

MONTENEGRO
MINISTRY OF SUSTAINABLE DEVELOPMENT AND TOURISM
Land Administration and Management Project- LAMP

AMENDMENT #2

To the Contract No: MNE-LAMP-7647-IC-CS-13-B.2.4.1
Training Assistant for LAMP Project Coordination Unit

between

MINISTRY OF SUSTAINABLE DEVELOPMENT AND TOURISM
(hereinafter referred to as CLIENT)

and

Mr. Nikola Jovović
(hereinafter referred to as CONSULTANT, Training Assistant)

Podgorica, April 30, 2015

Amendment #2

To the CONTRACT No.: MNE-LAMP-7647-IC-CS-13-B.2.4.1

THIS Amendment #2 ("the Amendment"), made on April 30, 2015, to the CONTRACT No.: MNE-LAMP-7647-IC-CS-13-B.2.4.1 ("the "Contract") entered into July 01, 2013, and Amendment #1 made on June 30, 2014 by and between the **Ministry of Sustainable Development and Tourism**, having its principal place of business at IV Proleterske brigade 19, 81000 Podgorica, Montenegro, represented by **Mr. Branimir Gvozdenović**, Minister, hereinafter called ("the Client") and **Mr. Nikola Jovović**, having its principal place of business at , 81400 Nikšić, Montenegro, hereinafter called ("the Consultant").

Where the parties hereby agree that Consultant, beside obligations related to training assistance, also perform obligations related to Monitoring and Evaluation/Training Specialist for LAMP Project Coordination Unit, and to change monthly rates for the Consultant and contract duration period;

Clause of the Contract:

- 2. Term** The Consultant shall perform the Services during the period commencing July 01, 2013 and continuing through April 30, 2015, or any other period as may be subsequently agreed by the parties in writing.

Is changed and shall now read:

- 2. Term** The Consultant shall perform the Services during the period commencing July 01, 2013 and continuing through December 31, 2015, or any other period as may be subsequently agreed by the parties in writing.

Clause of the Contract:

3. Payment A. Ceiling

3. Payment A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **17,124.00EUR gross (12,000.00EUR net)**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

Is changed and shall now read:

3. Payment A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay

the Consultant an amount not to exceed **27,449.36EUR gross (19,200.00EUR net)**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

Annex A is changed and shall now read:

Training Assistance for LAMP Project Coordination Unit

BACKGROUND

Summary of the Project description

The development objective of the Land Administration and Management Project (LAMP) is: *to improve the efficiency of permitting and property registration.*

The beneficiaries of the investment will be: (a) the public living within the municipalities as more order is brought to the built environment; and (b) the business community as more transparent and efficient processes are facilitated. The level of informal development should be drastically reduced, such that unsustainable and unattractive developments are curtailed, yet the business community and the private citizen will be able to develop their own assets with greater ease and security. By the end of the Project it should be possible for the public to easily access information about the processes required to develop a business or property and to have access to the legal situation concerning a property, and the zone plans and the forms and procedures for applying to develop a property or obtain the necessary construction permits. This should result in less illegal developments and greater investment through formal procedures. The outcomes will be measured by a reduction in percentage of time spent on the compliance with the regulatory requirements, reduction in the number of steps and days required for permits or other documents, and better access to information.

The Project has three components:

(A) Real Estate Administration. This component concentrates on improving registration services to the public by improving the facilities at local offices, especially in Podgorica where the majority of transactions occur. Nationally there will improved service standards through improved technology and completion of at least 100,000 hectares of cadastre and registration records in selected areas. The Project will help READ to bring all forms of land and property records available to municipalities and other users 'on-line' and ensure that the READ will be able to provide basic maps in a timely manner to municipalities for planning and management purposes. The activities under the Project fit within the READ five year plan for 2008 to 2013, and includes four subcomponents: (i) improving registration services; (ii) information system development; (iii) provision of basic maps; and (iv) building the real estate cadastre REC).

