



RFP No.: 22/02554: Consultancy company to conduct a baseline and an endline study for the project 'Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova'

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as **UNDP, on behalf of OHCHR**, hereby invites prospective proposers to submit a **proposal for conducting a baseline and an endline study for the project 'Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova'** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- **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

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Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the **Quantum NextGenERP supplier portal**.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password).. In case you have never registered before, follow the [Supplier Portal Registration Link](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0) (https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0) 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.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Proposal, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

We look forward to receiving your proposal.

UNDP on behalf of OHCHR Moldova



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1 Overview

1.1 General Information

Title	RFP22/02554 OHCHR Baseline and Endline Study
Contact Point	Violeta Fetescu
Outcome	Purchase Order
Two Stage	Yes
Evaluation	
E-Mail	violeta.fetescu@un.org
Reference Number	RFP22/02554
Beneficiary Country	Republic of Moldova
Introduction	

RFP No.: 22/02554: Consultancy company to conduct a baseline and an endline study for the project 'Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova'

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UNDP on behalf of OHCHR Moldova

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

1.2 Tender Timeline

Preview Date
Open Date 24-Nov-2022 23.33.54
Close Date 8-Dec-2022 16.00.00
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
Sections 1 - 6.pdf	File	



File Name or URL	Type	Description
Section 7_Proposal Forms.docx	File	
UNDP Quantum_User Guide for Su	File	
UNDP Quantum_User Guide for Su	File	
UNDP_General Terms and Condi	File	



2 Requirements

**Response is required*

Please note that the below sections correspond to the Eligibility, Qualifications and Evaluation Criteria of the Bidder's proposal.

Please pay special attention to where documents and attachments need to be uploaded.

Kindly also note that your Financial Proposal should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below), and prices should also be included in the Price Schedule on the platform under "Lines".

For Section 5 Technical Evaluation Criteria, bidders must decide whether narrative and applicable documents are uploaded under each applicable requirement OR section in Technical Proposal is to be referred to (please refer to section and page numbers). We kindly ask that the same methodology is applied through all the below technical criteria questions.

2.1 Section 1. General Provisions (Technical)

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

Select one of the following:-

☐ a. Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Target: Have read and understood provisions in BDS

Select one of the following:-

☐ a. Have read and understood provisions in BDS

3. Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

Technical Proposal (60%)

- Bidder's Qualification, Capacity and Experience
- Methodology, Approach and Implementation Plan



- 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.

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.

2.2 Section 2. Evaluation Criteria - Preliminary Examination (Technical)

***1. General Conditions of Contract**

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

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 for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

Weight: 0.00

Target: Accept Proposal Validity Conditions.

Select one of the following:-

☐ a. Accept Proposal Validity Conditions.

***3. Proposal Forms**

Please provide dully filled in Proposal Forms (as per Section 7: Proposal Forms)

- Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements

- Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received

Weight: 0.00

Target: Proposal Forms Submitted

Select one of the following:-

☐ a. Proposal Forms Submitted(*Response attachments are required*)

***4. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured (incl. brief description of similar contracts implemented).

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 company registration certificate, Certificate of Incorporation, legal representation, etc. Please provide 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

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

Response attachments are optional.

7. Consortium or Subcontracting Agreement

Please provide Consortium or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable

Select one of the following:-

- ☐ a. Consortium or Subcontracting Agreement provided(*Response attachments are optional*)
- ☐ b. Not applicable as Bidder is not submitting its proposal as part of a consortium/association/subcontracting agreement(*Response attachments are optional*)

***8. 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*)

***9. Financial Statement**

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

Weight: 0.00

Target: Financial Statements provided

Select one of the following:-

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

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

Please provide a 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

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)*

***11. Copies of contracts to prove that Offeror meets the similar experience requirement**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria).

Weight: 0.00

Target: Copies of contracts provided.

Select one of the following:-

☐ a. Copies of contracts provided. *(Response attachments are required)*

***12. CVs and Statements of Exclusivity and Availability**

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

Please provide Statements of Exclusivity and Availability (signed by the envisaged personnel) for the Key personnel proposed.

Weight: 0.00

Target: CVs and Statements of Exclusivity and Availability provided

Select one of the following:-

☐ a. CVs and Statements of Exclusivity and Availability provided *(Response attachments are required)*

2.3 Section 3. Evaluation Criteria - Minimum Eligibility (Technical)

***1. Legal Registration**

Vendor is a legally registered entity.

Scanned copies of legal registration documents according to options listed below and any other relevant documents shall be uploaded here or if they are uploaded in Section Documents to be Submitted, this fact shall be included in a comment.

Weight: 0.00

Target: Certificate of legal registration provided

Select all that apply:-

☐ a. Certificate of legal registration provided *(Response attachments are optional)*

☐ b. Tax registration certificate provided *(Response attachments are optional)*

☐ c. Power of Attorney provided *(Response attachments are optional)*

☐ d. Other - pls specify in comments *(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 (*Response attachments are optional*)

***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 (*Response attachments are optional*)

***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

Select one of the following:-

- ☐ a. Not involved in bankruptcy or similar proceedings (*Response attachments are optional*)
☐ b. Involved in bankruptcy or other similar proceedings (*Response attachments are optional*)

2.4 Section 4. Evaluation Criteria - Qualification (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 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.

