

DESCRIPTION OF THE SERVICES

The contract covers the provision of support and consultancy services in the field of support for the management of the project financed by the ERASMUS+ programme, entitled: *Applied, Connected, entrepreneurial and Engaged - European University Alliance* (project number 101177596)

I. Detailed description of the Services

The subject of the order is the purchase of services consisting of support in the full management of the ERASMUS+ grant, with the type of grant agreement Lump Sum. The amount of the grant is EUR 1,422,892 for the Medical University of Gdańsk. Support in the organization of project management will be provided during the implementation of the project for 4 years from the date of signing the agreement.

The project management support and consulting service consists of two modules:

MODULE A: SUPPORT RELATED TO THE MANAGEMENT OF THE GRANT AGREEMENT

- Handling the grant agreement in contact with the project consortium leader and the European Commission and any annexes to this agreement,
- Submitting the data necessary to implement the agreement in the European Commission system, and contacts with the European Commission representative (Project Officer) in matters of implementing the grant agreement
- Communication with the consortium leader in order to sign the necessary documentation, including the annexes to the agreement

MODULE B: SUPPORT FOR PROJECT IMPLEMENTATION AND MANAGEMENT

- participation in all online project management meetings during the 4 years of the project (32 meetings),
 - participation in at least 4 on-site project management meetings held in Poland or at one of the project partners,
 - support in reporting all derived data necessary for preparing reports to the consortium leader and the European Commission services, including: adherence to the schedule, providing and suggesting report templates, collecting data, submitting reports and final checking them before placing them on the portal,
 - support in communication regarding project management with the project leader,
 - advisory support in operating the budget awarded to the Medical University of Gdańsk under the ERASMUS+ grant, including advice on the eligibility of costs, transfers of funds between budget categories and cost recording on the beneficiary's side
- Both modules should be handled by at least 2 consultants with experience in implementing similar projects, and providing support regarding the substantive scope of the project and the part related to the project budget.

II. Contract completion date:

1. Contract validity period – 48 months from the date of conclusion of the Contract
2. Deadline for completion of individual modules:
 - Module A – within 48 months from the date of conclusion of the Contract
 - Module B – within 48 months from the date of conclusion of the Contract

III. Contractor's Remuneration.

1. For the proper execution of the order, the Contractor shall be entitled to remuneration for:
 - a) Module A - remuneration in the amount according to the presented offer, provided that this remuneration is amount to 10% of the total remuneration for the subject of the Agreement;
 - b) Module B - remuneration in the amount according to the presented offer, provided that this remuneration is amount to 90% of the total remuneration for the subject of the Agreement;