(B) Improving Planning and Permitting. This component will support the Ministry of Economic Development (MED) to improve the planning and permitting processes and strengthen the capacity of MED to support the planning sector in Montenegro. This component will also support those municipalities that have limited funds to develop spatial and general plans in line with the recently approved national spatial plan. Podgorica municipality and the coastal municipalities can afford to develop their own urban plans, but all municipalities will benefit from the Project-sponsored planning standards and manuals and information systems that will streamline and improve the planning and permitting process. There are four subcomponents: (i) improving the planning process and support to the Ministry of Economic Development; (ii) improving

the planning process at municipal level and completion of plans; (iii) improving construction permitting and inspection; and (iv) support to the business environment.

(C) Project Management. This component will support a Project coordination unit (PCU) to assist the MED with Project implementation of Component B and C and the existing technical services unit (TSU) under the MOF that will be responsible for fiduciary control and management. The PCU will also be responsible for monitoring and evaluation of Project activities and results.

SCOPE OF WORK

The Training Assistant will perform the tasks defined in this TOR, ensuring that the relevant objectives are achieved within the time and costs targets specified in the PAD. The Training Assistant will cooperate with staff members from the PCU and will work within a multi-discipline team of permanent and temporary consultants recruited to fulfill certain tasks within the Project, and led by the Project Manager.

The Consultant will be fully in charge of all monitoring and evaluation (M&E) aspects of the LAMP Project. Due to the complexity of the Project, the several implementing entities and beneficiaries, an M&E system has to be in place and smoothly functioning as soon as possible. The day-to-day implementation and coordination of outsourced surveys and studies requires professional M&E services in support of the PCU, MED, READ and the municipalities, and for the communications with the public, the GoM and the WB. For this purpose, the PCU is in need of an M&E specialist.

The Consultant specialist will also be responsible for training under the project including preparation of the annual training plans taking into account the training needs assessment to be completed during the first year of the Project. The Consultant will also be responsible for procuring the necessary goods and services to deliver the annual training plan.

It will cooperate with staff members from the PCU and will work within a multi-discipline team of permanent and temporary consultants recruited to fulfill certain tasks within the Project, and led by the Project Manager.

SPECIFIC TASKS AND RESPONSIBILITIES

- Be responsible for all the M&E aspects of the project;
- Preparation of the annual training plan for the Project
- Review the Project Appraisal Documents and Project Implementation Plans, and other relevant documents; and ensure that project objectives are monitored as outlined in the PAD and the agreed monitoring indicators;
- Finalize project monitoring indicators during the first three months of project implementation and submit to the WB for review and approval; upon approval, compile detailed baseline information;
- Assess the general M&E requirements of the Project and identify relevant data collection and analysis methods, reporting and the use of information for management purposes;
- Design and implement and gradually improve a sustainable integrated computerized M&E system to monitor project implementation progress; draw up relevant M&E report forms to be completed on a monthly, quarterly and/or semi-annual basis; work

with MED, READ and the municipalities to ensure the monitoring system is complete and comprehensive for project monitoring.

- Initiate and coordinate the work of consultants undertaking the regular biennial customer surveys that monitor customer satisfaction and compliance with service standards;
- Initiate and coordinate the work on the mid-term and final stage social assessment and environmental impact assessment to measure the social, economic and environmental impact of the project;
- Prepare quarterly, biannual, and annual summary reports, analyze trends, detect, alert and advise about adverse trends, and recommend actions to the Project Manager, Component Coordinators on the results of the reports and summary sheets;
- For training the Specialist will be responsible for preparation of the annual training plan; for procuring the goods and services necessary to deliver the training plan; and for monitoring the quality of the training delivered and periodic evaluation.
- Communication and interaction with Technical Coordinator/Project Manager in the implementation of the training program
- Technical and administration support in the monitoring, evaluation and training process and providing required information and resources for successful implementation of specific training programs
- preparation of pre & post training activities:
 - Informing the participants about the schedule of training programs, assistance in preparation of an evaluation questionnaire and evaluation of the training program
 - Collecting and elaboration of evaluation questionnaires from the held education programs, production of reports, copying and distribution of materials to program attendees
 - Supervision and informing related to the training program implementation (list of participants, list of attendees etc., reporting and providing necessary information about the implemented training program related to the budget, time framework, locations and uses of planned activities.
- maintain a database (or spreadsheet matrix) of past and current training programs, participatory approach activities in development of SUPs, and other project activities.
- day-to-day activities related to project administration, meeting coordination (including taking minutes at meetings, distribution of minutes, etc.)
- Organization of study tours, workshops including travel and other logistics.
- Carry out any other duties according to skills and experience as required

