

*United Nations Development Programme*



# REQUEST FOR PROPOSAL

**EU4MD/ Provision of support to Private Sector in:  
Lot 1 - Cahul district  
Lot 2 - Ungheni districts**

RFP No.: **20/02063**

Project: **EU4Moldova: Focal Regions Programme**

Country: **Moldova, Republic of**

Issued on: **17 July 2020**

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## Section 1. Letter of Invitation

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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 [liliana.caterov@undp.org](mailto:liliana.caterov@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:



Name: Liliana CATEROV  
Title: Procurement Coordinator  
Date: **July 17, 2020**

Approved by:



Name: Corina OPREA  
Title: ARR/ Head of Operations  
Date: **July 17, 2020**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<b>1. Introduction</b>	<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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></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 (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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 <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<b>3. Eligibility</b>	<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 meet the eligibility requirements as established by UNDP.</p>

<p><b>4. Conflict of Interests</b></p>	<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"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p><b>5. General Considerations</b></p>	<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>
<p><b>6. Cost of Preparation of Proposal</b></p>	<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>
<p><b>7. Language</b></p>	<p>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.</p>
<p><b>8. Documents Comprising the</b></p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> </ul>

<b>Proposal</b>	<ul style="list-style-type: none"> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>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.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>
<b>11. Financial Proposals</b>	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>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.</p> <p>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.</p> <p>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> <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"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP</p>

	<p>may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<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"> <li>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</li> <li>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.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<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> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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>

<p><b>15. Only One Proposal</b></p>	<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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<p><b>16. Proposal Validity Period</b></p>	<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>
<p><b>17. Extension of Proposal Validity Period</b></p>	<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>
<p><b>18. Clarification of Proposal</b></p>	<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 endeavour 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>
<p><b>19. Amendment of Proposals</b></p>	<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</p>

	into their Proposals.
<b>20. Alternative Proposals</b>	<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>
<b>21. Pre-Bid Conference</b>	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.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<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>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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: <ol style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ol> </li> <li>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.</li> </ol>

<p><b>Email Submission</b></p>	<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"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>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.</li> <li>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.</li> </ul> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.e Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. 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 the correct password may result in the proposal being rejected.</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>c) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
<p><b>23. Deadline for Submission of Proposals and Late Proposals</b></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Proposals</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Cancelling, Editing, and re-submitting the proposal directly in the system. It is</p>

	<p>the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<b>25. Proposal Opening</b>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<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>
<b>27. Evaluation of Proposals</b>	<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"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	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.
<b>29. Evaluation of Eligibility and Qualification</b>	<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"> <li>a) 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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) 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;</li> <li>d) They are able to comply fully with UNDP General Terms and Conditions of</li> </ol>

	<p>Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<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 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: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (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;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p><b>31. Due Diligence</b></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> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where</li> </ol>

	<p>business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Proposals</b>	<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>
<b>33. Responsiveness of Proposal</b>	<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>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<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"> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All</b>	<p>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</p>

<b>Proposals</b>	affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42. Bank Guarantee for Advanced Payment</b>	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 <a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	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.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. 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><b>45. Vendor Protest</b></p>	<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:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<p><b>46. Other Provisions</b></p>	<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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></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	90 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: 0.05%  Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Required: 5% of the total contract amount held as retention money until final certification of acceptance of all contract deliverables.
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

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12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Dmitrii PARFENTIEV, Project Manager: Business Development  Address: #104, Sciusev Street, Chisinau Republic of Moldova, MD-2012 E-mail address: <a href="mailto:dmitrii.parfentiev@undp.org">dmitrii.parfentiev@undp.org</a>
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	<b>20 August 2020, 15:00 (Moldova local time)</b> 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 checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <u>BU Code MDA10 and Event ID number 0000006540</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files preferably</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.</li> </ul>
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	<u>November 15, 2020</u>
19		Maximum expected duration of contract	until December 2022
20	35	UNDP will award the contract to:	<u>One proposer per Lot. The proposer bidding for both Lots shall demonstrate the technical and financial capabilities to implement services for both Lots.</u>
21	39	Type of Contract	Contract for Services for UNDP  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	

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## 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 (per Lot)

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
<b>Previous Experience</b>	Up to 4 (four) contracts , with a cumulative value of 500,000 US\$, in the area of business support (funds/grant administration) envisaging <b>both</b> provision of trainings/coaching/mentoring <b>and</b> procurement of goods/services/works for the final beneficiaries	Form D: Qualification Form

<sup>1</sup> 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.



	<p>(start-ups, SMEs, social entrepreneurship) in over the last 10 years.</p> <p>For company bidding for both lots Up to 8 (eight) contracts , with a cumulative value of 800,000 US\$, in the area of business support (funds/grant administration) envisaging <b>both</b> provision of trainings/coaching/mentoring <b>and</b> procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship) in over the last 10 years.</p> <p><i>(For JV/Consortium/Association, all partners cumulatively should meet requirement).</i></p>	
<b>Minimum Qualification Requirements</b>	<p>Legally registered entity with minimum of ten (10) years of experience in the area of business support services.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	
	<p>The minimum personnel for each Lot should comprise of one 1 (one) Project manager, 1 (one) Project Officer, 1 (one) Procurement Assistant, 1 (one) Financial Officer/accountant, is mandatory team for the implementation of the contract.</p> <p>IMPORTANT: Companies bidding for both Lots are allowed to provide same for both Lots Project Manager and Financial Officer/accountant positions, but separate for each Lot Project Officer and Procurement Assistant positions. Failure to do so will lead to disqualification.</p> <p>The Company is obliged to present partnership agreement with local partner (e.g. Business Association, NGO, Business Incubator, Chamber of Commerce and Industry etc). Failure to provide will lead to disqualification of the offer</p>	Attach required documents to Form B: Bidder Information Form
	<p><i>Project Manager minimal requirements:</i></p> <p><i>At least 7 years of relevant working experience in public administration/institutions and/or private sector development/consulting.</i></p>	Attach required documents to Form B: Bidder Information Form
<b>Financial Standing</b>	<p>Minimum average annual turnover of USD 250,000 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, the Lead Partner should meet requirement).</i></p>	Form D: Qualification Form



