

United Nations Development Programme



REQUEST FOR PROPOSAL

Company to conduct a system-based audit of NGOs and implement an institutional capacity development programme

RFP No.: 20/02077

Project: "Sustainable and resilient communities through women empowerment"

Country: Republic of Moldova

Issued on: 21 July 2020

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Section 1. Letter of Invitation

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

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

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

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

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

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

Issued by:

Anaetolie Risina

Name: Anaetolie Risina

Title: Project Officer

Date: **July 21, 2020**

Approved by:

Corina Oprea

Name: Corina Oprea

Title: Operations Manager

Date: **July 21, 2020**

Section 2. Instruction to Bidders

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

	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.
4. Conflict of Interests	4.1	<p>Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	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.
	4.3	<p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p>
	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.
	B. PREPARATION OF PROPOSALS	
5. General Considerations	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.
	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

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

	<p>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"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one</p>

	<p>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"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original</p>

	Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder.</p>

	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.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<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>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with

<p>Email Submission</p>	<p>different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The 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.</p>
<p>eTendering submission</p>	<p>c) 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.</p> <p>d) 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</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>24. Withdrawal, Substitution, and Modification of Proposals</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</p>

	<p>Canceling, Editing, and re-submitting the proposal directly in the system. It is 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>
25. Proposal Opening	<p>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.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors'

	<p>list;</p> <ul style="list-style-type: none"> b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</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: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>

31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of</p>

	<p>the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<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 affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>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.</p>
37. Debriefing	<p>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.</p>
38. Right to Vary Requirements at the Time of Award	<p>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.</p>
39. Contract Signature	<p>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.</p>
40. Contract Type and General Terms and	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-</p>

Conditions	buy.html
41. Performance Security	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>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.</p>
44. Payment Provisions	<p>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>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

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

10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Anatolie Risina Address: 105 Sciusev str., office 1.1-02, Chisinau, Republic of Moldova E-mail address: anatolie.risina@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	August 4, 2020, 16.00 Local time (Moldovan Time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code MDA 10 and Event ID number: 0000006556</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.

18		Expected date for commencement of Contract	August 24, 2020
19		Maximum expected duration of contract	April 30, 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

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

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	A legal registered entity, or entities in case of Consortiums. For Consortiums, valid signed Consortium agreement with clear responsibilities of Partners	Form D: Qualification Form
	At least five (5) years of professional experience at international level in the field of institutional capacity development for non-profit organizations	Form D: Qualification Form
	At least two (2) assignments on institutional capacity assessment and implementation of institutional capacity development programs of non-profit organizations at international level	Form D: Qualification Form
	Experience in providing organizational development support to Moldovan NGOs is a strong advantage	Form D: Qualification Form
	Availability of technical and human resources for the successful implementation of the assignment	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

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.

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: - Project financing capacity (availability of financial resources to cover costs related to the assignment prior to the payment for the delivered services) - (no – 0 pts, yes - 40 pts)	40
1.3	Relevance of specialized knowledge and experience on similar engagements done in the country: a) At least five (5) years of professional experience at international level in the field of institutional capacity development for non-profit organizations (<i>no – 0 pts, 5 years – 20 pts, each additional year – 5 pts, up to 50 pts</i>); b) At least two (2) assignments on institutional capacity assessment and implementation of institutional capacity development programs of non-profit organizations at international level (<i>no – 0 pts, 5 years – 20 pts, each additional year – 5 pts, up to 50 pts</i>). c) Experience in providing organizational development support to Moldovan NGOs is a strong advantage (<i>no – 0 pts, each assignment - 5 pts, up to 20 pts</i>);	120
1.4	Quality assurance procedures and risk mitigation measures (<i>no – 0 pts, yes - 40 pts</i>).	40
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points -Organization is a member of the UN Global Compact -10 points -Organization demonstrates significant commitment to sustainability through some other means- 20 points, <i>for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)</i>	50
Total Section 1		300