REPORTING

- Prepare Monthly Progress Reports to the PCU manager for all project activities;
- Prepare Quarterly Reports for the Project Steering Committee and World Bank to be approved by the Component Coordinators and PSC;

DURATION OF SERVICES

Services are required for a period until December 31, 2015, but can be extended if the project closing date is extended. However, there will be an initial probation period of 3 months.

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

For period July 01, 2013-June 30, 2014

(1) Remuneration of Staff

| Name | Net rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---------------------------|-----------------------------|---------------------------------------|-----------------|
| Mr. Nikola Jovović | 500.00 | 12 | 6,000.00 |
| Sub-Total (1) | | | 6,000.00 |

(2) Other costs for Consultant

| | Rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---|-------------------------|---------------------------------------|-----------------|
| a) Social insurance | 101.43 | 12 | 1,217.16 |
| b) Health insurance | 60.86 | 12 | 730.32 |
| c) Tax obligations | 51.21 | 12 | 614.52 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 213.50 | 12 | 2,562.00 |
| Sub-Total (2) | | | 2,562.00 |

TOTAL COST = 6,000.00EUR + 2,562.00EUR = 8,562.00EUR

For period July 01, 2014-April 30, 2015

(1) Remuneration of Staff

| Name | Net rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---------------------------|-----------------------------|---------------------------------------|-----------------|
| Mr. Nikola Jovović | 600.00 | 10 | 6,000.00 |
| Sub-Total (1) | | | 6,000.00 |

(2) Other costs for Consultant

| | Rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---|-------------------------|---------------------------------------|-----------------|
| a) Social insurance | 121.71 | 10 | 1,217.10 |
| b) Health insurance | 73.03 | 10 | 730.30 |
| c) Tax obligations | 61.46 | 10 | 614.60 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 256.20 | 10 | 2,562.00 |
| Sub-Total (2) | | | 2,562.00 |

TOTAL COST = 6,000.00EUR + 2,562.00EUR = 8,562.00EUR

TOTAL CONTRACT CEILING for period July 01, 2013-April 30, 2015: 17,124.00EUR

Is changed and shall now read:

For period July 01, 2013-June 30, 2014

(1) Remuneration of Staff

| Name | Net rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---------------------------|-----------------------------|---------------------------------------|-----------------|
| Mr. Nikola Jovović | 500.00 | 12 | 6,000.00 |
| Sub-Total (1) | | | 6,000.00 |

(2) Other costs for Consultant

| | Rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---|-------------------------|---------------------------------------|-----------------|
| a) Social insurance | 101.43 | 12 | 1,217.16 |
| b) Health insurance | 60.86 | 12 | 730.32 |
| c) Tax obligations | 51.21 | 12 | 614.52 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 213.50 | 12 | 2,562.00 |
| Sub-Total (2) | | | 2,562.00 |

TOTAL COST = 6,000.00EUR + 2,562.00EUR = 8,562.00EUR

For period July 01, 2014-April 30, 2015

(1) Remuneration of Staff

| Name | Net rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---------------------------|-----------------------------|---------------------------------------|-----------------|
| Mr. Nikola Jovović | 600.00 | 10 | 6,000.00 |
| Sub-Total (1) | | | 6,000.00 |

(2) Other costs for Consultant

| | Rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---|-------------------------|---------------------------------------|-----------------|
| a) Social insurance | 121.71 | 10 | 1,217.10 |
| b) Health insurance | 73.03 | 10 | 730.30 |
| c) Tax obligations | 61.46 | 10 | 614.60 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 256.20 | 10 | 2,562.00 |
| Sub-Total (2) | | | 2,562.00 |

