

Terms of Reference

Selecting a company/organization to support the development of the National Monitoring, Reporting and Verification (MRV) System for Ozone Depleting Substances (ODS), Fluorinated Greenhouse Gases (F-gases) and their alternatives, as part of the Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova” (SIA "REPC")

A. Project title

EU4Climate

B. Project goal and expected results

The goal of EU4Climate Project¹ is to contribute to climate change mitigation & adaptation and the development towards a low-emissions and climate-resilient economy in line with the Paris Agreement² in Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine.

To realize this project goal, the following results should be achieved:

- Result 1:** Updated nationally determined contributions communicated to the UNFCCC;
- Result 2:** Improved inter-institutional awareness and coordination at political and technical level of the Paris Agreement and the corresponding national commitments;
- Result 3:** Established or strengthened MRV systems, with countries getting on track with Paris Agreement transparency requirements;
- Result 4:** Advanced alignment with EU climate acquis as provided by bilateral agreements with EU and in the context of Energy Community Treaty on climate matters that are not covered by the EU4Energy programme;
- Result 5:** Establishment of concrete sectoral guidelines for the implementation of the Paris Agreement in each of the Eastern Partners;
- Result 6:** Increased mobilization of climate finance;
- Result 7:** Enhanced adaptation planning.

C. Background

The Paris Agreement on Climate Change was adopted at the UNFCCC Conference of Parties in December 2015 and officially entered into force on 4 November 2016. The Paris Agreement was the first ever universal, legally binding climate deal that set out a plan to put the world on track to avoid dangerous climate change by limiting global warming to “well below 2°C”. Together with Agenda 2030 and the Sendai Framework for Disaster Risk Reduction, the Paris Agreement provides an unprecedented opportunity to create an integrated development approach towards inclusive resilient economies with a zero-carbon footprint by 2100.

¹ <<https://www.md.undp.org/content/moldova/en/home/projects/eu-4-climate.html>>.

² Decision 1/CP.21 ‘Adopting of the Paris Agreement’ <<https://unfccc.int/resource/docs/2015/cop21/eng/10a01.pdf>>

The Paris Agreement establishes a new transparency regime, under which countries will have to report progress on reducing GHG emissions and building climate resilience. This transparency regime is currently being established within the UNFCCC framework and its final details are still to be defined. At the same time, the three regional members of the Energy Community (Georgia, Moldova and Ukraine) are encouraged to align their legislation with the EU Monitoring Mechanism Regulation as well as to prepare for the development and adoption of integrated national energy and climate plans and may soon have to align their legislation with the new EU Energy Union Governance Regulation while the agreement with Armenia equally foresees legal approximation to EU MRV rules.

In the past years, significant technical assistance has been provided by the regional EU-funded ClimaEast Project, but countries' capacities for MRV still need further strengthening.

The Republic of Moldova (RM) signed an Association Agreement (AA) with the European Union (EU) on 27 June 2014, which has entered into force in September 2014. The AA, has been ratified by the Parliament through the Law No. 112 as of 02.07.2014, see specifically Chapter 17 'Climate Policies' and Annex XI of the AA RM-EU³, as well as the Governmental Decision No. 808 as of 07.10.2014 on approval of the National Action Plan on implementation of the AA RM-EU within the period 2014-2016⁴ and the Governmental Decision No. 1472 as of 30.12.2016 on approval of the National Action Plan on implementation of the AA RM-EU within the period 2017-2019⁵

Article 95 from the Association Agreement specifically refers to the cooperation between the two Parties in the area of climate change and ozone layer protection. At present, the Republic of Moldova is working to fulfill its obligations under the AA and to converge further its legislation towards the *acquis communautaire* in the field of environment protection and climate change.

The measures related to ozone depleting substances (ODS) had included the elaboration and approving of the National Phase-Out Programme for HCFCs for the period 2016-2040 (fulfilled through the Governmental Decision No. 856 as of 13 July 2016). Concerning the implementation of the other, relevant to protection of the environment, the EU Regulation No. 842/2006, the F-gas related excerpt of Annex XII of the AA reads as follows – Regulation (EC) No. 842/2006 of the European Parliament and of the Council of 17 May 2006 on certain fluorinated greenhouse gases. The following provisions of that Regulation shall apply to:

- Adoption of national legislation and designation of competent authority/authorities;
- Establishment/adaptation of national training and certification requirements for relevant personnel and companies (Article 5);
- Establishment of reporting systems for acquiring emission data from the relevant sectors (Article 6); and
- Establishment of enforcement system (Article 13).

