

United Nations Development Programme



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REQUEST FOR PROPOSAL

EU4MD/ Elaboration of Regional Spatial Development Plan of Ungheni Focal Region

RFP No.: 21/02244

Project: **EU4Moldova: Focal regions**

Country: **Moldova, Republic of**

Issued on: 8 April 2021

Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS	5
A. GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF PROPOSALS	6
5. General Considerations	6
6. Cost of Preparation of Proposal.....	6
7. Language.....	6
8. Documents Comprising the Proposal	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Proposal Format and Content.....	7
11. Financial Proposals	7
12. Proposal Security	7
13. Currencies.....	8
14. Joint Venture, Consortium or Association	8
15. Only One Proposal	9
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal.....	9
19. Amendment of Proposals	9
20. Alternative Proposals.....	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF PROPOSALS	10
22. Submission.....	10
23. Deadline for Submission of Proposals and Late Proposals.....	11
24. Withdrawal, Substitution, and Modification of Proposals	11
25. Proposal Opening.....	12
D. EVALUATION OF PROPOSALS	12
26. Confidentiality.....	12
27. Evaluation of Proposals.....	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12
30. Evaluation of Technical and Financial Proposals.....	13
31. Due Diligence	13
32. Clarification of Proposals	14
33. Responsiveness of Proposal.....	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Proposals.....	15
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment.....	15
43. Liquidated Damages	16
44. Payment Provisions.....	16
45. Vendor Protest.....	16
46. Other Provisions	16
SECTION 3. BID DATA SHEET.....	17

SECTION 4. EVALUATION CRITERIA20

SECTION 5. TERMS OF REFERENCE27

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST45

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM46

FORM B: BIDDER INFORMATION FORM47

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM49

FORM D: QUALIFICATION FORM.....51

FORM E: FORMAT OF TECHNICAL PROPOSAL.....54

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM.....57

FORM G: FINANCIAL PROPOSAL FORM.....58

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

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

Issued by:



Name: Liliana CATEROV
Title: Procurement Coordinator
Date: **April 8, 2021**

Approved by:



Name: Corina OPREA
Title: Operations Manager
Date: **April 8, 2021**

Section 2. Instruction to Bidders

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

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>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.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p>

	<p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <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>
<p>13. Currencies</p>	<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> <p>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</p> <p>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.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</p>

	be available within one firm.
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> <ol style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the</p>

	<p>RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
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> <ol 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: <ol style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p>	<p>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> <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> <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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</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>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-notice/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</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</p>

Proposals	<p>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 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"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) 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"> a) They are not included in the UN Security Council 1267/1989 Committee's

	<p>list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ 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: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented</p>

	<p>and may include, but need not be limited to, all or any combination of the following:</p> <ol 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.
<p>32. Clarification of Proposals</p>	<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>
<p>33. Responsiveness of Proposal</p>	<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>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ol 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

	<p>price shall be corrected;</p> <p>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</p> <p>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> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total

	<p>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	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 1% Max. 5% deduction, 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: Liliana CATEROV, Procurement Coordinator Address: #104, Sciusev Street, Chisinau E-mail address: liliana.caterov@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code MDA10 and Event ID number 0000008948
16	22	Electronic submission (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. ▪ Your offer, comprising of Technical and Financial Proposals, shall be submitted in separate files, while the financial proposal shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. ▪ Password for financial proposal must not be disclosed unless required in written by UNDP. ▪ DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING LINE ITEM. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.
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	June 28, 2021
19		Maximum expected duration of contract	7 months
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 contracts (goods and/or services) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

OD

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

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
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Licenses	License in technical design activity for all categories of constructions, urbanism, installations and technical-municipal networks, reconstructions, restorations	Attach required documents to Form B of Section 6

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

Previous Experience	Minimum five (5) years of professional experience in elaboration of Regional Spatial Development Plans, General Urban Plans, or similar plans (Zonal, Detailed Urban Plans), urban planning, GIS. <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form
Minimum Qualification Requirements	The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) TEAM Leader • 1 (one) Architect, regional spatial / urban planning specialist • 1 (one) Economist, social-economic development specialist • 1 (one) Architect, public utilities infrastructure specialist • 1 (one) Environment protection specialist, ecology engineer • 1 (one) Local Governance and public participatory specialist <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Attach required documents to Form E of Section 6
Financial Standing	Minimum average annual turnover of USD 50,000 for the last 2 years. <i>(For JV/Consortium/Association, Lead Partner 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

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
TOTAL		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	10
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> Age of the firm - <5 years – 0 pts, 5 years – 10 pts, >5 years – 5 pts for each additional year up to maximum 30 pts project management controls (organigram) - up to 10 pts 	40
1.3	Relevance of: <ul style="list-style-type: none"> Minimum five (5) years of professional experience in elaboration of Regional Spatial Development Plans or General Urban Plans, or similar plans (Zonal, Detailed Urban Plans), urban planning, GIS (<5 years – 0 pts, 5 years - 20 pts, >5 years – 10 pts for each additional year up to max. 50 pts) At least 3 (three) Regional Spatial Development or General Urban Plans, or similar urban planning plans, GIS developed (<3 Plans – 0 pts, 3 Plans - 20 pts, >3 Plans– 10 pts for each additional Plan up to max. 50 pts) Experience in conceptualizing, organizing and conducting public consultations of Regional Spatial Development Plan/General Urban Plan or other similar urban planning plans (if no- 0 pts, each project – 5 pts up to max. 20 pts). Detailed description of previously conducted public consultations must be described in the Company Profile indicating project, year, other details as may be relevant. Proved capacity in terms of technical-material endowments (hardware and software) to provide technical design activity for constructions, urbanism, installations and technical-municipal networks, reconstructions, restorations (no capacity – 0 pts, limited – 0 to 7 pts, to some extent – 8 to 14 pts, extensive – 15 to 20 pts). Detailed description of the technical capabilities available for this task must be described in the Company Profile. Work for UNDP/UN Agencies/donor funded/EU projects will be considered a strong advantage (no experience - 0 pts, yes – 10 pts). 	150
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 51 to 70 pts</i> <i>satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 to 50 pts</i> <i>limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 20 pts</i> 	70
2.2	<p>Does the Methodology describe all the actions and their consequence into sufficient details, are they logical? (<i>detailed and logical description - 31 to 50 pts; limited description which requires improvements – 11 to 30 pts, no description or somehow touched upon – 0 to 10 pts</i>)</p>	50
2.3	<p>Does the proposed Methodology demonstrate knowledge and understanding of the Ungheni region' specific environment and its challenges?</p> <ul style="list-style-type: none"> <i>full understanding and deep knowledge of the region. The Ungheni environment and challenges are well described and addressed into sufficient details – 51 to 70 pts</i> <i>the understanding and knowledge of Ungheni region is satisfactorily addressed. The Ungheni environment and challenges are somehow addressed without providing many details – 21 to 50 pts</i> <i>the understanding and knowledge of Ungheni region is not addressed at all or only touched upon. The Ungheni environment and challenges not addressed at all or only touched upon – 0 pts to 20 pts</i> 	70
2.4	<p>Does the Methodology and Approach include participatory and multi-stakeholder approach, including description of steps for public consultations?</p> <ul style="list-style-type: none"> <i>participatory and multi-stakeholder approach is aligned to the ToR requirements; description of steps for public consultations are well detailed and aligned to the national legislation requirements – 31 to 50 pts</i> <i>participatory and multi-stakeholder approach is satisfactorily addressed, providing some details; description of steps for public consultations are described without providing many details and may be improved – 11 to 30 pts</i> <i>participatory and multi-stakeholder approach is not addressed at all or somehow touched upon; description of steps for public consultations are not described or a simple reference to the national legislation requirements is made – 0 to 10 pts</i> 	50
2.5	<p>Does the proposal contain performance monitoring and evaluation mechanisms and tools?</p> <ul style="list-style-type: none"> <i>the performance monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the performance monitoring and evaluation mechanisms are weak – 0 to 5 pts</i> 	20
2.6	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> 	20