TOTAL COST = 6,000.00EUR + 2,562.00EUR = 8,562.00EUR

For period May 01, 2015-December 31, 2015

(1) Remuneration of Staff

| Name | Net rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---------------------------|-----------------------------|---------------------------------------|-------------|
| Mr. Nikola Jovović | 900.00 | 8 | 7,200.00 |

| | |
|----------------------|-----------------|
| Sub-Total (1) | 7,200.00 |
|----------------------|-----------------|

(2) Other costs for Consultant

| | Rate (per month in EUR) | Time spent (number of working months) | Total (EUR) |
|---|-------------------------------|---|-----------------|
| a) Social insurance | 183.48 | 8 | 1,467.84 |
| b) Health insurance | 114.56 | 8 | 916.48 |
| c) Tax obligations | 92.63 | 8 | 741.04 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 390.67 | 8 | 3,125.36 |
| Sub-Total (2) | | | 3,125.36 |

TOTAL COST = 7,200.00EUR + 3,125.36EUR = 10,325.36EUR

TOTAL CONTRACT CEILING for period July 01, 2013-December 31, 2015:
27,449.36EUR

All other terms and conditions of the contract remain the same

FOR THE CLIENT
Ministry of Sustainable Development
and Tourism

Mr. Branimir Gvozdenović,
Title: Minister



FOR THE CONSULTANT

Mr. Nikola Jovović,
Title: Training Assistance

CRNA GORA
MINISTARSTVO ODRŽIVOG RAZVOJA I TURIZMA
PROJEKAT ZEMLJIŠNE ADMINISTRACIJE I UPRAVLJANJA

IZMJENE I DOPUNE br. 2

na UGOVOR br. MN-LAMP- IBRD7647- IC-CS-13-B.2.4.1
Asistent za obuku za Jedinicu za koordinaciju projekta (PCU) za Projekat LAMP

između

Ministarstva održivog razvoja i turizma

(u daljem tekstu: **KLIJENT**)

i

g. Nikole Jovovića

(u daljem tekstu: **KONSULTANT**, Asistent za obuku)

Podgorica, 30.04.2015



IZMJENE I DOPUNE br. 2

na UGOVOR br. MN-LAMP- IBRD7647- IC-CS-13-B.2.4.1 Asistent za obuku za Jedinicu za koordinaciju projekta (PCU) za Projekat LAMP

OVE IZMJENE I DOPUNE br. 2 (u daljem tekstu „Izmjene i dopune“) zaključene su 30.04.2015, vezano za Ugovor br: **UGOVOR br. MN-LAMP- IBRD7647- IC-CS-13-B.2.4.1.** skopljen 01.07.2013 i Izmjene i dopune br. 1 zaključene 30.06.2014 između *Ministarstva održivog razvoja i turizma*, koje zastupa g. Branimir Gvozdenović, ministar (u daljem tekstu „Klijent“) i koje ima sjedište u Ul. IV Proleterske brigade 19, 81000 Podgorica, i g. *Nikole Jovovića* (u daljem tekstu „Konsultant“), sa adresom , 81400 Nikšić, Crna Gora.

S OBZIROM da se ugovorne strane slažu da Konsultant, pored obaveza asistenta za obuku, takođe vrši obaveze Specijaliste za monitoring i evaluaciju/obuku za Jedinicu za koordinaciju projekta LAMP, i da promijene mjesečne naknade za Konsultanta i trajanje njegovog ugovora:

Klauzula Ugovora:

- 2. Rokovi** Konsultant će izvršiti usluge koje počinju **01.07.2013.** i traju do **30.04.2015.** godine ili u bilo kojem drugom periodu koji može biti dogovoren između Klijenta i Konsultanta u pismenoj formi.

sada se mijenja i glasi:

- 2. Rokovi** Konsultant će izvršiti usluge koje počinju **01.07.2013.** i traju do **31.12.2015.** godine (sa mogućnošću produžetka) ili u bilo kojem drugom periodu koji može biti dogovoren između Klijenta i Konsultanta u pismenoj formi.

