



## REQUEST FOR PROPOSALS

**RFP23/02605:** Support to women agri-producers in implementation of renewable energy and energy-efficient technologies Project: Emergency Support for agri-producers in the context of the socio-economic, climate, and energy crisis

**Project:** Emergency support for agri-producers in the context of socio-economic, climate and energy crisis

**Country:** Republic of Moldova

## Contents

|  |           |
|--|-----------|
| SECTION 1: LETTER OF INVITATION .....                                | 3         |
| SECTION 2: INSTRUCTIONS TO PROPOSERS.....                            | 5         |
| SECTION 3: DATA SHEET (DS).....                                      | 18        |
| SECTION 4: EVALUATION CRITERIA.....                                  | 22        |
| SECTION 5: TERMS OF REFERENCE .....                                  | 28        |
| SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS.....            | 46        |
| SECTION 7: PROPOSAL FORMS .....                                      | 47        |
| <b>FORM A: PROPOSAL CONFIRMATION .....</b>                           | <b>48</b> |
| <b>FORM B: CHECKLIST .....</b>                                       | <b>49</b> |
| <b>FORM C: TECHNICAL PROPOSAL SUBMISSION .....</b>                   | <b>50</b> |
| <b>FORM D: PROPOSER INFORMATION .....</b>                            | <b>52</b> |
| <b>FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION.....</b> | <b>54</b> |
| <b>FORM F: ELIGIBILITY AND QUALIFICATION .....</b>                   | <b>55</b> |
| <b>FORM G: FORMAT FOR TECHNICAL PROPOSAL .....</b>                   | <b>57</b> |
| <b>FORM J: FINANCIAL PROPOSAL SUBMISSION .....</b>                   | <b>61</b> |
| <b>FORM K: FORMAT FOR FINANCIAL PROPOSAL .....</b>                   | <b>62</b> |
| <b>FORM L: PROPOSAL SECURITY.....</b>                                | <b>65</b> |

## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "*Emergency support for agri-producers in the context of the socio-economic, climate, and energy crisis*" Project, hereby invites prospective proposers to submit a proposal for **Provision of support to women agri-producers in implementation of renewable energy and energy-efficient technologies** 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
  - *Form L:* Proposal Security

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 Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00054**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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 \(https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afLoop=6329722925931702&\\_afWindowMode=0&\\_afWindowId=null&\\_afFS=16&\\_afMT=sc reen&\\_afMFW=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCl=0&\\_afMFM=0&\\_af rMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0\)](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=sc reen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_af rMFR=144&_afMFG=0&_afMFS=0&_afMFO=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](mailto: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.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova

## SECTION 2: INSTRUCTIONS TO PROPOSERS

| GENERAL   |   |
|---|---|
| <p><b>1. Scope</b></p>  | <p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at <a href="#">UNDP Programme and Operations Policies and Procedures/Procurement</a>.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>  |
| <p><b>2. Interpretation of the RFP</b></p>  | <p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>  |
| <p><b>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</b></p> | <p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labor, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>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:</p> <p><a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>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>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> <li>a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, 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.</li> </ol> |
| <p><b>4. Eligible proposers</b></p>   | <p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>   |

|  |  |
|--|--|
|  | <p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting 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 services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>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>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>☐ is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>☐ is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>☐ is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> </ul> |
| <p><b>5. Proprietary information</b></p>                 | <p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>   |
| <p><b>6. Publicity</b></p>                               | <p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>   |
| <p><b>SOLICITATION DOCUMENTS</b></p>                     |  |
| <p><b>7. Clarification of solicitation documents</b></p> | <p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>  |

|  |   |
|--|---|
|  | <p>Section 3: Data Sheet.</p> <p>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>   |
| <b>8. Amendment of solicitation documents</b>                                    | <p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>  |
| <b>PREPARATION OF PROPOSALS</b>  |   |
| <b>9. Cost of preparation of proposal</b>  | The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.  |
| <b>10. Language</b>  | The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.   |
| <b>11. Documents establishing eligibility and qualifications of the proposer</b> | The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.   |
| <b>11.a Documents comprising the proposal</b>                                    | <p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>▪ Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>▪ Technical Proposal;</li> <li>▪ Financial Proposal;</li> <li>▪ Proposal Security, if required by DS;</li> <li>▪ Any attachments and/or appendices to the Proposal.</li> </ul>  |
| <b>12. Technical proposal format and content</b>                                 | <p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>  |
| <b>13. Financial proposal</b>  | <p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>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>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p> |
| <b>14. Currencies</b>  | <p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <li>• UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.</li> </ul>  |

|                                     |   |
|-------------------------------------|---|
|                                     | <ul style="list-style-type: none"> <li>In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>  |
| <b>15. Duties and taxes</b>         | <p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.</p>   |
| <b>16. Proposal validity period</b> | <p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, 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>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers 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>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>   |
| <b>17. Proposal security</b>        | <p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</li> <li>In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>to sign the contract after UNDP has issued an award; or</li> <li>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 proposer.</li> </ul> </li> </ul> |



|  |  |
|--|--|
| <p><b>18. Joint Venture, Consortium or Association</b></p> | <p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> <li>• 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, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and</li> <li>• if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>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>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities 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>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>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>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> |
| <p><b>19. Only one proposal</b></p>                        | <p>The proposer (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. Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one controlling partner, director, or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• 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 proposer regarding this RFP process;</li> </ul>  |

|                                    |   |
|------------------------------------|---|
|                                    | <ul style="list-style-type: none"> <li>• they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to</li> <li>• the personnel, does not apply to subcontractors being included in more than one proposal.</li> </ul>  |
| <b>20. Alternative proposals</b>   | <p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. 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>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>   |
| <b>21. Pre-proposal conference</b> | <p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers’ responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p> |
| <b>22. Site inspection</b>         | <p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease, or illness to, or death of, any person;</li> </ul>  |

|   |   |
|---|---|
|   | <p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>   |
| <b>23. Errors or omissions</b>                            | <p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>  |
| <b>24. Proposers' responsibility to inform themselves</b> | <p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents;</li> <li>• attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>• fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and</li> <li>• form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</li> </ul> <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p> |
| <b>25. No material change(s) in circumstances</b>         | <p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;</li> <li>• a change to any information on which UNDP may rely in assessing proposals.</li> </ul>   |
| <b>SUBMISSION AND OPENING OF PROPOSALS</b>                |   |
| <b>26. Instruction for proposal submission</b>            | <p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>   |

|   |  |
|---|--|
|   | Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.  |
| <b>26a. Online submission</b>                                     | <p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> <li>• Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;</li> <li>• <b>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</b></li> <li>• <b>The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system.</b></li> <li>• 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 DS.</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>   |
| <b>27. Deadline for Submission of Proposals</b>                   | <p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p> |
| <b>28. Withdrawal, substitution and modification of proposals</b> | <p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>   |
| <b>29. Storage of proposals</b>                                   | Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.  |
| <b>30. Proposal opening</b>                                       | There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.   |
| <b>31. Late proposals</b>   | Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents. In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.   |

| <b>EVALUATION OF PROPOSALS</b>                         |  |
|--|--|
| <b>32. Confidentiality</b>                             | <p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer 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 subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>   |
| <b>33. Evaluation of proposals</b>                     | <p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely based on the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary examination;</li> <li>b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done);</li> <li>c) Evaluation of technical proposals;</li> <li>d) Evaluation of financial proposals.</li> </ol>   |
| <b>34. Preliminary examination</b>                     | <p>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>   |
| <b>35. Evaluation of eligibility and qualification</b> | <p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ol> |
| <b>36. Evaluation of technical and</b>                 | <p>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 Section 4: Evaluation</p>   |

|   |  |
|---|--|
| <p><b>financial proposals</b></p>                   | <p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, 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>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, 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 Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g., 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div> |
| <p><b>37. Post-qualification/ Due Diligence</b></p> | <p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>   |
| <p><b>38. Clarification of proposals</b></p>        | <p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>   |

|  |   |
|--|---|
|  | <p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer 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>  |
| <b>39. Responsiveness of proposal</b>                                      | <p>UNDP's determination of a proposal's responsiveness is to 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. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</li> </ul> <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>   |
| <b>40. Nonconformities, reparable errors and omission</b>                  | <p>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. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, 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 proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>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</li> <li>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.</li> </ul> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p> |
| <b>41. Right to accept any proposal and to reject any or all proposals</b> | <p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>  |

| <b>AWARD OF CONTRACT</b>                                  |   |
|---|---|
| <b>42. Award criteria</b>                                 | Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.   |
| <b>43. Right to vary requirement at time of award</b>     | At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document.  |
| <b>44. Notification of award</b>                          | Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.  |
| <b>45. Debriefing</b>                                     | In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.  |
| <b>46. Publication of contract award</b>                  | UNDP will publish the contract award on UNDP Procurement Notices website <a href="https://procurement-notices.undp.org/view_awards.cfm">https://procurement-notices.undp.org/view_awards.cfm</a> which is linked to the <a href="#">United Nations Global Marketplace</a> , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.   |
| <b>47. Contract Signature</b>                             | 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 Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.   |
| <b>48. Contract Type and General Terms and Conditions</b> | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>   |
| <b>49. Performance security</b>                           | <p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a>, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available <a href="#">here</a>. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p> |
| <b>50. Bank guarantee for advance payment</b>             | <p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this <a href="#">bank guarantee form</a> available at: <a href="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&amp;action=default">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&amp;action=default</a>.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>  |



|                               |   |
|-------------------------------|---|
| <b>51. Liquidated Damages</b> | If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.   |
| <b>52. Proposal protest</b>   | Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.<br>The following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>   |
| <b>53. Other Provisions</b>   | 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 goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.<br>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.<br>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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a> |