	<ul style="list-style-type: none"> the risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts the risk assessment and proposed mitigation measures is weak – 0 to 5 pts 	
2.7	Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement? (Limited or lack of any such details - 0 pts, to some extent - 5 to 12 pts, extensive and logical distribution - 13 to 20 pts)	20
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	1 (one) TEAM Leader	
	Master's degree (or equivalent) in Management, Architecture, Urbanism Economics, Engineering (<i>whichever 15 pts</i>). PhD is a strong advantage (<i>20 pts</i>).	20
	Experience in managing projects/contracts for elaboration of at least 3 (three) regional spatial development plans or general urban development plans conducted over the last 5 years (<3 projects/contracts – 0 pts, 3 projects/contracts - 30 pts, >3 projects/contracts – 5 pts each additional projects/contract up to max. 30 pts)	60
	Experience working with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10
	Language Qualifications: proficiency in Romanian and English required (<i>4 pts each language</i>); command of Russian will be an advantage (<i>2 pts</i>)	10
3.2	1 (one) Architect - regional spatial/urban planning specialist	
	University degree or equivalent in Architecture or Urban planning, Engineering, Construction, Geodesy and other connected fields; (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15
	At least 5 years of extensive experience in architecture and/or urban planning or other connected fields, conducting elaboration of regional spatial development or general urban plans (<5 – 0 pts, 5 years - 20 pts, >5 years – 5 pts each additional year up to max. 30 pts)	30
	At least 3 confirmed examples of expertise and involvement in elaboration of similar to this assignment studies/works, regional spatial development plans or general urban development plans. List of projects shall be included in the CV (<3 projects – 0 pts, 3 projects - 15 pts, >3 projects– 5 pts each additional project, up to max. 25 pts)	25
	Working experience with local public authorities and state deconcentrated services (<i>no experience – 0 pts, Yes - 10 pts</i>)	10
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an advantage (<i>2 pts</i>)	10
3.3	1 (one) Economist - social-economic development specialist	
	University degree or equivalent in Economics, Engineering, Architecture, Urbanism, Public administration or other related field (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15

Section 3. Management Structure and Key Personnel			Points obtainable
	At least 5 years of experience in local social-economic development, public services development projects, elaboration of spatial development or general urban plans, elaboration of social-economic development studies, demographic and economic forecasts (<i><5 – 0 pts, 5 years - 15 pts, >5 years – 5 pts each additional year up to max. 25 pts</i>)	25	
	At least 3 confirmed examples of expertise and involvement in implementing projects related to local economic development, elaboration of similar to this assignment studies/works, elaboration of regional spatial development plans or general urban development plans. List of projects shall be included in the CV (<i><3 projects – 0 pts, 3 projects - 10 pts, >3 projects– 5 pts each additional project, up to max. 20 pts</i>)	20	
	Working experience in the multi-stakeholder local development environment. Work experience in Ungheni region is an asset (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an advantage (<i>2 pts</i>)	10	
3.4	1 (one) Architect - public utilities infrastructure specialist		
	University degree or equivalent in Engineering, Architecture, Urbanism, Transport, Energetics, Technical Sciences or other related field; (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15	
	At least, 5 years of experience in engineering, transport infrastructure development, energetics, public technical infrastructure development and public services development projects, elaboration of regional spatial development or general urban plans, elaboration of diagnostic studies and strategies in the field (<i><5 – 0 pts, 5 years - 15 pts, >5 years – 5 pts each additional year up to max. 25 pts</i>)	25	
	At least 3 confirmed implemented projects related to local public infrastructure development, elaboration of similar to this assignment studies/works, elaboration of regional spatial development plans or general urban development plans. List of projects shall be included in the CV (<i><3 projects – 0 pts, 3 projects– 10 pts, >3 projects– 5 pts each additional project, up to max. 20 pts</i>)	20	80
	Working experience in the multi-stakeholder local development environment with local public authorities and state deconcentrated services (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an advantage (<i>2 pts</i>)	10	
3.5	1 (one) Environment protection specialist, ecology engineer		
	University degree or equivalent in Ecology, Engineering, Architecture, Urbanism, Technical Sciences or other related field; (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15	
	At least 5 years of experience in environment protection, elaboration of Local Environmental Plans, elaboration of regional spatial development or general urban development plans, elaboration of diagnostic studies and local development strategies in the field (<i><5 – 0 pts, 5 years - 15 pts, >5 years – 5 pts each additional year up to max. 25 pts</i>)	25	80

Section 3. Management Structure and Key Personnel			Points obtainable
	At least 3 confirmed implemented projects related to elaboration of similar to this assignment studies/works, elaboration of regional spatial development plans or general urban development plans; elaboration of data analysis studies and the calculation of ecological indicators; identifying, analysis and mitigation measures of the harmful effects of the production process on the environment; planning actions to reduce emissions of harmful substances into the atmosphere. List of projects shall be included in the CV (<i><3 projects – 0 pts, 3 projects– 10 pts, >3 projects – 5 pts each additional project up to max. 20 pts</i>)	20	
	Evidenced knowledge (certificates) of national legislation and European environmental directives and of the requirements of the international standard ISO 14001: 2015 Environmental management systems. (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an advantage (<i>2 pts</i>)	10	
3.6	1 (one) Local Governance and public participatory specialist		
	University degree in social sciences, public administration, communication and public relations (<i>whichever 10 pts</i>). Master's degree is an advantage (<i>15 pts</i>).	15	
	At least 5 years of working experience with local governance, strategic planning at local level, regional spatial or general urban development planning (<i><5 – 0 pts, 5 years - 10 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>)	20	
	Experience in organization of public consultation procedures related to elaboration of regional spatial or general urban development plans, involvement of private and NGO sector representative in consultation process. List of projects shall be included in the CV (<i><1 projects – 0 pts, 1 project– 10 pts, >1 project – 5 pts each additional project up to max. 20 pts</i>)	20	70
	Working experience with local public authorities and state deconcentrated services (<i>no experience – 0 pts, Yes - 5 pts</i>)	5	
	Language Qualifications: proficiency in Romanian and Russian required (<i>4 pts each language</i>); command of English will be an advantage (<i>2 pts</i>)	10	
Total Section 3			500

Section 5. Terms of Reference

A. PROJECT TITLE: EU4Moldova: Focal Regions Programme (EU-funded)

B. PROJECT DESCRIPTION

General Background:

The EU4Moldova: Focal Regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and UNICEF.