Klauzula Ugovora:

- 3. Plaćanje** A. Gornja granica plaćanja po Ugovoru

Za naknadu za Usluge u skladu sa „Aneksom A“, Klijent će platiti Konsultantu iznos koji ne prelazi **17,124.00EUR bruto (12,000.00EUR neto)**. Ovaj iznos je određen uzimajući u obzir da su u njega uključeni svi Konsultantovi troškovi i dobit, kao i sve poreske obaveze za Konsultanta. Plaćanje po osnovu Ugovora se sastoji od nadoknade definisane u pod-paragrafu B niže u Ugovoru i nadoknadivih troškova definisanih u pod-paragrafu C niže u Ugovoru.



sada se mijenja i glasi:

3. Plaćanje

A. Gornja granica plaćanja po Ugovoru

Za naknadu za Usluge u skladu sa „Aneksom A“, Klijent će platiti Konsultantu iznos koji ne prelazi **27,449.36EUR bruto (19,200.00EUR neto)**. Ovaj iznos je određen uzimajući u obzir da su u njega uključeni svi Konsultantovi troškovi i dobit, kao i sve poreske obaveze za Konsultanta. Plaćanje po osnovu Ugovora se sastoji od nadoknade definisane u pod-paragrafu B niže u Ugovoru i nadoknadivih troškova definisanih u pod-paragrafu C niže u Ugovoru.

Aneks Ase mijenja i sada glasi:

Asistent za obuku za Jedinicu za koordinaciju projekta LAMP

UVODNE NAPOMENE

Opis Projekta

Razvojni cilj Projekta zemljišne administracije i upravljanja u Crnoj Gori (Projekat) je *poboljšanje efikasnosti sistema izdavanja dozvola i uknjižbe nekretnina*.

Korisnici investicije biće: (a) stanovništvo u opštinama koje će živjeti u uređenijem izgrađenom okruženju i (b) poslovna zajednica koja će raditi po transparentnijim i efikasnijim procedurama. Nivo neformalne gradnje će se drastično smanjiti, tako da će sezaustaviti neodrživa i neatraktivna gradnja, a poslovna zajednica i građani će moći da unapreduju svoju imovinu sa većom lakoćom i sigurnošću. Do kraja Projekta, javnost će moći lakše da pristupa informacijama o procesima izgradnje i uređenja, kao i pravnim situacijama u vezi sa nekretninama, tj. urbanističkim planovima i formularima i procedurama za podnošenje zahtjeva za izgradnju ili dobijanje potrebnih građevinskih dozvola. To će dovesti do manje bespravne gradnje i većih ulaganja kroz formalne procedure. Ishod će se mjeriti kroz umanjenje procenta vremena utrošenog u usaglašavanje sa regulatornih zahtjevima, smanjenje broja koraka i dana u postupku dobijanja dozvola i drugih dokumenata, i lakšem pristupu informacijama.

Projekat ima tri komponente:

(A) Uprava za nekretnine. Ova komponenta se koncentrisana na poboljšanje usluga uknjižbe nekretnina za građane, kroz poboljšanje uslova u lokalnim službama, naročito u Podgorici gdje se dešava najveći broj aktivnosti. Na nacionalnom nivou, standardi usluga će biti poboljšani kroz primjenu bolje tehnologije i dovršetak katastra i upisa za najmanje 100.000 hektara u odabranim područjima. Projekat će pomoći Upravi za nekretnine da sve forme zemljišnih katastarskih i katastarskih nekretnina prevede na sistem 'on-line' i učini dostupnim opštinama i drugim korisnicima, kao i da Uprava blagovremeno obezbijedi osnovne mape opštinama za potrebe izrade planova i upravljanja. Aktivnosti za Upravu za nekretnine uklapaju se u njen petogodišnji plan 2008-2013 i uključuju 4 potkomponente: (i) unapređenje poslova uknjižbe; (ii) razvoj informacionog sistema; (iii) obezbjeđivanje osnovnih mapa; i (iv) izgradnju katastra nekretnina.

