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

C O N T R A C T
No: MNE-LAMP-7647-SSS-CS-15-C.2
Technical Coordinator/PCU Manager for LAMP Project Coordination
Unit

between

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

and

Ms. Sonja Laković
(hereinafter referred to as *CONSULTANT*)

April 30, 2015

CONTRACT No: MNE-LAMP-7647-SSS-CS-15-C.2

Technical Coordinator/Project Manager for LAMP Project Coordination Unit

THIS CONTRACT ("Contract") is entered into this April 30, 2015 by and between

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

Ms. Sonja Laković, having its principal place of business at _____, 81000 Podgorica, Montenegro, hereinafter called ("the Consultant").

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 May 01, 2015 and continuing through December 31, 2015, 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 **15,488.08EUR gross (10,800.00EUR 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.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per month spent 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 Euros not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

E. Vacation/Sick/Leave

The Consultant is obliged to respect the regular working hours of the LAMP PCU (eight hours per days/five days per week). The Consultant will enjoy annual leave and sick leave rights in accordance with the laws of Montenegro.

**4. Project
Administration**

A. Coordinator

The Client designates Mr. Nikola Petrovic 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, and shall cause its Sub-Consultants to 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.
6. **Inspections and Auditing** The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's 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. **Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.
10. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.

- 11. Assignment** The Consultant shall not assign this Contract or sub-contract 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 the 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.

For the purpose of this clause:

"corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

"fraudulent practice" is any act or omission, including misrepresentation, that knowingly recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or avoid an obligation;

"collusive practices" is an arrangement between two or more parties designed to achieve improper purpose, including to influence improperly the actions of another party;

"coercive practices" is impairing or harming, or threatening to impair or harm, directly indirectly, any party or the property of the party to influence improperly the actions of a party;

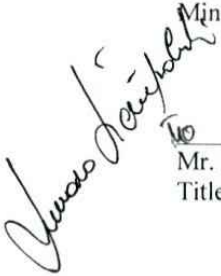
"obstructive practice"

deliberately destroying, falsifying, altering or concealing of evidence material to 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/threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge matters relevant to the investigation or from pursuing the investigation, or acts intended materially impede the exercise of the Bank's inspection and audit rights.

- (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

Ministry of Sustainable Development
and Tourism


Mr. Branimir Gvozdenovic
Title: Minister



FOR THE CONSULTANT


Ms. Sonja Laković
Title: Technical Coordinator/Project Manager

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost of Services and Schedule of Rates

Annex A: Terms of Reference and Scope of Services**TECHNICAL COORDINATOR/PCU MANAGER****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 Sustainable Development and Tourism (MSDT) to improve the planning and permitting processes and strengthen the capacity of MSDT 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 Sustainable Development and Tourism; (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 MSDT 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 Technical Coordinator/Project Manager will report directly to the Coordinator for Component B and will assist the MSDT and READ in the overall implementation of the LAMP Project. He will also be responsible for overall management of the PCU including specialists – Technical Coordinator/Planning Specialist, IT Specialists, M&E Specialist and Training Assistant.

SPECIFIC TASKS AND RESPONSIBILITIES

- Day-to-day Project management responsibilities for the LAMP project.
- Preparation of technical specifications and terms of reference for the activities under sub-component A and B in consultation with the relevant staff in MSDT and READ.
- Contract management of all signed contracts under the LAMP project.
- Management of all specialists in the PCU including monitoring work performance and annual review.
- Regular communication and flow of documents to the TSU for procurement, financial management and disbursement.
- Back-up for Technical Coordinator/Planning Specialist in work with municipalities.
- Preparation of annual training plan in consultation with MSDT and READ and the municipalities and other specialists and completion of annual training.
- Preparation of annual work plan and budget in consultation with MSDT and READ and the municipalities and other specialists.
- Preparation of quarterly and annual monitoring reports to be sent to government and the World Bank.

REPORTING

- Prepare Monthly Progress Reports to the Components coordinators 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 month, but can be extended until the project closing date. However, there will be an initial probation period of 3 months.