The **overall objective** of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

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

Specific context:

Ungheni district is located in the Center-West part of the Republic of Moldova and neighbours Nisporeni, Calarasi, Telenesti, Sangerei, and Falesti districts. Ungheni borders the river Prut in the West which represents the frontier with Romania and, since 2007, the frontier with the European Union (EU). The district's total area is 108,3 thousand ha of which 49,9 thousand ha represents agricultural areas, 28,8 thousand ha forests and other areas covered by forest vegetation and, 4,7 thousand ha are covered by water bodies. According to the 2004 census, the total population constitutes 110,5 thousand inhabitants and the average density of population is 102 persons/km². The administrative organisation comprises 33 townhalls with 12 villages, 19

communes, and 2 towns (Ungheni and Cornesti). The district's residence is in Ungheni which is located on the Prut riverbank at 110 km from Chisinau municipality, 97 km from Balti municipality, and 15 km from Iasi municipality, Romania (on the railway).

The analysis of the urban planning domain found that the availability of general urbanistic plans (GUP) of the Ungheni localities is limited, only two localities (Ungheni town and Parlita village) have updated urban planning documentation, elaborated after the year 2000. All other urban and rural communities have urban planning documentation elaborated during the Soviet period, 1970-1985. The Ungheni district itself does not have an up-to-date land-use plan, the currently used urban planning documentation has been developed during the Soviet period, in 1983.

The Regional Spatial Development Plan² (RSDP) is a coordinating document to harmoniously develop all territorial components of urban and rural localities according to their socio-economic role and status. This document establishes the main parameters of the district's potential. The document sets out the directions and volume of natural resources use and regulates the functional zoning for the territory's optimal use in compliance with environmental protection requirements.

The main objectives of RSDP focuses on the implementation of national and regional sectoral policies and the harmonisation with the European practices on spatial development and the principles adopted by the European Union and the European Council in various documents for the period up to 2027.

The Council of Europe, in Carta de la Torremolinos (signed in 1983), offers a framework to define spatial planning. Therefore, the spatial planning provides a "geographical expression of economic, social, cultural and ecological policies of the society" being, at the same time, "a scientific discipline, an administrative technique and a policy developed by following as an interdisciplinary and comprehensive approach aiming at an equilibrated regional development and physical spatial planning according to a general strategy".

In 1997, the European Commission laid down a Compendium for spatial planning at the European level. The Compendium notices that the Member States have a different understanding of the spatial planning term and provides a practical definition to facilitate the clarification of several key concepts. Thus, spatial planning refers to "methods used largely by the public sector to influence the distribution of future activities in space". Moreover, the spatial planning aims at "creating a more rational territorial organisation of land uses and the linkages between them, to balance demands for development with the need to protect the environment and achieve social and economic objectives".

According to OECD, spatial planning refers to the policies coordination, more precisely, "territorial planning takes into account the interaction between different sectors according to different national regional and local territorial units along a large range of sectors that tackle various economic, social and environmental problems". According to OECD, spatial planning refers to the policies coordination, more precisely, "territorial planning takes into account the interaction between different sectors according to different national, regional, and local territorial units over a large range of sectors that tackle various economic, social and environmental problems".

² Regional Spatial Development Plan - according to the provisions of the legislation in force, the Regional Spatial Development Plan means the District Spatial Planning Plan (Plan de amenajare a teritoriului raional) or the Regional Spatial Planning Plan (Plan regional de amenajare a teritoriului). According to the legal norms, such a type of document is elaborated for a territory that includes a single district or can include several districts. In the context of the present ToR, the RSDP is elaborated for Ungheni district. NCM B.01.02:2016 The instructions on the content, methodological principles to develop, notice and approve the land use and urbanistic documentation. Chisinau 2016. NCM – Normativ in Constructii in Republica Moldova

The United Nations³ views the term of spatial planning as going beyond simple rules of land use. This organisation considers that the key-role of spatial planning is “to promote a more rational arrangement of activities and to reconcile the competing strategic objectives”.

In the Republic of Moldova, according to the Law 385/1996 (with subsequent amendments), spatial planning is a compulsory activity implemented to coordinate the economic, social, cultural and ecologic policies as according to the overall fundamental values of the society, for achieving a natural and harmonised framework that favours the social and cultural life of the population. Following the definition given by this law, the main objective of spatial planning is to harmonise the national, regional and local policies on economic, social, environmental and cultural development to ensure an equilibrated development of all communities and regions and to increase the cohesion and socio-economic linkages between these communities.

Hence, spatial planning has the following objectives:

- a) equilibrated economic and social development by respecting the specificity of each zone.
- b) improvement of the quality of life of people and communities.
- c) responsible management of natural resources and environmental protection.
- d) rational land use.

The main tasks of RSD plans⁴ are:

- a) to forecast the economic, social, and territorial development of the regions.
- b) to particularise the provisions of the National Plan for a particular territory.
- c) to zone the territory according to its specific use.
- d) to rationally organise the territory to contribute to the economic development, optimisation of localities network, development of recreational areas and tourism, and conservation of unique natural complexes, historical, cultural, and architectural heritage.
- e) to protect and conserve the environment.
- f) to develop various types of regional infrastructure: social, transport and utilities.
- g) to formulate the principles to protect the territories, localities, and economic infrastructure against the dangerous geological and hydrological processes and put forward the proposals to revitalise the territories affected by these processes.
- h) to lay down the requirements for the development of local spatial development plans and other categories of documents referring to urbanism.

According to these objectives, the Government, and the authorities of local public administration, within the limits of their competences, develop the socio-economic forecasts and plans of the territories, including the programmes for public works, and establish the general directions for the urban organisation and development of the localities.

C. SCOPE OF WORK

The EU4Moldova: Focal Regions Programme is looking for a Company/Consortium of companies (hereinafter Company) to provide consulting services and assistance in the elaboration of the Regional Spatial Development Plan of Ungheni focal region for the period of 2021-2040.

³ Spatial Planning: Key Instrument for Development and Effective Governance with Special Reference to Countries in Transition. United Nations. New York and Geneva, 2008.

⁴ Ibidem, NCM B.01.02:2016

The selected Company will ensure the strategical, conceptional and operational guiding during the process of RSDP Ungheni elaboration and develop the document according to the requirements and procedures of the existing legislation, EU principles and the highest standards of consultancy for such services.

The process of RSDP Ungheni elaboration will consider the communitarian requirements established by the „Guiding principles for sustainable territorial development of the European continent“⁵ which envisage that this document should ensure:

- Promotion of territorial cohesion through an equilibrated socio-economic development and increased competitiveness.
- Promotion of urban functions development and the development of the rural-urban linkages.
- Promotion of a more equilibrated accessibility of localities.
- Development of access to information and knowledge.
- Reduction of ecological footprint.
- Capitalisation on and protection of national resources and heritage.
- Capitalisation on the man-made heritage and transforming it into an engine of economic development.
- Development of energy resources and ensuring energy security.
- Promotion of quality and sustainable tourism.
- Reduction of natural hazards and disaster risks and increase the preparedness for response and recovery.

