



Crna Gora
MINISTARSTVO POLJOPRIVREDE
ŠUMARSTVA I VODOPRIVREDE
Rimski trg br. 46, Podgorica
Broj: 07-319/4-2008/1
Datum: 08-04-2021

MONTENEGRO
Ministry of Agriculture, Forestry and Water Management
Sava and Drina River Corridors Integrated Development Program (SDIP)

CONTRACT No.: MNE-SDIP-91300-ME-IC-CS-21-3.5
Monitoring and reporting of the project implementation officer

between

Ministry of Agriculture, Forestry and Water Management
(Hereinafter referred to as “the Client”)

and

Ms. Ana Zečević
(hereinafter referred to as “the Consultant”)

Podgorica, April 5, 2021

CONTRACT
MNE-SDIP-91300-ME-IC-CS-21-3.5

THIS CONTRACT ("Contract") is entered into this April 5, 2021, by and between **Ministry of Agriculture, Forestry and Water Management** ("the Client") having its principal place of business at Rimski trg 46, 81000 Podgorica, Montenegro, and **Ms. Ana Zečević** ("the Consultant") having its address at _____ Montenegro;

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

- 2. Term** The Consultant shall perform the Services during the period commencing April 5 2021 and continuing through December 31, 2023 or any other period as may be subsequently agreed by the parties in writing.

- 3. Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of **32,616.53EUR** (gross with contributions and taxes included) (**23,066.66EUR 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.

 - B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate per man/month spent (full time basis, 8 hours per day, from Monday to Friday) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions

Payment shall be made in EUR not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator

The Client designates Mr. Momčilo Blagojević, general Director of Directorate for Water Management, as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Inspections

6.1 The Consultant shall keep, and shall make all reasonable efforts

**and
Auditing**

to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

6.2 The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Consultant's attention is drawn to Clause 15 which provides inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Clause 6.2 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank's prevailing sanctions procedures.).

7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

8. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

9. Conflict of Interests

9.1 The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Consultant Not to Benefit from Commissions, Discounts, etc.

9.1.1 The payment of the Consultant pursuant to the Contract shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause 9.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

9.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

b. Consultant and Affiliates Not to

9.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, be disqualified from providing goods, works or

- Engage in Certain Activities** non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- c. Prohibition of Conflicting Activities** 9.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. Strict Duty to Disclose Conflicting Activities** 9.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of Montenegro, and the language of the Contract shall be English.
- 13. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
 - (e) The Consultant may terminate the Contract, by not less than thirty (30) calendar days after written notice to the Client.

**15. Corrupt and
Fraudulent
Practices**

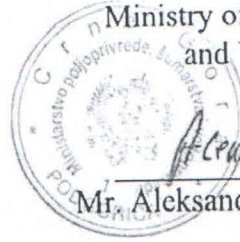
15.1 The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment 1 to the Contract.

FOR THE CONSULTANT

Ms. Ana Zečević, Consultant

FOR THE CLIENT

Ministry of Agriculture, Forestry,
and Water Management



Aleksandar Stijović

Mr. Aleksandar Stijović, MSc, Minister

Attachment 1: Bank's Policy – Corrupt and Fraudulent Practices

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011, revised July 2014:

“Fraud and Corruption

1.23 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party¹;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation²;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party³;
- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁴;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

¹ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

² For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

³ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other's bid prices or other conditions.

⁴ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;
- (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank's sanctions procedures⁵, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated⁶ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract.

⁵ A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

⁶ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant's proposal for the particular services; or (ii) appointed by the Borrower.

