

United Nations Development Programme



REQUEST FOR PROPOSAL

Company/Non-Government Organization to design and implement a capacity building programme for NGOs on environment, climate change and gender

RFP No.: 20/02075

Project: "Sustainable and resilient communities through women empowerment"

Country: Republic of Moldova

Issued on: 13 July 2020

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to tatiana.craciun@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Tatiana Craciun

Name: Tatiana Craciun

Title: Project Officer

Date: **July 13, 2020**

Approved by:

Corina Oprea

Name: Corina Oprea

Title: Operations Manager

Date: **July 13, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees</p>

	meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.

	<p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p>

	<p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>

18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS

<p>22.Submission</p>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<p>Hard copy (manual) submission</p>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p>

D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system</p>

	<p>specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	

35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed.

	<p>The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay, 20 calendar days, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Tatiana Craciun Address: 105 Sciusev str., office 1.1-02, Chisinau, Republic of Moldova E-mail address: tatiana.craciun@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	27 July 2020, 16.00 Local time (Moldovan Time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code MDA 10 and Event ID number: 0000006491</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	August 10, 2020
19		Maximum expected duration of contract	March 31, 2021
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Officially registered legal entity as per Moldovan legislation	Form D: Qualification Form
	At least 5 years of experience in implementing programs, projects, training or capacity building activities in the areas of environment, climate change and gender mainstreaming	Form D: Qualification Form
	At least 3 years of experience of conducting capacity building for NGOs and CSOs	Form D: Qualification Form
	At least 1 project on providing training on either climate or environment topics to NGOs, CSOs or Government stakeholders	Form D: Qualification Form
	Sound understanding of sustainable development, environmental management issues, climate mitigation and adaptation issues, vulnerability and impacts of climate change and other related sustainable development issues	Form D: Qualification Form
	Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies	Form D: Qualification Form
	<p>At least 4 qualified Key Technical Experts.</p> <p>Cumulatively, the core team of experts shall have expertise in the areas of Climate, Environment, Project Management and Gender, and shall be jointly meeting the following requirements:</p> <ul style="list-style-type: none"> - University/Master's degree or equivalent in Environment/Agriculture/Climate /Energy, Social Sciences/ Law / Economics or other relevant areas; - At least five (5) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge on Environmental protection, Climate Change Adaptation and/or Mitigation actions, Gender Equality and Gender mainstreaming; - At least five (5) years of experience in project management; - Experience in relevant fields such as conservation, integrated natural resource management, sustainable land use management, protected areas management, adaptation to climate change, climate smart agriculture, or related subjects; - Knowledge and experience in applying the Human Rights Based Approach and Gender Mainstreaming; - Experience of working with women and vulnerable groups would constitute an advantage; - Specific experience in designing or implementing environmental/climate projects (e.g. GEF projects) is a distinct advantage; - Excellent understanding of proposal requirements and proven experience in project proposal development 	Form D: Qualification Form