In the process of RSDP Ungheni elaboration the selected Company will ensure compliance with the principle of sustainable development provided by Art. 35 of the Law nr. 835/1996 referring to the principles of urbanism and spatial planning. Also, the Company/ Consortium of companies shall consider the best practices from EU in this field as well as the participatory approach as main reference and benchmark.

D. KEY TASKS AND ACTIVITIES

More specifically, the selected Company/Consortium of companies will assume the entire responsibility to carrying out the below-described activities and results:

Task 1: Inception of activities. Provide a working methodology and a detailed work plan for activities' implementation.

The Company shall:

- Undertake rapid assessment of the beneficiaries and the Program's expectations, including further requirements.
- Organize activities for launching the project, including detailing / adjustment (if is the case) of the Working Methodology, planning the activities for each phase, and setting up the aimed results/ deliverables of the contract.
- Organize a meeting to present the Working Methodology, detailed Actions Plan including the terms, responsible persons, and expected results for endorsement.
- Develop an Inception Report explaining the Approach to Implementation, schedule of the detailed activities (Action Plan) and expected time of required Deliverables under this assignment.

Task 2. Stage I. Diagnosis of the current situation of social, economic, cultural, and spatial development of the Ungheni region

⁵ CEMAT, Hanovra 2000.

RSDP Ungheni will be a coordinating document to harmoniously develop all components of the territories of the administrative units, including the urban and rural localities according to their status and socio-economic role within the district, and will be part of the Spatial Development Plan of the country. RSDP Ungheni will constitute a fundamental document serving as basis for the rationale of the land use and planning issues at the local level, development of social and technical utility infrastructure, environmental protection by considering the characteristics of the studied territories.

Based on the above, it is necessary to perform a detailed analysis of the current economic situation and natural and man-made resources, to conduct an evaluation of the architectural and historical heritage, private and public buildings, and to highlight the development challenges and identify the development priorities. The analysis shall constitute a programmatic foundation for the strategic objectives and actions to be set referring to the territorial development, as well as to determine the sectoral economic priorities.

Objective: At this stage, the Company will perform a diagnosis/audit of the social, economic, cultural, and spatial development of the Ungheni district. The diagnosis/audit will identify the bottlenecks in the district's functional relations and territorial aspects, dysfunctionalities and/or disparities among the district's localities and development prospects and will prepare the ground to formulate the development strategy.

Content: Performing the audit, the Company will need to conduct needs assessment studies in territorial administrative units and the relations among them by adopting a comparative perspective. The audit will entail information about the factors favouring the attractiveness of the region, regional competitiveness, and the development trends.

The Audit will imply performing the following activities:

1.1 Up to date the existing data: The Company will collect data from the existing studies and will update them accordingly. The beneficiary will provide the approved studies and the ones in process of being approved.

1.2 Identify the obstacles/territorial disparities: The Company will identify and study the obstacles (problems and disparities) impeding the territorial development of the region categorizing them as following: (i) Territorial cooperation and the urban-rural divide; (ii) Demography; (iii) Agricultural and building land; (iv) Houses; (v) Socio-economic development; (vi) Public utilities; (vii) Public services; (viii) Natural and man-made heritage; (ix) Environment.

1.3 Analysis of the development trends: The Company will analyse the development trends of the localities and the region.

1.4 SWOT analysis: The Company will conclude the studies with a SWOT analysis at the level of each analysed above-mentioned domains.

Result: At the end of Stage 1, the Ungheni District Council will obtain the documents with technical and descriptive content about the current situation at the level of Ungheni district.

The Company will perform the **Audit of the current situation analysing the below-mentioned domains** and complying to the following recommendations:

1. TERRITORIAL COOPERATION

Analysis of the context: will consider the conditions envisaged by the spatial development plans at the district and national level, as well, the implementation stage of these plans.

Indicators: will be specified in percentage and consider the implementation stage of the district's spatial development plans. The Company will retrospectively analyse the regional development, the tasks of the

previous RSDP, the regional development forecasts, and the evaluation of different types of resources (population, natural resources, historical and cultural heritage, economic potential etc.).

Local policies referring to the territorial cooperation: will specify the initiatives and projects of local public authorities that tackle the territorial cooperation and the scope of cooperation (areas, administrative-territorial units, services etc.), and will include the relevant national and international programmes. Additionally, the aspect of cross-border cooperation will be analysed. Ungheni district has experience in drafting documents (technical documentation, authorizations) for the construction of objects that cross the state border (Iași - Ungheni gas pipeline, Măcărești aqueduct, SMURD – emergency rescue service based in Romania) and others that follow (road bridge).

Development trends: will define the territorial development model of the region, the types of human settlements/localities indicating the development characteristics (suburban type, corridor type, concentrated type, deconcentrated type).

Conclusions: will be elaborated in a final text about the diagnosis of the current situation at the level of spatial cooperation of the localities and the linkages among them and the national territory.

2. DEMOGRAPHY

Analysis of the context: will describe the demographic situation along with the age pyramid of the Ungheni district's population (Ungheni municipality, towns and villages) and the information about the evolution of the resident population.

Components of analysis: will be structured on ages, sex, density of population and the demographic evolution (growth, decline and ageing of population).

Indicators: will be expressed in percentage to describe the structure of the population following the requirements of the National Bureau of Statistics and will include the number of inhabitants/ha as an indicator of population's density.

Specific policies: will refer to the initiatives and activities tackling the demographic problem at the local level.

Development trends: will depict the evolution of the population structure and dynamics.

Conclusions: will resume the demographic problems and link them with the economic development, housing, public utilities, and public services development sectors.

3. LAND

Analysis of the context: will describe the current situation in the region regarding the lands, emphasizing the issues this field is facing.

Components of analysis: will be analysed based on the identified groups of problems, the natural environment, the development conditions of the region, the favourable and unfavourable lands for housing and civil, industrial and production constructions, and places for rest and leisure. Dangerous areas will also be analysed - landslides, floodable areas.

Functional zoning of the land: will be described as well as the functions, the areas in hectares and the percentage of each function in the total area of the region, according to the elements included in the district plan.

Land ownership: will describe the types of property in the region accompanied by areas in hectares.

Market value of land: will describe the value of urban and rural land by types of functions. The information regarding the values in lei/sqm or euro/sqm of the lands based on the transactions/rent/existing at the time of the study will be also mentioned.

Existing local land policies: will mention the initiatives and actions taken by local public authorities on issues regarding land within and outside the communities.

Development trends: will mention the land demand organized by types of functions/location and price/sqm.

Conclusions: will be drawn up as a final text based on the SWOT structure regarding the existing problems in land management and the solutions in solving these problems.

4. HOUSING

Analysis of the context: will describe the existing situation of the housing stock in the region (urban-rural), being emphasized the aspects of providing the population with housing.

Components of analysis: will be listed based on the identified groups of problems, the questions facing the local public authorities to solve the mentioned problems, following the quantitative and qualitative aspects of housing, the dynamics of the real estate market, etc.

