

United Nations Development Programme



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REQUEST FOR PROPOSAL

Social Cohesion and Reconciliation Index (SCORE) on the left bank of the Nistru river

RFP No.: RfP22/02509

Project: Social Cohesion and Reconciliation Index (SCORE) on the left bank of the Nistru river

Country: Republic of Moldova

Issued on: 11-Aug-2022

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Section 1. Letter of Invitation

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

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

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

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

Please acknowledge receipt of this RFP by sending an email to sc.md@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:

DocuSigned by:
Cristina Gnaciuc
55ED4C4CE125467...

Name: Cristina Gnaciuc
Title: Procurement Associate
Date: 11-Aug-2022

Approved by:

DocuSigned by:
Corina Oprea
0015AC0033F842B...

Name: Corina OPREA
Title: Operations Manager
Date: 11-Aug-2022

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>

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

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<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>
10. Technical Proposal Format and Content	<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>
11. Financial Proposals	<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>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;

	<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>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <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>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</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> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the</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"> 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. 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"> Bear the name and address of the bidder; Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering 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> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. 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. 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>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"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's

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

	<p>and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit

	<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

	contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. 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.
45. Vendor Protest	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
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 day of delay: 0.25% Max. number of days of delay 30, 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	Maxim Cataranciuc, Peace and Development Unit, e-mail: maxim.cataranciuc@un.org Kristin Jenssen, Peace and Development Unit, e-mail: jenssen@un.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	25 August 2022, 16:00 (Moldova time / GMT+3)
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code: MDA10 and Event ID number: 0000013272</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided to UNDP until requested by UNDP. Technical and Financial Proposals shall be submitted in separate files, while the financial proposal (formed of Forms F and G, Section 6 Bidding Forms) shall be password protected. The password shall not be disclosed unless required in written by UNDP. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEM IN E-TENDERING MODULE. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED (password protected) 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	September 1, 2022

19		Maximum expected duration of contract	120 days
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity or a consortium of firms/organizations (NGOs) on any of the two banks of the Nistru river.	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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP 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

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	Active on the market and has at least 5 (five) years of operational progressive experience in conducting comprehensive sociological surveys and in preparation of analytical reports and presentations based on the executed surveys <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i>	Form D: Qualification Form
	Minimum 6 contracts in <i>sociological surveys and in preparation of analytical reports</i> implemented over the last 5 (five) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Availability of/or capacity to involve a network of at least 150 local operators out of which at least 30 on the left bank of the Nistru river, with relevant experience to collect data from the target audiences. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form E: Format of Technical Proposal
Key Personnel	Possess available experienced team of experts with sociological backgrounds and experience in quantitative and qualitative surveys design and implementation <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form E: Format of Technical Proposal
Financial Standing	Minimum average annual turnover of USD 100,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of technical proposal evaluation forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of organization and staff / credibility / reliability / industry standing (up to max 40 pts)	40
1.2	Extent to which any work would be subcontracted / certain development processes will be outsourced (no – 0 pts., yes – 40 pts)	40
1.3	Quality assurance procedures, warranty – are there QA and Warranty procedures proposed? <ul style="list-style-type: none"> - The QA and Warranty procedures are described and appropriate to the task – up to 50 pts; - The QA and Warranty procedures are inconsistent and require some adjustments to properly address all the tasks – up to 20 pts; - The QA and Warranty procedures are not described or are weak – 0 pts. 	50
1.4	At least 5 (five) years of relevant experience in conducting qualitative and quantitative surveys (5 years – 25 pts, each additional year – 5 pts, up to max 50 pts)	50
1.5	At least 6 (six) sociological surveys conducted and in preparation of analytical reports done at the national level (with at least 1,000 respondents) in the last 5 (five) years (6 public opinion surveys – 25 pts., each additional project – 5 pts., up to max 50 pts.).	50
1.6	Demonstrated experience in conducting surveys at both local and national levels (no – 0 pts., yes – 20 pts.)	20
1.7	Demonstrated experience of working with Moldovan public institutions will be an advantage (5 years – 5 pts., each additional year – 5 pts., up to max 20 pts.).	20
1.8	Working experience with UN Agencies and/or other international organizations will be an advantage (no – 0 pts., yes – 20 pts.)	20
1.9	Sustainable Criteria / Gender equality and diversity commitments <ul style="list-style-type: none"> - Overall gender balance in the team (10 pts) 	10
Total Section 1		300