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

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

Annex A: Terms of Reference and Scope of Services

1. Background

The Drina River (**Error! Reference source not found.1**) is a 346 km long international river and represents a significant part of the border between Bosnia and Herzegovina (BH) and Serbia (SRB). It is the longest tributary of the Sava River and the longest karst river in the Dinaric Alps belonging to the Danube River Basin. Originating in the Dinaric Alps in MNE at an altitude of 2,500 meters, the Drina River drains a vast karst plateau which receives the highest annual rainfall in Europe (up to 3,000 mm). Originating from the Tara and Piva Rivers, both rising in MNE and converging at the border with BH, the middle and lower Drina River forms the border between BH and SRB over a length of 220 km before joining the Sava River.

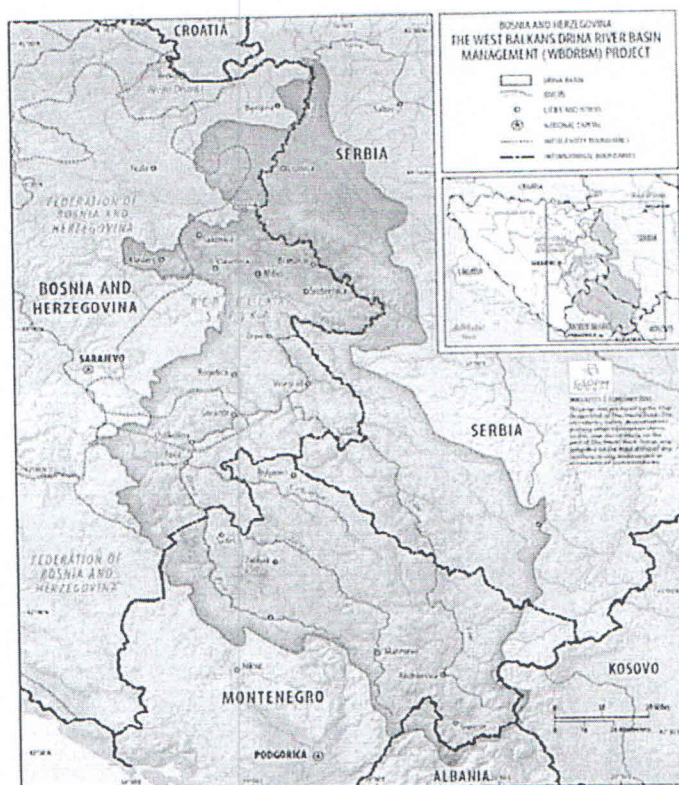


Figure 1: Drina river basin

The overall objective of the Project is:

- Flood prevention in the Lim River Basin (with Grnčar River) with the aim of mitigating the impact of climate change;
- Assessment of climate change impacts on groundwater aquifers in the Lim river basin, and
- Integration of environmental and social measures in all stages of Project implementation.

The direct beneficiaries of the project are local authorities who will benefit from project activities related with flood protection, rehabilitation and irrigation of rivers Lim and Grnčar.

Institutional beneficiaries are comprised of the:

- Ministry of Agriculture, Forestry and Water Management (MOAFWM), including the Water Management Authority.

Project Components

The Project comprises three main components:

Component 1: Multi-state cooperation in trans-boundary DRB management,

Component 2: Pilot investments for integrated DRB management including flood and drought management as well as climate change resilience, and

Component 3: Project management, monitoring, evaluation and auditing.

Component 3: Project Management

The objective of this component is to support the MOAFWM to carry-out project implementation as well as monitoring and evaluation according to the agreed mainstreamed arrangements. It will support the Project Implementation Unit (PIU) in the MOAFWM. The PIU, headed by the representative of MOAFWM – Director General of the Directorate for **Water Management** will comprise of a Project Manager, a Monitoring and Evaluation (M&E) Specialist, a Safeguard Specialist as well as two technical specialists, i.e. the IT Officer and Civil Engineer. The Safeguards Specialist of the PIU will monitor the implementation of the Environmental and Social Management Framework, which is an integrated part of the implementation of project activities. The PIU M&E Specialist will coordinate the data collection and reporting on key performance outputs and impact indicators and will provide support to the MOAFWM with preparation of the semi-annual progress reports, to be submitted to the Bank.

