detect any fraud and corruption practices.

14.2. In case of any fraud and corruption suspicion, the legal representative of the Beneficiary is obliged to inform MoER as soon as possible.

Art. 15. CONFLICT RESOLUTION

15.1. Any disagreement between the two parties during the sub-project's implementation period will be solved amicably by the Parties.

15.2. If the disagreement cannot be amicably solved, it will be referred for settlement to the Republic of Moldova competent courts.

Art. 16. FORCE MAJEURE

16.1. According to the law, force majeure implies an event beyond the control of the MoER / the Beneficiary, that does not involve a mistake or negligence on the part of MoER / the Beneficiary and that could not have been foreseen.

16.2. None of the Contracting Parties shall be liable for the late performance or non-performance of contractual obligations, if these are the result of a Force Majeure event, including, but not limited to war, revolution, civil turbulences, earthquake, fire, explosion, storm, flood, epidemic, strike, lockouts, seizure or other actions of governmental agencies, embargo or any other circumstances that cannot be controlled by the respective Party.

Art. 17. TERMINATION OF THE SUB-FINANCING AGREEMENT

17.1. MoER reserves its right to unilaterally terminate this sub-financing Agreement without further formalities and without the intervention of the court, other than a notification informing the Beneficiary, in the following circumstances:

- (i) The Beneficiary fails to comply with the provisions of the sub-financing Agreement or of the HEIPOM;
- (ii) The Beneficiary fails to submit, in two consecutive quarters, quarterly reports and provides no valid justification to MoER-/PMT;
- (iii) The supporting documentation submitted by the Beneficiary does not reflect reality;
- (iv) The Beneficiary fails to spend in a year at least 5% of the total amount allocated and fails to implement the solutions agreed with the monitor assigned;
- (v) The Beneficiary fails to comply with the provisions concerning the environment or social impact; and
- (vi) The Beneficiary closes or ceases to exist for reasons not related to the sub-financing implementation.

17.2 MoER reserves its right to suspend or terminate the right of the Beneficiary to use the proceeds of the sub-financing, or to request a refund of all or any part of the funds disbursed under the sub-financing scheme, upon the beneficiary's failure to perform any of its obligations under this agreement.

Art. 18. FINAL DISPOSITIONS

18.1. Compliance with the deadlines mentioned under paragraph 9.1 is conditioned by the allocation in the budget of MoER of necessary funds for the HEIP from the MHEP Project.

18.2. For any changes, the Beneficiary will send a written request, for approval to MoER/PMT.

18.3. The **Application Form** (Annex 1), **Results Framework and Monitoring** (Annex 2) and **Sub-Project Implementation Plan** (Annex 3) approved after evaluation is part of this sub-financing Agreement, bearing the same legal force.

18.4. In case of a conflict between the provisions of the **Application Form** and the sub-financing Agreement, the provisions included in the sub-financing Agreement shall prevail.

18.4. The sub-financing Agreement is signed in 2 (two) original copies, bearing the same legal force: one for the Beneficiary and one for MoER.

MINISTRY OF EDUCATION AND RESEARCH OF THE REPUBLIC OF MOLDOVA (MoER)	BENEFICIARY (institution)
Legal representative (name) (signature)	Legal representative (name) (signature)

ANNEXES:

Annex 1: Application Form, the final version approved by the Multi-disciplinary Evaluation Committee

Annex 2. Results Framework and Monitoring, the final version approved by the Multi-disciplinary Evaluation Committee

Annex 3: Sub-Project Implementation Plan, the final version approved by the Multi-disciplinary Evaluation Committee

Annex 7: Progress Report

Applicant institution:			
Higher Educational Institution (HEI) <input type="checkbox"/>		Pedagogical Collage (PC) <input type="checkbox"/>	
Sub-financing agreement number:			
Sub-project title:			
Sub-project implementation period		From ____/____/____	To ____/____/____
Reporting period:		From ____/____/____	To ____/____/____
Name of institution:			
Faculty		_____ <i>[In the case of HEI applying on behalf of its faculty, provide here the name of the respective faculty]</i>	
Priority areas:			
Engineering and engineering trades (071) <input type="checkbox"/>	Information and communication technologies (061) <input type="checkbox"/>	Health (medicine) (091) <input type="checkbox"/>	Education (Pedagogy) (011) <input type="checkbox"/>

1. Assessment of implementation of Action activities

1.1. Executive summary of the Action

Please give a global overview of the Action's implementation for the reporting period (no more than ½ page)

