



SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, on behalf of Office of the United Nations High Commissioner for Human Rights (OHCHR) in Moldova hereby invites prospective proposers to submit a proposal for **conducting of the survey on current human rights situation of Roma, including Roma refugees, on both banks of Nistru river and underlying causes that limit their access to human rights**, in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

Negotiation ID: UNDP-MDA-00031

To enable you to submit a proposal, please read the following attached documents carefully.

- **Section 1: This Letter of Invitation**
 - **Section 2: Instruction to Proposers**
 - **Section 3: Data Sheet**
 - **Section 4: Evaluation Criteria**
 - **Section 5: Terms of Reference**
 - **Section 6: Conditions of Contract and Contract Forms**
 - **Section 7: Proposal Forms**
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- Form A: Proposal Confirmation
 - Form B: Checklist
 - Form C: Technical Proposal Submission
 - Form D: Proposer Information
 - Form E: Joint Venture/Consortium/Association Information
 - Form F: Eligibility and Qualification
 - Form G: Format for Technical Proposal
 - Form H: Format for CV of proposed key personnel
 - Form I: Statement of Exclusivity and Availability
 - Form J: Financial Proposal Submission
 - Form K: Format for Financial Proposal



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 Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the online portal and subscribe to this tender following the instructions in the system user guide. Should you require further clarifications, kindly communicate through the system as indicated in Section 3: Data Sheet.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your proposal.

OHCHR in Moldova



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1 Overview

1.1 General Information

Title	RfP22/02542: Re-advertisement/ OHCHR Research company human rights survey
Contact Point	Violeta Fetescu
Outcome	Purchase Order
Two Stage	Yes
Evaluation	
E-Mail	violeta.fetescu@un.org
Reference Number	RfP22/02542
Beneficiary Country	Republic of Moldova

Introduction Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.quantum.partneragencies.org> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	10-Oct-2022 20.44.45
Close Date	24-Oct-2022 16.30.00
Time Zone	Eastern European Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response



1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
Concept Note.pdf	File	
Section 2-6.pdf	File	
Section 7_Proposal forms.docx	File	
Quantum Procurement User Guide	File	
UNDP_General Terms and Condi	File	



2 Requirements

**Response is required*

Dear supplier,

Kindly also note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines"

Asterisk mark * is used for mandatory attachments. The response (your bid) will not be submitted until all the mandatory attachments are uploaded accordingly.

2.1 Section 1. Section1. Section1. General Provisions (Technical)

1. General Instructions to Proposers

This tender is governed by the provisions in Section 2. General Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

3. Highest Combined Score (based on the 60% technical offer and 40% price weight distribution)

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Technical Proposal (60%)

1. Proposer's qualification, capacity and experience
2. Methodology, Approach and Implementation Plan
3. Management Structure and Key Personnel

Financial Proposal (40%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted (Technical)

*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6?

Weight: 0.00

Target: Accept General Conditions of Contract

Select one of the following:-

- a. Accept General Conditions of Contract



***2. Proposal Validity**

Do you accept that your proposal is valid as required in General Instructions and Bid Data Sheet sections (90 days)?

Weight: 0.00

Target: Accept Proposal Validity Conditions

Select one of the following:-

- a. Accept Proposal Validity Conditions

***3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Non-compliance with this instruction may result in rejection of the proposal received.**

Weight: 0.00

Target: Proposal Forms (A-I) Submitted

Select one of the following:-

- a. Proposal Forms (A-I) Submitted(*Response attachments are required*)

***4. Company profile**

Please provide company which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured

Weight: 0.00

Target: Company profile provided

Select one of the following:-

- a. Company profile provided(*Response attachments are required*)

***5. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration;
- Trade name registration papers, if applicable;
- Local Government permit to locate and operate in assignment location, if applicable;
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country, if applicable;
- Local Government permit to locate and operate in assignment location, if applicable.

Weight: 0.00

Target: Legal documents provided

Select one of the following:-

- a. Legal documents provided(*Response attachments are required*)

6. Quality Certificates/ Specialized Certificates

Please provide Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

Response attachments are optional.