## Technical Evaluation Criteria (per each Lot)

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	370
3.	Management Structure and Key Personnel	380
<b>TOTAL</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>- Age of the legal entity (business association, business support organization, business development service provider, etc.) (&lt; 10 years – 10 pts, &gt; 10 years – 5 pts for each additional year up to maximum additional 25 pts)</li> <li>- Project management controls (organigram) (up to 5 pts)</li> </ul>	40
1.4	Relevance of: <ul style="list-style-type: none"> <li>- Minimum seven (7) years of experience in providing consulting, business support and coaching services to businesses entities in Moldova (less than 7 years – 0 points, 7 years – 15 points, 5 pts for each additional year up to maximum additional 25 pts);</li> <li>- Minimum 3 projects of business-related education , including projects with a focus on women, young, disadvantaged groups or contributing to the development of the entrepreneurial ecosystem (no experience – 0 points, 3 project – 10 points, 10 pts for each additional project up to maximum additional 20 pts);</li> <li>- At least three (3) years of experience in procurement of goods and services(less than 3 years – 0 points, 3 years – 20 points, 10 pts for each additional year up to maximum additional 30 pts);</li> <li>- Experience providing consulting and business support services to business entities in the regions of Moldova (each project/activity – 10 points, up to maximum additional 20 points);</li> <li>- Experience carrying out information and outreach activities (no – 0 points, yes - 10 points);</li> <li>- Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no- 0 pts).</li> </ul>	190
<b>Total Section 1</b>		<b>250</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Does the Methodological approach meet the ToR requirements?	90

2.2	Does the Methodological approach demonstrate knowledge and understanding of local business environment and its challenges in the development of start-ups, growth of existing companies and social entrepreneurship?	80
2.3	Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?	50
2.4	Does the Contractor is hiring coaches located in Focal Regions (business coacher– 25 pct, social entrepreneurship coacher – 25 pct)?	50
2.5	Does the Methodology and Implementation Plan include a monitoring and evaluation methodology? Is the proposed monitoring and evaluation methodology appropriate to the tasks?	60
2.6	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?	40
<b>Total Section 2</b>		<b>370</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	<b>Project Manager</b>		115
	At least 7 years of relevant working experience in public administration/institutions and/or private sector development/consulting (7 years - 25 pts, each additional year – 5 pts, up to 50 pts)	50	
	At least 5 years of professional experience in managing and implementing business/social entrepreneurship development projects (less than 5 years – 0 points, 5 years - 20 pts, each additional year – 5 pts, up to 40 pts)	40	
	Experience working for UNDP/UN Agencies/projects/EU funded projects (yes - 10 pts; no – 0 pts)	10	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts, English language – 5 pts)	15	
3.2	<b>Project Officer</b>		80
	At least 3 years of practical experience in offering support, consulting, organizing trainings for SME, social entrepreneurship (less than 3 years – 0 points, 3 years - 10 pts, each additional year – 5 pts, up to 30 pts)	30	
	At least 2 years of experience in reporting and performing assessments (data collection, monitoring and evaluation activities) (<2 years - 0 points, 2 years - 10 points, each additional year – 5 points, up to 30 pts)	30	
	Experience of working with business support entities (Business Associations, Business Incubators) (yes - 10 pts; no – 0 pts)	10	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts)	10	
3.3	<b>Procurement Assistant</b>		35
	At least 3 years of practical experience in purchase/acquisitions of goods and services for 3 <sup>rd</sup> parties according to the Public Procurement Standards (less than 3 years – 0 points, 3 years - 10 pts, each additional year – 5 pts, up 30 pts)	30	
	Language Qualifications (proficiency in Romanian language – 2.5 pts, Russian language – 2.5 pts.)	5	
3.4	<b>Financial Officer/Accountant</b>		

	At least 5 years of practical experience in accounting/financial management ( <i>5 years - 10 pts, each additional year – 5 pts, up to 30 pts</i> )	30	70
	Experience in managing and implementing financial tasks (payments to sub-contractors and vendors) in at least 2 donor funded projects ( <i>less than 2 projects – 0 points, 2 projects - 10 pts, each additional project – 5 pts, up to 30 pts</i> )	30	
	Language Qualifications ( <i>proficiency in Romanian language – 5 pts, Russian language - 5 pts,</i> )	10	
3.5	<b>Trainer</b> (In case several trainers – average score is introduced for all candidates)		40
	At least 5 years of experience in training of the relevant subjects ( <i>less than 5 years – 0 points, 5 years - 15 pts, each additional year – 5 pts, up 30 pts</i> )	30	
	Language Qualifications ( <i>proficiency in Romanian language – 5 pts, Russian language - 5 pts</i> )	10	
3.6	<b>Coacher</b> (For several coachers – average score is introduced for all candidates)		40
	At least 2 years of practical experience business support, consulting or training of business entities ( <i>less than 2 years – 0 points, 2 years - 10 pts, each additional year – 5 pts, up 30 pts</i> )	30	
	Language Qualifications ( <i>proficiency in Romanian language – 5 pts, Russian language - 5 pts</i> )	10	
<b>Total Section 3</b>			<b>380</b>



## Section 5. Terms of Reference

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### **PROJECT TITLE: EU4MOLDOVA: FOCAL REGIONS PROGRAMME**

#### **A. PROJECT DESCRIPTION**

##### **General Background:**

The EU4Moldova: focal regions Programme is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme.