Please list the indicators of the Sub-Project Development Objective (PDO) and provide level of achievement if available at this stage:

PDO. "Indicator 1": target value

PDO. "Indicator 2": target value

The activities under the sub-project and the expected results

Please present the updated information on the activities detailed under the proposal and executed during the reporting period, except for the management ones, mentioning:

- the objective of each activity;*
- the correlation between each activity and the objectives set forth, the needs of the target group and the expected results;*
- the manner each activity was implemented, the human and material/logistics/financial resources allocated (funded under the sub-financing scheme or made available by the institution). If counseling and guidance courses, workshops are proposed, an overview of the structure, content, and their implementation will be presented etc.*
- The place and duration for each activity;*

*All activities will be numbered, and their numbering will remain unchanged throughout all sections of the application form. If an activity has provided more subtasks, it will be numbered as **Activity. Number of sub-task***

Results and Activities

What is your assessment of the results of the Intermediate Targets Action so far? Include observations on the performance and the achievement of outputs, outcomes and impact in relation to specific and overall objectives, and whether the action has had any unforeseen positive or negative results.

Please list **all** the results with progress of the related indicators and all the related activities implemented during the reporting period

Intermediate Targets –

"Title of intermediate target 1" – IT1

<quantify the achievement of each intermediate target from the beginning of the action and explain any changes, especially any underperformance; refer to the indicators and assumptions in the Logframe>:

1.1 "Indicator 1": **intermediate target 1**

1.2 "Indicator 2": **intermediate target 2**

1.3 ...

A1.1 "Title of the activity: Conference at location W with X participants for Y days on Z dates"

Topics/activities covered <please elaborate>:

Reason for any changes in the planned activity <please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed> (if applicable):

Please list any risks that might have jeopardized the realization of some activities and explain how they have been tackled.

A1.2 – Title of activity 2"

...

IT2 – Title of intermediate target 2

A2.1 – Title of activity 2"

Indicators

Presentation of the indicators achieved during the reporting period for determining the achievement of the sub-project objectives.

PDO Indicators

Description	Baseline ¹²	Target	Proposed values		
			YEAR 1	YEAR 2	YEAR 3
Number of laboratories / classrooms equipped (number)					
Partnerships between universities/ pedagogical colleges and employers established (number)					
Share of students of selected HEI /PC, enrolled in Bachelor and Master's programs of sub-project's priority fields (engineering, information technologies, pedagogy and health (medicine) (percentage)					

¹² For the academic year prior to the launch of the project.

Results indicators																
Description	Baseline ¹³		Proposed values												Total	
			YEAR 1				YEAR 2				YEAR 3					
	Sem. I		Sem. II		Sem. I		Sem. 2		Sem. I		Sem. 2					
	F	B	F	B	F	B	F	B	F	B	F	B	F	B	F	B
Higher education students benefiting from systemic interventions in quality, information systems and sub-financing (number)																
Students benefiting from direct interventions to enhance learning (number)																
Share of women enrolled in STEM programs developed or improved through the HEIP sub-financing scheme (Percentage)																
Research or academic programs contributing to climate change adaptation or mitigation developed or improved through the HEIP (Number)																
Additional indicators could be defined and used, strictly correlated with the results expected, to the extent that they are useful for monitoring activities financed under the sub-financing scheme.																

¹³ For the academic year prior to the launch of the project

Socio-economic and environmental impact

To be filled out by PC if the sub-projects include renovation activities. A brief presentation of the possible environmental risks will be provided, as well as measures for addressing them.

INSTITUTIONAL ARRANGEMENTS AND MANAGEMENT (max. 1 pag.)

The sub-project team

Please describe activities performed during the reporting period.

Details will be provided on the structure, role, working time, number of hours assigned, TASKS and powers of the sub-project team members, in order to ensure the effective implementation, in due time, of the proposed activities.

Institutional involvement

Please describe activities performed during the reporting period.

*Details will be provided on ensuring the **coordination with the management** of the HEI/PC/ faculty , as well as details concerning the involvement faculties or representatives of student associations, where applicable.*

Sub-Project management

Please describe activities performed during the reporting period.