### SECTION 3: DATA SHEET (DS)

| No. | Data                                    | Specific Instructions / Requirements   |
|-----|---|--|
| 1.  | Scope                                   | <p>The reference number of this Request for Proposal (RFP) is <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b></p> <p>The services include <b>provision of support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> as further described in Section 5 of this RFP.</p>   |
| 2.  | Eligible proposers                      | Proposers from all countries are eligible to participate in this proposal process.   |
| 3.  | Clarification of solicitation documents | <p>Any request for clarification of solicitation documents must be sent directly in the system through <b>Quantum message functionality</b>.</p> <p><b>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</b></p>  |
|     |   | <p>Deadline for submitting requests for clarifications / questions:</p> <p><b>5 days before the submission deadline</b></p>  |
|     |   | <p>Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.</p>  |
| 4.  | Language                                | All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in <b>English</b>  |
| 5.  | Partial proposals                       | Submitting proposals for parts or sub-parts of the TOR is:<br><b>Not allowed</b>   |
| 6.  | Currencies                              | <p>Prices shall be quoted in <b>US Dollars (USD)</b></p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment:<br/><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p> |
| 7.  | Duties and taxes                        | All prices shall:<br><b>Be exclusive of VAT and other applicable indirect taxes.</b>   |
| 8.  | Proposal validity period                | 90 days  |
| 9.  | Proposal security                       | <p><b>Required in the amount of USD 7,614</b></p> <p>The Proposal security will be in the same currency as stipulated in Article 6: Currencies.</p> <p>Acceptable forms of Proposal security:</p> <p><input checked="" type="checkbox"/> Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms</p>   |

| No. | Data                                 | Specific Instructions / Requirements   |
|-----|--------------------------------------|--|
|     |                                      | <p><b>Important Remarks:</b></p> <ul style="list-style-type: none"> <li>•The Proposal Security shall be valid up to <b>30 days after the final date of validity of bids.</b></li> <li>•The Original Copy of Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online bid. <b>If Proposal security is not submitted as stipulated above, bid shall be disqualified.</b> The address for submitting the original Proposal Security documentation is as follows:<br/><br/> <b>UNDP Moldova, #131, 31 August 1989 Street,<br/>MD-2012, Chisinau, Republic of Moldova<br/>to the attention of Procurement Unit</b></li> </ul>                       |
| 10. | Alternative proposals                | Shall not be considered.   |
| 11. | Pre-proposal conference              | <p>Will be conducted<br/> Time and time zone: 11:00, AM, (GMT+2, Moldova local Time)<br/> Date : <b>23 February 2023</b><br/> Venue : <b>Online zoom meeting</b></p> <p>Please send a message by <b>February 20</b>, COB expressing your interest in participating at the pre-bidding conference to the email of the focal point indicated below.</p> <p>The focal point for the arrangement is: <b>Ana Bruma Guzun</b>, Project Financial and Administrative Assistant, Emergency support for agri-producers in the context of socio-economic, climate and energy crisis project<br/> Telephone: <b>069513172</b><br/> E-mail: <a href="mailto:ana.bruma-guzun@undp.org">ana.bruma-guzun@undp.org</a></p> <p><i>Only those registered will receive the access link to the ZOOM Meeting</i></p> <p>Minutes of the pre-proposal conference will be disseminated directly in the system.</p> |
| 12. | Site inspection                      | A site inspection will not be held.  |
| 13. | Instructions for proposal submission | <p><b>Bidders must submit their proposal directly in the online system.</b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Documents which are required in original (e.g. Proposal security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:<br/> <b>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova<br/>to the attention of Procurement Unit</b></li> <li>▪ It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review.</li> </ul>                    |

| No. | Data  | Specific Instructions / Requirements  |
|-----|---|---|
|     |   | <ul style="list-style-type: none"> <li>▪ The bidder should receive an email acknowledging email receipt from the system.</li> </ul>   |
| 14. | Deadline for proposal submission                | Deadline for proposal submission is <b>indicated in the portal</b> . In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.  |
| 15. | Proposal Opening                                | Public proposal opening will <b>NOT</b> be held   |
| 16. | Evaluation of technical and financial proposals | <p>Evaluation will be based on:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Combined scoring method using a distribution of 60%-40% Technical proposal - financial proposal</li> </ul> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p> |
| 17. | Right to vary requirement at time of award      | <p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>   |
| 18. | Contract award to one or more proposer          | <p>UNDP will award a contract to:</p> <p><b>One Bidder Only</b></p>   |
| 19. | Type of contract to be awarded                  | <p><b>Contract Face Sheet</b></p> <p>More information can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>See Section 6 for link to sample contract.</p>  |
| 20. | Expected date for commencement of contract      | 20 March 2023   |
| 21. | Conditions of contract to apply                 | <p><b>UNDP General Terms and Conditions for contracts (goods and/or services)</b></p> <p>See Section 6 for link to the contract terms.</p>  |
| 22. | Performance Security                            | Not Required  |
| 23. | Advance payment                                 | Not Allowed   |
| 24. | Liquidated damages                              | <p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5 %</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p>   |
| 25. | Documents to be submitted with your Proposal    | <ul style="list-style-type: none"> <li>▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity</li> <li>▪ Certificate of Incorporation/ Business Registration</li> </ul>                              |

| No. | Data | Specific Instructions / Requirements   |
|-----|------|--|
|     |      | <ul style="list-style-type: none"> <li>▪ A copy of preliminary Agreement in case of Consortium or sub-contracting</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years.</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2019, 2020, 2021).</li> <li>▪ 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 and submission of necessary supporting information and documents as per ToR. The supporting information and documents shall include but shall not be limited to: project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk management, deliverable quality management, progress monitoring and reporting.</li> <li>▪ CVs (signed by the envisaged person), of the Key personnel (mentioned in ToR), together with attestation certificates (if applicable/e.g., diplomas, certifications) and training certificates (if applicable) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements.</li> <li>▪ <b>Dully filled in Proposal Forms A-K (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.</b></li> <li>▪ <b>Form L, representing the Proposal Security submitted in original not later than ten (10) days after the submission deadline from tender deadline at the address indicated in Article 9</b></li> <li>▪ <b>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.</b></li> </ul> |

## 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 evaluated on **1 “Pass”/ 0 “Fail”** basis:

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

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on **1 “Pass”/ 0 “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              |
|--|--|--|
| <b>ELIGIBILITY</b>                                     |  |  |
| <b>Legal Status</b>                                    | Vendor is a legally registered entity.   | <b>Form D: Proposer Information</b>          |
| <b>Eligibility</b>                                     | 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.            | <b>Form C: Technical Proposal Submission</b> |
| <b>Conflict of Interest</b>                            | No conflicts of interest.  | <b>Form C: Technical Proposal Submission</b> |
| <b>Bankruptcy</b>                                      | 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. | <b>Form C: Technical Proposal Submission</b> |
| <b>QUALIFICATION</b>                                   |  |  |
| <b>History of Non-Performing Contracts<sup>1</sup></b> | Non-performance of a contract did not occur as a result of contractor default for the last 3 years.  | <b>Form F: Eligibility and Qualification</b> |
| <b>Litigation History</b>                              | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.   | <b>Form F: Eligibility and Qualification</b> |

<sup>1</sup> 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.