Section 2. Proposed methodology, approach and implementation plan		Points obtainable
2.1	To what degree does the Proposer understand the task? (up to max 100 pts)	100

	<ul style="list-style-type: none"> - the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 70 pts to 100 pts; - the Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 35 pts to 69 pts; - the Proposer has no and/or 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 pts to 34 pts. 	
2.2	<p>Have the important aspects of the task been addressed in sufficient details? (up to max 100 pts)</p> <ul style="list-style-type: none"> - the important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed methodology – 70 pts to 100 pts; - the important aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 35 pts to 69 pts; - the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts to 34 pts 	100
2.3	<p>Is the scope of the task well defined and does it correspond to the TOR? (up to max 100 pts)</p> <ul style="list-style-type: none"> - the scope of the task is well defined and fully corresponds to the ToR – 70 pts to 100 pts; - the scope of the task is well defined, yet does not fully correspond to the ToR – 35 pts to 69 pts; - the scope of the task is not well defined and does not correspond to the ToR – 0 pts to 34 pts. 	100
2.4	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? (up to max 100 pts)</p> <ul style="list-style-type: none"> - the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 70 pts to 100 pts; - the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 35 pts to 69 pts; - the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 34 pts. 	100
Total Section 2		500

Section 3. Management structure and key personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Project Lead		150
	University degree or equivalent in sociology and related sciences; (University degree – 10 pts.; Master's degree – 20pts.).	20	
	Experience as Project Lead in supervising/team leading of comprehensive sociological surveys and research, planning activities, in at least 4 (four) similar projects (4 projects – 25 pts., each additional project – 5 pts., up to max 50 pts.).	50	

	At least 5 (five) years of experience in organizing, managing and conducting sociological surveys (5 years – 25 pts., each additional year – 5 pts, up to max 50 pts.)	50	
	Proven experience in working with UN agencies and/or other development partners (no – 0 pts, yes – 15 pts.)	15	
	Proficiency in Romanian, Russian and English languages (5 pts each)	15	
3.1 b	Quality control specialist	150	
	Graduate in survey methodology, social science, or related field; (University degree – 10 pts.; Master’s degree – 20pts.).	20	
	Demonstrated experience working with complex surveys and large data sets, in survey data production, weighting, imputation, response rate calculation, variable construction, data file management, technical documentation and quality control in at least 4 projects (4 projects – 25 pts., each additional project – 5 pts., up to max 50 pts.).	50	
	Demonstrated knowledge of statistical methods and data collection techniques related to the administration of survey projects. (no – 0 pts, yes – 15 pts.)	15	
	Previous supervisory experience, including demonstrated ability to develop, plan and direct the work of various levels of support staff and to provide technical advice and supervision, problem resolution, and review of and feed-back on quality of work. (4 projects – 25 pts., each additional project – 5 pts., up to max 50 pts.).	50	
	Proficiency in Romanian, Russian and English for the purpose of this assignment. (5 pts each)	15	
Total Section 3			300

Section 5. Terms of Reference

A. Project Title - Social Cohesion and Reconciliation Index (SCORE) on the left bank of the Nistru river

B. Rationale

The overall social cohesion in Republic of Moldova is perceived to be weak, as confirmed also by the 2018 SCORE survey result. There is a concern that the many developments in the country and in the region, such as the war in Ukraine, the difficulties experienced in the settlement process with the Transnistrian region, and the impact of the socio-economic situation in Moldova, including due to rising energy costs, may contribute to a worsening trend in this regard. The unprecedented flow of refugees from Ukraine and the continuing Covid-19 pandemic are also factors that could impact these dynamics. To better understand the impact of these and other developments on relationships, tolerance and social cohesion across Moldova, USAID and the UN have agreed to run complementary rounds of the SCORE Index on the right bank and the left bank of the Nistru river, respectively.