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

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Qualifications of key personnel proposed	
3.1 a	Team Leader & Administration expert	130
	- Master's degree or equivalent in Management/ Business Administration/Law or another relevant Social Sciences field (<i>Bachelor – 10 pts, Master's – 20 pts</i>).	20
	- At least seven (7) years of experience at international level on institutional development assignments for non-profit organizations (<i>less than 7 years – 0 pts, 7 years - 20 pts, each additional year – 5 pts, up to 40 points</i>).	40
	- At least five (5) years of experience in leading multi-disciplinary teams of experts (<i>less than 5 years – 0 pts, 5 years - 5 pts, up to 20 points</i>).	20
	- Five (5) years of professional experience in human resource (HR) functions or in providing advisory services on human resources management. Specific experience with non-profit sector is an advantage (<i>less than 5 years – 0 pts, 5 years - 5 pts, up to 20 points</i>).	20
	- Previous experience as Task Manager/Team Lead/Project Manager in relation to UNDP or other development partners is an asset (<i>one assignment – 5 points, up to 10 points</i>).	10
	- Previous work with UNDP and/or other development partners will be an asset (<i>one assignment – 5 points, up to 10 points</i>).	10

	- Verbal and written fluency in English	10	
3.1 b	Project Management Expert		90
	- Master's degree or higher in Management/Administration/Non-Profit or Organizational Management/Project Management or Economics or another relevant Social Sciences field (<i>Bachelor – 10 pts, Master's – 20 pts</i>).	20	
	- Five (5) years of experience in providing leadership coaching, management consulting or technical assistance to senior executives (<i>less than 5 years – 0 pts, 5 years - 10 pts, each additional year – 5 pts, up to 20 points</i>).	20	
	- At least three (3) years of experience in strategic planning and budgeting. Specific experience with non-profit sector is an advantage (<i>at least 1 training – 5 points, up to 15 points</i>).	15	
	- Proven experience in Project Management assignments with non-profit organizations (at least 2 assignments) (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Knowledge of Moldovan NGO legislation and context are strongly preferred (<i>no – 0 pts, yes - 10 pts</i>).	10	
	- Professional certification (s) in Project Management are an asset (<i>no – 0 pts, yes - 10 pts</i>).	10	
	- Knowledge of Romanian or Russian is a strong advantage (<i>no – 0 pts, yes - 5 pts</i>).	5	
3.1 c	Procurement Expert		90
	- Master's Degree in Business/Management or related Social Sciences discipline (<i>Bachelor – 10 pts, Master's – 20 pts</i>).	20	
	- Proven experience in providing technical assistance or directly being responsible for Procurement and Contract Management (minimum 5 years). Specific experience with non-profit sector is an advantage (<i>less than 5 years – 0 pts, 5 years - 10 pts, each additional year – 5 pts, up to 30 points</i>).	30	
	- Knowledge of Moldovan NGO legislation and context are strongly preferred (<i>no – 0 pts, yes - 15 pts</i>).	15	
	- Strong communication, teamwork and coordination skills as demonstrated by previous similar assignments (<i>one assignment – 5 points, up to 10 points</i>).	10	
	- Training and coaching experience is required (<i>no – 0 pts, yes - 10 pts</i>).	10	
	- Knowledge of Romanian or Russian is a strong advantage (<i>no – 0 pts, yes - 5 pts</i>).	5	
3.1 d	Financial Management Expert		90
	- Master's degree or equivalent in Economics/Finance/Audit and Accounting (<i>Bachelor – 10 pts, Master's – 20 pts</i>).	20	