|                              |  |   |
|------------------------------|--|---|
| <b>Previous Experience</b>   | <p>Minimum 3 years of experience in implementing development programs, projects, capacity building activities in the areas of energy / environment / agriculture / climate change / local or rural development / economic development</p> <p><i>(For JV/Consortium/Association, all Parties should meet the requirement).</i></p>  | <b>Form F: Eligibility and Qualification</b>  |
|                              | <p>Minimum 2 contracts with a cumulative value of 300,000 US\$, in local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of equipment/ goods / services / works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 10 years. <b>List of contracts managed, and their value shall be included in the Proposal</b></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>  | <b>Form F: Eligibility and Qualification</b>  |
| <b>Minimum key personnel</b> | <p>The contractor must provide at least five (5) key experts. Failure to do so will be considered ground for disqualification:</p> <ul style="list-style-type: none"> <li>▪ 1 (one) Project Manager;</li> <li>▪ 1 (one) Project Officer;</li> <li>▪ 1 (one) Expert in mentoring and coaching;</li> <li>▪ 1 (one) Procurement Officer;</li> <li>▪ 1 (one) Financial Officer/Accountant.</li> </ul> <p>In addition, 1 (one) Administrative/Logistics Assistant is recommended as support staff.</p> <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> | <b>Attach required documents to Form H: Format for CV of proposed Key Personnel</b> |
| <b>Financial Standing</b>    | <p>Minimum average annual turnover of 300,000 US\$ for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>  | <b>Form F: Eligibility and Qualification</b>  |
|                              | <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>((For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>   | <b>Form F: Eligibility and Qualification</b>  |

## Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms |   | Points Obtainable |
|--|---|-------------------|
| 1.   | Proposer's qualification, capacity, and experience      | 260               |
| 2.   | Proposed Methodology, Approach, and Implementation Plan | 340               |
| 3.   | Management Structure and Key Personnel                  | 400               |
| <b>Total</b>                                   |   | <b>1000</b>       |

|     | Section 1. Proposer's qualification, capacity and experience   | Points obtainable |
|-----|--|-------------------|
| 1.1 | <p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing<br/>Organization / Company profile – 20 points:</p> <ul style="list-style-type: none"> <li>The company is a well-known market player with a good standing – 20 pts</li> <li>The company is well-known but lacks a good standing in the field – 10 pts</li> </ul> <p>Financial statement – 20 pts:</p> <ul style="list-style-type: none"> <li>At least \$400,000 of annual turnover for last three years – 20 pts</li> <li>At least \$300,000 of annual turnover for last three years – 10 pts</li> <li>Less than \$300,00 of annual turnover for last three years – 0 pt</li> </ul>  | <b>40</b>         |
| 1.2 | <p>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:</p> <ul style="list-style-type: none"> <li>Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (less than 10 years – 0 pts, 10 years – 20 pts, 5 pts for each additional year, up to 40 pts)</li> <li>Project management controls (organigram) (up to 10 pts)</li> </ul>  | <b>50</b>         |
| 1.3 | <p>Relevance of specialized knowledge and experience:</p> <ul style="list-style-type: none"> <li>Minimum three (3) years of experience in implementing development programs, projects, capacity building activities in the areas of environment / agriculture / climate change / local or rural development / economic development in Moldova (less than 3 years – 0 points, 3 years – 30 pts, 5 pts for each additional year, up to 70 pts)</li> <li>Minimum three (3) years of experience in working with private sector (less than 3 years – 0 points, 3 years – 30 points, 5 points for each additional year, up to 40 points)</li> <li>Minimum one (1) year of experience in working with international organizations or UN agencies (less than 1 year – 0 pts, 1 year or more – 20 pts)</li> <li>At least one (1) year of experience in working with projects promoting gender equality and women empowerment (less than 1 year – 0 pts, 1 year or more – 20 pts)</li> </ul> | <b>150</b>        |
| 1.4 | <p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> <li>Organization is compliant with ISO 14001 or ISO 14064 or equivalent (yes –10 pts, no – 0 pts).</li> <li>Organization demonstrates significant commitment to sustainability through some other means (yes –10 pts, no – 0 pts), <i>for example internal company policy documents on</i></li> </ul>   | <b>20</b>         |



|                        |   |            |
|------------------------|---|------------|
|                        | <i>women empowerment, renewable energies or membership of trade institutions promoting such issues.</i> |            |
| <b>Total Section 1</b> |   | <b>260</b> |

| <b>Section 2. Proposed Methodology, Approach and Implementation Plan</b> |   | <b>Points obtainable</b> |
|--|---|--------------------------|
| 2.1  | <p>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference:</p> <ul style="list-style-type: none"> <li>• The proposed approach and methodology fully meet the ToR requirements – up to 90 pts</li> <li>• The proposed approach and methodology are closely interlinked with ToR but require some adjustments to properly address all the tasks – up to 55 pts</li> <li>• The proposed approach and methodology partly meet the ToR requirements or require major adjustments to address the tasks – up to 20 pts</li> </ul>   | <b>90</b>                |
| 2.2  | <p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement:</p> <ul style="list-style-type: none"> <li>• The proposed M&amp;E methodology and tools fully respond to the task – up to 70 pts</li> <li>• The proposed M&amp;E methodology is well-structured and defined but requires some clarifications from bidder – up to 50 pts</li> <li>• The proposed M&amp;E methodology requires major adjustments to address the tasks – up to 20 pts</li> <li>• No M&amp;E methodology was provided – 0 pts</li> </ul>   | <b>70</b>                |
| 2.3  | <p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic:</p> <ul style="list-style-type: none"> <li>• The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – up to 80 pts</li> <li>• The Implementation Plan is well structured with well-defined sequence of activities but some clarifications on methodology are needed – up to 50 pts</li> <li>• The description is not well structured and requires major clarifications from bidder – up to 20 pts</li> </ul> | <b>80</b>                |
| 2.4  | <p>Does the proposal contain quality assurance procedures and risk mitigation measures:</p> <ul style="list-style-type: none"> <li>• Quality assurance procedures and risk mitigation measures are well-defined and adjusted to the assignment – up to 40 pts</li> <li>• Quality Assurance responds to the assignment, but the risk mitigation measures are irrelevant/missing OR the risk mitigation measures are adjusted but improper quality assurance procedures – up to 20 pts</li> <li>• No Quality Assurance procedures and risk mitigation measures were presented – 0 pts</li> </ul>  | <b>40</b>                |
| 2.5  | <p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> <li>• Extensive and logical distribution – up to 60 pts</li> <li>• To some extent – up to 25 pts</li> <li>• Limited or lack of any such details - 5 pts</li> </ul>   | <b>60</b>                |
| <b>Total Section 2</b>   |   | <b>340</b>               |

| <b>Section 3. Management Structure and Key Personnel</b> |  | <b>Points obtainable</b> |
|--|--|--------------------------|
|--|--|--------------------------|

|       |   |    |            |
|-------|---|----|------------|
| 3.1   | Qualifications of key personnel proposed  |    |            |
| 3.1 a | <b>Project Manager</b>  |    | <b>100</b> |
|       | Minimum five (5) years of experience in carrying out or leading assignments in business development / administration and / or project management. Specific experience in the field of business advisory provision to the agriculture sector is an advantage (less than 5 years – 0 pts, 5 years – 30 pts, each additional year – 5 pts, up to 60 pts)                         | 60 |            |
|       | Minimum three (3) years of experience in working for UNDP / UN Agencies / projects / EU funded projects (less than 3 years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 30 pts)   | 30 |            |
|       | Fluency in Romanian, Russian and English (verbal and writing) (Romanian – 3 pts, Russian – 3 pts, English – 4 pts)  | 10 |            |
| 3.1 b | <b>Project Officer</b>  |    | <b>65</b>  |
|       | Minimum three (3) years of experience in offering support, consulting, projects implementation for LPAs, NGOs, SME, social entrepreneurship (less than 3 years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 40 pts)   | 40 |            |
|       | Minimum two (2) years of experience in reporting and performing assessments (less than 2 years – 0 pts, 2 years – 15 pts, each additional year – 2.5 pts, up to 20 pts)   | 20 |            |
|       | Fluency in Romanian and Russian (verbal and writing) (Romanian – 3 pts, Russian – 2 pts)  | 5  |            |
| 3.1 c | <b>Expert in mentoring and coaching</b>   |    | <b>95</b>  |
|       | Minimum three (3) years of practical experience and expertise on developing programs / trainings / workshops at the national level, knowledge of best practices in conservation / sustainable agriculture, Environmental protection, Energy Efficiency and renewable energy sources (less than 3 years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 40 pts) | 40 |            |
|       | Minimum three (3) trainings and workshops in energy / climate / environment areas including for beneficiaries from agriculture sector conducted (less than 3 trainings – 0 pts, 3 trainings – 20 pts, each additional training – 5 pts, up to 30 pts)   | 30 |            |
|       | Experience with design / management/evaluation of different modalities to support small business or other groups at communities (e.g., grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage (no – 0 pts, yes – 20 pts)   | 20 |            |
|       | Fluency in Romanian and Russian (verbal and writing) (Romanian – 3 pts, Russian – 2 pts)  | 5  |            |
| 3.1 d | <b>Financial Officer/Accountant</b>   |    | <b>75</b>  |
|       | Minimum three (3) years of experience in in accounting / financial management (less than 3 years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 40 pts)   | 40 |            |
|       | Experience in managing and implementing financial tasks (payments to sub-contractors and vendors) in at least 2 donor funded projects (one assignment – 10 pts, two or more assignments – 20 pts)   | 20 |            |

|                        |   |    |            |
|------------------------|---|----|------------|
|                        | Experience in similar activities with UNDP and/or other international projects would be an advantage (no assignments – 0 pts, one or more assignments – 10 pts)   | 10 |            |
|                        | Fluency in Romanian and Russian (verbal and writing) (Romanian – 3 pts, Russian – 2 pts)  | 5  |            |
| 3.1 e                  | <b>Procurement Officer</b>  |    | <b>65</b>  |
|                        | At least three (3) years of practical experience in purchase / acquisitions of goods and services for 3rd parties according to the Public Procurement Standards (less than 3 years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 40 pts)                                     | 40 |            |
|                        | Experience with design / management / evaluation of different modalities to support small business or other groups at communities (e.g., grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage (no – 0 pts, yes – 10 pts) | 10 |            |
|                        | Experience in similar activities with UNDP and/or other international projects would be an (no assignments – 0 pts, one or more assignments – 10 pts)   | 10 |            |
|                        | Fluency in Romanian and Russian (verbal and writing) (Romanian – 3 pts, Russian – 2 pts)  | 5  |            |
| <b>Total Section 3</b> |   |    | <b>400</b> |