The overall objective of the five-year programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through facilitating inclusive, sustainable and integrated local socio-economic growth and improving the standards of living of the citizens in the pilot micro-regions: Cahul and Ungheni.

To this end, this programme will address the urban-rural divide and regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected pilot micro-regions (smaller towns and villages) while taking into account a gender perspective in the activities of the programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the pilot micro-regions,
2. To improve citizens' access to quality public services and utilities in the pilot micro-regions,
3. To create employment opportunities for men and women in the pilot micro-regions and improve the attractiveness of the pilot regions for investors and entrepreneurs,

To promote the smart specialization of the economy of the pilot micro regions through the development of the clustering and value chain approach in key economic sectors. The programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the pilot micro-regions.

#### **B. SCOPE OF WORK**

The aim of the EU4Moldova: Focal Regions programme (hereinafter the Focal Regions programme) is to support two municipalities – Cahul and Ungheni, identified as regional growth poles, to boost their socio-economic development, and to raise the economic and living conditions for the neighbouring local communities constituting the focal region. To achieve these goals, the EU Focal

Regions programme aims, among others, to create employment opportunities for men and women in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs.

The Focal Regions programme is looking for company/organization, or companies/organizations, or consortium of companies/organizations to support Private Sector in Cahul and Ungheni districts through a non-refundable non-cash support mechanism, which includes procurement of equipment/goods/works/services, coupled with training, coaching, consulting, awareness raising and promotion activities, to stimulate the entrepreneurship culture of the Focal Regions.

The key objective of the present initiative is to provide support to new businesses, as well as acceleration of promising young companies from urban and surrounding rural areas, especially those led-by or having a positive impact on women and vulnerable groups. The main activities **cumulatively for Both Regions** are as follows:

1. **Support the expansion and growth of existing firms** - to address the major 'gaps' in the organization and functioning of existing firms, by co-financing the upgrading of the business infrastructure (technological upgrading, product improvement, marketing advancement, etc.). Soft assistance (consultancy, coaching, mentoring, supporting activities, etc.) is to be included. This action includes 2 types of support to be offered in 2020:
  - a. **10 SMEs**, are envisaged to receive support **up to 30,000 EUR** each.
  - b. **6 existing rural<sup>2</sup> SMEs** are envisaged to receive **up to 30,000 EUR** each. This is specifically targeted to support companies to diversify and expand their activities to cover both urban and rural areas.
2. **Support existing start-ups** – to support local start-ups to overcome the 'business gaps' in key economic sectors of local economies ('emerging clusters'). A special attention will be given to women and young entrepreneurs. This action includes 2 types of support to be awarded in 2020:
  - **10 initiatives** are envisaged to receive support **up to 15,000 EUR** each.
  - **Higher contributions (up to 25,000 EUR) might be granted to initiatives that will present a total investment with a minimum of 10% co-funding from own resources (only monetary contribution).**
3. **Support pilot initiatives in promoting social entrepreneurship** - to grant 'social entrepreneurship' schemes, aiming to address the 'unmet needs of population' and which are not attractive for private sector, due to low profit margin.
  - **2 social entrepreneurship** projects are envisaged to be supported in 2020. Beneficiaries are envisaged to receive equipment/goods/works/ services for an indicative amount **up to 20,000 EUR**.

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<sup>2</sup> "rural" SME is the SME that is registered in the rural area. Rural area would mean "all population, housing, and territory not included within an urban area". Whatever is not urban is considered rural

For reaching these goals, Focal Regions Program follows the idea that small businesses are to be supported in employing their competitive advantages through building business service infrastructure (BSI) as a key element in improving regional specialization and through non-cash support scheme to start-ups and existent SMEs, social entrepreneurship and extensive initial training coaching, consulting and post - mentorship (up to 12 months after 1 year implementation period).

This multilateral support will offer possibilities for men and women, including labour migrants abroad, to launch and run their own business locally, thus producing additional jobs and sources of income for the community. The initiative will focus also on enabling people with the most innovative ideas and best entrepreneurship potential to run their own business.

By following the goal to support regional business support infrastructure (BSI) in Cahul or Ungheni districts and ensure its sustainability, the Contractor will work in close cooperation with a Local Partner BSI entity (Local Partner) from each region (NGOs, Business Association, Business Incubator, Chamber of Commerce and Industry or Free Economic Zone, etc.) identified during the application process. The Local Partner shall have more than 3 years of activity, shall be situated in the Cahul or Ungheni districts and shall have proven experience of SME or social entrepreneurship support. The local partner is to be identified at the application stage and further will facilitate Contractor's operational activities in the field and will be involved into Project activities through a learning-by-doing approach. Its responsibilities will consist in supporting the promotion and visibility campaigns; distributing Application Guides and Forms; offering support to coaching and specialized consultancy activities, post implementation mentorship, etc. By this action, Focal Regions Programme intends to strengthen also regional small business support infrastructure and popularize the practice of using business consulting services among the existent and potential entrepreneurs. Local Partner will have the possibility to learn and assimilate the practice of managing business support donor programs as well as develop experience and capacity to conduct thematic trainings and offer coaching to local small businesses after the end of implementation of the non-cash support scheme.