***7. Statement of Satisfactory Performance**

Please provide the statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years

Weight: 0.00

Target: *Statement of Satisfactory Performance provided*

Select one of the following:-

- a. Statement of Satisfactory Performance provided(*Response attachments are required*)

***8. Financial Statement**

Please provide the Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2019, 2020, 2021).

Weight: 0.00

Target: *Financial Statement provided*

Select one of the following:-

- a. Financial Statement provided(*Response attachments are required*)

***9. Methodology, Approach and Implementation Plan**

Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services/deliverables required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel.

Weight: 0.00

Target: *Methodology, Approach and Implementation Plan provided*

Select one of the following:-

- a. Methodology, Approach and Implementation Plan provided(*Response attachments are required*)

***10. CVs**

Please provide detailed CVs of Key Personnel clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Section 5: Terms of Reference).

Weight: 0.00

Target: *CVs provided*

Select one of the following:-

- a. CVs provided(*Response attachments are required*)

2.3 Section 3. Minimum Eligibility and Qualification Criteria (Technical)

***1. Legal Registration**

Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests, including maintenance and warranty period (*whenever through local branch or office, through a local consortium partner – all business relations to be documented through official documents/contracts submitted with the proposal*).

Weight: 0.00

Target: *Legal registration*

Select one of the following:-

- a. Legal registration(*Response attachments are optional*)



***2. Sanctions List**

Do you confirm that you are not suspended, nor otherwise identified as ineligible by any UN organization, The World Bank Group or any other International Organization in accordance with section 2 Article 4.

Weight: 0.00

Target: Not suspended or ineligible

Select one of the following:-

- a. Not suspended or ineligible
- b. Suspended

***3. Conflict of interest**

Do you confirm that you have no conflicts of interest?

Weight: 0.00

Target: No conflicts of interest

Select one of the following:-

- a. No conflicts of interest
- b. Existing conflicts of interest

***4. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

Weight: 0.00

Target: Not involved in bankruptcy or similar proceedings

Select one of the following:-

- a. Not involved in bankruptcy or similar proceedings
- b. Involved in bankruptcy or other similar proceedings

2.4 Section 4. Evaluation Criteria - Qualifications (Technical)

***1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

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 Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully

Weight: 0.00

Target: No history of non-performing contracts

Select one of the following:-

- a. No history of non-performing contracts
- b. Information provided

***2. Litigations**

No Consistent history of court/arbitral award decisions against the proposer for the last 3 years.

Detailed information must be provided in Form F: Eligibility and Qualification.



Weight: 0.00

Target: No Litigations

Select one of the following:-

- a. No Litigations
- b. Litigation history provided

***3. Relevant Experience**

Previous proven corporate experience of at least 5 years in research area, experience in the Transnistrian region is an advantage.

(For JV/Consortium/Association, TEAM Lead company should meet the requirement).

Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Target: Minimum 5 (five) years

Select one of the following:-

- a. Minimum 5 (five) years
- b. Less than 5 (five) years

***4. Recent Experience**

Professional experience of at least 3 years in conducting quantitative social surveys.

(For JV/Consortium/Association, TEAM Lead company should meet the requirement).

Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Target: Minimum 3 (three) years

Select one of the following:-

- a. Minimum 3 (three) years
- b. Less than 3 (three) years

***5. Minimum key personnel**

The contractor must provide 1 team leader and 2 key experts, with professional experience in developing and conducting quantitative social surveys. Failure to do so will be considered ground for disqualification.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the number of key experts proposed, as per requirement, in this text entry box. Detailed information about Key Personnel must be provided in Form G: Format for Technical Proposal.

Weight: 0.00

Target: Minimum 3 (three) key experts provided

Select one of the following:-

- a. Minimum 3 (three) key experts provided
- b. Less than 3 (three) key experts provided

***6. Financial Standing**

Proposer should have annual sales turnover of minimum 15,000 USD for the last 3 years. Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.