[Detailed information must be provided in Form F: Eligibility and Qualification.](#)

Weight: 0.00

Select one of the following:-

- ☐ a. No history of non-performing contracts (*Response attachments are optional*)
☐ b. Non-performing contracts information provided (*Response attachments are optional*)

***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.](#)

Select one of the following:-

- ☐ a. No Litigations (*Response attachments are optional*)
☐ b. Litigation history provided (*Response attachments are optional*)

***3. Relevant Experience**

Previous proven corporate experience of at least 5 (five) years of in carrying out researches and surveys, conducting various types of evaluations including qualitative and quantitative data collection



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

Please indicate the number of years, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

***4. Recent Experience**

At least 2 (two) research/evaluation/survey assignments carried out in areas related to peacebuilding, human rights completed in the past 5 (five) years.

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

Please indicate the number of years, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

***5. Minimum Key Personnel**

The contractor must provide at least 1 (one) Team Leader and 3 (three) key experts (1 (one) Senior Research Specialist /Expert in the field of the design of quantitative and qualitative data collection tools, 1 (one) Data Collection Supervisor/Survey Coordinator Expert in developing and conducting surveys on human rights or peacebuilding, 1 (one) Data Analysis/Statistical Expert in research, survey design, data collection, data cleaning, and analysis), with professional experience in developing and conducting quantitative and qualitative data collections.

(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

Response attachments are optional.

***6. Financial Standing**

Minimum average annual turnover of USD 75,000 for the last 3 (three) years (2019, 2020, and 2021).

(For JV/Consortium/Association, Lead Partner should meet requirement).

Please indicate the average turnover amount for the last 3 years in USD in this text entry box. Detailed information to be included in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

***7. Financial Standing - Liquidity**

The Current Ratio - Current assets/Current liabilities over the last 3 years must be equal or greater than 1. Proposers must include audited balance sheets over the last 3 years and must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.

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

Please indicate the average ratio in this text entry box. Detailed information to be included in Form F: Eligibility and Qualification.

Weight: 0.00

Response attachments are optional.

2.5 Section 5. Technical Evaluation Criteria (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.

Narrative and applicable documents relevant to this section must be provided under the Technical Proposal (Forms A-I) or uploaded here. Proposers shall refer to the Form and/or Section of the Technical Proposal in which the relevant information per each requirements/criteria is provided.

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

Reputation of 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 75,000 USD" (75,000 USD – 20 pts., each additional 10,000 USD – 1 pt., up to max. 40 pts.)

Weight: 0.00

*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, subcontracting of relevant specialized services/expertise – 7.5 pts., subcontracting carrying additional risks – 0 pts.)

Weight: 0.00

Response attachments are optional.

*5. 1.4. Quality assurance procedures and risk mitigation measures:

- The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – up to 20 pts.;

- The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – up to 10 pts.;

- The risk assessment and proposed mitigation measures are weak – 0 pts.

Weight: 0.00

Response attachments are optional.

*6. 1.5. Relevance of specialized knowledge and experience:

- Previous proven corporate experience of at least 5 (five) years in carrying out researches and surveys, conducting various types of evaluations including qualitative and quantitative data collection. Experience in the Transnistrian region would be considered an advantage (5 years – 30 pts., each additional year – 10 pts., each year in the Transnistrian region – 5 pts., up to max 90 pts.);

- At least 2 (two) research/evaluation/survey assignments carried out in areas related to peacebuilding, and human rights (2 researches – 40 pts., each additional research – 10 pts., up to max 80 pts.);



- Previous experience with UN entities would constitute a strong advantage; (no – 0 pts., yes - 10 pts.);
- Previous experience with Moldovan public authorities would constitute a strong advantage (no - 0pts., yes - 10 pts.);instreaming in the area (if relevant) – up to 5 pts.

Weight: 0.00

Response attachments are optional.

***7. 1.6. Sustainable Criteria / Gender equality and diversity commitments:**

- 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 85 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 65 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 30 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 75 pts.;
- The presented methodology requires some adjustments to fully incorporate all aspects and requirements of the assignment – up to 60 pts.;
- The presented methodology requires major adjustments to address all the aspects and requirements of the assignment – up to 30 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 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 70 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 55 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 task is well defined and does correspond to the TOR – up to 70 pts.;
- The scope of task requires improvements and adjustments in order to correspond to the TOR – up to 55 pts.;
- The scope of task is not well defined and partially corresponds to the TOR – up to 30 pts.

Weight: 0.00

Response attachments are optional.