	<ul style="list-style-type: none"> - Ability to define project strategies and interventions at different levels; - Good understanding of results-based management; - Experience in managing multi-discipline expert teams, coordination skills, setting project development milestones, including in designing and facilitation of stakeholder consultations is a strong advantage; - Proven record of conducting trainings and workshops on climate/environmental and gender topics (at least 3 trainings); - International experience is a strong advantage; - Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage; - Experience with gender in the context of climate change and environment is a strong advantage; - Experience in similar activities with UNDP and/or other international projects is an advantage - Solid analytical and presentation skills; - Ability to write and speak both in Romanian and Russian 	
Financial Standing	<p>Minimum average annual turnover of USD 30,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation: - Project financing capacity (availability of financial resources to cover costs related to the assignment prior to the payment for the delivered services) - (no – 0 pts, yes - 40 pts)	40
1.3	<p>Relevance of specialized knowledge and experience on similar engagements done in the country:</p> <p>a) At least 5 years of experience in implementing programs, projects, training or capacity building activities in the areas of environment, climate change and gender mainstreaming (<i>no – 0 pts, 5 years – 20 pts, each additional year – 5 pts, up to 50 pts</i>);</p> <p>b) At least 3 years of experience of conducting capacity building for NGOs and CSOs (<i>no – 0 pts, 5 years – 20 pts, each additional year – 5 pts, up to 50 pts</i>);</p> <p>c) At least 1 project on providing training on either climate or environment topics to NGOs, CSOs or Government stakeholders (<i>no – 0 pts, each assignment - 5 pts, up to 20 pts</i>);</p> <p>d) Proven experience demonstrated through of sustainable development, environmental management issues, climate mitigation and adaptation issues, vulnerability and impacts of climate change and other related sustainable development issues (<i>no – 0 pts, yes - 20 pts</i>).</p>	140
1.4	Quality assurance procedures and risk mitigation measures (<i>no – 0 pts, yes - 40 pts</i>).	40
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <p>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points</p> <p>-Organization is a member of the UN Global Compact -10 points</p> <p>-Organization demonstrates significant commitment to sustainability through some other means- 20 points, <i>for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)</i></p>	50
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		80
2.3	Details on how the different service elements shall be organized, controlled and delivered		30
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		30
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		60
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		40
Total Section 2			300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team Leader		120
	- Master's degree in Law or in Economics/Environment/Agriculture, or other relevant fields (<i>Bachelor – 10 pts, Master's – 15 pts</i>).	15	
	- Professional certifications in Project Management would constitute an advantage (<i>prove of Project Management Certificate 15 points</i>)	15	
	- At least seven (7) years of experience in developing or leading assignments in the areas of environment, climate change and gender mainstreaming development programs (<i>less than 7 years – 0 pts, 7 years – 20 pts, each additional year – 5 pts, up to 40 points</i>).	40	
	- At least three (3) years in overseeing or delivering workshops/trainings for NGOs, CSOs (<i>3 years – 5 pts, up to 10 points</i>).	10	
	- Demonstrated experience of working on environment strategy, action plans (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Experience in organizing consultation sessions with different stakeholders and in facilitating multi stakeholder dialogue including CSOs (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Previous work with UNDP and/or other development partners will be an asset (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Verbal and written fluency in Romanian, Russian and English (<i>Romanian – 3 points, Russian – 3 points, English – 4 points</i>).	10	
3.1 b	Environment Expert		70

	- University/Master's degree or equivalent in Environment/Agriculture or other relevant areas (<i>Bachelor – 5 pts, Master's – 10 pts, PhD – 15 pts</i>).	15	
	- At least five (5) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge on Environmental protection (<i>less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 5 pts, up to 25 points</i>).	25	
	- Experience in relevant fields such as conservation, integrated natural resource management, sustainable land use management, protected areas management, adaptation to climate change, climate smart agriculture, or related subjects (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Proven record of conducting trainings and workshops on climate/environmental topics (<i>at least 1 training – 5 points, up to 10 points</i>).	10	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage	5	
	- Ability to write and speak both in Romanian and Russian	5	
3.1 c	Climate change expert		70
	- University/Master's degree or equivalent in Environment/Climate/Energy or other relevant areas (<i>Bachelor – 5 pts, Master's – 10 pts, PhD – 15 pts</i>).	15	
	- At least five (5) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge on Climate Change Adaptation and/or Mitigation actions, Environmental protection (<i>less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 5 pts, up to 25 points</i>).	25	
	- Proven record of conducting trainings and workshops on climate change and mitigation actions (<i>at least 1 training – 5 points, up to 10 points</i>).	10	
	- Experience in design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage (<i>no – 0 pts, yes – 5 pts</i>).	5	
	- Ability to write and speak both in Romanian and	5	
3.1 d	Gender mainstreaming Expert		70
	- University/Master's degree or in Social Sciences/Law/Economy or other relevant fields (<i>Bachelor – 5 pts, Master's – 10 pts, PhD – 15 pts</i>).	15	
	- At least five (5) years of practical experience and expertise on developing programs/trainings/workshops on Gender Equality and Gender mainstreaming (<i>less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 5 pts, up to 25 points</i>).	25	
	- Knowledge and experience in applying the Human Rights Based Approach and Gender Mainstreaming (<i>one assignment – 5 points, up to 10 points</i>).	10	

	- Proven record of conducting trainings and workshops in the topics mentioned above (<i>at least 1 training – 5 points, up to 10 points</i>).	10	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage (<i>no – 0 pts, yes - 5 pts</i>).	5	
	- Ability to write and speak both in Romanian and Russian (<i>no – 0 pts, yes - 5 pts</i>).	5	
3.1 e	Project management Expert		70
	- University/Master's degree or equivalent in Social Sciences/Law or in Economics/Environment/Agriculture, or other relevant fields (<i>Bachelor – 5 pts, Master's – 10 pts, PhD – 15 pts</i>).	15	
	- At least five (5) years of experience in project management (<i>less than 5 years - 0 pts, each additional year – 5 pts, up to 25 points</i>).	25	
	- Excellent understanding of proposal requirements and proven experience in project proposal development (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Specific experience in designing or implementing environmental/climate projects (e.g. GEF projects) is a distinct advantage	5	
	- Experience in managing multi-discipline expert teams, coordination skills, setting project development milestones, including in designing and facilitation of stakeholder consultations is a strong advantage	5	
	- Experience in design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage	5	
	- Ability to write and speak both in Romanian and Russian (<i>no – 0 pts, yes - 5 pts</i>).	5	
Total Section 3			400