Respective provisions of that Regulation were supposed be implemented within 4 years of the entry into force of the Agreement. That is, the implementation of the above parts of the F-Gases Regulation in the Republic of Moldova needed to take place by September 2018, but this did not happen in full extent.

It is to be mentioned also, that at EU level, the Regulation No. 842/2006 has been replaced in 2014 by Regulation No 517/2014, which applies at the EU level from 1 January 2015. The implementing Regulations adopted under the Regulation No. 842/2006 remained in force and continued to apply until repealed by the new acts.

F-gases are fluorinated chemical substances (hydrofluorocarbons – HFCs, perfluorocarbons – PFCs and sulphur hexafluoride – SF₆), which have a high global warming potential (GWP) and thus contribute significantly to climate change. Production and consumption of F-gases, specifically HFCs, is growing fast because they are widely used as substitutes for ozone depleting substances (ODS), which are currently being phased-out under the Montreal Protocol. The main areas where F-gases are applied are refrigeration, air conditioning and heat pump (RAC & HP) sector (refrigerants), foam sector (foam blowing agents), fire protection sector (fire extinguishing agents), aerosol sector (aerosol propellants), solvent sector (F-gas solvents) and electrical switchgear sector (SF₆ used as insulating gas).

³ <<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=353829>>.

⁴ <<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=354939>>.

⁵ <<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=369730>>.

Recognizing the threat of F-gases, specifically HFCs, to global climate, the international community decided in 2016 in Kigali (Rwanda) on a Kigali Amendment to the Montreal Protocol (MP). This amendment set up the schedules for phasing down production and consumption of HFCs worldwide supplemented with reporting and licensing requirements. Even before that happened, some countries had introduced their national restrictions on the use of F-gases, including HFCs, considering that those substances would pose a serious threat to climate in the future if not adequately controlled. The EU was among the first regions to address F-gases in its legislation.

The Kigali Amendment relates to 18 HFCs (grouped in 2 Annexes) and sets out stepwise reductions of HFC consumption. These HFC phase-down schedules are different for developed countries (non A5 countries) and developing countries (A5 countries) and respective subgroups. Further requirements contained in the Kigali Amendment refer to (i) Reporting on production, imports and exports of HFCs; (ii) Reporting on emissions of HFC-23 listed in Annex II; and (iii) Establishment of a licensing system for HFC imports and exports.

The Kigali Amendment is supplemented with 2 decisions of the Parties to the Montreal Protocol, which contain details of possible exemptions for countries with hot climate ("high ambient temperature (HAT) countries") and recommendations for the Executive Committee of the Montreal Protocol's Multilateral Fund (MLF) on the financial assistance to A5 countries necessary for them to comply with the Kigali Amendment. The Kigali Amendment entered into force on 1 January 2019 and so far, more than 90 countries ratified this amendment to the Montreal Protocol.

Even before the Kigali Amendment was decided upon, as mentioned above, the EU introduced some of those measures in 2006 through Regulation (EC) No. 842/2006 and later applied a much more extended F-gas legislation through Regulation (EU) No. 517/2014 to reach significant reductions of F-gas emissions.

By signed an Association Agreement with the European Union on 27 June 2014, the Republic of Moldova decided to implement control on F-gases through transposing the F-gas Regulation that was based on the EU Reg. (EC) No. 842/2006, to enter into force in September 2018. Due to low capacities within the country, this did not happen in due time, and the Republic of Moldova is looking for opportunities to use the external support to develop the F-gas legislation in the nearest period of time, inclusively by taking into account the provisions contained in Regulation (EU) No. 517/2014.

According to the recommendations of an international consultant from Hungary, hired under the EU-funded Clima East Project, the Republic of Moldova may go beyond the articles stated in the Annex XII to the AA RM-EU (Art. 5, 6 and 13) and transpose at the national level the entire EU Regulation.

Accordingly, the National Action Plan for the implementation of the AA RM-EU for the period 2017-2019 (GD 1472/2016) set out that the following legal acts will be developed in order to transpose the Regulation 842/2006 at national level:

- 1) Development and approving of the Regulation on F-gases (or F-gases Law);
- 2) Development and approving of the Program on requirements for training and certification of the companies and specialists involved in the installation, maintenance and service of equipment containing fluorinated gases or recovery of fluorinated gases;
- 3) Development of the reporting system on emission of the F-gases from relevant sectors. The envisaged timing for development and approving of these documents was September 2018. Thus, the deadline expired two years ago.