*A presentation of the management activity will be provided, by detailing the activities/mechanisms of **planning, reporting, monitoring, evaluation and control**, which need to be undertaken under the sub-project in order to ensure the fulfillment of the objectives set forth, in compliance specific procedures.*

PROJECT MANAGER

Name, Surname:

Position:

Signature:

Date report due:

Date report sent:

MOLDOVA HIGHER EDUCATION PROJECT (MHEP)
Higher Education Improvement Program (HEIP)
PAYMENT REQUEST

<Date of the payment request >

For the attention of

*Ministry of education and research of the
Republic of Moldova*

*<Financial unit/section indicated in the Contract
>*

Reference number of the Sub-Financing Contract:

Sub-project title:

Name and address of the Applicant Institution:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request *< a further pre-financing payment/payment of the balance >* under the Contract mentioned above.

The amount requested is *<according Conditions specified within the sub-financing Contract/the following: ...>* to cover the payments planned during the period _____ according to the attached forecast.

Please find attached the following supporting documents:

- *Letter of confirmation received from the Ministry of Finance related to the sub-project designated account opening (relevant to first disbursement).*
- *Interim / Final financial reports which include:*
- *Treasury Reconciliation Statement, including the copy of the account statement;*
- *Financial Report showing the expenditures under the main sub-project components and by main categories of expenditures, both for the current fiscal year and accumulated to-date;*
- *Financial supporting documents on categories of expenses incurred;*
- *Forecast of sub-project expenditures for the next reporting period;*
- *Updated Results Framework and Monitoring (Annex 2)*

The payment should be made to the following bank account: *< letter of confirmation received from the Ministry of Finance related to the sub-project treasury account opening >*

Declaration on honor

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.

Yours faithfully,

< Signature >
Name and position

Annex 9: Forecast of planned expenditures

No.	Name of category of activities/expenses	Estimated total budget MDL	Funds spent since the execution of the agreement [MDL]	Funds planned to be spent during the reference period [MDL]	Brief description
1.	Consulting services				
2.	Training				
3.	Non-consulting services				
4.	Goods				
5.	Works				
6.	Incremental operating costs				
	TOTAL				

Annex 10: Financial report

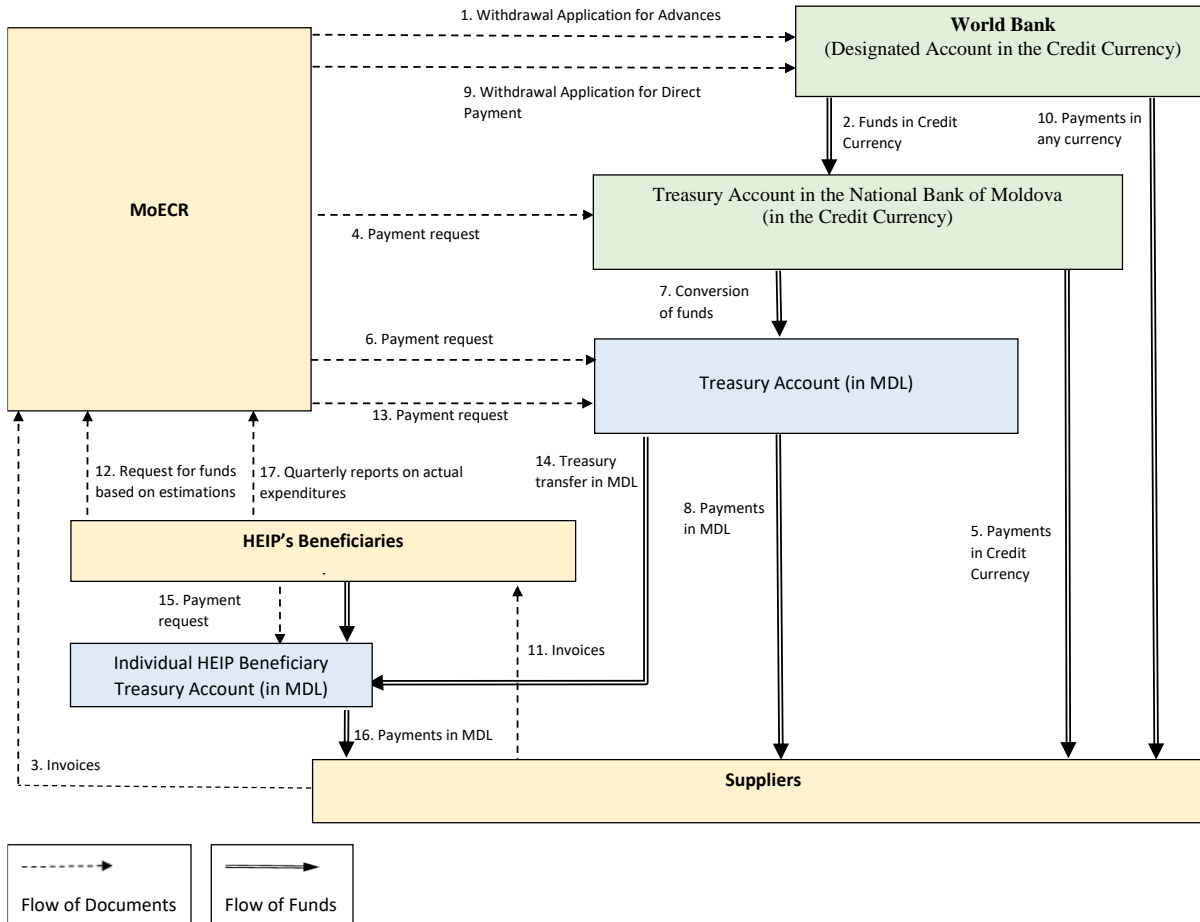
Statement of Treasury Account		<i>(Mdl)</i>	<i>(Euro)</i> Euro rate: 1 euro = xxx mdl
Opening balance as at			
Add: Tranches received during the reporting period			
Less: Amount of expenditures during the reporting period		F	
Closing balance as at carried forward to next period			

