

ANNEX-IV

6.1 Institutional Framework:

The overall management of the Operation will be carried out by the following structures:

- Operating Structure (OS),
- Operation Beneficiary (OB),
- Senior Representative of the Operation Beneficiary (SROB),
- Operation Coordination Unit (OCU).

Operating Structure: EU Coordination Department of Ministry of Labour and Social Security as the OS undertakes all the responsibility in terms of the Operation. Accordingly, the OS cooperates with the main beneficiary (<Insert name OB>) in monitoring the implementation of the contracts and any other aspects with relevance to the implementation of the Operation and ensures preparation and delivery of the relevant reports on the implementation of the Operation by the Beneficiary. Operating Structure as Contracting Authority will be responsible for procurement and the overall management of the operation. Operating Structure as Contracting Authority is formally represented by the Programme Authorising Officer (PAO).

Operation Beneficiary: <Insert name OB> is the operation beneficiary of the Operation and is responsible for its management and performance. To that end, <Insert name OB> will assign a high level manager who will act as SROB that will be the official representative of the OB . Operation beneficiary will establish a OCU which is the responsible unit regarding the implementation of project activities. OB would ensure adequate guarantees regarding the nature of mission.

The Operation Beneficiary will review and provide preliminary approval of any reports related to payments requests/invoices prior to financial check and payment by the Contracting Authority. It will also review and provide preliminary clearance (“read and approved”) to any requests of the Consultant regarding approval of non-key experts, replacement of key experts or incidental budget etc..

Senior Representative of Beneficiary: The Project will be implemented under the supervision of the SROB on the side of beneficiary. The SROB will act as the formal representative of the <Insert name OB> and will assume overall responsibility for the successful implementation of the project cooperating with the Consultant and ensuring that the consultant performs the tasks in accordance with the pre-defined deadlines and to the standard of quality required. He/she will provide preliminary approval of the reports of the Consultant, or any technical documents or deliverables and outputs, before final approval by the Contracting Authority and/or the Contract Manager.

Operation Coordination Unit: The <Insert name OB> will establish an OCU which will be adequately staffed (at least 5) and will provide the use of all necessary premises and logistical support (office space, furniture, access to telephone, fax etc.).. This unit will be composed of a Operation Coordinator and five experts from the relevant departments of <Insert name OB>. Existence of a professional and stable structure for OCU staff is a crucial factor for the timely and proper implementation of the Operation.

OCU will perform the following tasks (it is not an exhaustive list):

- Following Technical Assistance Team (TAT) activities and working in close cooperation with the (TAT).
- Organise and conduct regular meetings to review progress of project with the TAT.
- Coordinate and facilitate processes between SROB, the Consultant and the CA regarding any kind of reports, requests, documents which need approval of SROB.
- Ensuring the required coordination with other departments within the Ministry or other institutions related to the implementation of the project.

6.2 Proposed Monitoring Structure and Methodology:

The overall monitoring of the Operation will be performed by the following structures and meetings:

- Steering Committee,
- Monthly management meetings
- Weekly meeting of OCU + Technical Assistance Team,
- Operation Coordination Unit.

The OS cooperates with the Operation Beneficiary in monitoring the implementation of the contracts and any other aspects with relevance to the implementation of the Operation.

Steering Committee (SC): SC will be established to serve as a platform to share results achieved, follow-up the Operation's progress and exchange experiences, ideas etc. The SROB will initiate the establishment of a core OSC which will be composed of representatives of OCU, TAT, OS, stakeholders such as < Insert name potential stakeholders >. Contracting Authority and the European Union Delegation in Turkey (EUD) are ex officio members of the Committee. The final composition of SC will be determined at the end of the inception phase of the operation in consultation with the Contracting Authority. The SC will meet on a semi-annual basis and serve as a platform of coordination among relevant public and private sector institutions. SC meetings will be organized by TAT. In the course of the operation, the SC could develop a platform for disseminating policy advice. Minutes of SC meetings will be kept by TAT and submitted to the participants in the meetings for their approvals.

Monthly management meetings: Monthly management meetings will be convened in order to monitor the contract activities, discuss and assess the progress of the project and provide solution to the problems arising during the implementation of the contract. These meetings will be chaired by SROB. Contracting Authority, EUD, OCU and TAT will be participants in the monthly management meetings. Minutes of OMC meetings will be kept by TAT and submitted to the participants in the meetings for their approvals.

OCU + Technical Assistance Team (weekly monitoring): OCU and Technical Assistance Team will meet once a week to monitor the implementation and the team leader will build up suggestions regarding the implementation if necessary. The contract manager of the project will participate to weekly meetings of OCU and TAT regarding the state of play of project activities.

Operation Coordination Unit : All the responsibility in terms of Operation including Grant Schemes belongs to the Operating Structure. Operation Coordination Unit is responsible for management and monitoring of grant contracts. .Contract managers of OS will co-operate with the responsible staff of OCU in terms of grant management and monitoring.. OCU will

also ensure that the beneficiary/grant beneficiary submit to the CA the progress reports on the implementation of projects in accordance with the form forwarded by the CA, as well as interim technical and final reports where applicable for grant beneficiaries, and any other information about the implementation of Projects under the Operational Programs. Management and information system will be used in order to monitor grant scheme effectively.

In addition, site visits will be conducted on sample activity base in order to monitor the Operation with the participation of the CA and < Insert name OB>. TAT shall ensure flow of any kind of information during the desk checks and site visits.

<Insert name OB> should ensure delivery of all reports including progress/interim reports, irregularity reports on the implementation of the Operation to the CA. These reports will be prepared in accordance with the template provided by the CA.

Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the General Conditions.

There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks.

The responsibilities of the OB including reporting will be defined in the Operational Agreement. In addition to the reports mentioned above, ad hoc reports may be requested by the Contracting Authority on various aspects or issues related to the implementation of the contract. The content and time of submission of such ad-hoc reports will be agreed between the Consultant and the Contracting Authority on a case-by-case basis.