According the operational conclusions of the 4th meeting of the EU-RM Sub-Committee on Energy, Transport, Environment, Climate Action and Civil Protection (Cluster No. 3), when approximating legislation to the EU climate acquis set out in the Association Agreement, the Republic of Moldova should take into account the latest version of the EU legal acts. Respectively, the work on F-gases that has been done so far relates to the revised F-gas Regulation 517/2014.

The national legislation on F-gases in the Republic of Moldova currently consists of the following acts:

- Regulation on measures to reduce emissions from air conditioning systems of motor vehicles (GD 1242/2016) which transposes partially at the national level the EU MAC Directive and Annex 1 of the Regulation No 517/2014. This national regulation prohibits installation of air conditioning systems designed to contain F-gases with GWP > 150 in passenger cars from 1st January, 2021. From 1st January 2025 it will be prohibited to charge the air conditioning systems on any motor vehicle with fluorinated

greenhouse gases with GWP > 150, except for the recharging of air conditioning systems containing such gases, but which were installed on vehicles before 1 January 2021. GD 1242/2016 sets out the list of F-gases and the method of calculating of the global warming potential for a substance at the national level.

- Regulation regarding the training and certification of technicians for refrigeration, air conditioning and heat pump installations containing hydrochlorofluorocarbons and fluorinated greenhouse gases (GD 483/2019). This regulation goes relates to equipment containing ODS (i.e. HCFCs) and F-gases and it is based on Art. 11 of the Regulation regarding the commercial regime and use of halogenated hydrocarbons that destroy the ozone layer (Law 852/2002). This article states that the activities in the field of cold technology can only be carried out by qualified specialists, who are trained and certified every three years, according to the programs elaborated by the authorized institutions.

Currently, under the EU4Climate project, a team of two experts (technical and legislative) are developing the draft law on f-gases. The draft law is to be delivered by the end of December 2020.

While not explicitly addressing F-gases, the following legislative acts addressing ODS are important to note:

- Key ODS legislation in the Republic of Moldova is the Law No. 852 from 2002, which was amended in 2007, 2010 and 2013. This law does not refer to HFCs or other fluorinated greenhouse gases. The 2013 amendment introduces monitoring of ODS consumption: Mandatory logbooks for users of equipment containing more than 3 kg of ODS charge (6 kg if hermetically sealed) were introduced in 2013. These logbooks are to be presented annually to the State Ecological Inspectorate on the previous calendar year (Law 228 as of 10 October 2013). However, only few logbooks are being received.
- Implementation of the Montreal Protocol through national HCFC Phase-Out Management Plans (HPMP). In 2010 the HPMP Stage I was approved (period 2011-2015) and successfully implemented (Phase I – 10% reduction from the baseline). In 2016, HPMP Stage II was approved (period 2016-2020) and is being implemented. The currently required reduction is 35% in 2016-2020; full phase-out is foreseen in 2040.
- GD No. 589 as of 21 June 2018 sets out the licensing system for imports and the annual allocation of import quota to registered importers in order to achieve the HCFC reduction as scheduled. Each import shipment (HCFCs or equipment and products with HCFCs required an import license.

A Law for the Ratification of the Kigali Amendment has been drafted by the MoARDE and approved by the Government(GD#536/2020). It was sent to the Parliament for the future legal procedure.

The requirements of the following national legal documents have been investigated by an international consultant from Germany, in the frame of EU4Climate Project, within the period October 2019-January 2020, in order to identify the legal gaps:

- The Law No. 852 as of 14.02.2002 on approving the Regulation on trade regime & regulating the use of halogenated hydrocarbons that are depleting the ozone layer;
- The Association Agreement (AA) with the European Union (EU) on 27 June 2014, ratified by the Parliament through the Law No. 112 as of 02.07.2014;
- The GD No. 1472 as of 30.12.2016 on approval of the National Action Plan on implementation of the AA RM-EU within the period 2017-2019;
- The GD No. 856 on approving the National Phase-Out Programme for HCFCs for the period 2016-2040;
- The GD No. 1277 as of 26.12.2018 on the Establishment and Functioning of the National System for Monitoring and Reporting GHG Emissions and Other Information Relevant to Climate Change;
- The Law No. 277 as of 29.11.2018 on Chemical Substances;
- The Kigali Amendment to the Montreal Protocol;
- The Paris Agreement to the UNFCCC.