Annex B: Consultant's reporting Obligations

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

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates**(1) Remuneration of Staff**

Name	Net rate (per month in EUR)	Time spent (number of working months)	Total (EUR)
Ms. Sonja Laković	1,350.00	8	10,800.00
Sub-Total (1)			10,800.00

(2) Other costs for Consultant

	Rate (per month in EUR)	Time spent (number of working months)	Total (EUR)
a) Social insurance	275.22	8	2,201.76
b) Health insurance	171.84	8	1,374.72
c) Tax obligations	138.95	8	1,111.60
All Taxes and contributions imposed on Consultant (a+b+c)	586.01	8	4,688.08
Sub-Total (2)			4,688.08

TOTAL COST = 10,800.00EUR + 4,688.08 = 15,488.08EUR

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

UGOVOR # MN-LAMP- IBRD7647- IC-CS-13-C.3

Tehnički koordinator/Direktor
Jedinice za koordinaciju projekta LAMP

između

Ministarstva održivog razvoja i turizma
(u daljem tekstu: **KLIJENT**)

i

gde Sonje Laković
(u daljem tekstu: **KONSULTANT**)

30 april 2015



**Tehnički koordinator/Direktor
Jedinice za koordinaciju projekta LAMP**



cijene Usluga, Lista osoblja i cjenovnik“.

C. Naknada troškova

Klijent će platiti Konsultantu naknadu troškova, koje bi se sastojale od i bile ograničene na:

- (i) Normalne i uobičajene troškove za službena putovanja i smještaj, štampanje-printanje i telefonske račune; putni troškovi će biti nadoknađeni po cijenama manjim od prve putničke klase i moraju biti odobreni od strane Klijentovog koordinatora;
- (ii) sve ostale slične troškove koji su unaprijed odobreni od strane Klijentovog koordinatora.

D. Uslovi plaćanja

Plaćanje treba da bude u eurima u roku od 30 dana na osnovu fakture podnešene u duplikatu i ovjerene od strane Koordinatora u skladu sa paragrafom 4.

E. Godišnji odmor i bolovanja

Konsultant je dužan da poštuje redovno radno vrijeme PCU jedinice na projektu LAMP (8 časova dnevno, pet dana nedjeljno). Konsultant će imati prava na godišnji odmor i bolovanje u skladu sa crnogorskim zakonima.

4. Projektna administracija

A. Koordinator

Klijent određuje gosp. Nikolu Petrovića za Klijentovog Koordinatora, koji je odgovoran za koordiniranje aktivnosti unutar Ugovora, za primanje i odobravanje faktura, za plaćanje, te za prijem dokumenata od strane Klijenta.

B. Pregled utrošenih radnih sati

Tokom rada u okviru ovog Ugovora, uključujući rad na terenu, od Konsultatovih zaposlenika, koji će obavljati usluge unutar ovog Ugovora, moglo bi se tražiti da popune Pregled utrošenih radnih sati ili bilo koji drugi dokument koji se koristi za pregled utrošenog vremena, kao i troškova, po instrukcijama Koordinatora projekta.

C. Izvjestaji o troškovima i računi

Konsultant treba da ima tačan i sistematičan izvještaj i račune u skladu sa svojim Uslugama, koji će jasno identifikovati sve rashode i troškove. Klijent zadržava pravo da pregleda račune ili da odabere uglednu računovodstvenu

firmu koja će izvršiti reviziju. Konsultantov izvještaj se odnosi na iznose potraživanja po osnovu ovog Ugovora tokom njegovog trajanja i bilo kakvog produžavanja, i za period od tri mjeseca poslije.

- 5. Standard izvršavanja dužnosti**

Konsultant će preuzeti obavljanje dužnosti sa najvišim standardima profesionalne i etičke odgovornosti i poštenja.
- 6. Kontola i revizija**

Konsultant će dozvoliti, isto kao i njegovi pod-konsultanti, da Banka ili osobe ili revizori koje ona odredi izvrše pregled i reviziju njegovih računa i evidencija i druge dokumentacije koja se odnosi na dostavljanje Ponude za vršenje Usluga i izvođenje Ugovora. Neispunjavanje ove obaveze je zabranjen postupak koji može dovesti do raskida ugovora odnosno sankcija Banke (uključujući utvrđivanje nepodobnosti) u skladu sa Bančnim važećim procedurama za izricanje sankcija.
- 7. Povjerljivost**