- Seven (7) years of professional experience in financial management and audit (<i>less than 7 years – 0 pts, 7 years - 10 pts, each additional year – 5 pts, up to 25 points</i>).	25	
- 5 years of experience in conducting of the financial analysis (<i>less than 5 years – 0 pts, 5 years - 5 pts, each additional year – 5 pts, up to 20 points</i>).	20	
- Ability to organize, analyse, interpret, and utilize studies and program performance data (<i>at least 1 training – 5 points, up to 10 points</i>).	10	
- Knowledge of Moldovan NGO legislation and context is strongly preferred (<i>no – 0 pts, yes - 10 pts</i>).	10	
- Knowledge of Romanian or Russian is a strong advantage (<i>no – 0 pts, yes - 5 pts</i>).	5	
Total Section 3		400

Section 5. Terms of Reference

TERMS OF REFERENCE

Company to conduct a system-based audit of NGOs and implement an institutional capacity development programme

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

Duration: August 2020 – April 2021

I. BACKGROUND

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

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

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

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

The overarching **strategy of the project** is to build sustainable and inclusive resilient communities through empowering women to practice alternative livelihoods in the context of increased environmental degradation and vulnerabilities to extreme weather patterns. By shifting the focus from vulnerability to empowerment, adaptation responses have the potential to transform into gender equality opportunities.

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

³ Gender Equality Strategy of Moldova 2017-2021

Such an approach would overturn gender stereotypes, compounded by social and cultural norms, and will empower women to become agents of change.

The project is implemented **in 4 target districts** (Nisporeni, Calarasi, Basarabeasca, Leova), the **Autonomous Territorial Unit (ATU) Gagauzia**, the **Security Zone** and **Transnistria region**.

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

Key project interventions

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

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

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

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

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

II. ASSIGNMENT SCOPE AND SPECIFIC GUIDANCE TO BIDDERS

One of the key reasons for the limited engagement of environmental NGOs, particularly those at the regional and local level, in advancing environmentally friendly and climate resilience initiatives is their weak institutional capacity. While environmental NGOs can purposively mobilize community members around issues of common interest, many of them do not have sufficient organisational capabilities to mobilize (financial) resources to actually deliver community projects or initiatives addressing the needs on the ground. Moreover, institutional capacity limitations often hinder NGOs from entering and implementing long-lasting partnerships with Local Public Authorities (LPAs) and Businesses in advancing climate resilience and environmental protection initiatives at the local level, and last but not least, makes their voice less heard in community planning and decision-making processes.

Informed by the above mentioned challenges, under this assignment, the ResComWomEmp project aims to provide six environmental NGOs from Moldova, particularly those from the pilot districts or regions of the Project, with a comprehensive and tailored **Institutional Development Programme** consisting of training, individual coaching, mentoring and targeted assistance on the development/revision of internal management, administrative and financial systems, frameworks and tools. However, prior to the design and deployment of the actual Institutional Development Programme, the contractor selected under this assignment shall conduct an in-depth **system-based audit/gap analysis of the six NGOs**⁴ to identify the organisational gaps specific to each NGO that shall be subsequently addressed by the institutional development programme.

Note: In the context of COVID-19, while performing the system-based audit of the six NGOs, the selected contractor shall also assess the implications of the pandemic on NGOs institutional capacities to carry out their mandates and propose mitigation measures.

Based on the above-mentioned rationale and scope, UNDP seeks to contract a specialised company or consortium of companies with advanced technical expertise and capacity to carry out system-based audits and effectively design and implement tailored institutional capacity development programme for NGOs.

III. OBJECTIVE OF THE ASSIGNMENT

The present assignment has three inter-related objectives as follows:

1. Conduct System Based Audit of six NGOs and produce recommendations to address the identified gaps specific to each organization;
2. Produce an Institutional Capacity Development Programme for the six NGOs based on the identified capacity gaps and needs;
3. Implement the Institutional Capacity Development Programme covering the six NGOs and ensure follow-up on the implementation of recommendations put forth.