## SECTION 5: TERMS OF REFERENCE

### I. BACKGROUND

The FAO-UNDP Joint Project– Emergency support for agri-producers in the context of socio-economic, climate, and energy crisis - is expected to support Outcomes 2 and 3 of the Moldova 2030 Sustainable Development Goals (SDGs) Partnership Fund.

Outcome 2. The people of Moldova, in particular the most vulnerable, have access to enhanced livelihood opportunities, decent work and productive employment, generated by sustainable, inclusive and equitable economic growth.

Outcome 3. The people of Moldova, in particular the most vulnerable, benefit from enhanced environmental governance, energy security, sustainable management of natural resources, and climate and disaster resilient development.

The Joint Project has the goal to improve food security of the country, and to address regional impact of the current socio-economic crisis caused by the military conflict in Ukraine by supporting the most vulnerable small farmers (particularly women-led farms and young people) in rural areas of Moldova with inputs and improved capacities for resilient production.

UNDP Moldova will provide tailored support to women groups - small agricultural producers in order to increase knowledge and skills for sustainable and resilient agriculture and forest practices and to explore alternative income generation activities in the respective sectors with sustainable and green aspects mainstreamed. Also, women agri-producers will be supported in implementation of renewable energy and energy-efficient technologies (biomass boilers in greenhouses, photovoltaic panels, among others). The Project duration is envisaged between October 10, 2022 - August 31, 2024, with support from the Austrian Development Agency.

The implementing agencies will work with women's groups to increase their knowledge and skills on sustainable and resilient agriculture and forest practices and to explore alternative income generating activities in the respective sectors.

The project will help to mitigate the socio-economic impact of the rising prices caused by decreased production of crops in Ukraine as a result of the war, as well as the disruption in supply chains in the region. These effects are most severe, in particular on vulnerable groups – rural population, households with three children and more, women-headed households and rural women in general.

The project will encourage women entrepreneurs to implement renewable energy transition solutions and apply energy efficient technologies. The UNDP component of the project will offer 30 grants for the implementation of these initiatives. In addition to the non-refundable financial aid, women entrepreneurs will also benefit from a complex capacity development program. This measure will support the long-term socio-economic recovery, energy security and energy transition of women-led businesses in rural areas.

The project will also develop the capacities of local environmental NGOs. 15 NGOs representatives will benefit from an intensive training program supported by UNDP and will subsequently become local trainers for 1000 households with economic activities led by women and micro, small and medium farmers.

Thus, farmers will have the opportunity to make their economic activity more efficient by using more energy efficient practices and measures in their production process at the household level, which will contribute to food security and climate and energy resilience of vulnerable groups in rural areas.

Overall, the project is carried out in **6 target districts** (Telenești, Ungheni, Șoldănești, Briceni, Hîncești, Sîngerei).

## II. SCOPE OF WORK

The strategy of the FAO-UNDP Joint Project – “Emergency support for agri-producers in the context of socio-economic, climate, and energy crisis” is to contribute to the food security and climate resilience by building the capacities of vulnerable groups in rural areas, promoting sustainable, inclusive and resilient communities, and empowering women from rural areas to practice alternative livelihoods in the context of the energy crisis, increased environmental degradation and vulnerability to extreme weather patterns..

In this respect, UNDP Moldova within the Joint project is looking to engage a **company/organization, or consortium of companies/organizations to support women agri-producers through a non-refundable non-cash support mechanism**, which includes procurement of equipment/goods/works/services, coupled with on-hand consulting activities, to pilot renewable energy and energy-efficient technologies for women led-agribusinesses. This support will be provided based on clear methodology and action plan for this assignment.

The **key objective of this initiative** is to provide comprehensive support (non-cash assistance) to women agri-producers in implementing renewable energy and energy-efficient agri-practices that would contribute to income growth, energy, and food security.

The **main activities** to be covered under this assignment, cumulatively for all target districts and regions are as follows:

1. **Support women agri-producers in strengthening their energy resilience capacities** – to address the local agricultural vulnerabilities to climate change and expand livelihood opportunities, by co-financing energy-efficient practices and initiatives (biomass boilers in greenhouses, photovoltaic panels, solar collectors, heat pumps, among others).

This activity includes the following type of support to be offered during 2023-2024:

- 1.1. **Support potential grantees (women agri-producers and women-led households) in the preparation for grant applications** – to enable a larger number of potential beneficiaries to submit competitive applications through extensive consulting and other supportive measures.
- 1.2. **Select and provide non-cash support to at least 10 small and medium sized farms led by women** – women agri-producers (landowners of 2 ha and more) and post-harvest producers in strengthening their energy resilience capacities up to 18,000 USD per business (up to 80% of the total project cost)<sup>2</sup>;

---

<sup>2</sup> In practical terms: to allocate the maximum of a \$ 18,000 to 1 grant project, the contribution of the business shall be of at least \$ 3,600 (i.e. 20%) and the total Project Cost is thus \$ 21,600. The total value of 1 project can exceed the amount of \$21,600, but if the Business claims a grant of maximum \$18,000, then the Business Contribution cannot be less than \$ 3,600.

- 1.3. **Select and provide non-cash support to at least 20 micro agricultural producers led by women** – support for strengthening their energy resilience capacities up to 6,000 USD per household (up to 80% of the total project cost)<sup>3</sup>.
2. **Ensure sustainability of the energy-efficient practices and initiatives by providing coaching and support to grant beneficiaries** – to provide soft support to the selected women agri-producers.

The women agri-producers are to be supported in building their long-term resilience and energy security through individual tailored coaching provided by the Contractor’s experts that shall be engaged in providing on-the ground support in process of the grant applications and in the form of mentoring and coaching the agricultural producers selected as grant beneficiaries. Should the experts be changed during the implementation process, the Contractor should ensure that they meet the criteria for the position replaced, as indicated in this ToR. A timely notification should be sent to the Project Team, to ensure the UNDP Project’s endorsement in this sense.

For reaching these goals, the project follows the idea that women agri-producers are to be supported, in implementing green energy and energy-efficient practices, in employing their competitive advantages through a non-cash support scheme coupled with, tailored coaching and consulting provided by the Contractor in joint cooperation with UNDP team - starting with the grant application process and throughout the implementation of selected sub-projects.

Specific attention will be paid to coaching, experience, and best practice sharing. Coaching is to be provided individually to each Beneficiary during a period of 12 months starting from the receipt of non-cash support.

The technical assistance on strengthening the energy efficiency and enabling the renewable energy solutions for the beneficiaries of the project will be ensured during the entire cycle of the implementation of the project co-financed by UNDP.

Therefore, to operationalize the activities mentioned above the selected Contractor, under the overall Guidance of the UND Project, shall be responsible to:

- a) Organize and conduct two (2) Calls of Project Applications – one (1) for non-cash support to select 10 projects submitted by women-led farms and one (1) for non-cash support to select 20 projects submitted by women led households with an economic activity from the targeted pilot districts/regions. The projects will be selected in 2023 and implemented during 2023 till **May 2024** inclusively. The beneficiaries are expected to be selected, in a proportional manner from each target area, contingent also upon the number of applications received, i.e., interest expressed. Selection of beneficiaries will be guided by the Selection Criteria and Principles provided by the UNDP Project. The respective Criteria may have to be adapted and detailed by the Contractor in cooperation and consultation with the UNDP Project.

---

<sup>3</sup> In practical terms: to allocate the maximum of a \$ 6,000 to 1 grant project, the contribution of the micro agricultural producer selected as a beneficiary shall be of at least \$ 1,200 (i.e. 20%) and the total Project Cost is thus \$ 7,200. The total value of 1 project can exceed the amount of \$7,200, but if the beneficiary claims a grant of maximum \$6,000, then the beneficiary Contribution cannot be less than \$ 1,200.