(For JV/Consortium/Association, the TEAM LEAD company should meet the requirement).

Detailed information to be included in Form F: Eligibility and Qualification.

Weight: 0.00



Target: Annual turnover: minimum 15,000 USD

Select one of the following:-

- a. Annual turnover: minimum 15,000 USD
- b. Annual turnover: less than 15,000 USD

2.5 Section 5. Technical Evaluation Criteria (for evaluators) (Technical)

1. Technical evaluation criteria of the proposal

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set. Evaluation team will score each criteria based on the information provided in the proposal. To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

Please provide attachments relevant to this section (optional requirement), if needed to supplement the package.

*2. 1.1. Reputation of the Organization and Staff Credibility / Reliability / Industry Standing:

- *up to 20 pts.*

Weight: 0.00

Response attachments are optional.

*3. 1.2. General Organizational Capability which is likely to affect implementation:

- Financial stability "Annual turnover over 15,000 USD" (*no – 0 pts., 15,000 USD – 30 pts., each 1,000 USD – 1 pt., up to max. 40 pts.*)

Weight: 0.00

Response attachments are optional.

*4. 1.3. Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills):

- Certain development processes will be outsourced (*no – 15 pts., yes – 0 pts.*)

Please indicate which processes will be outsourced, if any.

Weight: 0.00

Response attachments are optional.

*5. 1.4. Relevance of specialized knowledge and experience:

- *Previous proven corporate experience of at least 5 years in research area (5 years – 30 pts., each additional year – 10 pts., up to max 70 pts.);*

- *Experience in Transnistria is an advantage (no – 0 pts., yes – 40 pts.);*

- *Professional experience of at least 3 years in conducting quantitative social surveys area (3 years – 30 pts., each additional year – 10 pts., up to max 60 pts.);*

- *Experience in elaborating qualitative research methodology (no – 0 pts., yes – 40 pts.);*

- *Working experience with UN Entities/major multilateral/ or bilateral programmes (no – 0 pts., yes – 10 pts.)*

Weight: 0.00

Response attachments are optional.

*6. 1.5. Quality assurance procedures and risk mitigation measures:



- Q&A and Warranty procedures proposed (*up to 30 pts.*)

Weight: 0.00

Response attachments are optional.

*7. **1.6. Organizational Commitment to Sustainability:**

- Overall gender balance in the team (*no – 0 pts., yes – 5 pts.*)
- Appointment of women to managerial positions in the team (*no – 0 pts., yes – 5 pts.*)
- Diversity within the team: people from minority, vulnerable or marginalized groups are part of the team (*no – 0 pts., yes – 5 pts.*)

Weight: 0.00

Response attachments are optional.

*8. **2.1. To what degree does the Proposer understand the assignment?:**

- The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – *up to 80 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 – *up to 50 pts.*
- The Proposer has 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 – *up to 20 pts.*

Weight: 0.00

Response attachments are optional.

*9. **2.2. Description of the Offeror's approach and methodology, including questionnaires, agenda of field data collection meeting, information on requirements that are exceeding the Terms of Reference:**

- The presented methodology is appropriate for the assignment, all important aspects being fully described, and requirements addressed – *up to 110 pts.*;
- The presented methodology requires some adjustments to fully incorporate all aspects and requirements of the assignment – *up to 80 pts.*;
- The presented methodology requires major adjustments to address all the aspects and requirements of the assignment – *up to 45 pts.*

Weight: 0.00

Response attachments are optional.

*10. **2.3. The preliminary implementation plan is clear, the sequence of project phases, activities, milestones and the planning are logical, realistic and the needed human and material resources promise an efficient implementation of the project:**

- The proposed plan is clear, well-structured with a defined and realistic sequence of activities, all needed human and material resources to be allocated by the bidder promise an efficient implementation of the project – *up to 80 pts.*
- The proposed plan is clear, well-structured with a defined but lowly realistic sequence of activities and the needed human and material resources to be allocated by the bidder certainly are not sufficient – *up to 65 pts.*
- The proposed plan is not well structured and doesn't present a clear sequence of activities and the needed human and material resources to be allocated by the bidder are missing – *up to 30 pts.*



Weight: 0.00

Response attachments are optional.