⁴ The ResComWomEmp project shall select the six beneficiary NGOs based on an open call for Expression of Interest

IV. TASKS AND OUTPUTS

The selected contractor shall take full responsibility for the execution and delivery of the following tasks and outputs under the three objectives of the assignment, as described below:

1. Conduct system-based audit of six NGOs:

- Analyse and study the six NGOs profiles, strategic documents and plans selected by UNDP;
- Carry out a detailed system-based audit of each of 6 NGOs, including but not limited to the areas of:
 - Project Management Capacities (incl. key managerial capacities and functions, technical skills and knowledge);
 - Administrative Capacities (incl. procurement, contract management, recruitment and human resources (HR) management);
 - Financial Management Capacities and Internal Controls.

Note: The system-based audit will be aligned with UNDP's guidelines for capacity assessment of potential implementing partners. The Project will provide the selected contractor with supplementary guidance in this respect during the assignment implementation phase.

- Conduct an evaluation of NGOs from the perspective of collaboration with local, regional or national partners including LPAs, businesses, other organizations and institutions;
- **Produce and submit to UNDP the System-Based Audit Report for the six NGOs.**

Note: For each of the identified gaps, the Report shall include specific recommendations how these gaps will be addressed – be it through NGOs' staff training, tailored assistance in developing/upgrading NGOs internal management frameworks, systems, strategic documents, as well as through individual coaching and mentoring.

- Perform other tasks if required to achieve Objective 1.

Estimated workload under Objective 1: A total of 16 expert-days (e.g. 1 expert x 16 days, or 2 experts x 8 days, or any other combination not exceeding the total allotted number of expert days)

Mode of delivery: Remotely using teleconferencing facilities.

2. Develop the Capacity Development Program for six NGOs:

- Based on the gaps identified under Objective 1, develop a comprehensive **Institutional Capacity Development Program** for six NGOs, focused on improving the three core institutional pillars, as follows:
 - **Project Management** (incl. key managerial capacities and functions, technical skills and knowledge);
 - **Administration** (incl. procurement, contract management, recruitment and human resources (HR) management);
 - **Financial Management and Internal Controls**

- Other relevant organizational areas requiring improvement based on the needs identified during the System-Based Audit. (e.g., communication, promotion and advocacy, partnership building etc.).

Guidance note: The Institutional Development Programme shall consist of a series of customised measures to address the institutional capacity weaknesses revealed by the system-based audit and include a combination of: (a) individual assistance, mentoring and coaching to NGOs to develop/upgrade internal management and control frameworks, financial and administrative procedures and tools, medium-term plans and strategies, etc.; (b) training and capacity building activities for management and staff⁵; and (c) follow-up actions to assess the implementation of recommendations by NGOs and provide any other required assistance to consolidate the learning and upgraded internal systems.

- **Validate the Institutional Development Programme with UNDP.** Following the endorsement of the Institutional Development Programme by UNDP (and donor), the selected contractor shall proceed with its actual implementation.
- Develop and submit **individual work plan for each NGO** regarding the implementation of the Institutional Capacity Development Program.
- Perform other tasks if required to achieve Objective 2.

Estimated workload under Objective 2: A total of 10 expert-days (e.g. 1 expert x 10 days, or 2 experts x 5 days or any other combination not exceeding the total allotted number of expert days)

Mode of delivery: Remotely using teleconferencing facilities

3. Implement the Capacity Development Program for six NGOs:

- Based on the validated Institutional Development Programme and approved work-plans for each NGO, proceed with implementation as follows:
 - a) Provide **individual assistance, mentoring and coaching** to each of the six NGOs to develop or/and upgrade their core institutional capacities, systems and skills, along the three broad areas of the Institutional Development Programme (i.e. Project Management, Administration, Financial Management and Internal Controls). The selected contractor is expected to provide direct assistance to NGOs in the development of NGOs' internal documents and templates pertaining to various processes: e.g. financial, procurement, internal control, human resources management, etc. Additionally, under this sub-activity, specific guidance to NGOs in forming sectoral and inter-sectoral partnerships, especially with public authorities at local, regional and / or national level shall be included.

