

## United Nations Development Programme

### Romania

#### Project Document

- UNCF Outcome(s):** By end 2015, line ministries have enhanced capacity to implement innovative programmes for social inclusion, economic and political empowerment of vulnerable groups, and for deepening democratic practices with special emphasis on initiatives with the potential to be adapted to the needs of Romanian ODA priority countries.
- Expected CP Outcome(s):** Capacity development for social inclusion, economic and political empowerment of vulnerable groups and for deepening democratic practice with special emphasis on initiatives with the potential to be adapted to the needs of Romanian ODA priority countries (CPAP 2010-2012, Outcome 1)
- Implementing partner:** The Romanian Association of Importers and Exporters (Asociatia Importatorilor si Exportatorilor din Romania - ANEIR) (IP designation through LPAC, October 2010)
- Responsible Party:** United Nations Development Programme (UNDP)
- Cooperating Agency:** Agency for the Implementation of Projects and Programmes for the Small and Medium Enterprises in Romania (AIPPIMM)

#### Brief Narrative Description:

This project document is pursuant to the CPAP 2010-2012 agreed to between the Government of Romania and UNDP and operationalizes the CPAP through detailed description of activities. The project will stimulate employers' and other relevant stakeholders' interest to increase investment in human resources and to increase Romanian companies' social responsibility through the promotion and implementation of corporate social responsibility (CSR) instruments. Its **specific objectives** are: 1) Development of a model to implement CSR principles to increase the capacity of Romanian companies to strengthen social partnerships; 2) Strengthening of the practical Romanian know-how related to CSR implementation in three fields: mining and energy, production and services; 3) Development of CSR implementation-related knowledge and skills; 4) Promoting CSR. Main project **target groups** are: entrepreneurs, employees and all-level managers (with special attention dedicated to women). The project is implemented by the Romanian Association of Importers and Exporters (Asociatia Importatorilor si Exportatorilor din Romania) who is the lead applicant under the funding mechanism of the Sectoral Operational Program for Human Resources Development as referred to in the CPAP. UNDP will provide implementation support services to the lead applicant through capacity development for the delivery of the outputs and activities described in this document.

**Project Period:** March 2011 – February 2013  
**Project Title:** Strengthening the Romanian Private Sector's Capacity to Develop Social Partnerships (CSR)  
**Project ID:** 41722  
**Project Atlas ID:** 59835  
**Start date:** 1 March 2011  
**End Date:** 28 February 2013  
**Management Arrangements:** NIM with UNDP implementation (Implementation Support Services Letter of April 4 2011)

Total resources required: **618.000 USD**  
Total allocated resources: **618.000 USD**  
Source of funds: GoR / Alternative Sociale Association (made available from European Social Fund - the Sectoral Operational Programme for Human Resources Development **Romanian National Association of Importers and Exporters**)

UNDP contribution: **10,917,5 USD**

Agreed by The Romanian Association of Importers and Exporters:

Agreed by United Nations Development Programme:

Endorsed by the Ministry of Foreign Affairs  
(Government Coordinating Agency) pursuant to CPAP 2010-2012



## **Implementation and Management Arrangements:**

The project will be nationally implemented by the Romanian Association of Importers and Exporters. The UNDP will assign the Programme Manager (Democratic Governance Portfolio) to manage the project on behalf of UNDP.

UNDP shall oversee the implementation of the project activities on the basis of this project document and within the framework of the Standard Basic Assistance Agreement concluded between the Government of Romania and UNDP dated 23 January 1991 (HG 113/1991).

This project is funded by the European Social Fund through the financing agreement concluded between the Romanian National Association of Importers and Exporters (ANEIR) and the Managing Authority. The project will be implemented by the ANEIR - the Implementing Partner, ultimately accountable for the project efficient and effective implementation to the Managing Authority of the ESF Operational Programme Human Resources (ESF OPHR). ANEIR will receive the funds pertaining to the implementation of this project and will distribute the funds to each partner for the implementation of the agreed activities. The Government Cooperating Agency is the Agency for the Implementation of Projects and Programmes for the Small and Medium Enterprises in Romania (AIPPIMM).

UNDP will receive from ANEIR the amount of **618.000 USD** for the implementation of the activities that were assigned to UNDP and also for meeting the costs of the project management and supervision. Distinct project bank accounts will be opened for this project's funds.

It is estimated that contribution funds will be deposited into the UNDP project bank account in 11 instalments throughout the project implementation period.

The project implementation is **NIM with UNDP support**.

The project shall be implemented based on a close coordination process between partners and on wide consultations between all the stakeholders involved in CSR.