Following the legislative gap analysis undertaken, the following recommendations were formulated to fulfil data collection requirements in accordance with Article 19 of the EU F-gas Regulation 517/2014.

- The F-gas legislation to be set up in Moldova should contain an F-gas reporting scheme for reporting on imports and exports. Additional information reported should include F-gas uses, recycling,

reclamation and destruction as well as imports/exports/manufacturing of products and equipment containing F-gases. Such data could be submitted online to a central electronic Database of Business Reports (DBR), for instance as it is in place in Poland and in process of being established in Turkey. In consideration of the need to implement a national reporting system according the requirements under the EU F-gas Regulation and Article 7 of the Montreal Protocol, it is highly recommended to implement the national F-gas reporting according to the Polish country example in the Republic of Moldova.

- Once established and operational the Central Register of Equipment Operators (CREO) and Database of Business Reports (DBR) databases will allow the responsible entity to monitor compliance with obligations contained in Regulation 517/2014 and the relevant Commission Implementing Regulations and in future Moldavian F-gas Regulation regarding record keeping of equipment (logbook), emission prevention, leakage checking, leakage detection systems and recovery of F-gases from equipment as well as data reporting.
- In the frame of the Phase II Program on Implementation of the Management Plan for Phasing-Out of HCFCs (HPMP2) in the Republic of Moldova (MOL/PHA/77/TAS/35), implemented by the National Ozone Unit (NOU) of MoARDE with financial support of the United Nations Environment Programme (UN Environment), within the period July-October 2019, a national expert has developed the technical specifications (TOR) for the Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova” (SIA "REPC").
- Further, starting with December 2019 under the UNEP/GEF Project “Improving sustainable institutional and regulatory framework for chemicals and waste management throughout their lifecycle in the Republic of Moldova”, the technical concept and the software for the Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova” (SIA "REPC") was elaborated.
- The gap analysis and the report on the harmonized database system to be implemented in the Republic of Moldova, as produced by an international consultant from Germany in the frame of EU4Climate Project, within the period October 2019 - January 2020, takes into account the EU best practices and provides guidance on how to integrate the ODS, F-gases and their alternatives, data collection and reporting contours/modules within the software for the Automatic Information System “Register of chemical products placed on the market in the Republic of Moldova”.
- The international consultant from Germany is strongly suggesting to not introducing thresholds for different activities subject to reporting F-gases (the EU F-gas Regulation reporting requirements exclude imports or production below the threshold of 100 tons of CO₂ eq. per year for bulk F-gases and 500 tons of CO₂ eq. per year for F-gases contained in products and equipment), as such reporting thresholds facilitate repeated imports of F-gases that are not covered under the quota system and thereby enables illegal trade. It is to be noted, the requirements for reporting to the UNEP Ozone Secretariat under the Kigali Amendment do not allow for thresholds as well.
- The HFCs licensing system, which is currently in place in EU, is not comparable to the existing EU ODS licensing system. For ODS, the licensing system works on per-shipment licenses for each single transaction, which provides an effective control system for custom authorities, the EU Commission and the EEA ODS reporting support team. In contrast, the current HFCs licensing system issues aggregated bulk licenses. With current IT procedures to record relevant cross-border movements of F-gases, which are still under development, EU custom authorities cannot properly control and assess compliance of for example importers of F-gases. For the effective monitoring and control of the HFCs phased-down agreed upon under the Kigali Amendment, the implementation of an effective control system appears to be important. With the purpose of enabling effective control of imports and exports of HFCs, it is highly recommended to deploy a pre-shipment licensing system for both ODS and HFCs.
- Furthermore, the data base system could include an informative section on alternatives to ODS and F-gases in different sectors as well as technology examples. In view of the implementation of the Montreal Protocol and its Kigali Amendment as well as national plans and policies awareness raising and information of relevant stakeholders are of key relevance.

D. Approach and methodology

The activity to be undertaken is related with the Result 3: Establishing or strengthening the MRV system, with countries getting on track with Paris Agreement transparency requirements, respectively with the Result 4: Advanced alignment with EU climate acquis as provided by bilateral agreements with EU.