Section 5. Terms of Reference

TERMS OF REFERENCE

Company/Non-Government Organization to design and implement a capacity building programme for NGOs on environment, climate change and gender

Project title: "Sustainable and resilient communities through women empowerment" (in short "ResComWomEmp")

Duration: August 2020 – March 31, 2021

I. BACKGROUND

Republic of Moldova is facing many significant environmental issues triggered mainly by the unsustainable use of natural resources and agricultural practices. As a result, there is continuous degradation and loss of fertile land and biodiversity and air and water pollution from point and non-point sources due to high motorization and dumping of waste and chemicals. All these along with the pending climate change risks directly and indirectly affect the living conditions and health of the population, and especially of women, as well as the economic development of the country, contributing to further increase in poverty, especially in rural areas.

In Moldova, the poverty rate is 7.5 times higher in rural areas than in large cities. Since a significant part of the rural population is engaged in subsistence agricultural activities, the risk of falling below the poverty line is high in years of climate-related extreme events. Rural population is increasingly vulnerable to climate change impacts², especially women and women-led households, who are not able to provide resources and services needed to ensure water, food, and energy supply for their families³. Moreover, rural poor have limited knowledge regarding the sustainable and environment-friendly agricultural and forestry practices that would increase adaptation and resilience capacities of communities and ecosystems.

The **objective of the project** is to build inclusive, sustainable, and resilient communities and create an enabling environment for women's economic, social and educational empowerment. The project's objective will be achieved through **four outcomes**:

1. Sustainable, climate resilient and environmentally-sound livelihoods defined and local capacities & knowledge on environment, climate change and gender enhanced and implemented successfully;
2. NGOs capacities to provide expertise to LPAs and women in the field of resilience to climate change, sustainable development and gender mainstreaming;
3. environment-friendly and climate resilient practices and projects implemented by women headed households, women agri-producers and communities;
4. sustainable and climate resilient practices and business models disseminated and replicated.

The overarching **strategy of the project** is to build sustainable and inclusive resilient communities through empowering women to practice alternative livelihoods in the context of increased environmental degradation and vulnerabilities to extreme weather patterns. By shifting the focus from vulnerability to empowerment, adaptation responses have the potential to transform into gender equality opportunities. Such an approach would overturn gender stereotypes, compounded by social and cultural norms, and will empower women to become agents of change.

² 3rd National Communication under the United Nations Framework Convention on Climate Change

³ Gender Equality Strategy of Moldova 2017-2021

The project is implemented in **4 target districts** (Nisporeni, Calarasi, Basarabeasca, Leova), the **Autonomous Territorial Unit (ATU) Gagauzia**, the **Security Zone** and the **Transnistrian region**. Several project interventions, e.g. capacity building programmes for NGOs will be implemented at both national and regional level.

The project is implemented by the United Nations Development Programme (UNDP) during March 2020 – March 2023 with the financial support of the Swedish International Development Cooperation Agency (SIDA). For a complete description of the project scope and planned interventions, please consult the project document available here: <https://www.md.undp.org/content/moldova/en/home/projects/sustainable-resilient-communities-through-women-empowerment.html>

Key project interventions

The current district-level development strategies do not reflect sufficiently the linkage between the environment protection, climate change risks and gender which in the absence of response measures impede sustainable and resilient livelihoods. The project will support **mainstreaming of environmental protection and climate change adaptation solutions into local development policies** of the Level II Local Public Authorities from the pilot regions of the project. The climate responsive local development strategies will be further screened through gender lens and the focus on women's needs and capabilities will be reinforced. The mainstreaming process will widely involve various stakeholders ranging from, LPAs, private sector, local communities including women and vulnerable groups, into policy and decision-making over priorities that affect their well-being.

Based on the legal analysis and research and hands on experience gained during the mainstreaming process, a proper **capacity building programme on environmental and climate-related legislation for LPAs** will be designed and implemented. The capacity building programme will envisage mentoring and coaching activities as well as workshops, trainings intended to enhance the capacity of the LPAs to plan and manage in a resilient manner the local natural capital.