Support for the project implementation will include: provision of technical assistance, training, equipment and incremental operating costs to support project management and monitoring; and support implementation of Bank fiduciary requirements that will be provided by the Technical Service Unit under the Ministry of Finance. It will also support financial audits and surveys as required for monitoring and evaluation of project results and impacts.

2. Objective of the assignment

The Ministry of Agriculture, Forestry and Water Management needs the technical services of the officer for the Monitoring and Evaluation of the project, who will be responsible for the project implementation monitoring, reporting on implemented activities, preparation of Programme of the project monitoring.

The Monitoring and Evaluation officer will report to the Project Coordinator (General Director of Directorate for Water Management), that has been designated to coordinate the project within the project. The main responsibility of the Monitoring and Evaluation officer shall work on preparation of the Programme for the project monitoring and evaluation. This will require close collaboration with all actors involved in the project and work in cooperation with . He/She shall ensure that all works, project plans, project documentation and reports are prepared in a timely manner (and according to the Project Work Plan and the Project Procurement Plan), and communicated to the Bank, the MOAFWM and other stakeholders, Technical Services Unit (TSU) established under the Ministry of Finance, responsible for providing core procurement and financial management services under grants, credits and loans financed by the World Bank

and other relevant organizations. He/she will ensure that technical input into procurement documents is provided to the TSU in a timely manner according to the Project Procurement Plan and that the MOAFWM representatives in procurement processes perform their responsibilities in close coordination with the TSU.

3. Scope of Services

Specific functions and responsibilities of the Monitoring and reporting of the project implementation officer, are as follows:

Monitoring and reporting officer shall:

- Under the guidance, on a daily and permanent basis, he/she should work with the senior staff in the MoAFWM (Ministry of Agriculture, Forestry and Water Management) and with other institutions that participate in the Project implementation, as well as with the ones subordinated and associated to the Ministry, all in order to establish a strategic and professional approach to the Project goals within the implementation responsible authority, while within the technical framework the general concept of which is referred under the Project Appraisal Document and POM (Project Operation Manual);
- Develop a Project implementation and evaluation system in cooperation with the Project Implementation Unit (PIU) and Project Assistant;
- Coordinate, prepare and maintain databases on M&E indicators and draft reports about implementation process as it is established in the Project Operation Manual;
- Prepare semi-annual progress supervision reports, and project status reports prior to every WB supervision mission. Other specific progress reports might be prepared more frequently if demanded by the Project Implementation Unit, Project Assistant;
- Coordinate with social and environmental specialists the preparation and disclosure of social and environmental status reports based on the collection of information during the implementation of environmental and social management plans and public consultations;
- Develop an appropriate system for monitoring the progress and achievement of objectives and indicators of the Project in Montenegro, preferably based on existing systems in the Water Management Directorate;
- Arrange gathering / sharing of information between ministries / institutions and other interested parties and the Bank and Consultants engaged in the concrete Project activities;
- Maintain close relations with related projects and programs funded by the Government, the WB, the EU and other multi- and bilateral donor agencies in Montenegro;
- Perform also other tasks and responsibilities assigned to him / her by the General Director.

A) Other responsibilities are as follows:

- Under the guidance, on a daily and permanent basis, he/she should work with the senior staff in the MOAFWM and with other institutions that participate in the Project implementation, as well as with the ones subordinated and associated to the Ministry, all in order to establish a strategic and professional approach to the Project goals within the

implementation responsible authority, while within the technical framework the general concept of which is referred under the Project Appraisal Document;

- Follow the project monitoring and evaluation system in cooperation with the Project Coordinator and the Project Assistant;
- Provide all necessary information for the preparation of the semi-annual progress reports are prepared and provided by June 1st, and December 1st, of each calendar year;
- Monitor progress/achievements under Project components and sub-components through appropriate system, preferably based on existing systems in the Directorate for Water Management
- Arrange gathering / sharing of information between ministries / institutions and other interested parties and the Bank and Consultants engaged in the concrete Project activities;
- Maintain close relations with related projects and programs funded by the Government, the WB, the EU and other multi- and bilateral donor agencies in Montenegro.
- Ensure timely preparation of annual surveys on project outcome indicators, through questionnaires, testing forms, rapid surveys, prepare and control project data entry into spreadsheet in coordination with the Project Monitoring and Evaluation Specialist;
- Prepare all necessary reports related to the Project subject of this ToR and are requested by the WB team that follows the Projects and by beneficiary (MOAFWM).