The Contractor shall organize three Calls for applications for Non-cash support to start-ups (10), existing SMEs (16) and pilot social entrepreneurship (2) to select at least 14 beneficiaries in each region. Inauguration event and initial training to the applicants will be organized in each region, during which detailed information on the application process and forms will be provided. Especially for Social Entrepreneurship 5 outreach events to be organized in SCO, educational institutions, citizens associations, etc. Further, the applicants participating at the Induction training, as well as any other interested applicants from the region, will develop their own Project Proposal/Business-plans alongside with other supporting documents that will be submitted to a Contractor. The Contractor is to collect at least 28 dossiers from each region and pre check and score them together with the project team. The dossier with scoring will be submitted to a selection committee.

The committee would use a set of objective criteria for the selection of the best project proposals/business plans, pre-approved by UNDP. Proposals that involve women, including businesses led by women, youth and representatives of vulnerable groups, as well as social oriented businesses would have priority.

After the Selection committee decision, the contribution is rechecked, and the Support agreement is signed with each Beneficiary. After the Award Ceremony is organized, the contribution and non-cash support amounts are to be directed towards acquisition of the equipment and goods necessary, as well as other relevant costs in conformity with the business plan. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries business plan and activity plan, which is to be agreed with UNDP, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

Specific attention will be paid to training experience and best practice sharing. Advanced three 1-day trainings will be provided in the field of financial management, business administration and strategy, marketing and product upgrade. Individual coaching will be provided through 4 experienced coaches assisting in fluent implementation of their projects. Coaching is to be provided individually to each Beneficiary during a period of 12 months since non-cash support award, followed by up to 12-month mentorship. Additionally, on demand, at least 10 group consulting sessions are planned, targeting specialized needs of the beneficiaries (taxation, authorizations, digital marketing, etc.). After the end of implementation phase follows a 12-month follow-up mentorship. It is important that the coaches maintain contact with beneficiaries, organizing calls and group events, trainings and meetings with successful entrepreneurs.

### **C. KEY ACTIVITIES**

The Contractor(s) will take full responsibility for the provision of required services in close cooperation with UNDP project team. Applicant companies/organizations can apply for one of the Lots, or to both Lots as defined below. Separate proposals should be submitted for each Lot.

#### **LOT I**

Provide support to Private Sector in Cahul District

#### **LOT II**

Provide support to Private Sector in Ungheni District

The General objectives identified and scope of services defined shall be met through activities that include, but are not limited to the following (similar for each Lot):

- 1. Methodology development:** preparation of methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:
  - a. Detailed description of the phases of the project, support dossier, simplified business plan, Q&A on how to complete the forms, reception and awarding mechanism.
  - b. Concept of outreach activities, especially for social entrepreneurship, draft events plan, sample list of participants to target.

- c. Topics and methodology for the initial trainings, advanced trainings and support activities including coaching, individual consulting, post implementation mentorship, elaboration of separate training modules for social entrepreneurship.
- d. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support; provision of logistical/administrative support to beneficiaries.
- e. Methodology for monitoring/evaluation of achieved results.
- f. Capacity building of the Local Partner, involvement in project activities, re-using its venue and contacts.
- g. Reporting tools, including programmatic and financial reports described in Section E.

The proposed methodology must be approved by Focal Regions Programme at the initial phase of the contract.

## **2. Preparatory work for the three Calls for applications.**

- a. Provide Agenda, list of participants, suggest venue for Inauguration Event and other inputs required by the UNDP
- b. Organize 5 outreach events for each region, involving Local Partner to promote widely the Call for non-cash support and encourage potential applicants to apply. Outreach events for disseminating the information to be planned, women and vulnerable groups must be specifically and most actively reached out to and encouraged to apply. Young entrepreneurs, NGO and returning migrants need to be reached out, particularly for the social entrepreneurship pilot;
- c. Draft Project Proposal/Simplified Business Plan preparation guidelines and application forms and make them available directly (on paper) or electronically (by e-mail or on-line) at least 3 weeks before the deadline;
- d. Organize one 1-day intensive initial training on how to correctly fill in the application documents for at least 40 potential beneficiaries. Provide a separate module for the social entrepreneurship pilot. Local Partner specialist to take part in the event.
- e. Collect at least 28 application forms.

## **3. Evaluation of beneficiaries.**

The company Contractor is to collect at least 28 dossiers from each region and pre check and score them together with the project team, taking into account the whether the Dossier is complete and eligibility of the proposal, as well as provide scoring of the proposal. The dossier with scoring will be submitted to a selection committee, which will use a set of objective criteria for the selection of the 14 best project proposals/business plans, pre-approved by UNDP. The contributions for selected proposals need to be checked.

## **4. Awards Ceremony and Agreements Signing**

Provide inputs for Agenda, list of participants, venue, review presentations for Event and other inputs required by the UNDP The non-cash support agreements are to be signed shortly after event.

**5. Advanced training** to beneficiaries and on-the-job training of Local Partner facilitators:

- a. Assist all beneficiaries in upgrading their business plans to a higher level of quality, provide clear definition of good and services to be purchased, profitability to achieve and trainings needed;
- b. Develop at least 3 one-day training modules on financial management, business administration and strategy, marketing and product upgrade, as well as other topics based on the needs of the selected beneficiaries;
- c. Provide training to at all beneficiaries with the participation of 2 local facilitators.

**6. Support and Coaching** programme for the beneficiary entrepreneurs over a period of 12 months.

- a. Provide the business plan review and required logistical/ administrative support to beneficiaries to launch their business, (including but not limited to company registration, legal support, identifying potential location space, authorizations, taxes, etc.);
- b. Conduct one 1-day induction training for 4 coaches that will further provide individual coaching to the beneficiaries, with the support of the Local Partner;
- c. Ensure continuous individual coaching to all beneficiaries in the fields of accounting, law, loan application, taxation etc. (12 hours per beneficiary per month, including weekly calls and once in 2 months on site meetings).
- d. Purchase the eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary;

**7. Specialized consultations** to beneficiaries.

Ensure availability of at least 10 on-demand consultations from experts in specific fields required by the beneficiaries (for example strategic planning; market analysis, product improvement, branding and promotion (digital marketing), quality management, energy efficiency). The maximum amount is 15 consultations. The request is filed by the beneficiary through the local facilitator. The Contractor, after approval of Project team, will set up collective consultations and invite consultants. The local partner venue to be used.