Considering the important role played by the **civil society organizations and NGOs** in advancing the 'green agenda' forward and influencing relevant policies, the project will provide dedicated institutional capacity development support to 6 Environmental NGOs, along with an extensive capacity building program to all interested environmental NGOs from the country, but in particular the NGOs located in the or adjacent to the 6 target regions of the Project, on climate change, environmental and gender topics. The project will strive to support regional NGOs to strengthen their capacities to engage in local environmental and climate actions, natural resources management and decision-making.

At community level, the project will contribute to the sustainable development and increased resilience to climate change of **30 communities** (around 60,000-75,000 persons comprising 20,000 to 25,000 households) from the 6 target districts/regions by building their environmental management and adaptive capacities to climate change and supporting environment-friendly and climate resilient income generation activities with the highest potential. The project will directly strengthen the adaptive capacity and reduce the vulnerability of **150 women headed households** (450-600 persons-indirectly) and **10 women led agriculture enterprises** (150-200 persons-indirectly) from the 6 target districts/regions by supporting climate-smart agri-practices, animal husbandry, and other related activities that would contribute to food security and income generation regardless of the changes in the rainfall patterns and extreme weather events. The replication potential of successful climate resilient practices of the pilot models and capacity development measures would indirectly benefit the entire population of the 6 districts/regions with further impacts on the other districts.

The project will also **engage with men agri-entrepreneurs**, alongside women, in building their critical environmental management and adaptation knowledge and skills required to advance the sustainable development of their communities.

II. SCOPE OF THE ASSIGNMENT AND SPECIFIC GUIDANCE TO BIDDERS

The United Nations Framework Convention on Climate Change (UNFCCC) recognizes the importance of learning and capacity building to respond to climate change. Article 6 notes the aim to facilitate training of 'scientific, technical and managerial personnel, as one way of implementing sustainable climate change adaptation programmes (UN/UNFCCC/Article 6, 1992). In keeping with its ethos of shared, but differentiated responsibilities, the UNFCCC makes commitments to assist developing countries with the transfer of skills, knowledge, and technologies to facilitate successful and sustainable adaptation.

National strategic documents and academic studies identify areas which need to be considered in capacity building on climate change adaptation, environment and gender mainstreaming. The Climate Change Adaptation Strategy 2014-2020, the National Environmental Strategy 2014-2023 and the Gender Strategy 2017-2021 recommend the need to strengthen the skills and knowledge of all stakeholders, Government and non-government ones, in terms of integrating the principles of environmental protection, sustainable development, green economic development, climate change adaptation and gender equality in all sectors of the national economy. Considering the rapid pace of innovations and development in the climate change and environment sectors, but also the need to adopt a gender-responsive approach in the design and implementation of any climate or environmental policies and interventions, capacity building efforts have to be continuously re-evaluated and updated, to address the current development scenarios and challenges in any given country context.

This particular assignment will focus on the design and implementation of a capacity building programme addressed at NGOs, aimed to develop and consolidate their knowledge and skills in the areas of environmental, gender mainstreaming, climate-change challenges and response measures. A series of national and regional level training events on dedicated environmental and climate change and gender topics, as well on the relevant national legislation and global treaties, shall be organised under this assignment. The final aim of the capacity building programme is to strengthen NGOs skills and capacities to engage in local environmental and climate actions, natural resources management and decision-making processes.

The target group of the Capacity Building Programme for NGOs will be up to **70 NGOs** from both banks of Nistru river that are currently engaged in environment issues, climate change adaptation and mitigation, as well as in advancing gender equality.

The company/non-government organization to be selected for this assignment is expected to develop a **One-week Training Programme** (i.e. 5 training days) covering at least 4 thematic areas (i.e. modules): Environment, Climate Change, Gender Mainstreaming and Project Management (specific for environmental projects and which need to be aligned with the national and international commitments in the sector), and deliver it to up to 70 NGOs from both banks of Nistru river.

In this context, UNDP seeks to engage a specialized consultancy company or non-government organization (NGO) with capacity and expertise to develop a Capacity Building Programme for NGOs and carry-out training events/workshops on environment and climate change and gender mainstreaming topics.

III. OBJECTIVES OF THE ASSIGNMENT

The present assignment has two objectives:

1. Develop a Capacity Building Programme for NGOs on environmental, climate change and gender topics;
2. Implement the Capacity Building Programme through national and regional level training events dedicated on environmental, climate change and gender topics for up to 70 NGOs.