- b) Conduct a minimum of **six (6) in-person information and outreach events for each Call of Project Application** – one (1) in each of the 6-target district/region. At these sessions, information will be provided to potential beneficiaries about the eligibility criteria and the application documents and the overall process. All participants of the trainings organized by the project will be invited to these Calls of Applications. Other participants will include NGOs representatives from the target districts/regions, and other relevant stakeholders to be determined in cooperation with the UNDP Project. The selected Contractor will assume all organizational aspects of the outreach events and will ensure proper coordination with the UNDP Project and the appointed district/regional focal points.
- c) Organize at least **six (6) 6-day intensive trainings** (in Romanian and in Russian), with one event per each Call of Project Application, on how to correctly fill in the application documents for potential applicants. A total of at least of **six 6** trainings days for the entire contract period shall be organized. The respective sessions shall be conducted off-line, preceded by an ample dissemination of the announcements and invitation of participants. All potential beneficiaries that took part in the outreach events and trainings organized by the project for women agri-producers are expected to be invited. The selected Contractor shall assume all organizational and conceptual aspects of the trainings and ensure coordination of all relevant aspects with the UNDP Project.
- d) Provide on-demand support to potential applicants during the application period supporting them in filling in the Application Forms correctly and taking part in the competition.
- e) Collect **at least five (5) grant application dossiers from small and medium agri-producers led by women and at least 10 sub-projects from micro agri-producers led by women from each target area**, and pre check and score them together with the UNDP project team. The dossier with scoring will be submitted to a Selection Committee.

### **Selection of beneficiaries**

The Contractor will establish the **Selection Committee** in consultation with the UNDP Project. Representatives of the UNDP Project, as well as at least one independent environmental/rural development/agricultural/business development expert shall be secured on the Committee by the Contractor. The selection of the independent expert is to be consulted with and approved by the UNDP Project. The composition of the Selection Committee shall be endorsed by the Project in coordination with UNDP Project and donor.

The Selection Committee would use a set of objective criteria, including the **Declarations of Co-financing**, for the selection of the best project proposals, pre-approved by UNDP. The project proposals would be conditional on the following considerations of: (i) alignment of the sub-projects with the proposed project's development objective; (ii) financial feasibility of sub-projects; (iii) ability of the potential beneficiary to co-finance the underlying investment (20% from requested grant amount<sup>4,5</sup>) expressed as - works, materials, equipment, money, etc; (iv) demonstrated potential for the underlying investments to contribute to creating sustainable and replicable climate resilient agri-models.

The final list of grant beneficiaries must be approved by the Project Board. The Contractor will prepare a summary Note for the Board - with brief presentation of the finalist grant projects, scoring of each proposal and corresponding justification (strong and weak points of each proposal), and may be required to attend the Board meetings to present the respective info, in cooperation with the UNDP Project staff.

- f) Following selection and approval of the Beneficiaries by the Selection Committee, and by the Project Board, organize a Grant Awarding Event.
- g) Assume overall implementation of the Grant sub-projects (all 30) and exercise regular monitoring and ensure completion of civil works as per agreed schedules and technical specifications from the technical documentation. Ensure engagement of technical and environmental experts for the mentoring and coaching of grant sub-projects. Complete the grants sub-projects and hand-over to beneficiaries.

### **Implementation of the grants for women agri-producers/businesses**

After the Award Ceremony is organized, the non-cash support amounts are to be directed towards acquisition of the equipment and necessary goods, as well as other relevant costs in conformity with the overall Project Proposal submitted by the selected women-led agri-businesses. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries' Project Proposals/Budgets selected for funding by the **Selection Committee**, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

The Budget shall stipulate the works/services/goods requested to be covered from the grant – i.e., up to **80%** from the cost of the project, but not exceeding **18,000 USD** per project for small and medium holder farms led by women and **6,000 USD** per project for the micro agri-producers led by women, as well as the beneficiaries contribution of at least **20%** from the requested grant amount.

Specific attention will be paid to supporting the preparation of solid applications (i.e., Project Proposals and Business Plans/Budgets) through training experience and best practice sharing. The Contractor will assist the beneficiaries in the smooth and timely implementation of their projects.

### **III. MILESTONES AND TASKS**

The Contractor will take full responsibility for the provision of required services described in this ToR in close consultation and cooperation with UNDP Project team. The Scope of Work shall be met through the completion of a set of Milestones with relevant sub-tasks that include, but are not limited to the following:

1. **Assignment Methodology development:** preparation of methodological approach and detailed work plan for the implementation of the entire assignment, which would include:
  - a. Description and sequencing of assignment phases;



- b. Define Roles and Responsibilities of the experts which will be engaged in providing on-the ground support in the form of mentoring and coaching to the women selected as grant beneficiaries;
- c. Methodology for selecting the small and medium holder farms led by women and the micro agri-producers led by women;
  - Produce Application Guidelines (including evaluation criteria and scorings) and Application Forms and endorse with the Project;
  - Develop Q&A on how to complete the Application forms;
  - Draft Evaluation and Selection procedures and awarding mechanism;
- d. Concept of outreach activities, draft events plans, sample list of participants to target.
- e. Topics and methodology for the initial trainings and support activities including coaching, individual consulting, and mentorship.
- f. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the grant beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the grant implementation process.
- g. Methodology for monitoring/evaluation of achieved results.
- h. Measures to be put in place to ensure sustainability of achieved results through the grants to both the small and medium holder farms led by women and the micro agri-producers led by women.
- i. Reporting tools, including programmatic and financial reports.

**The proposed methodology must be approved by project at the initial phase of the contract.**

**2. Provision of non-cash support to women agri-producers:** the non-cash support shall be provided to a total of at least 10 small and medium holder farms led by women and at least 20 the micro agri-producers led by women through a Call for application. The Call for applications is expected to follow, at large, the pattern presented below:

- (i) Organize a Call for Applications and support beneficiaries in preparing applications.**
  - a. Based on developed Application Guidelines and Application Forms (Romanian and Russian), announce one **(1) Call for Applications**.
  - b. During the Application Period:
    - Organize **six (6) in-person information and outreach events for each call of Project applications** - one in each of the 6-target district/region, to promote widely the Call for non-cash support and encourage potential applicants to apply. Outreach events for disseminating the information to be planned, must be specifically and most actively reached out to, and encouraged to apply all women who lead a company. Project shall provide the lists of women agri-producers who underwent training by the Project. However, the Contactor shall deploy additional efforts to identify potential beneficiaries, including in cooperation with the local NGOs, but also the district/regional councils, local Chambers of commerce where available, extension networks, farmers' unions, etc.
    - Organize of at least **six (6) 6-day intensive trainings** (in Romanian and in Russian), with one event per each Call of Project Applications on how to correctly fill in the application documents for at least **100** potential beneficiaries representing all target districts/regions. The experts which will be engaged in providing on-the ground support in the form of

mentoring and coaching, to take part in the events. The respective sessions shall be conducted **off-line**, preceded by an ample dissemination of the announcements and invitation of participants.

- c. Provide **on-demand support to potential applicants** in the application process in filling in application documents.
- d. Collect a minimum of **30 grant application dossiers from small and medium holder farms led by women and at least 60 sub-projects from micro agri-producers led by women.**

**(ii) Evaluation and selection of beneficiaries**

The Contractor will pre check the collected dossiers and score them together with the assigned Project team member. Project proposals will be, at first checked for relevance to the objective of the Grant competition, completion of the dossier and eligibility of the beneficiary, and further scored in detail based on the approved evaluation criteria listed in the Application Guide.

The full dossier with scoring will be submitted to the **Selection committee**, which will use a set of objective criteria for the selection of at least **10** small and medium holder farms led by women and at least **20** micro agri-producers led by women, pre-approved by UNDP. The co-financing contribution of **20%** from the requested grant amount, for selected proposals, needs to be checked by the Contractor. Please refer to Chapter II, section `selection of beneficiaries`.

**(iii) Grant awarding event**

The Contractor will be responsible to organize the grant awarding event in close coordination with UNDP. Therefore, the Contractor is expected to develop the draft Agenda, list of participants, ensure venue, prepare presentations for Grant Awarding & Signing Event, and other inputs required by the UNDP. The non-cash support agreements are to be signed shortly after event.

**(iv) Procurement services**

- a. Preparation/endorsement of technical documentation for equipment/services procurement.
- b. Organize the equipment/services procurement tenders in line with the principles of transparency, accountability and efficiency.
- c. Purchase the eligible goods, services and works within the non-cash support awarded for each beneficiary in conformity with the provisions of the sub-project plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary.
- d. Advise on better integration of purchased equipment in business process.
- e. Monitoring the projects' implementation and proper use of goods or services received (on site monitoring visits for each beneficiary – at least 2 visits).
- f. Support in ensuring sustainability of the energy-efficient practices and initiatives by providing coaching and elaboration of sustainability measures in close collaboration with the beneficiaries, by organizing at least 2 discussion sessions for grant beneficiaries.
- g. Ensure transparent procurement, record keeping and corresponding financial reporting to UNDP.