(B) Unapređenje procesa planiranja i izdavanja dozvola. Ova komponenta će pružiti podršku Ministarstvu za ekonomski razvoj na unapređenju procesa planiranja i izdavanja dozvola i jačanju kapaciteta Ministarstva radi podrške sektoru planiranja u Crnoj Gori. Kroz ovu komponentu će se takođe pomoći onim opštinama koje raspolažu

ograničenim resursima da izrade generalne planove u skladu sa nedavno usvojenim Prostornim planom države. Podgorica i primorske opštine imaju mogućnosti da rade svoje urbanističke planove, ali sve opštine će imati koristi od aktivnosti obuhvaćenih ovim Projektom, izrade standrada i priručnika i informacionih sistema koji će modernizovati i unaprijediti sistem planiranja i izdavanja dozvola. Komponenta uključuje 4 potkomponente: (i) unapređenje procesa planiranja i podrške Ministarstvu; (ii) unapređenje procesa planiranja na opštinskom nivou i završetak planova; (iii) unapređenje procesa izdavanja dozvola za gradnju i inspekcije; i (iv) podrška poslovnom okruženju.

(C) Upravljanje Projektom. Ovom komponentom se pruža podrška Jedinici za koordinaciju Projekta (PCU) koja će pomagati Ministarstvu u realizaciji Komponente B i C i postojećoj Jedinici tehničke podrške (TSU) koja radi u okviru Ministarstva finansija i zadužena je za finansijsku kontrolu i upravljanje. Projektna jedinica će takođe biti zadužena za praćenje i ocjenu svih Projektnih aktivnosti i rezultata.

OBIM AKTIVNOSTI

Asistent za obuku će izvršavati poslove definisane u ovom Opisu zadataka, starajući se da se relevantni ciljevi ostvare na vrijeme i u okviru troškova koji su predviđeni u Ocjeni projekta (Project Appraisal Document - PAD). Asistent za obuku će saradivati sa zaposlenima u PCU i obavljati zadatke u okviru multidisciplinarnog tima stalno i privremeno angažovanih konsultanata koji su angažovani za pojedine poslove na Projektu, a pod rukovodstvom Projekt menadžera.

Konsultant će biti zadužen za sve aspekte monitoringa i evaluacije na Projektu LAMP. Zbog kompleksnosti Projekta, većeg broja aktera realizacije i korisnika, sistem monitoringa i evaluacije mora da postoji i da funkcioniše što bezbolnije. Svakodnevna realizacija i koordinacija anketa i analiza koje se rade sa strane zahtijevaju profesionalne usluge specijaliste za monitoring i evaluaciju kao podrška Jedinici, Ministarstvu, Upravi za nekretnine i opštinama, i u komunikacijama sa javnošću, Vladom i Svjetskom bankom. Za te potrebe, Projektnoj jedinici je neophodan specijalista za M&E.

Konsultant će biti odgovoran i za obuku u okviru projekta, uključujući izradu godišnjih planova obuke vodeći računa o relevantnim procjenama potreba koje će se uraditi u prvoj godini projekta. On će takođe biti odgovoran za nabavke potrebne robe i usluga vezano za izradu godišnjeg plana obuke.

Saradivaće sa svim zaposlenima u PCU u okviru multidisciplinarnog time stalno i privremeno zaposlenih konsultanata angažovanih za izvršenje određenih zadataka na Projektu, kojeg vodi Projekt menadžer.