IV. TASKS AND OUTPUTS

The selected company shall take full responsibility for the execution of tasks and delivery of outputs leading to the full achievement of the two objectives of the assignment as described below:

Tasks and outputs under **Objective 1** shall include, but not be limited to the following:

- Analyse national legislation regarding the NGOs and CSOs;
- Screen and analyse the environment NGOs and CSOs database;
- Analyse relevant national environmental, climate and gender related legislation;
- Identify new environment policy practices, actions and deliverables that the NGOs could initiate and how to operationalise them on the ground
- Review the Multilateral Environmental Treaties and Agreements to which Moldova is Party and the most outstanding assumed commitments
- Analyse and provide information on the New Green Deal and its relevance to addressing national environmental challenges;
- Identify and highlight the different implications of climate change and environmental threats on men and women;
- Analyse international law instruments and standards as a framework for integrating gender equality in climate change adaptation measures in local development plans and policies;
- **Develop the NGO Capacity Building Programme for 2020 – 2021 and submit to UNDP for approval.** The Programme shall be guided, but not be limited/prescribed to the following subjects:

Module	Indicative Subjects
<u>Environment, Biodiversity and Nature Protection</u>	a) Integration of environmental sustainability priorities into national and local policies; b) Protection and sustainable management and use of natural resources; c) Environment protection and economic growth. Role of NGOs; d) LPAs and NGOs partnership in local environment protection; e) Biodiversity conservation actions and nature-based solutions; f) Protected areas management; g) National and international financial instruments on Environment, Biodiversity and Nature Protection; h) Overview on the European policies: European Green Deal and EU Biodiversity Strategy for 2030. i) Overview of the Convention on Biological Diversity and its relevance for Moldova j) Others
<u>Climate Change adaptation and mitigation</u>	a) National Strategies and Action Plans on Climate Change adaptation; b) Climate change impacts and its relevance with the energy and other sectors; c) Climate change and sustainable development; d) Climate change and resilience building; e) Renewables and energy efficiency; f) The NGOs and CSOs role on the Climate Change adaptation; g) National and international financial instruments on Climate change adaptive measures; h) Community vulnerability and adaptive capacity assessments. i) Overview of the UN Framework Convention on Climate Change, of the Paris Agreement and NDC2 j) Others

<u>Gender mainstreaming and climate change</u>	<ul style="list-style-type: none"> a) Overview of linkages between gender and climate change to sustainable development, capacities and vulnerabilities of men and women and strengthening resilience; b) Identify gender-specific impacts and protection measures for: floods, droughts, heat waves, disease outbreaks, desertification, species change, and other existing or potential environmental threats and disasters; c) Women's participation in environmental planning, budgeting, and policy-making processes; d) Increase civic activism and gender equity with a more robust record of environmental governance; e) International legal instruments, tools and approaches to mainstream gender in climate change adaptation; f) Good practices of gender-responsive climate change adaptation and mitigation; g) Women as agents of change in climate change adaptation and mitigation; k) Practical skills in mainstreaming gender in climate change adaptation and mitigation projects.
<u>Project management: specifics of environmental projects</u>	<ul style="list-style-type: none"> a) Project development process; b) Project Plan, Timeline & Roadmap; c) How to write an environmental project; d) What are the topics for environmental projects; e) Project management toolkit for environment and climate change project; f) Environment and climate change funds for NGOs; g) Post Project Evaluation Report h) Others

Tasks and outputs under **Objective 2** shall include, but not be limited to the following:

- Following the approval of the NGO Capacity Building Programme by UNDP and the donor, develop the concept, methodology, content of the training, training modules and training materials;
- Develop the Workshop schedule for NGOs and CSOs (see the below for guidance);
- Conduct research and conceptualize trainings/workshops;
- **Develop Training Modules and Training materials (agendas, presentations, handouts);**
- Ensure on site logistics for the trainings including transportation of trainers' teams, reimbursement of transportation costs for participants, venues, catering, printing, provision of audio-visual equipment as required, etc.⁴;
- Identify and invite national/international experts on environment, climate change and gender topics;
- Respond promptly to queries from UNDP regarding the status of trainings, provide training delivery data and indicators, and participate in information briefings with the Project Management Team (PMT) as requested;
- **Deliver 25 training days** (i.e. five 'One Week Training Programmes/Courses') at max 3 delegates from each NGO per Programme/Course;

⁴ Please refer to Section VII of the ToRs for guidance on the implementation of trainings/workshops considering various scenarios, as well as for preparing cost estimates for the Financial Proposal.

