



TERMS OF REFERENCE for external project management services

Name of the relevant Lead applicant/Applicant
Planned duration of the service:

Lead Applicant - DON ORIONE BENEFICENCE - CHARITY SOCIETY, ORADEA
24 months

Definition of tasks to be carried out by the Contractor and numeric definition of the expected results

The PROVIDER of external services of *Project Management* shall undertake at least the following:

- To offer advice in writing reimbursement applications and project progress reports. All these documents will be developed by the provider in English.
- To offer assistance in the official trips during the project to the central/territorial headquarters in București / Oradea.
- To provide support to the Beneficiary in centralizing proving documents for the project implementation.
- To provide support in the relationship between lead applicant and the other applicants.
- To provide support for the lead applicant in organizing activities stipulated in the project.
- To assist the lead applicant in all inspections / work visits focused on the envisaged project, carried out by the empowered bodies.
- To provide the required technical and intellectual resources.
- To ensure full professional advice on project development.
- To ensure 24 consultancy meetings with the project team.

The remuneration is: 24.000 euro

Requirements towards the service provider (ex. references, particular qualifications/availability of experts with particular qualifications, knowledge of languages, etc.)

- Legal entity experienced in EU non-refundable projects management and implementation (at least 3 implemented HURO or ROHU projects)
- Availability, flexibility, promptitude, employed person who holds a driving license (category B)
- Experience in leadership
- Good ability of communication, organization and conflict management
- Knowledge of English at advanced level
- Knowledge of Hungarian is an advantage
- Knowledge of laws, rules and regulations on the financing from EU funds

Place and date: Oradea, 09th of January 2018

 Signature and stamp
MIHAI FECHETA Name of the legal representative
DON ORIONE BENEFICENCE - CHARITY SOCIETY, ORADEA

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