Estimated workload a): A total of 48 expert - days, i.e. 8 total expert - days per NGO; e.g. 2 experts x 4 days/NGO or any other combination of experts per NGO within the total expert-days allotted

Mode of delivery a): Remotely using teleconferencing facilities

⁵ Training will be provided in joint sessions for all the 6 NGOs.

Note: Shall any organization require more support relative to others, depending on the needs revealed by the system-based audit, any reallocation of expert – days shall be coordinated with and approved with ResComWomEmp Project.

- b) Design and implement a **training programme for NGOs'** management and staff addressing the needs identified during the system-based audit and aligned to the three core pillars of the Institutional Development Programme as described above. The envisaged training programme is for five-days, delivered for all six NGOs at once (3 representatives per NGO, including the Executive Director, Financial Manager, Board Chair or active board member will be invited). **Besides the training topics emerged from the System-Based Audit, the training needs to include dedicated sessions and guidance related to building organizational crisis resilience (in line with COVID-19 impacts).**

Estimated workload b): A total of 15 expert - days, incl. 5 total expert days for the development of training materials + 10 total expert days for the actual training delivery (minimum two trainers)

Mode of delivery b): Training modules development – remotely, training delivery in person (TBD)

Note: ResComWomEmp Project will cover all training logistics costs (venues, catering, transportation and accommodation of participants). Therefore, Bidders shall not include any training logistics costs in their Financial Proposals.

- c) Provide individual **follow-up** to the six NGOs on the implementation of recommendations of the System-based audit report and the individual assistance, mentoring and coaching provided under a). The selected contractor shall, in the end, assess the level of implementation of recommendations by NGOs and present their conclusions and assessments in their Final Report to UNDP.

Estimated workload d): A total of 24 expert - days, i.e. 4 total expert days per NGO

Mode of delivery c): Mostly remotely, some final/critical follow-up support in person (TBD).

- (TBD) Carry out **1 mission to Moldova** either under b) training or c) follow-up (**5 working days, 2 travel days, maximum 2 experts**).

Cost implications: 7 days of DSA for Moldova⁶ for 2 experts and 2 round-trip tickets.

Note 1: Bidders shall only include DSA and airfare costs in their Financial Proposals. The expert fees are already factored in points b) and c) above;

Note 2: The exact scope and timing of the missions to be identified jointly with ResComWomEmp project;

Note 3: The feasibility of the mission to Moldova will be contingent of the international travel situation related to COVID-19. The Bidders shall factor the mission related costs in their Financial Proposal; however, the mission may be abandoned due to objective reasons. The

6 Please refer to <https://icsc.un.org/> for UN DSA rates for Republic of Moldova

abandonment of the mission, however, shall not influence the attainment of the Objectives of the assignment.

- **Produce a Final Report covering all activities undertaken under the assignment.**

Note: The Final Report shall also Include a dedicated Section that provides an assessment with respect to the level of implementation of recommendations by each of the NGOs. For detailed instructions on all sections of the Final Report (see section V of ToR).

Estimated workload: A total of 5 expert - days allocated for the Final Report

- Perform other tasks if required to achieve Objective 3.

Total estimated Workload Objective 3: A total of 92 expert-days as per breakdowns and details provided above

Mode of delivery: mostly remotely with 1 mission to Moldova (tbd)

General note for Objectives 1, 2 and 3: Any written or verbal translation costs under this contract will be covered directly by ResComWomEmp Project. Therefore, Bidders shall not include any such costs in their financial proposals.