**8. Summing-up**

- a. Provide inputs for Summing-up event organization (agenda, participants list, presentation review) to present the achieved tangible results, major conclusions and recommendations.
- b. Ensure compilation of data sheets for success stories of each beneficiary.
- c. Analysis of the results achieved by the project and each beneficiary in particular and develop an Intermediary Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions and recommendations

**9. Follow-up mentorship** for the beneficiaries for a period of up to 12 months.

The support will include advise and trainings, that might refer but not limited to strategy upgrade, consultancy for opening of new line of business, taking part in further projects, export orientation, upgrading value chain, cluster formation, enhancing local specialization and capitalizing on regional brand). The mentorship will include 2 hours per month of individual phone/on-site consultations and 4 group events for each region, including group consultations, meeting successful entrepreneurs, export opportunities presentation.

Elaboration of project implementation reports:

- One Inception Report;
- Three Progress Reports (simplified), including financial Report/Statements;
- One Intermediate Report on non-cash support implementation completion.
- Final report on completion of Mentorship (12 months after Non-cash support completion).
- Other reports as described in the Deliverables section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team.

Note: UNDP will organize Inauguration, Award, Summing-up events and provide logistics for visibility. The Contractor will be responsible training, coaching and mentorship events organization and should budget accordingly. The Budget should be submitted according to Annex Form G: Financial Proposal Form.

**Deliverables and Indicative Timeframes (per Lot)**

Tasks and Milestones	Deliverables	Indicative timeframe
<p><b>1. Preparatory Work.</b></p> <ul style="list-style-type: none"> <li>• A detailed methodology per each process</li> <li>• A work plan and time frame;</li> <li>• Develop Application Process Algorithm, final Application forms, Scoring grids, Contract forms, Application Guidelines (in Romanian and Russian);</li> <li>• Concept of outreach activities;</li> <li>• Methodology of trainings, coaching for beneficiaries and Local Partner capacity development;</li> <li>• Detailed description of procurement procedures, and monitoring of proper use of the received goods and services;</li> <li>• Methodology for monitoring/evaluation of achieved results.</li> </ul> <p>Present to UNDP the <b>Inception Report</b> containing the above-mentioned deliverables.</p>	<ol style="list-style-type: none"> <li>1. Project implementation Methodology;</li> <li>2. Project Work plan with Time frame;</li> <li>3. Application Guidelines, Application forms, Application Scoring grid, Contract forms; Procurement Procedures;</li> <li>4. Outreach activities plan and participants;</li> <li>5. Training methodology; initial trainings, advanced trainings, coaching, individual consulting, post implementation mentorship, specialized training for social entrepreneurship;</li> <li>6. Methodology of Capacity building of the Local Partner, involvement in project activities, re-using its venue and contacts.</li> <li>7. Procurement procedure;</li> <li>8. M&amp;E Methodology;</li> </ol>	<p>October 2020</p>

Tasks and Milestones	Deliverables	Indicative timeframe
	<b>R1 One Inception Report.</b>	
<p><b>2. Call for applications and Promotion campaign.</b></p> <ul style="list-style-type: none"> <li>• Inauguration Event co-organized with UNDP</li> <li>• 5 Outreach events organized in universities, NGO resource centres, Business and farmers associations, etc with participation of Local Partner. Forms for simplified Business Plan application distributed;</li> <li>• Initial training organization with Local Partner to train applicants on correctly filling out the application documents</li> <li>• Collect fulfilled Applications (upon deadline coordinated to UNDP);</li> <li>• Develop and present to UNDP a List with all the applicants with short relevant information (name, age, location, company, year of foundation, field of operation, application idea, etc).</li> </ul>	<ol style="list-style-type: none"> <li>1. Inauguration Event co-organized: <ul style="list-style-type: none"> <li>• inputs for the agenda</li> <li>• list of 50 invitees/participants,</li> <li>• presentation review</li> </ul> </li> <li>2. 5 Outreach events organized with project presentation and info materials distribution,</li> <li>3. Initial training for min 40 persons conducted (1 day); Provide a separate module for the social entrepreneurship pilot. Local</li> <li>4. Collect at least 28 qualitatively completed Applications;</li> <li>5. List with applicants' information presented to Project team.</li> </ol>	Start after Task 1
<p><b>3. Applications evaluation and selection.</b></p> <ul style="list-style-type: none"> <li>• Evaluate Applications according to the approved Eligibility Criteria (from Guidelines) and Scoring grid (ensuring diversity of businesses and territorial representation) in collaboration with and being endorsed by UNDP;</li> <li>• Assist selection committee meeting in order to select the winning applications;</li> <li>• Checking the contributions of selected applications.</li> </ul>	<ol style="list-style-type: none"> <li>1. 28 applications evaluated per each region;</li> <li>2. 14 applications selected (per each region)</li> <li>3. The contributions are checked for selected beneficiaries.</li> </ol>	Start after Task 2
<p><b>4. Award Ceremony and Agreements Signing.</b></p> <ul style="list-style-type: none"> <li>• Inputs for Agenda, list of participants, suggest venue for each region;</li> <li>• Elaborate and sign Non-cash support Agreements and other standardized relevant documents;</li> <li>• Present to UNDP <b>First Progress Report</b> on Activities 2-4.</li> </ul>	<ol style="list-style-type: none"> <li>1. Award Ceremony supported: <ul style="list-style-type: none"> <li>• Inputs for the agenda</li> <li>• proposed list of 50 invitees</li> <li>• coordinate presentations</li> </ul> </li> <li>2. All winning Non-cash support Award Agreements signed.</li> </ol> <p><b>R2 First Progress report</b></p>	Start after Task 3
<p><b>5. Advanced training to beneficiaries and on-the-job training of Local Partner facilitators</b></p> <ul style="list-style-type: none"> <li>• Develop 4 training modules for Beneficiaries. The topics to be coordinated to UNDP;</li> <li>• Organize and Provide 4 one-day trainings for beneficiaries and Local Partner facilitators.</li> </ul> <p><u>Note:</u> Topics for trainings: financial management, business administration and strategy, marketing and product upgrade as well as other topics based on the needs of the selected beneficiaries For Social entrepreneurship – how to identify the gap, evaluating the ideas, planning for profitability, addressing vulnerable population needs.</p>	<ol style="list-style-type: none"> <li>1. 1 training module consisting of 4 distinct 1-day trainings developed and approved by UNDP;</li> <li>2. 4 one-day trainings delivered together with Local Partner.</li> <li>3. 14 beneficiaries trained;</li> <li>4. At least 2 Local Partner facilitators are trained and be able to conduct similar trainings by themselves.</li> </ol>	Start after Task 4