Indicators: will describe the housing situation by presenting quantitative housing indicators - number of living units, total developed built area, total living area, living area/person, number of people rooms, and qualitative indicators – dwelling fund age, level of equipment with water, sewer, heating, electricity, telecommunications.

Ownership: will be describe the types of housing ownership in the region (urban-rural), specifying the percentage of each type of property/rent in the total housing stock.

Real estate market: will present the dynamics of the real estate market and the factors that influence it. The information regarding the sale and rental values in lei/sqm or euro/sqm for each type of home will be mentioned. The information will include separately values on housing supply, housing demand and number of transactions. Prices expressed in lei/sqm, euro/sqm regarding the construction of a house will be presented, accompanied by a specification regarding the contribution of the land price in the structure of the price of a house.

Local housing policies: will mention the initiatives and actions taken by each local council on the issue of housing classified by income groups of population. The national and/or international programs implemented, or in progress or in preparation will also be mentioned.

Development trends: will consider the demand for housing organized by types of functions/location and price/sqm.

Conclusions: will be drawn up as a final text based on SWOT analysis regarding housing issues, the economic, social and environmental impact of these issues.

5. SOCIO-ECONOMIC DEVELOPMENT

Analysis of the context: will describe the economic situation of the region as a result of the geographical position, the demographic structure, the level of public utilities infrastructure development of the territory and the costs of occupation/sqm/month/type of activity. Emphasis will be placed on economic issues and the elements that create these issues.

Components of analysis: will be analysed based on the groups of problems identified, the evolution of the factors of economic development in the localities of the region.

Elements of analysis: and the data/analysis elements will be evaluated according to the following list:

- ✓ Access possibilities: Airport (distance in km; traffic volume); Railway (passenger and freight traffic capacities); National road (passenger and freight traffic capacities)
- ✓ Economic activities: Structure of economic agents by types of activities, by number of employees, by type of capital/turnover, by length of service
- ✓ Labour force: Distribution of the labour force by gender, professional qualifications, level of branches of activity, travel related to the workplace (number of trips/day and travel distances)
- ✓ Public or private organizations in the field of socio-economic development (existence, activity/field): Chamber of Commerce, Business's Associations, Consulting/Support offices for SMEs, etc.

Existing local economic development policies: will mention the initiatives and actions taken by each local council to identify options for solving development problems and actions taken in the process of attracting new economic activities to the region. The national and/or international programs implemented, or in progress, or in preparation, in the field of investments, or human resources trainings will also be mentioned.

Development trends: will mention the economic and social impact of private sector initiatives on the decision to place economic activities in the area and the public sector on raising the attractiveness and competitiveness of localities.

Conclusions: will be drafted as a final text based on SWOT structure regarding the socio-economic problems of economic activities and the role of local public administration in solving these problems.

6. PUBLIC UTILITIES

Analysis of the context: will describe the current situation regarding the water supply, sewerage and heating conditions of the housing stock and economic agents in the region, emphasizing the critical aspects of development/problems faced by the organizations that manage these utilities.

Components of analysis: will include the following chapters: water, sewerage, heating and natural gas supply. The elements regarding the age of the networks, the capacity of production, distribution and treatment of wastewater will be described. The analysis will provide quantitative elements of interest for the management of utility networks in terms of distribution and consumption.

Indicators: will describe the situation of public utility supplies based on quantitative and qualitative indicators.

Local public utility policies: will mention the initiatives and actions taken by local authorities on the development of public utilities. The national and/or international programs carried out, or in progress or in preparation will also be considered.

Development trends: will mention the demand for public utilities organized by type of utility coordinated with the demographic and economic dynamics of the region. It will specify whether an increase in demand can affect the environment in terms of resources (water, natural gas, electricity), water pollution (sewerage section) and air (heating section).

Conclusions: as a final text will be drawn up based on the SWOT structure regarding the problems of managing the public utility system, the economic, social and environmental impact of these problems and the role of the local administration in solving these problems.

7. PUBLIC SERVICES

Analysis of the context: will consider the current situation regarding the demand and supply of public services, transport, education, health, sanitation, firefighting, police, and the local public authorities' role/capacity in organizing the offer of these services. It will focus on existing problems/type of service.

Components of analysis: refer to elements regarding the mobility of the population, the traffic section, the education section, the health section, the police and fire department, the sanitation section.

Local public service policies: will mention the initiatives and actions taken by local public authorities on public service issues organized by each type of service. The national and/or international programs carried out, or in progress or in preparation will also be mentioned.

Development trends: will mention the development directions from the territorial, quantitative and qualitative point of view of the analysed services. Emphasis will be placed on the demand for such services following the coordination of demographic data, population dynamics, etc.

Conclusions: as a final text will be drawn up based on the SWOT structure regarding the problems of local public services, the economic, social and environmental impact of these problems and the role of the local administration in solving these problems.

8. ENVIRONMENT

Analysis of the context: will describe the relevant environmental issues in the region, emphasizing the classification of these issues and briefly describing the impact on the quality of life and its attractiveness.

Components of analysis: will describe the environmental aspects based on the identified problem groups, accompanied by data and indicators that depict the conditions of pollution, water, land, air from industrial sources, car traffic, use of public utilities networks and storage of industrial and household waste. A separate chapter will refer to the green spaces/areas in and out of each locality. Elements related to the built heritage will be identified and described.

Indicators: will present the environmental status based on the environmental indicators, classified by pollution sources, pollution intensities and pollution radius of the polluting factor(s).

Local environmental policies: will mention the initiatives and actions taken by local authorities on environmental issues classified into intervention groups: (1) Protecting the values of the natural and built environment and (2) Promotional programs in the field of education, public information and awareness raising, etc. The national and/or international programs carried out, or in progress or in preparation in this field will also be mentioned.

Development trends: will mention the dynamics of environmental indicators and an estimate of the impact of environmental issues on the quality of life and attractiveness of localities in terms of the decision to locate housing, economic activities, including tourism.

Conclusions: as a final report will be drawn up, based on the SWOT structure regarding the natural and built environment issues and the role of local government, NGOs and citizens in solving these problems.

NOTE: The diagnostic analysis on the above-mentioned domains will not exceed a volume of 25-30 pages per each chapter.