The Social Cohesion and Reconciliation (SCORE) Index is a versatile assessment tool designed to measure different components of social cohesion as well as resilience capacities and vulnerability factors around the world to inform the efforts of peacebuilding and development actors with robust and scientific evidence. To achieve this ambitious goal, SCORE's departure point is Social Cohesion and Reconciliation, and the intricate relationship between them - as reflected in the name of the index itself.

SCORE surveys have been deployed, with various partners, around the world, in countries as Ukraine, Moldova, South Sudan, Liberia, Afghanistan, Cyprus, Bosnia-Herzegovina, etc. (see [recent publications](#)). Typical dimensions and indicators within SCORE surveys include tracking conflict and peacebuilding processes, reconciliation and social cohesion, livelihoods and poverty, and future visions for the country. In Moldova only some of these will be relevant. The final design of the survey will be provided to the chosen organization when it is finalized. The company (or partnership) to be selected through this open competition will be responsible for data collection for the SCORE Index on the left bank of the Nistru river.

The second wave of SCORE survey for the left bank of the Nistru river will be based on an existing SCORE Moldova survey which was designed by SEED (Centre for Sustainable Peace and Democratic Development). The first wave of the SCORE survey was deployed in 2018, and data was collected, analyzed and the results were published. Some of the results are available [here](#). The research areas of that study included social cohesion, migration tendency, political orientation, social relations, views regarding Gagauzia, and so on. However, it did not collect data for the Transnistrian region.

The UN in Moldova, led by the Office of the Resident Coordinator (UNRCO) in cooperation with UNDP, OHCHR, UNFPA, and UNICEF will carry out data collection for the SCORE Index on the left bank of the Nistru river.

The exercise is meant to understand social tensions, citizens' views and opinions, intergroup relations, aspirations on the future of Moldova, and other key psychosocial and socioeconomic factors. A similar exercise will be carried on the right bank of the Nistru river by OTI in Moldova an USAID led programme. The two campaigns from both banks will provide the development community and donor institutions with insights on key social indicators which shall be useful when deciding on the activities and programmes to be developed on both banks of the Nistru river. The design and calibration of the SCORE survey will be led by SeeD, the collection of data by the national partner(s) to be selected through this open competition, the analysis of data by SeeD, and the interpretation and socialization of data to influence policy and programming will be led by diverse stakeholders in Moldova.

C. Scope, expected outputs

Translating the survey from English - The national partner(s) will be provided with a SCORE questionnaire in English, which it shall translate into Russian. The national partner(s) to conduct the survey must ensure that, when the survey is administered, the respondents will be able to fully understand and respond to any question, meaning it will be spelled in a easy to read, hear and understand language(human friendly). Therefore, the national partner(s) may suggest that more languages of translation may be needed in order to ensure good quality polling by all respondents.

Recruiting and training enumerators/interviewers – **For this assignment we encourage a partnership of two organizations / companies to be involved**, one of the two partners being from the right bank and the other one from the left bank to do the polling on the left bank of the Nistru river only. **One of the two partners shall be responsible for the quality control, trainings for the team leaders and enumerators, other relevant activities, and the other one shall be responsible for data collection.** The national partner(s) will be responsible for recruiting and training enumerators for the SCORE survey. They should be recruited from local regions of polling and trained according to best practices, sensitivity, to ensure utmost quality and high ethical standards². The training should involve familiarization with the SCORE survey, as well as with the key data collection concepts and any other skills that the national partner(s) deems appropriate to ensure high quality and efficient data collection. The national partner(s) should assign a team structure, including a project lead, responsible for the general oversight and quality control of the SCORE data collection process, as well as team leaders who will supervise individual enumerators to ensure their work is timely and good quality. Both the project lead and the team leaders should participate in trainings of the enumerators on the SCORE survey.

Setting up a quality control process to ensure good quality data - The national partner(s) responsible for the quality control process is expected to include in its response to this call a quality control process which will ensure that bad, erroneous, incomplete, or fake data is appropriately filtered and identified. This process should ensure some level of back checks and call-backs from the national partner(s) to locations/individuals that have been surveyed, as well as backchecking interviewers, interviewees, and

² The contractor will be responsible for considering ethical issues concerning the participation of children/adolescents in the study, as well as those related to the researched topic. The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines. The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with adolescents, vulnerable groups, stakeholders etc.

Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the Study, as well as about the confidentiality of the information shared.

The used data collection and research methodologies must comply with UNICEF Procedure for ethical standards in research, evaluation, data collection and analysis. The proposed research methodology and report should include a section identifying anticipated or actual ethical issues as well as measures and methods to address or mitigate these issues, for example: collecting data directly from stakeholders, protecting anonymity and confidentiality of individual information sources, etc.

Considering children's involvement, namely respondents aged 14-17 (up to 18), additionally to the UNDP usual Procurement Procedures the survey protocol and data collection tools will be submitted to the external ethical review body for review and approval.

Use of documents and information provided by UNICEF or acquired during the contract implementation is allowed only for the tasks related to these terms of reference.

supervisors. The national partner(s) should record the results of these back-checks (degree of accuracy or bad data) and have a strategy for responding to issues with data collection quality as the survey is being deployed, in real-time.

Piloting the Survey - The partner company responsible for data collection will deploy a pilot survey of at least 10 respondents, and report on which parts of the survey need editing or improving in a short piloting report. This will be based on which questions in the survey are unclear, not well-understood, inefficient, confusing, or too sensitive to ask. The written feedback shall include an assessment of the comprehensibility of the SCORE survey, the respondents' level of engagement in the survey, the average length of an interview as well as feedback on questions that yielded high non-response rates, or which the national partner(s) suspects are giving bad, meaningless, or erroneous data. Accordingly, the national partner(s) will then liaise with SeeD and UN RC Office to implement appropriate redesigns to the survey which will make the survey able to measure intended indicators without compromising the quality of the data.

Collecting the data according to the sampling strategy - The national partner(s) will collect data through a structured quantitative tablet-assisted, face-to-face interview or CAPI (Computer Assisted Personal Interviewing methodology), anticipated to be around 80 minutes long (but may be less, depending on respondents abilities), from a sample of 800 respondents **randomly and proportionally sampled across the left bank of the Nistru river**. Out of the total number of 800 questionnaires a separate booster of 150 will be dedicated to adolescent respondents aged 14-18 y.o. (for which parents consent will be required). The sample will be a random stratified sample. The national partner(s) will propose an appropriate randomization and sampling process to ensure randomness and representability of the collected sample, based on best demographic census data available. Randomization of the sample selection should include a proposal for a process of randomizing settlements within regions, households within settlements, and individuals within households, or some other method. Exact sample characteristics will be confirmed between the SeeD research team, UN RC Office and the national partner(s), following latest statistics available for the left bank of the Nistru river and considering a sufficient representation of marginalized groups.

However, the final structure of the sample will be decided by the UN RC Office and the selected partner companies right after the winning application will be decided. And there will be always a close coordination and consultation between the selected companies and the RC Office. Sampling information in this Scope of Work is tentative, and subject to some small change.

Data should be collected using digital tools and appropriate hardware (eg tablets). Collected data should be geotagged and the location (coordinates, as well as name of settlements) included in the dataset.

There should be regular updates from the national partner(s) to UN RC Office on the progress of data collection (eg weekly updates on the progression of sample-size), which should also highlight and flag any key issues or challenges.

The data should be proportional and representative of key demographic groups of the country: age groups, genders, urban/rural residents, ethnolinguistic groups, other minorities and persons with disabilities .

The following table shows *Tentative* sample sizes by region and boosters, to serve as a basis for a proportional regional sample to be proposed and implemented by the national partner(s):

2022 Moldova SCORE sampling strategy proposal

Region	Area	Proportional sample	Proportional sample %
Bender city	Urban		19%
	Rural		0%
Tiraspol city	Urban		29%
	Rural		0%

Grigoriopol	Urban		2%
	Rural		6%
Dubăsari	Urban		3%
	Rural		4%
Camenca	Urban		3%
	Rural		2%
Rîbnița	Urban		9%
	Rural		5%
Slobozia	Urban		7%
	Rural		12%
Total		800	100%

Setting up appropriate dataset templates - The national partner(s) will set up dataset templates in SPSS and XLSX formats. Template datasets in SPSS should include variable names, labels, encoding values, and missing values appropriately defined, in a structured framework, and all in English. Ideally all this should be defined using some automated syntactical method.