V. DELIVERABLES AND TIMEFRAME

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

Deliverable	Target Date
1. Detailed Plan and Methodology (incl. System-based Audit methodology) of the assignment developed and submitted to UNDP	By September 1, 2020
Objective 1	
2. System-Based Audit Report covering the six NGOs developed and submitted to UNDP	By October 1, 2020
Objective 2	
3. Institutional Capacity Development Program for six NGOs developed and submitted to UNDP	By October 15, 2020
Objective 3	
4. The six (6) NGOs' Project Management, Administration, Financial Management and Internal Control frameworks and capacities improved:	
4.1. 24 expert-days delivered in 2020 dedicated on the improvement of Project Management, Administration, Financial Management and Internal Control frameworks of the 6 NGOs, including the development of relevant templates/documents under each of these areas; <i>(Include narrative description of assistance provided and outputs produced in the Interim Report # 1 below)</i>	By November 25, 2020
4.2. 24 expert - days delivered 2021 dedicated on the improvement of Project Management, Administration, Financial Management and Internal Control frameworks	By February 24, 2021

Deliverable	Target Date
of the 6 NGOs including the development of relevant templates/documents under each of these areas; Interim Report # 2: Narrative description of the individual assistance, mentoring and coaching provided to the 6 NGOs along with outputs produced	
5.Training Modules and Training materials developed and validated by UNDP.	By November 30, 2020
6.Five (5) training days delivered for 6 NGOs (joint groups) Interim Report # 1: Training Report for 5 day-training + Report on the assistance provided to 6 NGOs under deliverable 4.1. along with enclosed outputs	By December 14, 2020
7. Follow-up support to 6 NGOs in the implementation of recommendations ensured <i>(Follow-up Report to be included in the Final Report)</i>	By March 25, 2021
8.Final Report developed and submitted to ResComWomEmp Project	By April 05, 2021
9.(TBD) One (1) five-day mission to Moldova implemented Mission Report: to be developed and submitted to UNDP	November 2020 – March 2021 (TBD)

Language

All materials and reports shall be developed in English. The outputs produced for NGOs will be translated in Romanian or Russian by the ResComWomEmp Project.

Requirements for the Final Report

The Final Report shall include:

- Executive Summary
- Key activities carried out under Objective 1 – 3 of the Assignment
- System-based Audit of 6 NGOs: Methodology of the Audit; Key Findings; Recommendations for each organization
- Institutional Development Programme of the NGOs (provide an Overview of key elements in the Final Report body text, and enclose the Programme as Annex)
- Implementation of the Institutional Development Programme (provide an overview of the implementation of each component of the Programme in the Final Report body text, and enclose all outputs as Annexes).
- Conclusions and Assessments (provide general conclusions on the support provides and include an assessment on the level of implementation of recommendation by each of the 6 NGOs; enclose any evidence supporting the conclusions/assessments made as Annexes.)
- Annexes (incl. but not limited to):
 - Workplan of the Assignment
 - System-based Audit Methodology
 - System-based Audit Report
 - Institutional Capacity Building Programme

- Individual Work Plans for NGOs on the implementation
- Training Modules, materials, agendas
- Training Reports
- List of meetings/coaching/mentoring sessions conducted and persons from NGOs trained
- Photographic evidence where applicable
- List of Participants from consultations/workshops;
- All outputs developed for each of the six organizations
- Presentations, and other relevant materials process produced under the assignment

The Final Report shall be developed in English, must be signed by the Task Manager, approved by ResComWomEmp Project Officer on Capacity Building and Gender, and endorsed/certified by the Project Manager prior to disbursing the last instalment of the contract.

Submission and use of data, reports and other material produced under assignment

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

d) PAYMENT SCHEDULE

Payment for services shall be provided in instalments, as follows:

2020

- **10%** of the total contract cost – following the submission and certification of Deliverable # 1
- **10%** of the total contract cost – following the submission and certification of Deliverable # 2
- **20 %** of the total contract cost – following the submission and certification of Deliverables # 3
- **30 %** of the total contract cost – following the submission and certification of Deliverables # 4.1., 5 and 6

2021

- **25 %** of the total contract cost – following the submission and certification of Deliverables # 4.2 and 7
- **5%** of the total contract cost – following the submission and certification of Deliverable # 8 (Final Report).

Note: Payment for the deliverable 9 (mission to Moldova) will be included in one of the instalments from 2020 or 2021 if the mission will take place.