For each of the areas of the existing situation audit, the Company will elaborate **the graphic/visual elements** (maps/drawings/diagrams/charts, etc) of RSDP Ungheni in accordance with the following content:

TABLE OF CONTENT DRAWINGS STAGE 1:

1. Territorial cooperation

Map 1: NATIONAL PLAN PROVISIONS

Map 2: DISTRICT PLAN PROVISIONS

2. Demography

Map 3: SPATIAL DISTRIBUTION OF URBAN AND RURAL DENSITIES

3. Land

Map 4: FUNCTIONAL ZONING

Map 5: LAND VALUE

Map 6: GEOMORPHOLOGICAL UNITS

Map 7: LAND QUALITY

Map 8: HYDROGEOLOGY

4. Housing

Map 9: EXISTING HOUSING STOCK/PORTFOLIO

Map 10: PROVIDING POPULATION WITH HOUSING AND THE REAL ESTATE MARKET

5. Socio-economic development

Map 11: SOCIO-ECONOMIC DEVELOPMENT FACTORS

6. Public utilities

Map 12: WATER

Map 13: SEWERAGE

Map 14: HEATING

Map 15: NATURAL GAS

Map 16: ELECTRICITY

Map 17: TELECOMMUNICATIONS

Map 18: TRANSPORT

7. Public services

Map 19: PUBLIC TRANSPORT

Map 20: EDUCATION

Map 21: HEALTH

Map 22: SANITATION

Map 23: FIREFIGHTERS-POLICE

Map 24: PUBLIC AUTHORITIES AND INSTITUTIONS

8. Environment

Map 25: POLLUTED ZONES

Map 26: PROTECTED NATURAL ZONES

Map 27: PROTECTED BUILDING HERITAGE

NOTE: Each of the maps mentioned in points 1-8 will be drawn up in accordance with the requirements for scale and standard colours accepted by the legislation in force and national regulations in constructions (NCM B.01.02:2016) for each of the urban functions and land use planning. The audit of the existing situation will include diagrams, charts, photographs that will substantiate and illustrate the solutions of the RSDP.

The Written Parts (Explanatory Memory) and the Graphic Parts (Maps) will be presented in hard version – album version, SketchUp drawings and in electronic version (memory stick).

Task 3. Stage II. Elaboration of Regional Spatial Development Plan Ungheni for 2021-2040

Objective: At this stage, the Company will develop the vision, strategic objectives, policies and policies of territorial development for the next 20 years. The development policies will aim at improving the existing situation, eliminating existing dysfunctions, balancing the future territorial development, consolidating future development directions, creating premises for the influence of Ungheni municipality on the economic revitalization of the network of localities in the administered district. These elements will be developed by involving local decision-makers, businesspeople, representatives of the associative sector and the population of urban/rural localities, to establish a consensus regarding the future of the mentioned region.

Content: The participatory process will be materialized in the RSDP Ungheni document: Written parts that will contain a vision of development, strategic objectives, policies and policies of territorial development and Graphic Parts (maps) that will illustrate the established policies. Being a participatory process, the working method will include questionnaires and/or interviews, with the formulation of questions related to the territorial development perspectives of the region.

The activities of this stage will be structured as follows:

2.1. Formulation of the development vision: The Company prepares the initial document of the vision and participates in the public debates organized by the Ungheni District Council for the validation and definition of the territorial development vision.

2.2. Setting up the strategic objectives: The Company formulates the first draft of the territorial development objectives of Ungheni region mentioning the urban, rural, infrastructure, services, environment and protected areas. The first version, accepted by Programme team and Ungheni District Council, will be publicly debated for the incorporation of the aspects specified by the citizens.

2.3. Setting up the sectoral policies: The Company will formulate the package of sectorial and territorial policies, which are dedicated to ensuring adequate public services and utilities, maintaining the quality of the environment, improving the relationship between land use and changes in traffic conditions, stimulating the local economy and improving institutional performance and human resource development. **The policies will cover the following areas:**

1. Territorial cooperation (including cross-border cooperation)
2. Building and agricultural land
3. Housing
4. The public property domain
5. The historic and cultural domain
6. Local socio-economic development
7. Transport and public utilities infrastructure
8. Public services
9. Natural and built environment.

2.4. Establishing priority sectoral projects: The Company will draw up the list of specific priority projects for implementation in each policy/field.

2.5. Indicating the forms of implementation & monitoring & control of RSDP Ungheni: The Company will specify the forms by which the Ungheni District Council will organize the monitoring and evaluation of the RSDP implementation, verify the correct and timely implementation of the policies and of the projects proposed.

Result: At the end of Stage 2, the Company will present the final version of RSDP Ungheni to the Beneficiary (hard and electronic versions).

In general, development policies and priority projects will cover the following areas:

1. **TERRITORIAL COOPERATION** - It will include the main directions and spatial models of the development of the region. The document shall also cover aspects related to-border cooperation area, with a particular focus on ecological segments such as: protection of the Prut River, aquatic resources, ores, green areas in the border area, etc. Related to this particular dimension, the Company will propose mechanisms and instruments of cooperation between LPAs on the urban planning segment, especially for the situations not explicitly covered by the legislation (such as objects outside the built-up area of one locality bordering the built-up area of another, etc).
2. **LAND:** It will include land improvement activities, capitalization on land potential, correlation of urban land resources with demographic trends/local/regional economic development. Given the droughts of recent years, the deplorable state of the irrigation system and the agricultural profile of the district, attention will be drawn to creative solutions in this area.
3. **HOUSING:** It will propose ways to solve the problems related to the housing stock, by specifying the locations of the main living areas that will be the subject of programs to improve living conditions, urban extension and other relevant issues.
4. **PUBLIC UTILITIES:** It will contain activities on how to solve the problems related to the development and extension of urban public utility networks and future areas for the rehabilitation of urban network routes or future areas for the extension of capacities for the provision and distribution of public utilities. The energy chapter will include recommendations regarding the favourable areas for the location of wind and photovoltaic parks, use of biomass and geothermal potential.
5. **PUBLIC SERVICES:** It will include activities on how to improve public services including public and/or private investments and specifying the location (s) for these investments. The provision of drinking water and sewerage is necessary to be calculated based on the concept of complex water management that will be part of this work.
6. **SOCIO-ECONOMIC DEVELOPMENT:** It will include activities regarding the territorial potential to boost and strengthen the local economy, mentioning the locations and/or corridors of economic development and the offer of land for investments in economic activities. Important industrial activities with proposals for refurbishment, revaluation and capitalization of the existing unfinished built stock should be a component of the economic development policy of the district.
7. **HISTORICAL-CULTURAL HERITAGE:** It will include the activities that lead to the improvement of cultural activities, as well as the realization of investments in cultural objects and the specification of the location/locations for these investments. The spatial planning project of the region will develop proposals for the protection, rehabilitation and conservation of historical-architectural heritage and natural areas and establish the priority protection regime, specific measures in relation with their functional zoning.
8. **ENVIRONMENT:** It will include activities that will highlight the ecological corridors and measures to protect the natural environment and the existing built environment. It is necessary to examine the main sources of pollution and anthropogenic degradation proposed for removal, including air, soil, surface and groundwater pollution, being proposed solutions for the use of household waste.

Register of the main development indicators of the Spatial Development Plan Ungheni: The Company will elaborate and provide to Ungheni District Council the Register of the main development indicators of the Spatial Development Plan. The Register will be elaborated according to the normative requirements provided by Annex E of the NCM B.01.02:2016 "The main indicators of the spatial planning documentation". The

Register will contain the 28 basic indicators (currently available data and metadata classified by the categories Population, Territory, Housing Fund, Public utilities and transport infrastructure) completed with other development indicators (relevant data and metadata) in the fields: the socio-economic development, public services, historical-cultural heritage, environment. The development indicators will be included both as reflective of the existing situation (at the date of elaboration of the documentation) and in the perspective of 2025, 2030, 2035, 2040 years. The Register of the main indicators of the Spatial Development Plan will be permanently updated, and will be used by Ungheni District Council, decentralized and deconcentrated structures/institutions as well as by the mayoralities, for monitoring and in the decision-making process regarding the subsequent local development, including: development of public utilities infrastructure, development of public services, social-economic development and attraction of investments, environmental protection projects, etc.