Konsultant ne smije, u periodu trajanja ovog Ugovora i dvije godine nakon njegovog isteka, odati vlasničke ili povjerljive informacije koje se tiču dužnosti Konsultanta, ovog Ugovora ili posla Klijenta bez prethodnog pismenog odobrenja Klijenta.
- 8. Materijalno vlasništvo**

Bilo koje istraživanje, izvještaj ili drugi materijal, planovi, softver ili drugo, što je pripremljeno od strane Konsultanta za Klijenta po osnovu ovog Ugovora treba da pripada i ostane u vlasništvu Klijenta. Konsultant može zadržati kopiju ovih dokumenata i softvera.
- 9. Aktivnosti u koje Konsultant ne smije biti uključen**

Konsultant se složio da tokom trajanja ovog Ugovora i nakon njegovog završetka, Konsultant i bilo koja strana povezana sa njim će biti isključena iz isporuke dobara, radova ili usluga, (a da nisu Usluge ili bilo koje drugi njihov nastavak) za bilo koji projekat koji je proistekao iz ili je usko vezan za Usluge.
- 10. Osiguranje**

Konsultant će sam biti odgovoran za plaćanje osiguranja.
- 11. Ustupanje**

Konsultant neće izvršiti prenos (ustupanje) ovog Ugovora ili Podugovora ili bilo kojeg njegovog dijela, bez prethodne pismene saglasnosti Klijenta.
- 12. Regulisanje ugovora zakonom i službeni jezik**

Ugovor je regulisan zakonom Crne Gore, a jezik ugovora će biti engleski jezik.
- 13. Rješavanje sporova**

Bilo koji nesporazum koji proiziđe iz ovog ugovora, koji ne može biti prijateljski riješen između dvije strane, biće upućen na arbitražu/presudu u skladu sa zakonom države Klijenta.
- 14. Raskid**

Klijent može prekinuti Ugovor sa Konsultantom, u roku od najmanje 10 (deset) dana unaprijed i to u pismenoj formi, nakon nastupanja bilo koje od

okolnosti navedenih u pod-stavkama od (a) do (d) ovog Člana:

(a) ako Konsultant ne ispravi greške u izvršavanju svojih obaveza predviđenih ovim Ugovorom u roku od 7 (sedam) dana od dana prijema pismenog obavještenja o tome ili bilo kojeg drugog perioda koji se dalje može dogovoriti sa Klijentom u pismenoj formi;

(b) ako Konsultant postane insolventan ili bankrotira;

(C) ako je Konsultant, po procjeni Klijenta, uključen u korupciju ili prevare i druge nečasne radnje vezane za dobijanje ili izvršavanje ovog Ugovora, a koje su definisane u Bančnim važećim procedurama o izricanju sankcija.

U svrhu ove Klauzule:

"korupcija" znači ponuda, davanje, primanje ili traženje, direktno ili indirektno, bilo kakvih vrijednosti kako bi se nepropisno uticalo na rad drugih lica;

"varanje" je činjenje ili nečinjenje, uključujući pogrešno predstavljanje činjenica s ciljem da se svjesno dovede u zabludu ili pokuša dovesti u zabludu neko lice radi sticanja finansijske ili druge dobiti ili izbjegavanje obaveze;

„dosluh“ znači aranžman između dva ili više lica radi postizanja nepropisnog cilja, uključujući uticaj na radnje drugog lica;

„prinuda“ je narušavanje ili nanošenje štete ili prijetnja o istom, direktna ili indirektna, prema bilo kojem licu ili imovini tog lica radi ostvarivanja nepropisnog uticaja na radnje nekog lica;

„opstrukcija“ je namjerno uništavanje, falsifikovanje, mijenjanje ili prikrivanje dokaznog materijala potrebnog u istrazi ili davanje lažnih izjava istražnim organima kako bi se Banka značajno osujetila u istrazi navda o korupciji, prevari, dosluhu, prinudi odnosno prijetnjama, uznemiravanju ili zaplašivanju bilo kojeg lica i spriječila da sazna stvari kje su bitne za istragu ili da dalje vodi istragu, odnosno radnje učinjene sa ciljem da se osujete prava Banke na kontrolu i reviziju;

(d) ukoliko Klijent iskoristi svoje diskreciono pravo i odluči da prekine ovaj Ugovor iz bilo kojeg razloga.