The project implementation methodology will follow the logic of the Vienna Convention for the Protection of the Ozone Layer and its Montreal Protocol on Substances that Deplete the Ozone Layer with its amendments, the United Nations Framework Convention on Climate Change (UNFCCC) and its Paris Agreement, as well as their subsequent developments. The EU climate acquis will be the integral part of the project logic and implementation methodology, the EU best practices in this field will be shared as well. Relevant technical guidance on various elements of climate policy development will be used through the capacity building and training activities.

The specific focus of the assignment is to contribute to the development of the National Monitoring, Reporting and Verification (MRV) System for Ozone Depleting Substances (ODS), Fluorinated Greenhouse Gases (F-gases) and their alternatives, as part of the software for Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC")", developed as per provisions of Articles 30 and 46 paragraph (1) section 2) lit. c) of the Law No. 277 as of 29.11.2018 on chemical substance, to serve for collecting data from companies that import, export, use, dispose, recover and recycle refrigerants and refrigerant equipment, for being used for inventory purposes, with specific reference to:

- P. 13-13³ of the Chapter IV "Management, records" and p. 22 Chapter VI "Obligations of operators that produce, import, export, sell and use ozone-depleting substances" of the Regulation on trade regime & regulating the use of halogenated hydrocarbons that are depleting the ozone layer (Law 852/2002); and
- Article 19 'Reporting on production, import, export, feedstock use and destruction of the substances listed in Annexes I or II' and Article 20 'Collecting emissions data' of the Regulation (EU) No. 517/2014 of the European Parliament and of the Council of 16 April 2014 on fluorinated greenhouse gases (as they will be transposed into f-gases Law).

While developing the MRV System for ODS, F-gases and their alternatives, as part of the software for Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC")", following the recommendations of the international consultant from Germany, hired under the EU4Climate Project within the October 2019-January 2020 periods, in maximum extent possible, it should be considered the structure and functionalities of the:

- EU F-gases Portal⁶; and
- Polish Database of Business Reports (DBR)⁷ and Central Register of Equipment Operators (CREO)⁸.

In order to reach the proposed objectives, the selected company/organization is expected to undertake the following activities:

- I. To develop functional contours/modules associated with authorization for import/export of ODS and reporting ODS, as part of the software for Automatic Information System "Register of chemical products placed on the market in the Republic of Moldova";
- II. To contribute to the development of the "Authorization" and "Reporting" Chapters of the draft of f-gases Law (under development with the support of EU4Climate project) with the aim to integrate, from a legal perspective, the recommendations of the international consultant from Germany, hired under the EU4Climate Project within the October 2019-January 2020 period.
- III. To draft a Governmental decision on amending the GD# 535/2020 for the approval of the Technical Concept of the Automatic Information System "Register of chemical products placed on the market in the Republic of Moldova" as well as its related package required for Governmental consideration and approval.

⁶ <https://ec.europa.eu/clima/policies/f-gas/reporting_en>; <https://ec.europa.eu/clima/sites/clima/files/f-gas/docs/guidance_document_en.pdf>; <https://ec.europa.eu/clima/sites/clima/files/f-gas/docs/guidance_quota_transfer_f-gas_portal_en.pdf>; <https://ec.europa.eu/clima/sites/clima/files/f-gas/docs/guidance_submitting_quota_declaration_en.pdf>; <https://bdr.eionet.europa.eu/help/bdr_user_manual.pdf>.

⁷ <www.bds.ichp.pl>

⁸ <www.cro.ichp.pl>

- IV. To develop functional contours/modules, as part of the software for Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC"), associated with allocation of f-gases' quotas, authorization for the import and export of F-gases and their alternatives, and equipment & products containing such substances, and reporting information on F-gas and their alternatives uses, recycling, reclamation and destruction. The contours/modules should be linked with central electronic database of business reports (DBR) and central register of equipment operators (CREO), as recommended by the international consultant.
- V. Organize at least two rounds of trainings for end-users of the Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC"), with involvement of all relevant governmental agencies, and companies that import, export, use, dispose, recover and recycle refrigerants (including ODS, F-Gases and their alternatives) and refrigerant equipment.