For each of the mentioned domains, the Company will also develop the **graphic parts** (maps/drawings) of RSDP Ungheni in accordance with the following content:

Maps 1: Territorial cooperation:

- 1A. Integration in a European and national context.
- 1B. Territorial - administrative division.
- 1C. Spatial models of development and delimitation of the administrative territory and of the built-up areas of the localities.

Maps 2: Land:

- 2A. Ways of future land use by correlating existing land resources and their particularities with urban development trends.
- 2B. Hydro geotechnical characteristic

Maps 3: Housing:

- 3A. Population distribution and density.
- 3B. The location of the future areas for the development / rehabilitation of the housing stock.

Maps 4: Public utilities: Location of future investments comprising the public utilities described in the previous stage:

- 4A. THE WATER
- 4B. SEWAGE
- 4C. TRANSPORT (ROAD NETWORK)
- 4D. ELECTRICITY
- 4E. HEATING
- 4F. TELECOMMUNICATIONS
- 4G. GAS.

Maps 5: Public services: Location of future functions including public services described in the previous stage:

- 5A. PUBLIC TRANSPORT
- 5B. EDUCATION
- 5C. HEALTH
- 5D. SANITATION
- 5E. REGIONAL SCHEME FOR THE ORGANIZATION, COLLECTION AND TRANSPORTATION OF SOLID WASTE
- 5F. PUBLIC INSTITUTIONS AND AUTHORITIES, FIREFIGHTERS, POLICE.

5G. CIVIL PROTECTION OF THE POPULATION

Maps 6: Socio-economic development: The location of future investments and future corridors of economic development, including tourism.

Maps 7: Environment: Tracing the ecological corridors detached from the previous stage:

7A. NATURAL RESOURCES

7B. NATURAL PROTECTED AREAS

7C. ANTHROPOGENIC CAPACITY

7D. PROTECTED BUILT HERITAGE.

The Written Parts (Explanatory Memory) and the Graphic Parts (maps) will be presented in hard version – album version, drawings and in electronic version (memory stick).

Task 4. Public consultation

Objective: During this stage, the Company will organize consultations (public hearings) of the results of technical and economic diagnostic studies and of the draft RSDP Ungheni.

Content: During this stage, the Company in accordance with the provisions of the legislation in force on public consultation in the process of elaboration and approval of spatial planning and urban planning documentation will provide support in creating the institutional public consultation framework and will support the activity of this structure in organizing public consultation events.

Activities: The Company will undertake the following activities:

3.1 Creation of the institutional framework: the institutional framework created (eg. the Strategic Advisory Council) will include local councillors, specialists from local public authorities and well-known specialists in the field of urban planning and spatial planning. The Council will work based on public participatory principles.

3.2 Organize and perform information and consultation activities: The Company will undertake information and consultation activities in accordance with the provisions of the legislation in force regarding the consultation of the population in the process of elaboration and approval of the landscaping and urban planning documentation. The Beneficiary will provide the necessary rooms for public events and other facilities necessary to conduct public consultation events.

Result: At the end of the stage, the Company will present to the Beneficiary a Report on the information activities and public consultation events carried out.

From the necessary documentation point of view, the following documents will be prepared:

10. Report on the information activities and the public consultation events carried out.
11. Information materials used in public information and public consultation events.
12. Sample of the Questionnaire for collecting opinions on the results of diagnostic studies.
13. Lists of participants in consultations, photos, video, audio, publications, articles, and other promotional materials produced or used.

Task 5: The Final Report

Based on the feedback from beneficiary LPA, public consultations and the Programme, the Company will generate the Final Report. The Final Report will serve as the final deliverable of the contract and will be submitted after the implementation of all the planned activities. The Final report will describe the results of

the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.

The Company is required to obtain the Programme's approval at the completion of each phase listed above before progressing to the next phase.

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

The Company shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

Deliverables	Expected Period
<p>Deliverable 1: Submission of Inception Report (Task 1)</p> <p>The Inception Report will include the Approach to Implementation, the working Methodology and the detailed Work Plan for the implementation of activities.</p>	2 weeks since contract signature
<p>Deliverable 2: Submission of draft Regional Spatial Development Plan: Stage 1. Audit. Diagnostic Studies of current situation. 1A. Narrative Documentation and Audit. and 1B. Graphical Documentation. (Task 2)</p> <p>The Company shall submit the draft Regional Spatial Development Plan of Ungheni focal region including:</p> <ul style="list-style-type: none"> • Draft RSDP: Stage 1. Audit. 1A. Narrative part. Diagnostic Studies of current situation. • Draft RSDP: Stage 1. Audit. 1B. Graphical Documentation <p>describing the current situation and the most critical problems related to geotechnical conditions; geo-constructive conditions; transport and public utilities infrastructure, public services provision, socio-economic development, environmental protection, historical monuments and protected zones and socio-demographic evolution.</p> <p>The draft documents will be completed in Romanian, presented in electronic version and endorsed by the Programme prior to submission to the beneficiary LPA.</p>	3.5 months since contract signature
<p>Deliverable 3: Presentation of the draft Regional Spatial Development Plan: Stage 1. Audit. Diagnostic Studies of current situation (Task 4)</p> <p>The Company shall organize information and consultation event and present the results of Stage 1. The draft Regional Spatial Development Plan for Ungheni focal region: Stage 1. Audit. Diagnostic Studies of current situation to representatives of LPAs, local non-governmental organizations, private sector, citizens.</p> <p>The Company shall submit the presentations to the Programme for review and approval prior to the event. The presentations will be completed in Romanian in Power Point format. The Company shall submit also:</p> <ul style="list-style-type: none"> • Agendas of public meetings, photo, audio, video records. • Notice of acceptance of the Deliverables from the Ungheni District Council. 	2 weeks since submission of Deliverable 2

Deliverables	Expected Period
<p>Deliverable 4: Submission of draft Regional Spatial Development Plan: Stage 2. Vision, strategic objective, development policies. 2A. Narrative Statement and 2B. Graphical Documentation. (Tasks 3)</p> <p>The Company shall submit the draft Regional Spatial Development Plan of Ungheni focal region inclusive:</p> <ul style="list-style-type: none"> • Draft Regional SDP Ungheni: Stage 2. Spatial development. 2A. Narrative part. The vision, strategic objectives, policies and priority projects of territorial development on the fields of social, economic, cultural and spatial development of the Ungheni region, according to the structure recommended by ToR. (including Register of the main development indicators of the Spatial Development Plan Ungheni). • Draft Regional SDP Ungheni: Stage 2. Spatial development. 2A. Package of Maps illustrating the policies and priority projects of territorial development on the fields of social, economic, cultural and spatial development of the Ungheni region, according to the structure recommended by ToR. <p>The draft documents will be completed in Romanian, presented in electronic version and endorsed by the Programme prior to submission to the Ungheni District Council.</p>	<p>1.5 months since submission of Deliverable 3</p>
<p>Deliverable 5: Public consultation of elaborated draft documents (Task 4)</p> <p>The Company shall present the Progress Report on created institutional public consultation structures and conducted public information and consultation activities (at least 2 public hearings) for representatives of LPAs, local non-governmental organizations, private sector, citizens.</p> <p>The Company shall submit the Agendas of public hearings, ppt presentations, and other informational materials to the EU4Moldova: Focal Regions Programme for review and approval prior the events.</p> <p>The Company shall submit also:</p> <ul style="list-style-type: none"> • Agendas of public meetings, photo, audio, video records. • Notice of acceptance of the Deliverables from the Ungheni District Council. 	<p>2 weeks since submission of Deliverable 4</p>
<p>Deliverable 6: Final report (Task 5)</p> <p>The Company shall submit a Final report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.</p> <p>The final report will include the revised documents and annexes with other deliverables produces under this assignment.</p>	<p>2 months since submission of Deliverable 2</p>

The Company shall submit Progress Reports every two months (max 1 page length) which highlights the current status of performed activities and main findings, key issues, and preliminary conclusions.