4. Institutional Arrangements

The Monitoring and Evaluation officer will work under the authority of the Ministry of Agriculture, Forestry and Water Management and will report to the Project Coordinator (General Director of Directorate) on a regular basis regarding pace of the Project implementation. The project offices and IT equipment will be provided by the Client.

5. Engagement and Duration of the assignment

The Monitoring and reporting officer shall deliver all the needed support until the end of the Project, at the monthly rate that will be dependent on the qualifications and the acquired experience, as well as approved Project budget. The Project Manager engagement will be subject of probation period of 3 months after contract signature, and if performance is satisfactory, he/she will continue to provide the service.

Contract will be signed until the end of the project, but can be terminated earlier in accordance with Clause 14. Termination defined in the Contract. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' after written notice to the Client.

Consultant will be selected in accordance with the Individual Consultant method (IC) set out in the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2017, revised August 2018.

Contract type will be time-based.

The Monitoring and reporting officer shall be engaged to follow the Projects activities on a full time daily basis (8 hours per day, working days, from Monday to Friday). The consultancy is

expected to start in the end of March 2021 and continue up to the project is in implementation (end of December 2023).

6. Qualifications

Qualification (mandatory) criteria

- University Diploma in economy, law, social, natural science or any relevant discipline;
- At least 2 years of experience in the project evaluation and monitoring;
- Relevant experience in monitoring and reporting of the similar projects is essential;
- Written and spoken fluency in English is essential;
- Computer literacy is essential.

Evaluation criteria

- Experience related to implementation of projects desirable
- Previous experience of working with projects and dealing with financial management, reporting, preparation of final report (whole project cycle monitoring)
- Working experience with state and local authorities dealing with international development projects is desirable

Successful management of the project requires a dynamic person, with excellent communication skills, who is ready to work in a team and contribute to a positive team spirit.

MoAFWM may decide to conduct interview with shortlisted candidates in order to additionally verify qualifications of candidates.

Annex B: Consultant's Reporting Obligations

The Monitoring and Evaluation officer will work under the authority of the Ministry of Agriculture, Forestry and Water Management and will report to the Project Coordinator (General Director of Directorate) on a regular basis regarding pace of the Project implementation. The project offices and IT equipment will be provided by the Client.

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

| Name | Net rate per month (EUR) | Time spent (number of working months) | Total (EUR) |
|----------------------|--------------------------|---------------------------------------|------------------|
| Ana Zečević | 700 | 05.04.2021. – 31.12.2023 | 23,066.66 |
| Sub-Total (1) | | | 23,066.66 |

| | Rate per month (EUR) | Months (number of working months) | Total (EUR) |
|---|----------------------|-----------------------------------|-----------------|
| a) Social insurance | 135.91 | 05.04.2021. – 31.12.2023 | 4,485.03 |
| b) Health insurance | 84.86 | 05.04.2021. – 31.12.2023 | 2,800.38 |
| c) Tax obligations | 68.62 | 05.04.2021. – 31.12.2023 | 2,264.46 |
| All Taxes and contributions imposed on Consultant (a+b+c) | 289.39 | 05.04.2021. – 31.12.2023 | 9,549.87 |
| Sub-Total (2) | | | 9,549.87 |

CONTRACT CEILING: 23,066.66EUR + 9,549.87EUR = 32,616.53EUR