Tasks and Milestones	Deliverables	Indicative timeframe
<p><b>6. Support and Coaching.</b></p> <ul style="list-style-type: none"> <li>Review of Beneficiaries business plans developed during the application process;</li> <li>1-day Kick-off training to 4 Coachers and Local Partner;</li> <li>Continuous individual coaching and provision of business support services to the entrepreneurs (up to 12 hours/month/per Beneficiary for 12 months);</li> <li>Purchasing of eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedures;</li> <li>Monitoring of the business plan implementation and proper use of goods or services received;</li> <li>Present invoices of products/services purchased for Beneficiaries.</li> <li>Present to UNDP <b>Second Progress Report</b> on Activities 5-6.</li> </ul>	<ol style="list-style-type: none"> <li>All business plans reviewed and upgraded and submitted to UNDP (2 days per business plan);</li> <li>One 1-day Kick-off training for 4 coachers and Local Partner;</li> <li>Individual coaching and business support services successfully delivered to the beneficiaries (12 hours per month, including weekly phone calls (8 hours per month) and at least once per 2 months on site visit (4 hours per month); 12 month</li> <li>Eligible goods and services procured accordingly;</li> <li>Beneficiaries monitored quarterly during a 12 months' period for proper use and operation of procured goods received.</li> </ol> <p><b>R3 Second progress report</b> with lessons learned and recommendations for further calls</p>	Start after Task 4
<p><b>7. Specialized consultations</b></p> <ul style="list-style-type: none"> <li>Collect from Beneficiaries min. 10 – max. 20 requests for specialized consultancy needed per region;</li> <li>Identify on demand best consultants by matching their background with solicited issue;</li> <li>Provide group consultancy to the respective beneficiaries;</li> <li>Present invoices of products/services purchased for Beneficiaries.</li> <li>Present <b>Third Progress Report</b> on Activity 7.</li> </ul>	<ol style="list-style-type: none"> <li>Min. 10 - max. 15 requests for consulting collected;</li> <li>Best matching consultants identified;</li> <li>Min. 10 – max. 15 days of consultancy services successfully delivered to the beneficiaries.</li> </ol> <p><b>R4 Third progress report</b></p>	Start after Task 5
<p><b>8. Summing-up</b></p> <ul style="list-style-type: none"> <li>Summing-up event agenda developed in cooperation with Focal Regions Programme;</li> <li>Success stories fact sheets, major conclusions and recommendations submitted for approval to UNDP.</li> <li><b>Intermediate Report</b> reflecting key findings, results, number of jobs created, value of income raised, value of total investments attracted, total value of profits generated with the assistance of the Focal Regions Programme SMEs Non-cash support Intervention.</li> </ul>	<ol style="list-style-type: none"> <li>Summing-up event co-organized: <ul style="list-style-type: none"> <li>develop the agenda;</li> <li>list of 50 invitees/participants;</li> <li>recommend moderator.</li> </ul> </li> <li>Min. 10 success stories fact sheets submitted by Contractor.</li> </ol> <p><b>R5 Intermediate report</b></p>	12 months after Task 4
<p><b>9. Follow-up mentorship</b></p> <ul style="list-style-type: none"> <li>Development of methodology of the follow up activities. Plan for the Events, channels for contact and time to respond.</li> <li>Carry out Individual Consultations</li> <li>Organization of 4 group events</li> <li>Provide Final Report. The final report includes conclusions and recommendations for improvement of project and mentorship activities.</li> </ul>	<ol style="list-style-type: none"> <li>Methodology delivered by Contractor and approved by UNDP.</li> <li>Individual phone/ on site consultations provided (2 hours per month for each beneficiary) for 12 months</li> <li>Minimum 4 group events agenda coordinated to UNDP and events organized (once per 3 months)</li> </ol> <p><b>R5 Final Report</b> delivered by Contractor and approved by UNDP.</p>	12 months after Task 8

All the above will be implemented in close coordination with Focal Regions Programme team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

#### **D. Schedule of Payments**

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by Focal Regions Programme Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with Focal Regions Programme upon the signing of the Agreement.