The implementation of the '**One-week Training Programme**' covering 70 NGOs is expected to align to the key milestones as laid out in the table below:

Period	Courses /Programmes	Number of days per course	Training Modules (per Course)	Target Group	Total number of participants	Total training days
2020 (November – December)	2 Romanian 1 Russian	5	1. Environment, Biodiversity and Nature Protection 2. Climate Change adaptation and mitigation 3. Gender mainstreaming and climate change 4. Project management	42 NGO	126	15 days
2021 (January – March)	1 Romanian 1 Russian	5	1. Environment, Biodiversity and Nature Protection 2. Climate Change adaptation and mitigation 3. Gender mainstreaming and climate change 4. Project management	28 NGO	84	10 days

Note 1: Location of trainings: 3 courses in Chisinau (42 NGOs), 2 courses in the regions (28 NGOs)

Note 2: Accommodation of participants for the Chisinau trainings will be arranged separately by the Project, on a need basis. The contractor shall inform the Project about the accommodation needs of participants at least 2 days prior to training. It is not expected that participants for the regional trainings will require accommodation. Shall any such instances occur, the Project will cover the costs directly, as well.

- Ensure post workshop follow up documentation is completed and available to the PMT;
- Ensure post questionnaires to answer to following questions:
 - *How has the Program contributed to improving the organization's capacities to generate, access and use information and knowledge related to environmental governance and management?*
 - *How has the Programme strengthened national and sub-national awareness of environmental problems and solutions?*
 - *How has the Programme increased access and sharing of environmental information and research?*
- Produce brief workshop reports for each event.

V. DELIVERABLES AND TIMEFRAME

The selected contractor is expected to produce the following deliverables as per schedule below:

Deliverables	Target Date
1. Detailed Plan of the assignment	By September 7, 2020
Capacity Development Programme (Objective 1)	
2. Capacity Building Programme and Workshop Schedule for 2020-2021 submitted to UNDP for approval	By September 30, 2020
3. Four (4) Training modules under the Capacity Building Programme with all corresponding training materials developed and validated by UNDP	By November 6, 2020
Workshops (Objective 2)	
4. Three (3) One-Week Training Programmes (15 days; 2 courses in RO and 1 course in RU) designed and delivered in 2020. <ul style="list-style-type: none"> ▪ Training Report produced and submitted to UNDP, with summary of post workshops questionnaires included in the Report 	By December 4, 2020
5. Two (2) One-Week Training Programmes (10 days, 1 course in RO and 1 course in RU) designed and delivered in 2021. <ul style="list-style-type: none"> ▪ Training Report produced and submitted to UNDP, with summary of post workshops questionnaires included in the Report 	By March 12, 2021
6. Final Report highlighting key activities of the assignment and including all deliverables produced	By March 30, 2021

Language

All documents and training materials for deliverables shall be prepared in Romanian and Russian languages. Final and interim reports shall be submitted in English.

Requirements for the Final Report

The Final Report shall include:

- Executive Summary
- Brief narrative description of Activities conducted under the assignment with dates, and corresponding evidences provided in Annexes including but not limited to:
 - Workplan of the Assignment
 - Capacity Building Programme
 - Workshops Plans
 - Agendas, presentations, handouts for the workshops
 - Training/workshop/ reports
 - List of participants duly signed
 - Photographic evidence of workshops/trainings.
 - Training Report, incl. summary of post workshop questionnaires;
 - Other deliverables/outputs produced under the assignment.

The Final Report developed in English (except Annexes and Deliverables), must be signed by the Task Manager and approved by the ResComWomEmp Project Officer on Environment and the Project Manager prior to disbursing the last instalment of the contract.

VI. PAYMENT SCHEDULE

Payment for services shall be provided in instalments as follows:

2020:

- **10%** of the contract cost – following the submission and certification of Deliverable # 1
- **30%** of the contract cost – following the submission and certification of Deliverable # 2
- **20%** of the contract cost – following the submission and certification of Deliverable # 3
- **20%** of the contract cost – following the submission and certification of Deliverable # 4

2021

- **15%** of the contract cost – following the submission and certification of Deliverable # 5
- **5%** of contract cost – following provision and certification of the Final Report (i.e. Deliverable #6)

VII. INSTITUTIONAL ARRANGEMENTS

Management arrangements

The contractor will work under the direct supervision of the ResComWomEmp Project Officer on Capacity Building and Gender, and under the overall guidance and supervision of the Project Manager. The contractor shall take specific guidance from the Project Officer on Environment during the assignment. The contractor shall also liaise and cooperate with experts/projects from UNDP, and other organizations, as relevant, working on similar/complementary activities. The ResComWomEmp Project will facilitate, whenever necessary, the initial communication with any relevant district/regional authorities and will provide the contractor with any additional available information to support the implementation of the assignment.