KONKRETNI ZADACI I NADLEŽNOSTI

- Odgovoran za sve aspekte M&E na projektu;

- Pirpema godišnjeg plana obuke za projekat,
- Analiza Ocjene projekta (PAD) i planova realizacije projekta, kao i drugih relevantnih dokumenata, i praćenje ostvarivanja ciljeva projekta u skladu sa Ocjenom projekta i dogovorenim indikatorima praćenja;
- Finalizacija indikatora za praćenje u prva tri mjeseca realizacije projekta i dostavljanje Svjetskoj banci na saglasnost; nakon saglasnosti, sakupljanje detaljnih polaznih podataka;
- Ocjena opštih potreba za M&E na projektu identifikacija relevantnih metoda za prikupljanje i analizu podataka, izvještavanje i korišćenje podataka za potrebe upravljanja;
- Osmišljavanje i realizacija i postepeno unapređenje održivog integrisanog kompjuterizovanog sistema za M&E radi praćenja ostvarivanja i napretka projekta; sastavljanje odgovarajućih obrazaca za M&E koji će se popunjavati mjesečno, kvalitativno odnosno polugodišnje; saradnja sa Ministarstvom, Upravom za nekretnine i opštinama kako bi se osiguralo da sistem monitoringa bude kompletan i sveobuhvatan za potrebe praćenja projekta.
- Iniciranje i koordinacija poslova konsultanata koji rade redovne polugodišnje ankete o zadovoljstvu korisnika usluga radi praćenja usaglašenosti sa standardima;
- Iniciranje i koordinacija rada na srednjoročnoj i finalnoj socijalnoj studiji i procjeni uticaja na životnu sredinu radi mjerenja socijalnog, ekonomskog i ekološkog uticaja projekta;
- Izrada kvartalnih, polugodišnjih i godišnjih sumarnih izvještaja, analiza trendova, detektovanje trendova, upozoravanje na trendove i savjetovanje o tome, i davanje preporuka za aktivnosti direktoru projekta, koordinatorima komponenti o rezultatima izvještaja;
- Kod obuke, specijalista je odgovoran za izradu godišnjeg plana obuke; nabavku roba i usluga za izradu plana obuke; i za praćenje kvaliteta izvršene obuke kao i periodičnu ocjenu istih.
- Komunikacija i interakcija sa specijalistom za monitoring i evaluaciju i obuku i tehničkim koordinatorom/specijalistom za planiranje u sprovođenju programa obuke;
- Tehnička i administrativna podrška u procesu monitoringa, evaluacije i obuke i obezbjeđivanje potrebnih informacija i resursa za uspješno ostvarivanje konkretnih programa obuke;
- Pomoć u pripremi aktivnosti koje se vrše prije obuke i nakon završene obuke:
 - informisanje učesnika o planu i rasporedu programa obuke, pomoć u izradi upitnika o ocjeni održanih programa i u ocjeni programa obuke,
 - sakupljanje i obrada upitnika o ocjeni nakon održanih edukativnih programa, izrada izvještaja, kopiranje i distribucija materijala učesnicima u programima,
 - nadzor i informisanje u vezi sa realizacijom programa obuke (lista učesnika, lista kandidata itd), izvještavanje i davanje neophodnih informacija o realizovanom programu obuke u vezi sa budžetom, vremenskim okvirom lokacijama i cilju planiranih aktivnosti;
- održavanje baze podataka (ili spreadsheet matrice) o prethodnim i tekućim programima obuke, aktivnostima u vezi sa učešćem javnosti u izradi PUP-ova, i ostali projektni aktivnostima;

- sprovođenje svakodnevnih aktivnosti u vezi sa projektnom administracijom, koordiniranje sastanaka (uključujući vođenje zapisnika na sastancima, distribucija zapisnika i slično);
- organizovanje studijskih putovanja, radionica, uključujući putnu i drugu logistiku;
- pravljenje redovnih izvještaja za sistem monitoringa i evaluacije i pružanje pomoći specijalisti za monitoring i evaluaciju i obuku u izradi tabela i izvještaja koji se traže;
- Izvršavanje i drugih zadataka koji su u skladu sa njegovim stručnim sposobnostima i iskustvom.

IZVJEŠTAVANJE

- Pripremaće mjesečne izvještaje o napretku za direktora PCU za sve projektne aktivnosti
- Pripremaće kvartalne izvještaje za Upravni odbor Projekta i Svjetsku banku koji treba da dobiju saglasnost koordinatora komponenti i Upravnog odbora.