#### ***Tentative Payments Schedule (subject to negotiation with the Contractor)***

<b>Instalment</b>	<b>Instalment value as share of proposed amount for services</b>	<b>Tentative payment date</b>	<b>Payment due upon successful completion of Tasks</b>
Inception report	10%	August 2020	Task 1
First progress report	30%	September-October 2020	Tasks 2, 3, 4
Second progress report	30%	December 2020	Tasks 5, 6
Third Progress report	10%	October 2021	Task 7
Intermediate report	10%	November 2021	Task 8
Final Report	10%	November 2022	Task 9

#### **E. Reporting Requirements**

The Contractor will submit all reports according to the Focal Regions Programme requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The Focal Regions Programme reserves the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables from Task 1;
- 2) **Quarterly reports** to be submitted by the 5<sup>th</sup> day of each month following the reporting quarter;
- 3) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme;
- 4) **Brief reports periodically submitted upon request of Focal Regions Programme** in cases where it is required to get information on the progress of the project in between reporting periods;
- 5) **Financial statements**, to be presented with the quarterly progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor;

- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period data should be disaggregated by gender and by beneficiaries.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by Focal Regions Programme and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress and final reports shall follow the pre-set template agreed with the Focal Regions Programme team that includes both narrative and financial parts.

As a quality assurance measure, the Focal Regions Programme reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting to the Focal Regions Programme all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

#### **F. Communication and Visibility**

Any public reference to the Focal Regions Programme or UNDP and any other supporting programmes, as well to any products created under the agreements signed with benefiting companies shall be subject to prior approval of the Programme team. It is mandatory for visibility elements of the Focal Regions Programme to be placed on goods procured in the frame of envisaged contract.

#### **G. Institutional Arrangements**

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of Focal Regions Programme (Programme Manager and Business Development Project Manager). Since the contract for services foresee reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.

All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy. **All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal.** Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian and Russian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions, and establishing and maintaining of good working relationships with all involved parties.

#### **Role of Focal Regions Programme**

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project;
- Lead the communication and visibility process of the Project by involving the Programme Communications Officer; Organize the logistics of the visibility events

- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes;
- Coach the implementing partners in developing application, implementation procedures and development of required templates;
- Lead the selection process of the beneficiaries, develop eligibility and selection criteria and templates for the evaluation. Approve the final list of beneficiaries with the Local Steering Committee;
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money;
- Regularly organize monitoring visits to the selected companies, identify issues, propose solutions;
- In partnership with the implementing partners, meet the Project beneficiaries in order to assess the bottlenecks in implementation and additional capacity development needs. Adapt the initially agreed implementation plan according to the identified needs and offer additional, tailored expertise;
- Lead the process of organizing events related to the Project. Organize the final event with the involvement of entrepreneurs from both regions, including Project's beneficiaries and other stakeholders;
- Train and coach implementing partners on gender mainstreaming. Check and clear all Project's implementation stages towards main principles of gender balanced approach;
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

***Roles and duties of the Contractor managing the non-cash support scheme :***

- Allocate the proper and needed skilled personnel to carry out the Project's outputs, at least 4 coaches for coaching during project implementation phase and mentorship in follow up phase
- Be responsible of management of the current assignment including remuneration of staff, trainers, coaches, consultants, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.;
- Ensure proper reach out of beneficiaries and disseminate the call for proposals in both regions;
- Maintain permanent contact with beneficiaries of assistance from both regions;
- Ensure the visibility of the Project and the Focal Regions Programme by distributing the developed communications and visibility materials according to UNDP rules;
- Procure required equipment/goods/materials/services according to the approved business plans and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans;

- Implement and regularly monitor activities performed by beneficiaries (benefiting companies) in regard to the implementation of their business plan;
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development;
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the Project activities if requested by the Programme team;
- Implement the Project in accordance with gender mainstreaming and transparency principles.

***Roles and duties of the Local Partner assisting contractor in the region:***

- Allocate the proper and needed skilled personnel to carry out the Project's outputs - at least 2 Facilitators;
- Offer the general information on the submission of proposals
- Serve as first point of contact of Beneficiaries
- offer spaces for meetings with coaches/mentors and consultants;
- involve other related staff in training sessions for applicants, beneficiaries and coaches.
- promote entrepreneurship awareness in the region.

**H. DURATION OF SERVICES**

- a) The estimated duration of services is maximum 27 months. The expected time of commencement of contract is August 2020;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

**I. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS**

The technical proposal must include, inter alia, the methodological approach, as well as a clearly defined strategy of comprehensive business support services to be provided, corresponding to the objective and scope of work described above.

The application should identify the exact experts that will be involved in the activities, with clear description of their experience in start-up and youth entrepreneurship development, social entrepreneurship piloting and funds management, with clear description of their experience in Moldova, including Cahul and Ungheni where possible .

The Contractor's project implementing team have to consist of:

**Key Personnel (per Lot):**

1. Project Manager – 1 person (Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. Project Officer– 1 person (Responsibilities: implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation);

3. Financial Officer/Accountant – 1 person (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries);
4. Procurement Assistant – 1 person (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle)

The above-proposed composition of the key-personnel is considered sufficient for implementing the proposed tasks. Project Manager and Financial Officer can be proposed same persons for both Lots.

**Recommended Support Staff (per Lot):**

1. 4 coaches to support beneficiaries of both business and social entrepreneurship pilot.
2. 2 facilitators representing Local partner;
3. Trainers and Specialized Consultants.

The recommended support staff should be in line with methodology elaborated by the Contractor. Even though the Support Staff will be partially evaluated under proposal evaluation, however, it must be coordinated in full and approved by UNDP during implementation of the project.