VIII. INSTITUTIONAL ARRANGEMENTS

Management arrangements

The contractor will work under the direct supervision of the ResComWomEmp Project Officer on Environment, and under the overall guidance and supervision of the Project Manager. The contractor shall take specific guidance from the Project Officer on Capacity Building and Gender in the course of the assignment. The contractor shall also liaise and cooperate with experts/projects from UNDP, and other organizations, as relevant, working on similar/complementary activities.

The ResComWomEmp Project shall facilitate the initial communication with the representatives of six selected NGOs and will provide additional available information to support the implementation of the assignment.

Staffing

The Bidder shall indicate lead experts per each area of expertise required under the assignment (see Section IX). If the qualifications of certain experts cover more than one area of expertise, then the same the expert can be proposed for that respective area, as well. The number of planned person-days per expert/area of expertise need to be indicated in the Bidder's proposal. **Failure to provide adequate expertise in all areas of expertise is considered grounds for disqualification.** The contractor will ensure that all other necessary staff and additional technical resources required for the effective and efficient implementation of the assignment shall be ensured by the contractor.

Costs of the assignment

The Bidder should calculate and include in its financial offer all relevant costs associated with the assignment such as staffing, mission travel costs and any other costs relevant to the assignment (see specific guidance in Section IV of the ToRs regarding staffing estimates). UNDP shall not accept any additional expenses which were not included in the company's financial offer, unless UNDP revises the scope work in the course of the contract implementation within allowable margins.

Timeliness and quality

The selected contractor shall take overall responsibility for the quality and timeliness of completing all assignment deliverables, and contractor's implementation performance shall be assessed against the respective factors. The contractor shall be notified of any deviation from the agreed schedules and standards, pursuant to which it will be required to remediate its performance. In case no satisfactory remediation shall be obtained UNDP reserves the right to terminate the contract.

COVID-19 implications

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

Shall it be feasible to conduct the training or any other activities under the assignment (as specified in Section IV) with physical presence of participants, the contractor will abide by the safety rules and regulations set by the Moldovan authorities in regard to gatherings/meetings at that particular time.

IX. QUALIFICATIONS AND SKILLS REQUIRED:

1. For the company:

- A legal registered entity, or entities in case of Consortiums;
- For Consortiums, valid signed Consortium agreement with clear responsibilities of Partners;
- At least five (5) years of professional experience at international level in the field of institutional capacity development for non-profit organizations;
- At least two (2) assignments on institutional capacity assessment and implementation of institutional capacity development programs of non-profit organizations at international level;
- Experience in providing organizational development support to Moldovan NGOs is a strong advantage;
- Availability of technical and human resources for the successful implementation of the assignment.

2. For the team of experts:

Task Manager & Administration expert

- Master's degree or equivalent in Management/ Business Administration/Law or other relevant Social Sciences field;
- At least seven (7) years of experience at international level on institutional development assignments for non-profit organizations;
- At least five (5) years of experience in leading multi-disciplinary teams of experts;
- Five (5) years of professional experience in human resource (HR) functions or in providing advisory services on human resources management. Specific experience with non-profit sector is an advantage.
- Previous experience as Task Manager/Team Lead/Project Manager in relation to UNDP or other development partners is an asset;
- Strong communication, teamwork and coordination skills as demonstrated by previous similar assignments;
- Excellent analytical and report writing skills;
- Previous work with UNDP and/or other development partners will be an asset;
- Verbal and written fluency in English;
- Knowledge of Romanian or Russian is an advantage.

(1) Project Management Expert

- Master's degree or higher in Management/Administration/Non-Profit or Organizational Management/Project Management or Economics or another relevant Social Sciences field;
- Professional certification (s) in Project Management are an asset;
- Five (5) years of experience in providing leadership coaching, management consulting or technical assistance to senior executives;
- Proven experience in Project Management assignments with non-profit organizations (at least 2 assignments);
- At least three (3) years of experience in strategic planning and budgeting. Specific experience with non-profit sector is an advantage;
- Knowledge of Moldovan NGO legislation and context is strongly preferred;
- Excellent communication and presentation skills;
- Verbal and written fluency in English;
- Training and coaching experience is required;
- Knowledge of Romanian or Russian is a strong advantage.