Staffing

The Bidder shall indicate lead experts per each area of expertise required under the assignment, including at minimum a combined expertise of the technical team on: Climate, Environment, Project Management and Gender Equality. If the qualifications of certain experts cover more than one area of expertise, then the same the expert can be proposed for that respective area, as well. The number of planned person-days per expert/area of expertise need to be indicated in the Bidder' s proposal. **Failure to provide adequate expertise in all areas of expertise is considered grounds for disqualification.** The contractor will ensure that all other necessary staff and additional technical resources required for the effective and efficient implementation of the assignment are ensured by the contractor.

Timeliness and quality

The contractor's performance shall be assessed based on timeliness and quality of services. The contractor shall be notified of any deviation from the agreed schedules and standards, pursuant to which it will be required to remediate its performance. In case no satisfactory remediation shall be obtained UNDP reserves the right to terminate the contract.

Legal and other requirements

The content of the requested documents shall conform to the pertaining relevant legislation in the country and the international best practices and models.

Submission of data, reports and other material produced

All primary data, reports, and other documentation produced during this assignment shall be made available to UNDP in appropriate electronic format (word, excel, PDF, etc.) depending on the nature of its content. All data acquired, and products developed during the assignment will be in the ownership of UNDP and cannot be used by the Contractor and its team without prior written permission.

Costs of the assignment

The Bidder should calculate and include in its financial offer all relevant costs associated with the assignment such as staffing, transportation, all training logistics costs, and others as relevant for the successful completion of the tasks. UNDP shall not accept any additional expenses which were not included in the company's financial offer unless UNDP revises the scope work during the contract implementation within allowable margins.

Note: The Bidders shall include in their financial offer the costs associated with training/workshops costs as if these were to be conducted in usual settings, i.e. not online. In case the on-line delivery option would be the only one feasible, appropriate revision of the contract will be operated in cooperation with and as endorsed by UNDP.

COVID-19 implications

The selected contractor shall abide by the recommendations of WHO and National Commission for Emergency Situations of the Republic of Moldova pertaining to safety measures in the COVID-19 context enforced at the time of the assignment implementation. The Offeror's proposal shall be clear on the activities, costs entailed, and approach proposed to ensure the delivery of the assignment in the current pandemic context whereby objectives of the assignment are met, while enforced safety standards are adhered to. In particular, the contractor shall be responsible to abide by the enforced security measures when implementing any activities to secure the safety of its staff and those they shall interact with. The contractor shall factor in its financial proposal any costs related to the procurement of any personnel safety supplies to ensure the safe execution of works and timely delivery of the assignment objectives.

The selected contractor shall conduct workshops/debates using teleconferencing equipment and tools when otherwise not feasible, and in consultation with the Project. For workshops/meetings taking place with physical presence of participants, the contractor shall abide by the safety rules and regulations set by the Moldovan authorities in regard to gatherings/meetings at that particular time.

VIII. QUALIFICATIONS AND SKILLS REQUIRED:

1. For the company/organization:

- Officially registered legal entity as per Moldovan legislation;
- For consortium of companies/organizations, the cooperation agreement shall be enclosed;
- At least 5 years of experience in implementing programs, projects, training or capacity building activities in the areas of environment, climate change and gender mainstreaming;
- At least 3 years of experience of conducting capacity building for NGOs and CSOs.
- At least 1 project on providing training on either climate or environment topics to NGOs, CSOs or Government stakeholders;
- Sound understanding of sustainable development, environmental management issues, climate mitigation and adaptation issues, vulnerability and impacts of climate change and other related sustainable development issues;
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

2. For the team of experts

Qualifications of the Task Manager

- Master's degree in Law or in Economics/Environment/Agriculture, or other relevant fields;
- Professional certifications in Project Management would constitute an advantage;
- At least seven (7) years of experience in developing or leading assignments in the areas of environment, climate change and gender mainstreaming development programs;
- At least three (3) years in overseeing or delivering workshops/trainings for NGOs, CSOs;

- Demonstrated experience of working on environment strategy, action plans;
- Experience in organizing consultation sessions with different stakeholders and in facilitating multi stakeholder dialogue including CSOs;
- Strong communication, teamwork and coordination skills demonstrated by previous similar assignments;
- Excellent analytical and report writing skills;
- Communication and interpersonal skills;
- Previous work with UNDP and/or other development partners will be an asset;
- Verbal and written fluency in Romanian, Russian and English.