## Section 6: Returnable Bidding Forms / Checklist

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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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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 (if the case)	<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"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal

**(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)**

▪ 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:	20/02063		

We, the undersigned, offer services for **EU4MD/ Provision of support to Private Sector in: Lot 1 - Cahul district and/or Lot 2 - Ungheni districts (please, choose)** in accordance with your **Request for Proposal No. 20/02063** 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

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Business Registration</li> <li>▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2019, 2018)</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past three (3) years</li> </ul>

- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person) of the Key personnel (stated under Section 4: Evaluation Criteria and Section 5: ToR)
- Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria);
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02063		

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (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:	20/02063		

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

**Historical Contract Non-Performance**

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> 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 5 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 Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year 2019	USD
	Year 2018	USD
	Year 2017	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2019	2018	2017
	<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			
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Attached are copies of the 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 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:	20/02063		

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: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

### 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.

### 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. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<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]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference person 1: [Insert]  Reference person 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:	20/02063		

We, the undersigned, offer services for the **EU4MD/ Provision of support to Private Sector in: *Lot 1 - Cahul district and/or Lot 2 - Ungheni districts (please, choose)*** in accordance with your **Request for Proposal No. 20/02063** 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:	20/02063		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately 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: US\$**

### A. **Cost Breakdown per Deliverables\***

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report	10%	
2	First progress report	30%	
3	Second progress report	30%	
4	Third Progress report	10%	
5	Intermediate report	10%	
6	Final Report	10%	
	<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranches*

### B. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

<b>Expenses*</b>	<b>Unit of measure (working day, unit, piece, km etc.)</b>	<b>Quantity</b>	<b>Unit Price in US\$</b>	<b>Total Price in US\$ per budget line</b>
<b>I. Personnel Services (net)</b>				
<b>1. Main implementation team**</b>				
a) Project Manager	Working days			
b) Project Officer	Working days			
c) Financial Officer/Accountant	Working days			
d) Procurement Assistant	Working days			
<b>I.1. Taxes and fees</b>				
<b>Subtotal I.1</b>				
<b>2. Trainers, consultants, coaches, etc.</b>				
a) Trainer on "financial management" (1 person)	Working days			
b) Trainer on "business administration and strategy" (1 person)	Working days			
c) Trainer on "marketing and product upgrade" (1 person)	Working days			
d) Trainer on "social entrepreneurship" (1 person)	Working days			
e) Coacher for Start ups	Working days			
f) Coacher existing SME (2 persons)	Working days			
g) Coacher Social entrepreneurship	Working days			
h) Facilitators (2 persons from Local Partner)	Working days			
i) Consultant/consultants on demand	Working days	30		
<i>Other staff, if necessary</i>				
<b>I.2. Taxes and fees</b>				
<b>Subtotal I.2</b>				
<b>Sub-total – Personnel Services</b>				
<b>II. Direct costs</b>				
1. 1-day induction training ( <i>max. 50 participants</i> )				
a) Travel Costs				
b) Equipment lease				
c) Rent of the venue				
d) Catering services				
e) Handouts				
<i>Other, if relevant</i>				
<b>Subtotal II.1</b>				

<b>Expenses*</b>	<b>Unit of measure (working day, unit, piece, km etc.)</b>	<b>Quantity</b>	<b>Unit Price in US\$</b>	<b>Total Price in US\$ per budget line</b>
2. 5 outreach events within the region				
a) Travel Costs				
b) Equipment lease				
c) Handouts				
<i>Other, if relevant</i>				
<b>Subtotal II.2</b>				
3. 3-days trainings on non-cash support beneficiaries (14 participants)				
a) Travel Costs				
b) Equipment lease				
c) Rent of the venue				
d) Catering services				
e) Accommodation				
f) Handouts				
<i>Other, if relevant</i>				
<b>Subtotal II.3</b>				
4. 1-day Kickoff training to 4 Coachers and 2 Local Partner Facilitators at Local Partner premises				
a) Travel Costs				
b) Equipment lease				
c) Catering services				
d) Handouts				
<i>Other, if relevant</i>				
<b>Subtotal II.4</b>				
5. On demand specialized consultancies (max 20 events)				
a) Travel Costs				
b) Handouts				
<i>Other, if relevant</i>				
<b>Subtotal II.5</b>				
6. Follow-up mentorship for the beneficiaries – 4 group events organization				
a) Transportation Costs				
b) Handouts				
c) Rent of venue				
d) Catering services				
<b>Subtotal II.6</b>				

<b>Expenses*</b>	<b>Unit of measure (working day, unit, piece, km etc.)</b>	<b>Quantity</b>	<b>Unit Price in US\$</b>	<b>Total Price in US\$ per budget line</b>
7. Follow-up mentorship for the beneficiaries (max 12 month)				
a) On site visits to beneficiaries Consulting costs 4 (14 beneficiaries)				
b) Over phone consultations to beneficiaries Consulting costs 12 (14 beneficiaries)				
<i>Other, if relevant</i>				
<b>Subtotal II.7</b>				
<b>Sub-total – Direct costs</b>				
<b>III. Administrative Costs</b>				
a. Utilities				
b. Communication costs (mobile packages)				
c. Office supplies/ stationaries/ sanitary protective means (masks, sanitizer, etc)				
<i>Other, if relevant</i>				
<b>Sub-total – Administrative costs</b>				
<b>V. Value of non-cash support to beneficiaries</b>				
Support to existing firms	agreements	8		273,000
Support to start-ups	agreements	5		108,000
Support to pilot initiatives	agreements	1		23,000
<b>TOTAL BUDGET</b>				

\*) Please, adjust the table as per your technical proposal. You may add/delete any budget sub-categories which seem relevant to your technical proposal.

## Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*