### 3. Summing-up

- a. Ensure compilation of data sheets of each beneficiary to be used for developing success stories. The format to be coordinated with UNDP.
- b. Collection of indicators of the project implementation. Analysis of the results achieved by the project and each beneficiary and develop the Final Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions, and recommendations.

#### Overall reporting requirements

- One Inception Report.
- Three Progress Reports (simplified), including financial Report/Statements.
- Final report on completion of the assignment.
- Other reports as described in the Reporting section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP Project team. The Contractor shall Budget the expenses required under the assignment.

#### IV. DELIVERABLES AND INDICATIVE TIMEFRAMES

| Milestones and Tasks   | Deliverables  | Target date              |
|--|---|--------------------------|
| <p><b>Milestone 1: Methodology of the Assignment</b></p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> <li>• Produce the work plan and time frame for the entire assignment.</li> <li>• Develop the Methodology for awarding the non-cash support to women agri-producers.</li> <li>• Develop Application Guidelines and Application Forms for Grants to women agri-producers (RO/RU), including the template for Co-financing Declaration, Evaluation Criteria and Scorings, Contract forms.</li> <li>• Concept of outreach activities (both types of grants beneficiaries).</li> <li>• Methodology of trainings, coaching for potential grant beneficiaries.</li> <li>• Detailed description of procurement procedures, and monitoring of proper use of the received goods and services.</li> <li>• Sustainability of grants – to women agri-producers.</li> </ul> | <ol style="list-style-type: none"> <li>1. Project Work plan with Time frame.</li> <li>2. Application Guidelines and Application Forms for Grants to women agri-producers (RO/RU), including the template of Co-financing Declaration, Evaluation Criteria and Scorings, Contract forms.</li> <li>3. The non-cash support awarding Methodology for women agri-producers.</li> <li>4. Outreach activities plan for both types of grants beneficiaries, List of participants, Draft Agendas.</li> <li>5. Training methodology for potential women agri-producers' applicants.</li> <li>6. Procurement procedures.</li> <li>7. Sustainability concept for grants to women agri-producers.</li> <li>8. M&amp;E Methodology.</li> </ol> <p>Present to UNDP the <b>Inception Report</b> containing the above-mentioned deliverables.</p> | <p>April 2023<br/>IR</p> |

| Milestones and Tasks   | Deliverables  | Target date  |
|--|---|--|
| <ul style="list-style-type: none"> <li>Methodology for monitoring/evaluation of achieved results.</li> </ul>   | <p><b>One Inception Report (IR)</b></p>   |  |
| <p><b>Milestone 2: Provision of non-cash support to women agri-producers</b></p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> <li>Organize the Call for applications and the Promotion campaign.</li> <li>Organize <b>six (6) in-person information and outreach events</b> in District/regional councils' premises, schools/universities, NGO resource centers, Business, and farmers associations, etc. Applications Guides and Forms presented, and distributed to participants in hard copy, and electronic submission details for on-line applications provided. Contact details provided.</li> <li>Organize <b>six (6) 6-day intensive trainings</b> (in Romanian and in Russian), to train applicants on correctly filling out the application documents.</li> <li>Provide on-demand support to potential applicants in filling in application forms and submitting proposals.</li> <li>Collect fill-end Applications (upon deadline coordinated to UNDP).</li> <li>Develop and present to UNDP a List with all the applicants with short relevant information (name, age, sex, location, field of interest, application idea, etc).</li> </ul> <p><b>Applications evaluation and selection</b></p> <ul style="list-style-type: none"> <li>Evaluate Applications according to the approved Eligibility Criteria (from the developed Guidelines) and Scoring grid (ensuring diversity of beneficiary and territorial representation) in collaboration with and being endorsed by UNDP.</li> <li>Form, under guidance of the Project, the <b>Selection Committee</b>. Contract subject-matter experts <b>(at least 1) to serve on the Committee as an independent expert</b>.</li> <li>Facilitate the meetings of the Selection Committee to result in the list of finalists to</li> </ul> | <ol style="list-style-type: none"> <li>A total of six (6) Outreach events organized with project presentation and detailed presentation of Application Procedures and Documents.</li> <li>Six trainings held off-line for up to <b>100</b> persons in total, at minimum, (RU/RO),</li> <li>Collect a minimum of <b>90</b> qualitatively completed Applications.</li> <li><b>Thirty (30)</b> applications selected <ul style="list-style-type: none"> <li>Selection Committee Created, at least <b>1 independent subject matter expert engaged</b>.</li> <li>Visit all potential beneficiaries (<b>30 micro, small and medium agri farmers led by women</b>).</li> <li>1 Summary Note with Finalists prepared for Project Board endorsement.</li> </ul> </li> <li><b>One Award Ceremonies</b> organized supported: <ul style="list-style-type: none"> <li>Inputs for the agenda</li> <li>proposed list of up to <b>60</b> invitees per each award ceremony</li> <li>coordinate presentations</li> </ul> </li> <li>All winning non-cash support Award Agreements signed.</li> <li>Tenders for procuring eligible goods and services launched and finalized for at least <b>60%</b> of beneficiaries.</li> <li>Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for at least <b>60%</b> of beneficiaries.</li> <li>Tenders for procuring eligible goods and services launched and finalized for remaining <b>40%</b> of beneficiaries.</li> <li>Eligible goods and services procured accordingly, co-financing contribution</li> </ol> | <p>PR1 – June/July 2023</p> <p>PR 2 October/ November 2023</p> |

| Milestones and Tasks  | Deliverables  | Target date                   |
|---|---|-------------------------------|
| <p>be proposed for funding – pending final endorsement by the Project Board.</p> <ul style="list-style-type: none"> <li>• Prepare a Summary Note on the finalists for the Project Board.</li> <li>• Checking the contributions of selected applications.</li> </ul> <p><b>Award Ceremony and Agreements Signing</b></p> <ul style="list-style-type: none"> <li>• Visit beneficiary on-site and establish individual monitoring and evaluation targets for the selected beneficiaries.</li> <li>• Review and elaborate the final version of the budget and procurement plan in close cooperation with grants beneficiaries.</li> <li>• Inputs for Agenda, list of participants, suggest venue for each target area.</li> <li>• Elaborate and sign non-cash support Agreements and other standardized relevant documents.</li> <li>• Develop technical documentation for approved projects</li> </ul> <p><b>Procurement services</b></p> <ul style="list-style-type: none"> <li>• Coordinate elaboration of technical documentation by the beneficiaries and develop all package for tender for procurement of goods and services</li> <li>• Purchasing of eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedures.</li> <li>• Present invoices of products/services purchased for Beneficiaries</li> </ul> | <p>received and checked accordingly for at least 40% of beneficiaries.</p> <p>11. Technical documentation and final project budget prepared and approved</p> <p>12. Women agri-producers support projects fully implemented, completed and handed-over to beneficiaries</p> <p><b>Present to UNDP First Progress Report (R1)</b><br/>(Deliverables 1 - 4 completed)</p> <p><b>Present to UNDP Second Progress Report (R2)</b><br/>(Deliverables 5 - 8 completed)</p> <p><b>Present to UNDP Third progress report (PR3)</b><br/>(Deliverable 9 - 12 completed)</p> | <p>PR 3<br/>February 2024</p> |
| <p><b>Milestone 3: Summing-up</b></p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> <li>• Fact sheets with brief info about the beneficiaries, support received, and results expected/achieved to be collected.</li> <li>• Success stories selected in cooperation with the UNDP Project’s Communication Consultant, drafted and photo/video-documented.</li> </ul>   | <ol style="list-style-type: none"> <li>1. <b>30</b> Fact sheets with brief data about the beneficiaries collected</li> <li>2. Out of the <b>30</b>, at least <b>10</b> success stories selected jointly with the UNDP Project’s Communication Consultant, success story drafted, with high-resolution photos and/or videos produced and submitted to the Project.</li> </ol>  | <p>PR4 –<br/>April 2024</p>   |

| Milestones and Tasks   | Deliverables   | Target date             |
|--|--|-------------------------|
| <ul style="list-style-type: none"> <li>• <b>Final Report</b> reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the „<i>Emergency support for agri-producers in the context of socio-economic, climate and energy crisis</i>” Project Non-cash support Intervention.</li> </ul> | <p>3. Present to UNDP the <b>Final Report (FR)</b> of the assignment.</p> <p><b>Present to UNDP forth Progress Report (R4)</b><br/>(Deliverables 1 - 2 completed)</p> <p><b>Present to UNDP fifth Progress Report (R5)</b></p> | <p>May– 2024<br/>FR</p> |

All the above will be implemented in close coordination with the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project team approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

## SCHEDULE OF PAYMENTS

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project Coordinator. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project upon the signing of the Agreement.