E. Expected Outputs/Deliverables and Schedules

The work of the contractor company/organization will be focused on the 3rd and 4th components of the EU4Climate project (see section B above). The expected deliverables are provided in the table below as following:

Deliverables / Outputs	Time / Schedule
Deliverable 1: Activity Plan and Methodology for the assignment submitted and coordinated	By mid-November 2020
Deliverable 2: Develop functional contours/modules associated with authorization for import/export of ODS and reporting ODS, as part of the software for Automatic Information System "Register of chemical products placed on the market in the Republic of Moldova"	By end-November 2020
Deliverable 3: Proposals to the development of the "Authorization" and "Reporting" Chapters of the draft of f-gases Law (under development with the support of EU4Climate project) with the aim to integrate, from a legal perspective, the recommendations of the international consultant from Germany, hired under the EU4Climate Project within the October 2019-January 2020 periods	By mid-December 2020
Deliverables 4: Draft Governmental decision on amending the GD# 535/2020 for the approval of the Technical Concept of the Automatic Information System "Register of chemical products placed on the market in the Republic of Moldova" as well as its related package required for Governmental consideration and approval	By end-January 2021
Deliverable 5: Develop functional contours/modules, as part of the software for Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC"), associated with allocation of f-gases' quotas, authorization for the import and export of F-gases and their alternatives, and equipment & products containing such substances, and reporting information on F-gas and their alternatives uses, recycling, reclamation and destruction. Modules linked with central electronic database of business reports (DBR) and central register of equipment operators (CREO), as recommended by the international consultant.	By end-March 2021
Deliverable 6: Organize two rounds of trainings for end-users of the Automated Information Systems „Register of chemicals placed on the market of the Republic of Moldova (SIA "REPC"), with involvement of all relevant governmental agencies, and companies that import, export, use, dispose, recover and recycle refrigerants (including ODS, F-Gases and their alternatives) and refrigerant equipment	By mid-April 2021
Deliverable 7: Final report on undertaken activities, as per Deliverables 2-6 above.	By end-April 2021

E. Institutional Arrangement

The contractor company/organization shall ensure timely delivery of outputs, when all reports must be submitted in Romanian. The contractor company will report to the EU4Climate Project National Coordinator

and will work in close coordination with the project team and national partners who will monitor and facilitate the work.

F. Duration of the Work

Tentative duration of the assignment will be 6 months (November 2020 – April 2021).

G. Duty Station

Duty station of the Project will be Chisinau, Republic of Moldova.

H. Qualifications of the Successful Contractor

The minimum qualifications required for the bidder are set up as following:

- At least 3 years in developing Automated Information Systems, including Information Technology (IT) Systems, software and services;
- The bidder must have demonstrated experience in successfully developing and implementing at least one automated information systems of similar nature and complexity in the past 3 years;
- The bidder shall have experience in training end-users under similar projects.

I. Staff Qualification of the Successful Contractor

- **The bidder company team** must include the following minimum staff qualifications:
 - The company's team manager;
 - At least three own or subcontracted technical staff.
- **The Company Manager must have:**
 - Master's degree or equivalent in any of a wide range of disciplines including economics, energy, environment protection or any relevant to the assignment field;
 - at least 3 years proven tracked experience in the area of project management and legislation development;
 - at least three successfully delivered software development projects of similar complexity.
- **The Software Developer specialist must have:**
 - Master's degree or equivalent in computer science field;
 - at least 5 years working experience in software development, proven experience in web user interface design and development using responsive frameworks;
 - proven experience in developing of at least two information systems of similar complexity.
- **The Information System Specialist must have:**
 - Bachelor's degree in computer science or other similar area of study;
 - proven experience on successful installation of at least two information systems of similar complexity.
- **The key technical specialist must have:**
 - Bachelor's degree in information technology or a similar field;
 - at least two trainings developed on using the informational system, including related training materials, and delivered to the end-users.

J. Schedule of Payments

Payments will be provided in two tranches:

1. The 1st disbursement will account for 50% of the available budget, upon submission of the Deliverable 1,2,3 i.e. by the end of December 2020;
2. The 2nd disbursement of 50% will be issued upon deliver and acceptance of the Final report on

undertaken activities, as per Deliverables 4- 7, i.e. by the end of April 2021.

K. Application Process

Interested companies shall submit the following documents:

- a) Company's brief profile and the CVs of its members;
- b) Brief description of why the Company considers itself as the most suitable for the assignment, and a methodology and approach to complete the assignment;
- c) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided;
- d) Copies of company registration documents;
- e) Reference to similar Automated Information Systems, including Information Technology (IT) Systems, software and services developed by the company and its basic members and/or subcontracted partners.