Qualifications of Technical Experts/Trainers (minimum 4):

Cumulatively, the core team of experts shall have expertise in the areas of Climate, Environment, Project Management and Gender. The individual qualifications of the experts are provided in the table below:

Expert	Experience
Environment	<ul style="list-style-type: none"> - University/Master's degree or equivalent in Environment/Agriculture or other relevant areas; - At least five (5) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge on Environmental protection; - Experience in relevant fields such as conservation, integrated natural resource management, sustainable land use management, protected areas management, adaptation to climate change, climate smart agriculture, or related subjects; - Proven record of conducting trainings and workshops on climate/environmental topics (at least 3 trainings); - International experience is a strong advantage; - Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage; - Experience in similar activities with UNDP and/or other international projects are a strong advantage; - Solid analytical and presentation skills; - Ability to write and speak both in Romanian and Russian.
Climate change	<ul style="list-style-type: none"> - University/Master's degree or equivalent in Environment/Climate/Energy or other relevant areas; - At least five (5) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge on Climate Change Adaptation and/or Mitigation actions, Environmental protection; - Proven record of conducting trainings and workshops on climate/environmental-relevant topics (at least 3 training); - International experience is a strong advantage; - Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage; - Experience in similar activities with UNDP and/or other international projects are a strong advantage; - Solid analytical and presentation skills; - Ability to write and speak both in Romanian and Russian.

Gender mainstreaming	<ul style="list-style-type: none"> - University/Master's degree or in Social Sciences/Law/Economy or other relevant fields; - At least five (5) years of practical experience and expertise on developing programs/trainings/workshops on Gender Equality and Gender mainstreaming; - Knowledge and experience in applying the Human Rights Based Approach and Gender Mainstreaming; - Experience of working with women and vulnerable groups would constitute an advantage; - Proven record of conducting trainings and workshops in the topics mentioned above (at least 3 trainings); - Experience with gender in the context of climate change and environment is a strong advantage; - Experience in similar activities with UNDP and/or other international projects are a strong advantage; - Solid analytical and presentation skills; - Ability to write and speak both in Romanian and Russian.
Project management	<ul style="list-style-type: none"> - University/Master's degree or equivalent in Social Sciences/Law or in Economics/Environment/Agriculture, or other relevant fields; - At least five (5) years of experience in project management; - Excellent understanding of proposal requirements and proven experience in project proposal development; - Specific experience in designing or implementing environmental/climate projects (e.g. GEF projects) is a distinct advantage; - Ability to define project strategies and interventions at different levels; - Good understanding of results-based management; - Experience in managing multi-discipline expert teams, coordination skills, setting project development milestones, including in designing and facilitation of stakeholder consultations is a strong advantage; - Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage; - Experience in similar activities with UNDP and/or other international projects is an advantage; - Solid analytical and presentation skills; - Ability to write and speak both in Romanian and Russian.

Bidders should enclose a résumé for each person proposed to be assigned to the project and shall include specific information on staff's previous experience and roles. Specifically, résumés should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Education, training and certification details;
- Contact information (name, title, organization, mailing address, phone, and email) for a minimum of three business references;
- Linguistic skills.

Bidders agree that core technical experts will participate in the project at the level and duration specified unless agreement is provided in writing by the ResComWomEmp Project Management Team to allow substitutions.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP 20/02075 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			

	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: - Project financing capacity (availability of financial resources to cover costs related to the assignment prior to the payment for the delivered services).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP 20/02075 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02075		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 Detailed Plan of the assignment				
Deliverable 2 Capacity Building Programme and Workshop Schedule for 2020-2021 submitted to UNDP for approval				
Deliverable 3 Four (4) Training modules under the Capacity Building Programme with all corresponding training materials developed and validated by UNDP				
Deliverable 4 Three (3) One-Week Training Programmes (15 days; 2 courses				

<p>in RO and 1 course in RU) designed and delivered in 2020.</p> <ul style="list-style-type: none"> • Training Report produced and submitted to UNDP, with summary of post workshops questionnaires included in the Report 				
<p>Deliverable 5</p> <p>Two (2) One-Week Training Programmes (10 days, 1 course in RO and 1 course in RU) designed and delivered in 2021.</p> <ul style="list-style-type: none"> • Training Report produced and submitted to UNDP, with summary of post workshops questionnaires included in the Report 				
<p>Deliverable 6</p> <p>Final Report highlighting key activities of the assignment and including all deliverables produced</p>				

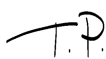
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Source Envelope:	
Document Pages: 52	Signatures: 2
Certificate Pages: 5	Initials: 11
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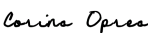
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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/14/2020 4:27:17 AM
Signing Complete	Security Checked	7/14/2020 4:28:03 AM
Completed	Security Checked	7/14/2020 4:28:03 AM
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