Harmonization of work between left bank and right bank –To ensure harmonization of this data collection exercise on the left bank with a parallel data collection exercise on the right bank, which is being planned, various steps will need to be taken by the national partner(s). These include:

1. Participation in coordination meetings with the national partner(s) responsible for data collection on the right bank
2. The national partner(s) may be asked to follow the structure and format of datasets that will be sent by UN/SeeD, that have been used on the right bank. This is to ensure comparability and harmonization between the datasets on the two sides of the river.
3. The national partner(s) may be asked to follow the same processes and methodologies that are being used on the right bank of the Nistru river. These include same algorithms for creating the sampling frame, the same randomization techniques, same questionnaire administration methods, same translations of the questionnaire into other languages, same participant selection processes, and so on.

Cleaning, organizing, and submitting the collected data in structured datasets - The national partner(s) will collect, organize, and clean the data, to be submitted into SPSS and XLS formats. The company should ensure that the data is properly cleaned, with any erroneous or impossible values amended or removed, while also applying logic-checks on some sections of the data to ensure validity. Surveys that have a very short or very long duration (time) should be rejected, as should any that were terminated mid-way through, or have more than 25% missing values or non-responses. All datasets should follow the same templates, variable names, and encodings.

The national partner(s) should submit a preliminary dataset when 25% of the sample is collected. Then, it should submit a final dataset when the full 100% of the sample is collected. This sample, after cleaning and removing rejected or faulty cases, should match the initial sample size (800). The national partner(s) should follow the same logic for the booster sample datasets, using the same templates and cleaning procedures. Three separate final datasets should be submitted, as well as a final merged one.

The national partner(s) should develop weights to ensure that frequencies and indicator scores can be reported at the regional and national level (and in the booster samples) to ensure proportionality and representation for adults and adolescents on the left bank of the Nistru river.

The national partner(s) should submit a technical report which outlines the data collection process. This should give information about the data collection process, training process, challenges and mitigation strategies, quality control processes. It should contain a full description of the sample, the number of surveys per enumerator and location, response rate, the accuracy of the back-checks, the enumerator maps, and any issues that were encountered. It should also give information on how the weights were calculated, and syntax used to create them.

D. Deliverables

The selected company will deliver the following deliverables:

Deliverables	Latest delivery date
Plan of activities for conducting the survey elaborated, which will include a survey protocol with the detailed description of the methodology to be used, sample design, data collection tool, and workplan. Survey translated into Russian;	3 days
Pilot survey dataset collected and training for the enumerators conducted. Suggestions and feedback on the edits to the survey following the pilot submitted;	1 week
Template dataset - the national partner(s) will submit a SPSS and XLS format template dataset, including a preliminary dataset with 25% of the total number of cases, using the same basic template as the template dataset;	1 week
Final dataset of left bank of the Nistru river Proportional Sample submitted, with at least 800 cases in total, in SPSS and Excel formats;	2 weeks
Final technical report - the national partner(s) will submit, and the UN RC Office will accept the final fieldwork reports of the data collection process.	2 weeks

All deliverables will be submitted in electronic copy in .doc, .docx, .pdf, .xls, .xlsx, .ppt formats. Draft and final reports will be presented in English.

E. Institutional arrangements

The national partner(s) will liaise with the UN RC Office and UN agencies teams throughout to coordinate and update all partners when significant milestones and decision points are reached, including the completion of all the above steps.

F. Qualifications of the successful services provider

Bidders should enclose a resume for key project personnel anticipated to be assigned to the project and should include specific information on staff experience and roles. Resumes for other personnel may be included as well. Bidders agree that named staff will participate in the project at the level specified unless agreement is provided in writing by the UN RC Office staff to allow substitution.

Resumes of key project personnel must be included in the offer. Description of the subcontractor staff members, if applicable, should follow the format utilized for the Bidder organization. The submitted resumes for project personnel should be detailed and comprehensive. Specifically, resumes should include:

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

Bidders should describe, in detail, their previous corporate experience in similar related to the project's assignment, if any. This section should include the corporate experience as well as the role of any subcontract organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor staff members,

if applicable, should follow the format utilized for the Bidder organization. The Project retains the right to accept or reject all proposed project personnel and to ask for replacement of the Project staff, as necessary.