ZA KLIJENTA:

Ministarstvo održivog razvoja i
turizma

G. Branimir Gvozdenović
Zvanje: ministar

ZA KONSULTANTA:

Gđa Sonja Laković
Zvanje: Tehnički koordinator/
direktor projekta



LISTA ANEKSA

ANEKS A

Opis zadatka i obim usluga

ANEKS B

Konsultantove obaveze izvještavanja

ANEKS C

Pregled troškova usluga, lista osoblja i cjenovnik

Aneks A: Opis zadataka i obim usluga

Tehnički koordinator/Direktor Jedinice za koordinaciju projekta (PCU)

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 unapređuju 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 umanjeње 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 katastara i katastara 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

(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.

Tehnički koordinator/direktor projekta izvještavaće direktno koordinatora Komponente B i pomažeće Ministarstvu i Upravi za nekretnine u sveukupnoj realizaciji Komponente B Projekta. Takođe će biti odgovoran za sveukupno upravljanje Jedinicom za koordinaciju Projekta koja uključuje stručnjake – tehničkog koordinatora/specijalistu planera, IT specijaliste, specijalistu za monitoring i evaluaciju i asistenta za vršenje obuke.

- Svakodnevne aktivnosti upravljanja Projektom LAMP.
- Izrada tehničkih specifikacija i projektnih zadataka za aktivnosti u potkomponenti A i B u konsultaciji sa relevantnim osobljem Ministarstva i UzN.
- Upravljanje ugovorima za sve potpisane ugovore u okviru projekta.
- Upravljanje svim specijalistima u PCU uključujući praćenje rada i godišnji pregled.
- Redovna komunikacija i tok dokumentacije prema TSU za poslove naabavki, finansijskog upravljanja i isplata.
- Back-up za tehničkog koordinatora/specijalistu planera u poslovima sa opštinama.
- Izrada godišnjeg plana obuka u konsultaciji sa Ministarstvom i UzN i opštinama i drugim specijalistima i realizacija obuke.
- Izrada godišnjeg plana rada i budžeta u konsultaciji sa Ministarstvom i UzN i opštinama i drugim specijalistima.
- Izrada kvartalnih i godišnjih izvještaja o monitoringu koji se šalju Vladi i Svjetskoj banci.

- Pripredmaće mjesečne izvještaje o napretku za koordinatora komponenti 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 do 31.12.2015. Međutim, može se produžiti do završetka projekta. Postojeće inicijalni probni period od 3 mjeseca.

Aneks B: Konsultantove obaveze izvještavanja

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

ANEKS C Procjena troškova usluga, lista osoblja i cjenovnik**(1) Naknade osoblja**

Ime	Cijena (mjesečno u EUR)	Utrošeno vrijeme (broj mjeseci)	Ukupno (EUR)
Sonja Laković	1.350,00	8	10.800,00
Svega:			10.800,00

(2) Ostali troškovi za Konsultanta

	Cijena (mjesečno u EUR)	Broj mjeseci na poslu	Ukupno (EUR)
(a) Socijalno osiguranje	275,22	8	2.201,76
(b) Zdravstveno osiguranje	171,84	8	1.374,72
(c) Poreske obaveze	138,95	8	1.111,60
Svi porezi i doprinosi za Konsultanta (a+b+c)	586,01	8	4.688,08
Svega:			4.688,08

UKUPNI TROŠKOVI: 10.800,00 + 4.688,08 = 15.488,08 EUR

Ja, Vesna Radunović, stalni sudski tumač za engleski jezik, postavljena rješenjem ministara Crna Gora br. 03-1102/95 od 10.04.1995. godine, potvrđujem da je ova, prevod vjoran originalu.

Troškovi prevoda iznosa _____

U Podgorici, dana:

Vesna Radunović *M. Radunović*

