

ANNEX 3 PIU ORGANIZATION AND STAFF RULES

PIU ORGANIZATION AND STAFF RULES

Organization of the work in the PIU is based on the principle of organizational unity and division of duties according to professional qualifications and other skills needed for the determined positions in the PIU. PIU staff is hired in accordance with the WB Procurement Regulations- Selection of Individual Consultants.

PIU is responsible for coordination and all day-to-day project implementation activities on behalf of MOF. PIU is responsible for the technical, financial and procurement aspect of the project implementation. The PIU staff is to be administered in accordance with the contract signed between them and the MOF. The PIU members are directly subordinated to the Project Manager. The PIU reports to the Minister of Finance through the Project Manager on project progress and any issues or challenges.

The PIU staff is retained in full for the lifetime of the Project, subject to satisfactory performance. The establishment of the PIU is supported by Loan funds and PIU staff shall be remunerated on competitive rates in order to avoid fluctuation of the skilled staff.

The PIU personnel shall be selected on a competitive basis in accordance with the TOR for each position, or as agreed with the WB.

All candidates for a BETAPFI PIU position must be able to speak, read and write Macedonian and English (working knowledge of English and ability to fully understand spoken or written communications and/or documents). No BETAPFI PIU staff can hold another position in another public sector entity.

PIU Staffing

The PIU staff is expected to comprise of:

- Project Manager
- Financial Management Specialist
- Procurement Specialist
- Monitoring and Evaluation Specialist
- Environmental and Social Specialist on a needs basis

Draft ToRs for PIU staff are given in Annex 2. These ToRs are subject to World Bank prior approval. The composition of the PIU can be further modified only with prior approval by the World Bank on the respective ToRs.

In implementing their tasks, the PIU staff will adopt the following code of conduct:

- PIU staff acts by the principles of professional impartiality, responsibility, honesty, transparency, openness, efficiency and effectiveness in relations with third parties (i.e. consultants, suppliers of goods, persons or institutions involved in any way in activities or results of those activities), and may not practice any form of discrimination or preferential treatment;
- PIU staff is expected to accord equal and fair treatment to the users of the services supplied by the Project;
- PIU staff shall use the available resources in the manner of a good host, and maximum cost-effectiveness in relation to the general objectives of Project, maximum cost-effectiveness should always be sought in decision-making within the PIU and in the practical application of its procedures;
- PIU staff shall not use available official information for private purposes;
- PIU staff may not directly, or through an intermediary, hold any interest in companies, or have responsibilities in public or private institutions having commercial relations with the project or benefiting from its activities, and they may not receive any gifts, remuneration, commission or fee of any kind from such companies or institutions. Compliance with this obligation is an express condition of engagement with the PIU;
- The Minister and the Project Manager are the only authorized person to issue work instructions to PIU staff, unless another duly authorized person is appointed.

PIU work is based on following principles:

- Conformity with the Constitution of the Republic of North Macedonia and other local laws;
- Autonomy of PIU - In terms of making decisions related to the Project, according to the delegation of the full authority in day-to-day management by the Minister of Finance to the Project Manager;
- Impartiality in relations with third parties - The PIU shall not practice any form of discrimination or preferential treatment and shall exclusively apply the decision-making criteria and selection procedures described in the approved documents such as Loan Agreement, PAD, POM;
- Transparency -The Project implementation methods are transparent, and goods and services are procured on competitive way following the World Bank procurement regulation. The public and potential suppliers of goods and service providers are informed properly about the availability of funds. The reporting to all partners should be accurate;
- Quality - Goods and services are delivered in the quantities specified and according to the schedule and quality standards established in the contract;
- Cost effectiveness - The resources are used at maximum efficiency; the results are monitored and evaluated on the basis of agreed indicators;
- Monitoring – Project monitoring activities should be carried out to ensure that project activities

are being implemented timely and in accordance to the document signed

- Problems are identified early, and any corrections necessary are applied quickly and effectively;
- Financial transactions are carried out in a proper and timely manner, and are supported by the necessary documentation;
- Effective coordination exists between PIU, beneficiaries working groups, suppliers/service providers and other interested parties;
- The overall program is implemented in a transparent manner through widely drawn public disclosure of program information.

The PIU working week is 40 hours, Monday through Friday, and working hours are between 8:30 and 16:30, with a half hour paid lunch break. Saturdays, Sundays and national/religious holidays of Republic of North Macedonia, are non-working days. The Project Manager can determine that the staff should work longer or in non-working days in order to complete an assignment that cannot be delayed if it cannot be completed within the regular working hours. PIU staff remuneration includes occasional overtime, and no additional remuneration will be provided, but equal or proportional leave should be given. PIU staff is paid on a monthly basis, generally between the first and fifth day of the following month.

PIU staff earns their annual vacation at the rate of 2 days per month. All use of vacation days must be approved in advance by the Project Manager, respecting to the extent possible the needs of PIU staff. Vacation days can be accumulated and used throughout the entire duration of contract. The Minister of Finance or other duly authorized person approves the use of vacation days for the Project Manager.

PIU staff may also accrue up to six (6) sick days per year under contract. Sick-leave absence requires medical documentation from a physician. This documentation must be submitted to the Financial Management Specialist, who will submit it for approval to the Project Manager.

Extended private absences of the PIU staff will be approved by the PIU Project Manager only on a case-by-case basis. PIU staff is entitled to leave without pay only with the approval of the PIU Project Manager, who shall decide on a case by case. Health and pension benefits shall not be paid by MOF to the PIU and they are staff member's responsibility.

Project related training days and business trip days as approved by the Project Manager are counted as working days. Travel and participation in meetings and seminars will be approved in writing on a case-by-case basis by the PIU Project Manager. PIU will pay regular economy class air fare for employees traveling to official meetings. Overnights-Per Diem will be paid according to national regulation for public administration.

Project Manager shall encourage employees to improve and develop their job-related professional skills. Job-related training includes, but is not limited to, academically accredited courses, training seminars and language study. Staff development activities are for the benefit of the organization and decisions will be made accordingly. In addition, Project Manager offers employees a range of other opportunities for professional development. For example, seminars and workshops conducted by staff,

local or foreign consultants, public and governmental agencies on topics relevant to the PIU mission as project management, procurement, financial management, safeguards and other courses which may be found by the Project Manager as beneficial for increasing the PIU competence.

PIU staff keeps the business confidential information during the engagement in the PIU and after its termination in accordance with the confidentiality clause of the contract.

PIU ensures accurate and on-time preparation, sending, receiving and archiving of all business documentation and follow-up of its circulation.