Financial Report on expenditures shown under the main sub-project components and by main categories of expenditures

MDL

No.	Sub-project Activities	Payment supporting documents					Amount of expenditures			Budgeted expenditures		
		No. of supporting document	Date of supporting document	Amount of supporting document	Payment date	No. of payment document	Current quarter	From the beginning of the current calendar year	Cumulatively, from Sub-project starting	Current quarter	From the beginning of the year	Cumulatively, from Sub-project starting
1.	Component 1 - Implementation activities											
1.1												
1.2												
1.3												
2.	Component 2 - Endowment activities (goods / equipment / works – maximum of 80% of total budget)											
2.1	<i>Goods / Equipment</i>											
2.2	<i>Works - EXCLUSIVELY - for PC</i>											
2.2.1												
2.2.2												
3.	Sub-Project management operational costs (maximum 5% of total budget)											
3.1.1												
3.1.2												
3.1.2												
3.1.3												
	Grand total											
	Total expenditures of the sub-project											

Annex 11: Flow of funds under HEIP sub- financing scheme



Quality and Cost Based Selection (QCBS), Fixed Budget Based Selection (FBBS), Least Cost Based Selection (LCBS)																																														
Activity Reference No. / Description:	In-Process / Credit No.	Loan Component	Review Type	Category	Market Approach	Estimated Amount (EUR)	Process Status	Activity Status	Terms of Reference		Expression of Interest		Evaluation of Expression of Interest and Short List of Consultants		Short List and Draft Request for Proposals		Request for Proposals as Issued		Amendments to Request for Proposals		Opening of Technical Proposals / Minutes		Evaluation of Technical Proposals		Opening of Financial Proposals / Minutes		Combined Evaluation Report and Draft Negotiated Contract		Notification of Intention of Award		Signed Contract		Contract Amendments		Contract Completion		Contract Termination									
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual				

Consultant Qualification																																																	
Activity Reference No. / Description:	In-Process / Credit No.	Loan Component	Review Type	Category	Market Approach	Estimated Amount (EUR)	Process Status	Activity Status	Terms of Reference		Expression of Interest		Evaluation of Expression of Interest and Short List of Consultants		Short List and Draft Request for Proposals		Draft Negotiated Contract		Notification of Intention of Award		Signed Contract		Contract Amendments		Contract Completion		Contract Termination																						
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual													

Consultant Direct Selection (CDS)																																																					
Activity Reference No. / Description:	In-Process / Credit No.	Loan Component	Review Type	Category	Market Approach	Estimated Amount (EUR)	Process Status	Activity Status	Terms of Reference		Justification for Direct Selection		Invitation to Identified/Selected Consultant		Amendments to Terms of Reference		Draft Negotiated Contract		Notification of Intention of Award		Signed Contract		Contract Amendments		Contract Completion		Contract Termination																										
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual																	

Individual Consultant Selection																																																									
Activity Reference No. / Description:	In-Process / Credit No.	Loan Component	Review Type	Category	Market Approach	Estimated Amount (EUR)	Process Status	Activity Status	Terms of Reference		Expression of Interest		Evaluation of Expression of Interest and Short List of Consultants		Justification for Direct Selection		Invitation to Identified / Selected Consultant		Draft Negotiated Contract		Notification of Intention of Award		Signed Contract		Contract Amendments		Contract Completion		Contract Termination																												
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual																					