TRAJANJE USLUGA

Ugovor traje godinu dana. Međutim, može se produžiti do završetka projekta. Postojeće inicijalni probni period od 3 mjeseca.

Za period 01.07.2013 – 30.06.2014

| Ime | Cijena (mjesečno u EUR) | Utrošeno vrijeme (broj mjeseci) | Ukupno (EUR) |
|----------------|--------------------------------|------------------------------------|--------------|
| Nikola Jovović | 500 | 12 | 6.000,00 |
| Svega (1): | | | 6.000,00 |

| | Cijena (mjesečno u EUR) | Broj mjeseci na poslu | Ukupno (EUR) |
|--|-----------------------------|--------------------------|-----------------|
| (a) Socijalno osiguranje | 101.43 | 12 | 1,217.16 |
| (b) Zdravstveno osiguranje | 60.86 | 12 | 730.32 |
| (c) Poreske obaveze | 51.21 | 12 | 614.52 |
| Svi porezi i doprinosi za Konsultanta (a+b+c) | 213.50 | 12 | 2,562.00 |
| Svega: | | | 2,562.00 |

Za period 01.07.2014 – 30.04.2015

| Ime | Cijena (mjesečno u EUR) | Utrošeno vrijeme (broj mjeseci) | Ukupno (EUR) |
|----------------|--------------------------------|------------------------------------|--------------|
| Nikola Jovović | 600 | 10 | 6.000,00 |
| Svega (1): | | | 6.000,00 |

| | Cijena (mjesečno u EUR) | Broj mjeseci na poslu | Ukupno (EUR) |
|-------------------------------|-----------------------------|--------------------------|--------------|
| (a) Socijalno osiguranje | 121.71 | 10 | 1,217.10 |

| | | | | |
|---|------------------------|--------|----|-----------------|
| (b) | Zdravstveno osiguranje | 73.03 | 10 | 730.30 |
| (c) | Poreske obaveze | 61.46 | 10 | 614.60 |
| Svi porezi i doprinosi za Konsultanta (a+b+c) | | 256.20 | 10 | 2,562.00 |
| Svega: | | | | 2,562.00 |

UKUPNI TROŠKOVI= 6,000,00+ 2.562,00= 8.562,00 EUR

Za period 01.05.2015 – 31.12.2015

(1) Naknade osoblja

| Ime | Cijena (mjesečno u EUR) | Utrošeno vrijeme (broj mjeseci) | Ukupno (EUR) |
|-------------------|--------------------------------|------------------------------------|-----------------|
| Nikola Jovović | 900 | 10 | 7.200,00 |
| Svega (1): | | | 7.200,00 |

(2) Ostali troškovi za Klijenta

| | Cijena (mjesečno u EUR) | Broj mjeseci na poslu | Ukupno (EUR) |
|---|-----------------------------|--------------------------|-----------------|
| (a) Socijalno osiguranje | 183.48 | 8 | 1,467.84 |
| (b) Zdravstveno osiguranje | 114.56 | 8 | 916.48 |
| (c) Poreske obaveze | 92.63 | 8 | 741.04 |
| Svi porezi i doprinosi za Konsultanta (a+b+c) | 390.67 | 8 | 3,125.36 |
| Svega: | | | 3,125.36 |

UKUPNI TROŠKOVI= 7,200.00EUR + 3,125.36EUR = 10,325.36EUR

MAKSIMALNI IZNOS UGOVORA za period 01.07.2013-31.12.2015: 27,449.36EUR

Svi ostali uslovi iz ugovora ostaju isti.

ZA KLIJENTA:

Ministarstvo održivog razvoja i
turizma

ZA KONSULTANTA:

G. Branimir Gvozdenović
Zvanje: ministar

G. Nikola Jojović
Zvanje: Asistent za obuku

Ju, Vesna Radunovic, stariji sudski tumač za engleski
jezik, postavljena rješenjem ministra pravde Crne Gore
br: 23-1102/95 od 10.04.1996. godina, potvrđujem da je
ovaj prevod vjeran originalu

Troškovi prevoda iznose

Podgorica, dana