***11. 2.4. Is the scope of task well defined and does it correspond to the TOR:**

- The scope of the task is well defined and does correspond to the TOR – *up to 90 pts.*
- The scope of the task requires improvements and adjustments in order to correspond to the TOR – *up to 55 pts.*
- The scope of the task is not well defined and partially corresponds to the TOR – *up to 20 pts.*

Weight: 0.00

Response attachments are optional.

***12. 3.1. a. Team Lead**

- Master's degree in Social Sciences, Economics, Political Science or other relevant fields (*Master's degree – 5 pts., Ph.D. degree -10 pts.*)
- Proven experience of at least 5 years in supervising/team leading, ability to analyze, plan, communicate effectively orally and in written form, draft reports, solve problems, organize and meet the expected results (*5 years – 10 pts., each additional year – 5 pts., up to a max. of 35 pts.*)
- Experience of at least 3 years in conducting research, surveys, focus-group discussions, other forms of sociological surveys (*3 years – 10 pts., each additional year – 5 pts., up to a max. of 30 pts.*)
- Experience in the Transnistrian region would be considered an advantage (*no – 0 pts., yes – 10 pts.*)
- Experience in coordinating similar research projects (*less than 1 year – 0 pts.; 1 year – 5 pts.; each additional year – 5 pts., up to maxi. 25 pts.*)
- Facilitation skills to agree on survey design with multiple stakeholders (*no – 0 pts., yes – 15 pts.*)
- Demonstrated understanding of ethical and (de facto) regulatory frameworks surrounding the undertaking of attitude surveys, including in the Transnistrian region (*no – 0 pts., yes – 10 pts.*)
- Experience in working with UN or other donors is considered to be an asset (*no – 0 pts., yes – 10 pts.*)
- Language qualifications (fluency in Romanian or Russian is mandatory, English is an asset) (*Romanian, Russian – 2 pts. each, English – 1 pt., up to a max. 5 pts.*)

Weight: 0.00

Response attachments are optional.

***13. 3.1.b. Expert (2 experts - the total number of points shall be calculated as an average between the totals received by each expert)**

- Master's degree in Social Sciences, Economics, Political Science, or other relevant fields (*Master's degree – 10 pts, Ph.D. degree – 25 pts.*)
- At least 5 years of practical experience of research and expertise on Human rights (*5 years – 10 pts., each additional year – 10 pts., up to max. 40 pts.*)
- Professional experience in developing and conducting quantitative social surveys on vulnerable groups experience in developing and conducting quantitative social surveys on Roma would be considered a strong advantage (*less than 1 year – 0 pts.; 1 year – 10 pts.; each additional year – 10 pts., up to max. 40 pts.*)
- Experience in developing and conducting quantitative social surveys on Roma will be a strong advantage (*no – 0 pts., yes – 10 pts.*)
- Familiarity with qualitative research methodology (*no – 0 pts., yes – 15 pts.*)
- Experience in working with UN or other donors for similar team-based research projects (*less than 1 year – 0 pts.; 1 year – 5 pts.; each additional year – 5 pts., up to max. 15 pts.*)



- Language qualifications (fluency in Romanian and Russian is mandatory, English is an asset) (*Romanian, Russian – 2 pts. each, English – 1 pt., up to a max. 5 pts.*)

Weight: 0.00

Response attachments are optional.

2.6 Section 6. Financial Evaluation (Commercial)

***1. Financial Proposals (J-K)**

Please provide Forms J and K. Please provide the cost breakdown of your financial proposal as per Form K (Format for Financial Proposal) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Weight: 0.00

Target: Cost breakdown provided

Select one of the following:-

- a. Cost breakdown provided (*Response attachments are required*)



3 Lines

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-	Market research					
Research company to conduct the survey on the current human rights situation of Roma, including Roma refugees, on both banks of the Nistru river and underlying causes that limit their access to human rights						