## **Annual Review Report**

An Annual Review Report shall be prepared by the Project/Program Staff and shared with the Implementing Partner. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the entire project duration with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level. Based on the above report, an annual project review shall be conducted to assess the performance of the project and appraise the Annual Work Plan (AWP).



EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME 2011				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET		
		Q1	Q2	Q3	Q4			Budget Description	Amount in USD	
Output 3: CSR implementation training addressed to the managers	-Elaboration of the guidebook  3.1 Training on CSR implementation addressed to the private sector managers					Romanian Association of Importers and Exporters; United Nations Development Programme;	ESF	Companies		
								Printing / Productions Costs	74200	0
								International consultants	71200	22.364,22
								Printing / Productions Costs	74200	6.194,88
Project management evaluation and audit	Project Management Staff Recruitment and training assistance Procurement of Services and Equipment Audit					Romanian Association of Importers and Exporters; United Nations Development Programme;	ESF	Miscellaneous Expenses	74500	5.194,88
								Local consultants	71300	74.865,18
								Rental & maint	73100	5.140
								Equipment and Furniture	72200	3.194,88
								Information Technology Equipment	72800	3.833,86
<b>TOTAL</b>									<b>192.081,81</b>	

Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budget Account Code	ATLAS Budget Description	Year 1 (USD)	Year 2 (USD)	Year 3 (USD)	Total (USD)
Output 1: CSR Model for Private Companies	UNDP		ESF	71200	International consultants	1.597,44	1.597,44	0	3194.88
				71300	Local consultants	23.003,19	13.738,02	0	36741.21
				72100	Contractual services	19.169,33	7.987,22	0	27156.55
				74200	Printing&publications	6.792,33	0	0	6792.33
				74500	Miscellaneous Exp	3.479,23	2.695,17	0	6174.40
					<b>Total Outcome 1</b>	<b>54041.52</b>	<b>26017.85</b>	<b>0</b>	<b>80059.37</b>
Output 2: Assistance to companies for CSR model implementation	UNDP		ESF	71300	Local consultants	15.335,46	23.003,19	7.667,73	46006.38
				71200	Intl consultants	0	5.750,79	0	5750.79
				71600	Travel	1.916,93	5.111,82	0	7028.75
				72100	Contractual serv.	0	15.182,11	0	15.182,11
				74200	Printing&pubic	0	0	9.987,22	9987.22
				74500	Miscellaneous	0	6.389,77	3.638,98	10028.75
	<b>Total Outcome 2</b>	<b>17252.39</b>	<b>55437.68</b>	<b>21293.93</b>	<b>93984.00</b>				
Output 3: CSR implementation training addressed to the managers	UNDP		ESF	71200	Intl consultants	22.364,22	91.501,56	28.370,61	142236.39
				74200	Print. & Productions Costs	6.194,88	6.389,77	0	12584.65
				74500	Miscellaneous Expenses	5.194,88	12.179,55	6.194,89	23569.32
					<b>Total Outcome 3</b>	<b>33753.98</b>	<b>110070.88</b>	<b>34565.50</b>	<b>178390.36</b>
Output 4: Romanian expertise on CSR implementation developed	UNDP		ESF	71200	Intl consultants	0	30.351,44	6.070,28	36421.72
				74200	Print. & Productions Costs	0	0	10.389,77	10389.77
				72100	Contractual serv.	0	13.584,66	0	13584.66
					<b>Total Outcome 4</b>	<b>0</b>	<b>43936.10</b>	<b>16460.05</b>	<b>60396.15</b>
PROJECT MANAGEMENT	UNDP		ESF	73100	Rental-maintenance premises	5.140	7.920	1.600	16440
				71300	Local consultants	74.865,18	112.256,32	18.716,29	205837.79
				72200	Equipment and Furniture	3.194,88	0	0	3.194,88
				72800	Information technology equipment	3.833,86	0	0	3.833,86
					<b>Total Project Management</b>	<b>87033.92</b>	<b>120176.32</b>	<b>20316.29</b>	<b>227526.53</b>
<b>PROJECT TOTAL</b>									<b>640356.41</b>

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## II. ANNEX LEGAL CONTEXT

The legal context of this project is the Standard Basic Agreement between the UN and Government of Romania (1991)

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

This Project Document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Romania and the United Nations Development Programme signed on 23 January 1991. The project will be implemented according to UNDP rules and procedures.

The present Project Document is in force until the end of the Programme. Any modification regarding the present document or budget shall be appointed in an Amendment to the Project Document, signed by all the interested parties.