(2) Procurement Expert

- Master's Degree in Business/Management or related Social Sciences discipline;
- Proven experience in providing technical assistance or directly being responsible for Procurement and Contract Management (minimum 5 years). Specific experience with non-profit sector is an advantage;
- Strong communication, teamwork and coordination skills as demonstrated by previous similar assignments.
- Knowledge of Moldovan NGO legislation and context are strongly preferred
- Excellent communication and presentation skills;
- Verbal and written fluency in English;
- Training and coaching experience is required;
- Knowledge of Romanian or Russian is a strong advantage.

(3) Financial Management Expert

- Master's degree or equivalent in Economics/Finance/Audit and Accounting;
- Seven (7) years of professional experience in financial management and audit;
- 5 years of experience in conducting of the financial analysis;
- Ability to organize, analyse, interpret, and utilize studies and program performance data;
- Knowledge of Moldovan NGO legislation and context is strongly preferred;
- Excellent communication and presentation skills;
- Verbal and written fluency in English;
- Training and coaching experience is required;
- Knowledge of Romanian or Russian is a strong advantage.

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

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

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

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP 20/02077 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

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 3 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 3 years.

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

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

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

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

Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			

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

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP 20/02077		

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
	Team Leader & Administration expert			
	Project Management Expert			
	Procurement Expert			
	Financial Management Expert			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

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

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1 Detailed Plan and Methodology (incl. System-based Audit methodology) of the assignment developed and submitted to UNDP				
Deliverable 2 System-Based Audit Report covering the six NGOs developed and submitted to UNDP				
Deliverable 3 Institutional Capacity Development Program for six NGOs developed and submitted to UNDP				
Deliverable 4				

The six (6) NGOs' Project Management, Administration, Financial Management and Internal Control frameworks and capacities improved				
4.1 24 expert-days delivered in 2020 dedicated on the improvement of Project Management, Administration, Financial Management and Internal Control frameworks of the 6 NGOs, including the development of relevant templates/documents under each of these areas				
4.2 24 expert - days delivered 2021 dedicated on the improvement of Project Management, Administration, Financial Management and Internal Control frameworks of the 6 NGOs including the development of relevant templates/documents under each of these areas				
Deliverable 5 Training Modules and Training materials developed and validated by UNDP				
Deliverable 6 Five (5) training days delivered for 6 NGOs (joint groups)				
Deliverable 7 Follow-up support to 6 NGOs in the implementation of recommendations ensured				
Deliverable 8				

Final Report developed and submitted to ResComWomEmp Project				
Deliverable 9 (TBD) One (1) five-day mission to Moldova implemented Mission Report: to be developed and submitted to UNDP				

Note: ResComWomEmp Project will cover all training logistics costs (venues, catering, transportation and accommodation of participants). Therefore, Bidders shall not include any training logistics costs in their Financial Proposals.

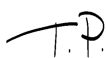
Certificate Of Completion

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Source Envelope:	
Document Pages: 53	Signatures: 2
Certificate Pages: 5	Initials: 10
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Liuba Brinzoi
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	liuba.brinzoi@undp.org
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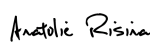
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tatiana.panfil@undp.org		Resent: 7/21/2020 4:22:25 AM
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United Nations Development Programme		Signed: 7/21/2020 7:12:53 AM
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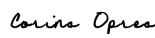
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anatolie.risina@undp.org		Viewed: 7/21/2020 7:15:15 AM
Project Officer – Environment		Signed: 7/21/2020 7:15:25 AM
UNDP Headquarters	Signature Adoption: Pre-selected Style	
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corina.oprea@undp.org		Viewed: 7/21/2020 7:38:16 AM
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Status

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/21/2020 7:38:16 AM
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