The Inception and Progress Reports and all deliverables should be endorsed by the EU4Moldova: Focal Regions Programme and be provided in Romanian, in electronic and hard versions. The Final Report will be provided in Romanian and in English.

F. INSTITUTIONAL ARRANGEMENTS

The Company will be awarded a contract with UNDP EU4Moldova: Focal Region Programme for the delivery of services applied for and will work in cooperation with Project Officers (Rural Development, Public Services Development, SMART Development / Digital Transformation) and Local Coordinator in Ungheni focal region, under the guidance and supervision of the Project Manager / Local Development and the Programme Manager. The Company will work also, along with Local Working Group created by Ungheni District Council based on agreed methodology determined at the inception of activities.

The EU4Moldova: Focal Regions Programme will provide all available relevant documentation, facilitate first contacts, access to the site and communication with stakeholders while the **Company will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties. All kind of translation costs (written and oral) shall be arranged by the Company.**

The payment for services will be made in tranches upon submission of deliverables stated in point E. Key deliverables and indicative timeframe above and certification by the Programme Manager that the services were satisfactorily performed. All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

G. DURATION OF WORK

The estimated duration of works is up to maximum 7 months. The expected time of commencement of contract is end of June 2021.

UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve/deny or certify acceptance of deliverables.

H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The offers will be evaluated based on their compliance with the general requirements specified bellow. The applicant Company (Leader of Consortium) should:

- Be a legally registered entity.
- Be licensed for the design activity for all categories of constructions, urbanism, installations and technical-municipal networks, reconstructions, restorations.
- Have at least 5 years of experience in in elaboration of Regional Spatial Development Plans or General Urban Plans, or similar plans (Zonal, Detailed Urban Plans), urban planning, GIS.
- Have in its portfolio at least 3 (three) Regional Spatial Development or General Urban Development Plans developed, or similar urban planning plans, GIS.
- Experience in conceptualizing, organizing and conducting public consultations of Regional Spatial Development / General Urban Plans or other similar urban planning plans (*evidence must be provided in the Technical Proposal*) and others as per Section 4. Evaluation criteria

The proposal shall include the following minimum key-personnel aimed at implementing said contract:

1. TEAM Leader:
2. Architect, regional spatial / urban planning specialist
3. Economist, social-economic development specialist
4. Architect, public utilities infrastructure specialist
5. Environment protection specialist, ecology engineer
6. Local Governance and public participatory specialist

The competencies and skills of the above-listed key-personnel will be evaluated as per Section 4. Technical Evaluation Criteria Form.

The Company could consider other non-key personnel (IT, GIS, geodesy and cartography specialists) that is required for the successful implementation of the present assignment, however their competencies will not be evaluated.

In consideration of time limitations, the geographic extent of the assignment and the peculiarities of each required work package, the Company should demonstrate substantial human resource capacity, proportionate to the workload so as to mitigate negative effects on the pace of implementation. In addition, the key-personnel should provide full-time availability for this contract, if awarded.

The Company shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Company expense.

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"/>
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 file/password protected)

▪ 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 No.: 21/02244		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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. Please, ensure that such document provides detailed description of previously conducted public consultations (incl. project, year, other details as may be relevant) as well as detailed description of the technical capabilities (in terms of hardware and software) available for the fulfilment of the proposed tasks ▪ Certificate of Incorporation/ Business Registration ▪ License for the design activity for all categories of constructions, urbanism, installations and technical-municipal networks, reconstructions, restorations ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register

- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2019, 2018)
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years
- A copy of preliminary Agreement in case of Consortium
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person), of the Key personnel (mentioned under point H, Section 5: ToR)
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- **Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal indicated in e-Tendering system line item must equal with 1 US\$.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02244		

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

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

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 No.: 21/02244		

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

Historical Contract Non-Performance

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

Contract(s) not performed for the last 3 years

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

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 7 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.

Current contracts/commitments in progress

Complete information about all projects in progress

Name of Client	Project name and location	Contract Value	Project Start Date	Scheduled Completion Date	Completion percentage

Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 2019	Year 2018	Year 2017
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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 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 No.: 21/02244		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 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. Subcontracting must not exceed 30% of the contract value.**
- 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 (envisaged in the CV)

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02244		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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 No.: 21/02244		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate file 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.**

Your Financial Proposal file (comprising Forms F and G) must be password protected. The password shall not be disclosed unless required in written by UNDP.

DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING SYSTEM LINE ITEM. YOU MUST PUT PRICE AS 1\$ AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.

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

Currency of the proposal: US\$

Table 1: Cost Breakdown per Milestones

MILESTONE/DELIVERABLE	Percentage of Total Price	Price (Lump Sum, All Inclusive)
Milestone 1 (related to successful completion of Deliverable 1)	20%	
Milestone 2 (related to successful completion of Deliverables 2-3)	20%	
Milestone 3 (related to successful completion of Deliverable 4)	40%	
Milestone 4 (related to successful completion of Deliverables 5-6)	20%	

**Basis for payment tranches*

Table 2: Cost Breakdown by Cost Component

Description of Activity	Unit of measure (day, unit etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
		A	B	C=A*B
I. Personnel Services				
a) Team Leader	Working days			
b) Architect, regional spatial/urban planning specialist	Working days			

c) Architect, public utilities infrastructure specialist	Working days			
d) Economist, social-economic development specialist	Working days			
e) Environment protection specialist, ecology engineer	Working days			
f) Local Governance and public participatory specialist	Working days			
g) Other staff if necessary (<i>please, list down</i>)	Working days			
Subtotal Personnel Services:				
II. Out of Pocket Expenses				
a) Transportation costs				
Local transportation costs to Ungheni	Trip			
Subsistence allowance (<i>if the case</i>)	Day			
Other Costs: (<i>please specify</i>)				
b) Translation costs (<i>if any</i>)				
Other Costs: (<i>please specify</i>)				
Subtotal Out of Pocket Expenses:				
III. Other Related Costs				
Other Costs: (<i>please specify</i>)				
Subtotal Other Related Costs:				
TOTAL (all-inclusive, VAT 0%)				