The service provider should meet the following qualification criteria which make the applicant eligible for the assignment:

- Be legally registered entity or a consortium of firms/organizations (NGOs) on any of the two banks of the Nistru river;
- Active on the market and has at least 5 years of operational progressive experience in conducting comprehensive sociological surveys and in preparation of analytical reports and presentations based on the executed surveys;
- Minimum 6 contracts in sociological surveys and in preparation of analytical reports implemented over the last 5 (five) years;
- Possess available experienced team of experts with sociological backgrounds and experience in quantitative and qualitative surveys design and implementation;
- Availability of/or capacity to involve a network of at least 150 local operators out of which at least 30 on the left bank of the Nistru river, with relevant experience to collect data from the target audiences;
- Demonstrated experience in conducting surveys at both local and national levels;
- Previous experience of working with UN agencies and/or other development partners and capacity to properly manage a contract/subcontract under a donor funded effort;
- Experience in working with government/public institutions/organizations is a strong advantage;

Qualification of the Project Lead:

- University degree or equivalent in sociology and related sciences;
- Experience as Project Lead in supervising/team leading of comprehensive sociological surveys and research, planning activities, in at least 4 (four) similar projects;
- At least 5 (five) years of experience in organizing, managing and conducting sociological surveys;
- Professional experience in conducting research projects, quantitative and qualitative surveys design and implementation;
- Proven experience in working with UN agencies and/or other development partners;
- Proficiency in Romanian, Russian and English for the purpose of this assignment.

Qualification of the Quality Control Specialist:

- Graduate in survey methodology, social science or related field;
- Demonstrated experience working with complex surveys and large data sets, in survey data production, weighting, imputation, response rate calculation, variable construction, data file management, technical documentation and quality control;
- Demonstrated knowledge of statistical methods and data collection techniques related to the administration of survey projects.
- Previous supervisory experience, including demonstrated ability to develop, plan and direct the work of various levels of support staff and to provide technical advice and supervision, problem resolution, and review of and feed-back on quality of work.
- Proficiency in Romanian, Russian and English for the purpose of this assignment.

Each bidder should develop and submit a technical concept note explaining:

Their references, recommendations, previous similar works:

- Constituent and legal documents available;
- List of services provided over the past 5 years in the field of conducting sociological surveys;
- Use of special data processing application software;

- Recommendations from enterprises, organization, and other clients available.

Note: Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting there and any additional deadlines.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other.

UN is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, person living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply and or to be involved in the project teams of the national partner(s) to be selected.

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 sealed envelope/password protected email)

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

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP22/02509		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RfP22/02509 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 not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package. ▪ Certificate of Incorporation/ Business Registration ▪ 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 3 years (2021, 2020, 2019)
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value
- 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
- Implementation Plan (sequence of actions) for the services required in the ToR
- Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)
- CVs (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills
- All information regarding any past and current litigation during the last three (3) 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 Proposal Forms A-G (as per Section 6: Returnable Bidding Forms).
- **Forms F and G, representing the Financial Proposal, shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$. Non-compliance with this instruction may result in rejection of the proposal received.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP22/02509		

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP22/02509		

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 5 years.

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

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

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

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

Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2021	2020	2019
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP22/02509		

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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP22/02509		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RfP22/02509 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:	RfP22/02509		

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

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

Currency of the proposal: US Dollars

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
	Project Lead			
	Quality Control Specialist			
	Other, please add			
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

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

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Plan of activities for conducting the survey elaborated. Survey translated into Russian;				
Pilot survey dataset collected and training for the enumerators conducted. Suggestions and feedback on the edits to the survey following the pilot submitted;				
Template dataset - the national partner(s) will submit a SPSS and XLS format template dataset, including a preliminary dataset with 25% of the total number of cases, using the same basic template as the template dataset;				
Final dataset of left bank of the Nistru river Proportional Sample submitted, with at least 800 cases in total, in SPSS and Excel formats;				
Final technical report - the national partner(s) will submit, and the UN RC Office will accept the final fieldwork reports of the data collection process.				