### *Tentative Payments Schedule (subject to negotiation with the Contractor)*

| Instalment                   | Instalment value as share of proposed amount for services | Tentative payment date | Payment due upon successful completion of Milestones |
|------------------------------|---|------------------------|--|
| Inception report (IR)        | 10%   | April 2023             | Milestone 1  |
| First progress report (PR1)  | 20%   | June/July 2023         | Milestone 2 (Deliverables 1- 4)                      |
| Second progress report (PR2) | 35%   | October/ November 2023 | Milestone 2 (Deliverables 5 - 8)                     |
| Third progress report (PR3)  | 20%   | February 2024          | Milestone 2 (Deliverables 9- 12)                     |
| Forth progress report (PR4)  | 10%   | April 2024             | Milestone 3 (Deliverables 1-2)                       |
| Final Report (FR)            | 5%  | May 2024               | Milestone 3 (Deliverable 3)                          |

## V. REPORTING REQUIREMENTS

The Contractor will submit all reports according to the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project reserves the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables under Milestone 1.
- 2) **Progress Reports** to be submitted 5 days before the end of the reporting period.
- 3) **Monthly operational updates** through email on current results, implementation, and issues of the non-cash support scheme.
- 4) **Brief reports periodically submitted upon request of the „Emergency support for agri-producers in the context of socio-economic, climate and energy crisis” Project** in cases where it is required to get information on the progress of the project in between reporting periods.

- 5) **Financial statements**, to be presented with the progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor.
- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project and provide the necessary information, reports, and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress and final reports shall follow the template agreed with the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project team that includes both narrative and financial parts.

Note: The contractor will be requested to open a separate bank account under this assignment. UNDP may request at any time to provide real-time data on the account balance. Bank balance statements shall be enclosed to the Financial Reports as well.

As a quality assurance measure, the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor’s work. The Contractor shall facilitate the process by presenting to the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

## **VI. COMMUNICATION AND VISIBILITY**

Any public reference to the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project or UNDP and any other supporting programmes, as well to any products created under the agreements signed with beneficiaries or NGOs shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” Project to be placed on goods procured in the frame of envisaged contract.

## **VII. INSTITUTIONAL ARRANGEMENTS**

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of the „*Emergency support for agri-producers in the context of socio-economic, climate and energy crisis*” (Project Coordinator and Project Associate). Since the contract for services foresees reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.



All Reports to UNDP shall be written in English, in electronic copy. Other deliverables produced for the purpose of implementing the two sub-granting schemes shall be produced in Romanian and/or Russian only. All deliverables shall be agreed and endorsed by UNDP.

**All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal.** Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian and/or Russian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions, and establishing and maintaining of good working relationships with all involved parties.

***Role of the „Emergency support for agri-producers in the context of socio-economic, climate and energy crisis” Project***

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project.
- Lead the communication and visibility process of the Project by involving the Project Communications Consultant; Co-organize the logistics of the visibility events.
- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project’s outcomes.
- Coach the implementing partners in developing application, implementation procedures and development of required templates.
- Lead the selection process of the beneficiaries, develop eligibility and selection criteria and templates for the evaluation. Approve the final list of beneficiaries with the Project Board.
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money.
- Regularly organize monitoring visits to the selected grant beneficiaries, identify issues and propose solutions jointly with the Contractor.
- In partnership with the implementing partners, meet the Project beneficiaries to assess the bottlenecks in implementation and additional capacity development needs.
- Lead the process of organizing events related to the Project. Co-organize the awarding ceremonies, final events as well as field visits of UNDP and donor representatives with the involvement of stakeholders from all regions.
- Train and coach implementing partners on gender equality, mainstreaming and gender-sensitive communication. Check and clear all Project's implementation stages towards main principles of gender balanced approach.
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

***Roles and duties of the Contractor managing the non-cash support scheme:***

- Allocate the proper and needed skilled personnel to deliver the results as expected.
- Be responsible of management of the current assignment including remuneration of staff, trainers, consultants, administrative issues related to implementation of activities, all materials

and tools required for activities completion, transportation, rental, communications services, allowances, etc.

- Ensure proper reach out of beneficiaries and disseminate the calls for proposals in all target districts and regions.
- Maintain permanent contact with beneficiaries of assistance from all regions.
- Ensure the visibility of the Project by distributing the developed communications and visibility materials according to UNDP rules.
- Procure required equipment/goods/materials/services according to the approved sub-project proposals and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans.
- Ensure the beneficiaries contribution is conformant to established criteria and is properly and timely allocated.
- Implement and regularly monitor activities performed by beneficiaries (women agri-producers) in regard to the implementation of their projects.
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development.
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the sub-project activities if requested by the „Emergency support for agri-producers in the context of socio-economic, climate and energy crisis” Project team.
- Ensure proper financial management and reporting in line with National Standards and UNDP requirements.
- Implement the Project in accordance with gender mainstreaming and transparency principles.

***Roles and duties of Contractor in providing coaching and support to grant beneficiaries:***

- Allocate at least **1 (one)** expert/coacher during project implementation phase.
- Assist potential beneficiaries in preparing and submitting their grant proposals.
- Serve as first point of contact of Beneficiaries (*women agri-producers*).
- Effectively implement the coaching and mentoring support to assigned women agri-producers from the covered regions/districts.
- Offer spaces for meetings with the beneficiaries.
- Involve other related staff in training sessions for applicants, beneficiaries and coaches.
- Contribute to the identification of success stories and communicate these to the Contractor and the Project.
- Promote environment sustainability and climate change awareness in the region.

**VIII. DURATION OF SERVICES**

- a) The estimated duration of services is up to **16** months. The expected time of commencement of contract is **May 2024**.
- b) UNDP will require maximum of **14** (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

## **IX. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS**

The technical proposal must include the methodological approach, as well as a clearly defined strategy of comprehensive support for women agri-producers services to be provided, as well as mentoring and coaching to be provided to the grant beneficiaries – corresponding to the objective and scope of work described above.

### **Qualifications for the company/organization, or consortium of companies/organizations:**

- Officially registered legal entity with an age of 10 years at least. *For consortium of companies/organizations, the cooperation agreement shall be enclosed;*
- At least 3 (three) years of experience in implementing development programs, projects, capacity building activities in the areas of energy/environment/agriculture/climate change/local or rural development/economic development in Moldova;
- Minimum 2 (two) contracts, with a cumulative value of **300,000 US\$**, in local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 10 years. *List of contracts managed, and their value shall be included in the Proposal;*
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

The application should specify the exact key experts (including the Experts CV) which will be involved in the activities, with clear description of their experience in energy efficiency and renewable energy use practices, local development, and funds management, with clear description of their experience in Moldova, including in the Project's target areas, where possible.

The Contractor's Project Implementation Team must consist of:

### **Key Personnel:**

1. Project Manager – 1 person (**Responsibilities:** Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. Project Officer – 1 person (**Responsibilities:** implementation of project activities, data collection, event management, monitoring of beneficiaries' projects implementation);
3. Expert in mentoring and coaching the grant beneficiaries – 1 person (**Responsibilities:** Assist potential beneficiaries in preparing and submitting their grant proposals, serve as first point of contact of Beneficiaries (*women agri-producers*), effectively implement the coaching and mentoring support to assigned women agri-producers from the covered regions/districts, contribute to the identification of success stories and communicate these to the Contractor and the Project, promote environment sustainability and climate change awareness in the region);

4. Financial Officer/Accountant – 1 person (**Responsibilities:** reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries);
5. Procurement Officer – 1 person (**Responsibilities:** analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan)