***12. 3.1. Qualifications of key personnel proposed**

3.1.a Task Manager:

- Master's degree or equivalent in Social sciences/Public Administration /Law, or other relevant fields; Professional certifications in Project Management would constitute an advantage (Master's degree – 5 pts, professional certification – 8 pts, PhD degree – 15 pts.)
- Proven experience of at least 7 (seven) years in developing or leading the development of assessment reports, economic or social research, analysis reports, feasibility studies, etc. (7 years – 10 pts., each additional year – 10 pts., up to a max. of 50 pts.)
- Demonstrated experience in conducting at least 2 (two) assignments related to peacebuilding or human rights or similar fields (2 assignments – 10 pts., each additional assignment - 5 pts, up to a max. of 25 pts.)
- Understanding of basic principles of human-rights based approach is an asset, to be evaluated based on the submitted samples of similar assignments (no – 0 pts., yes – 5 pts.)
- Knowledge of human rights principles and standards is an asset, to be evaluated based on the submitted samples of similar assignments (no – 0 pts., yes – 5 pts.)
- Previous work with UNDP and/or other UN agencies or development partners will be an asset (no – 0 pts., yes – 5 pts.)
- Language qualifications (fluency in Romanian, Russian, and English is mandatory) (5 pts each, up to max. 15 pts.)

Weight: 0.00

Response attachments are optional.

***13. 3.1.b. Senior Research Specialist**

- University/Master's degree in Social Sciences, Public Administration, Law or other relevant fields (University degree – 10 pts, Master's degree – 15 pts.)
- At least 5 (five) years of practical experience in the design of quantitative and qualitative data collection tools (questionnaires, interview guides, field protocols) for surveys/researches/evaluations (5 years – 10 pts. each additional year – 5 pts., up to max. 35 pts.)
- Previous experience in human rights or peacebuilding assessments and understanding of basic human rights principles (less than 1 year – 0 pts.; 1 year – 5 pts.; each additional year – 5 pts., up to max. 30 pts.)
- Experience in similar activities with UN or international projects is a strong advantage (no – 0 pts., yes – 15 pts.)
- Language qualifications (fluency in Romanian and Russian is mandatory) (Romanian, Russian – 2 pts. each, any additional language – 1 pt., up to a max of 5 pts.)

Weight: 0.00



Response attachments are optional.

- *14. 3.1.c Data Collection Supervisor/Survey Coordinator:** § University/Master's degree in Social Sciences, Public Administration, Law or other relevant fields (University degree – 10 pts, Master's degree – 15 pts.)
- At least 5 (five) assignments in conducting baseline/endline or other types of surveys is a strong advantage (5 assignments – 10 pts., each additional assignment-5 pts, up to a max. of 25 pts.)
 - Experience in conducting surveys on human rights or peacebuilding is an advantage (less than 1 year – 0 pts.; 1 year –10 pts.; each additional year – 5 pts., up to max. 30 pts.)
 - Experience coordinating a team of enumerators is an advantage (no – 0 pts., yes – 15 pts.)
 - Language qualifications (fluency in Romanian and Russian is mandatory) (Romanian, Russian – 2 pts. each, any additional language – 1 pt., up to a max of 5 pts.)

Weight: 0.00

Response attachments are optional.

- *15. 3.1. d. Data Analysis/Statistical Expert:**
- University/Master's degree or equivalent in Social Sciences/Law or in Economics/Development studies/Business Administration or other relevant fields (University degree – 10 pts, Master's degree – 15 pts.)
 - At least 5 years of practical experience in research, survey design, data collection, data cleaning, and analysis (5 years – 10 pts., each additional year – 10 pts., up to max. 50 pts.)
 - Experience with surveys on human rights or peacebuilding is an advantage (no – 0 pts., yes – 20 pts.)
 - Language qualifications (fluency in Romanian and Russian is mandatory) (Romanian, Russian – 2 pts. each, any additional language – 1 pt., up to a max of 5 pts.)

Weight: 0.00

Response attachments are optional.

2.6 Section 6. Financial Evaluation (Commercial)

*1. Financial Proposal

Please provide **Form J** and **Form K** including the cost breakdown of your financial proposal. Please 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

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers.

The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to disqualification of the Proposer.

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

Kindly note that bidders are expected to complete both Form J and K and upload these forms under the Commercial Section 6 in "Requirements" as well as complete the item line pricing below including the total proposal amount.

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Methodology developed, tools created, sampling size calculated and submitted and validated by OHCHR	Methodology and analysis					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
2- Deliverable 2: Data collection/ field work completed	Methodology and analysis					
3- Deliverable 3: Draft Baseline report developed and submitted to OHCHR	Methodology and analysis					
4- Deliverable 4: Final Baseline report developed and submitted to OHCHR	Methodology and analysis					
5- Deliverable 5: Compilation of matrix of best practices, challenges and lessons learned	Methodology and analysis					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
6- Deliverable 6: Methodology developed, tools created, sampling size calculated and submitted and validated by OHCHR	Methodology and analysis					
7- Deliverable 7: Data collection/ field work completed	Methodology and analysis					
8- Deliverable 8: Draft Endline report developed and submitted to OHCHR	Methodology and analysis					
9- Deliverable 9: Final Endline report developed and submitted to OHCHR	Methodology and analysis					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
10- Deliverable 10: Compilation of matrix of best practices, challenges and lessons learned	Methodology and analysis					
11- Deliverable 11: Final assignment report	Methodology and analysis					