**Recommended Support Staff:**

1. Administrative/Logistics Assistant – 1 person (**Responsibilities:** logistics, administrative tasks, etc.)

**Key personnel requirements:**

| Expert   | Experience  |
|--|---|
| Project Manager  | <ul style="list-style-type: none"> <li>- At least five (5) years of experience in carrying out or leading assignments in the area of business development/administration and/or project management. Specific experience in the field of business advisory provision to the agriculture sector is an advantage;</li> <li>- At least three (3) years of experience working for UNDP/UN Agencies/projects/EU funded projects;</li> <li>- Fluency in Romanian, Russian and English.</li> </ul>  |
| Project officer  | <ul style="list-style-type: none"> <li>- At least three (3) years of experience in offering support, consulting, projects implementation for LPAs, NGOs, SME, social entrepreneurship;</li> <li>- At least two (2) years of experience in reporting and performing assessments;</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul>   |
| Expert in mentoring and coaching the grant beneficiaries | <ul style="list-style-type: none"> <li>- At least three (3) years of practical experience and expertise on developing programs/trainings/workshops at the national level, knowledge of best practices in conservation/sustainable agriculture, Environmental protection, Energy Efficiency and renewable energy sources;</li> <li>- Proven record of conducting trainings and workshops in energy/climate/environment areas including for beneficiaries from agriculture sector (at least 3 trainings);</li> <li>- Experience with design/management/evaluation of different modalities to support small business or other groups at communities (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage;</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul> |
| Financial Officer/Accountant                             | <ul style="list-style-type: none"> <li>- At least three (3) years of experience in in accounting/financial management;</li> </ul>   |

|                                      |  |
|--------------------------------------|--|
|                                      | <ul style="list-style-type: none"> <li>- Experience in managing and implementing financial tasks (payments to sub-contractors and vendors) in at least 2 donor funded projects;</li> <li>- Experience in similar activities with UNDP and/or other international projects would be an advantage;</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul>   |
| Procurement Officer                  | <ul style="list-style-type: none"> <li>- At least three (3) years of practical experience in purchase/acquisitions of goods and services for 3rd parties according to the Public Procurement Standards;</li> <li>- Experience with design/management/evaluation of different modalities to support small business or other groups at communities (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage;</li> <li>- Experience in similar activities with UNDP and/or other international projects would be an advantage;</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul> |
| <b><i>Recommended personnel:</i></b> |  |
| Administrative/Logistics Assistant   | <ul style="list-style-type: none"> <li>- At least 2 years of experience in performing logistics and administrative tasks;</li> <li>- Fluency in Romanian, English and Russian (verbal and writing).</li> </ul>   |

The recommended support staff should be in line with methodology elaborated by the Contractor. Even though the Support Staff will be partially evaluated under proposal evaluation, however, it must be coordinated in full and approved by UNDP during implementation of the project.

## **SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS**

**6.1** The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

### **6.2 Special Conditions of Contract**

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC:

**Liquidated Damages** will be imposed as follows:

Percentage of contract price per day of delay: **0.5%**. Max. number of days of delay: 30, after which UNDP may terminate the contract.

## 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 J is part of the Financial Proposal and 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.]*

*Form K: Format for Financial Proposal [Forms K is part of the Financial Proposal and 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.]*

Form L: Proposal Security



**FORM A: PROPOSAL CONFIRMATION**

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person Email: Insert contact person’s email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference **RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies**

| Check the appropriate box | Description   |
|---------------------------|---|
| <input type="checkbox"/>  | <b>YES</b> , we intend to submit a proposal.  |
| <input type="checkbox"/>  | <b>NO</b> , we are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

| Check applicable  | Description  |
|---|--|
| <input type="checkbox"/>  | The requested services are not within our range of supply  |
| <input type="checkbox"/>  | We are unable to submit a competitive proposal for the requested services at the moment  |
| <input type="checkbox"/>  | The requested services are not available at the moment   |
| <input type="checkbox"/>  | We cannot meet the requested terms of reference  |
| <input type="checkbox"/>  | The information provided for proposal purposes is insufficient   |
| <input type="checkbox"/>  | Your RFP is too complicated  |
| <input type="checkbox"/>  | Insufficient time is allowed to prepare a proposal   |
| <input type="checkbox"/>  | We cannot meet the delivery requirements   |
| <input type="checkbox"/>  | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below. |
| <input type="checkbox"/>  | Sustainability criteria/requirements are too stringent (if applicable)   |
| <input type="checkbox"/>  | We do not export   |
| <input type="checkbox"/>  | We do not sell to the UN   |
| <input type="checkbox"/>  | Your requirement is too small  |
| <input type="checkbox"/>  | Our capacity is currently full   |
| <input type="checkbox"/>  | We are closed during the holiday season  |
| <input type="checkbox"/>  | We had to give priority to other clients’ requests   |
| <input type="checkbox"/>  | The person handling proposals is away from the office  |
| <input type="checkbox"/>  | Other (please provide reasons below):  |
| Further information: <a href="#">Click or tap here to enter text.</a> |  |
| <input type="checkbox"/>  | We would like to receive future RFPs for this type of services   |
| <input type="checkbox"/>  | We don’t want to receive RFPs for this type of services  |

Questions to the Supplier concerning the reasons for no proposal should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)



## FORM B: CHECKLIST

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

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

### Technical Proposal:

|  |                          |
|--|--------------------------|
| <b>Have you duly completed all the Returnable Proposal Forms?</b>  |                          |
| ▪ Form C: Technical Proposal Submission  | <input type="checkbox"/> |
| ▪ Form D: Proposer information   | <input type="checkbox"/> |
| ▪ Form E: Joint Venture/Consortium/Association Information   | <input type="checkbox"/> |
| ▪ Form F: Eligibility and Qualification  | <input type="checkbox"/> |
| ▪ Form G: Technical Proposal   | <input type="checkbox"/> |
| ▪ Form H: CVs of proposed key personnel  | <input type="checkbox"/> |
| ▪ Form I: Statements of exclusivity and availability for key personnel   | <input type="checkbox"/> |
| ▪ Form L: Proposal Security  | <input type="checkbox"/> |
| <b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b> | <input type="checkbox"/> |
| <b>Have you provided the required documents in support of Form D: Proposer Information?</b>                        | <input type="checkbox"/> |

### Financial Proposal:

|   |                          |
|---|--------------------------|
| ▪ Form J: Financial Proposal Submission | <input type="checkbox"/> |
| ▪ Form K: Financial Proposal            | <input type="checkbox"/> |

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.

**FORM C: TECHNICAL PROPOSAL SUBMISSION**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

We, the undersigned, offer to supply the services required for [Click or tap here to enter text.](#) in accordance with your Request for Proposals No. [Click or tap here to enter text.](#) We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries, and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Ethics:</b> In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Conflict of interest:</b> I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.                |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We 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);   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Proposal Validity Period:</b> I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any proposal you receive.  |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.  |



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Proposer]*

**FORM D: PROPOSER INFORMATION**

|  |   |
|--|---|
| <b>RFP Reference</b>   | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b>   |
| <b>Legal name of Proposer</b>  | Click or tap here to enter text.  |
| <b>Legal Address, City, Country</b>  | Click or tap here to enter text.  |
| <b>Website</b>   | Click or tap here to enter text.  |
| <b>Year of registration</b>  | Click or tap here to enter text.  |
| <b>Proposer's Authorized Representative information</b>  | Name and Title: Click or tap here to enter text.<br>Telephone numbers: Click or tap here to enter text.<br>Email: Click or tap here to enter text.  |
| <b>Legal structure</b>   | Choose an item.   |
| <b>No. of full-time employees</b>  | Click or tap here to enter number.  |
| <b>No. of staff involved in similar contracts</b>  | Click or tap here to enter number.  |
| <b>Are you a UNGM registered vendor?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert UNGM Vendor Number   |
| <b>Years of supplying to UN organisations</b>  | Click or tap here to enter text.  |
| <b>Are you a Click or tap here to enter text.vendor?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert Vendor Number  |
| <b>Countries of operation</b>  | Click or tap here to enter text.  |
| <b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)</b>   | Click or tap here to enter text.  |
| <b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>  | Click or tap here to enter text.  |
| <b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>  | Click or tap here to enter text.  |
| <b>Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):</b> | <p>Tick all that apply and <b>provide supporting documentation:</b></p> <input type="checkbox"/> Corporate Environmental Policy<br><input type="checkbox"/> ISO 14001<br><input type="checkbox"/> ISO 14064<br><input type="checkbox"/> Other, specify Click or tap here to enter text. |
| <b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have</b>  | Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:  |

|  |  |
|--|--|
| <p><b>been identified in the UN Sustainable Procurement Framework?</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.</li> <li>• <b>Social:</b> human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.</li> <li>• <b>Economic:</b> whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</li> </ul> | <p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>  |
| <p><b>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</b></p> <p><i>(If yes, please provide details and documentation)</i></p>   | <p><a href="#">Click or tap here to enter text.</a></p>  |
| <p><b>Is your company a member of the UN Global Compact?</b></p>   | <p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p><a href="#">Click or tap here to enter text.</a></p>   |
| <p><b>Bank Information</b></p>   | <p>Bank Name: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Address: <a href="#">Click or tap here to enter text.</a></p> <p>IBAN: <a href="#">Click or tap here to enter text.</a></p> <p>SWIFT/BIC: <a href="#">Click or tap here to enter text.</a></p> <p>Account Currency: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Account Number: <a href="#">Click or tap here to enter text.</a></p> |
| <p><b>Contact person that</b> <a href="#">Click or tap here to enter text.</a> <b>may contact for requests for clarifications during Proposal evaluation</b></p>   | <p>Name and Title: <a href="#">Click or tap here to enter text.</a></p> <p>Telephone numbers: <a href="#">Click or tap here to enter text.</a></p> <p>Email: <a href="#">Click or tap here to enter text.</a></p>  |



**FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

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  | Click or tap here to enter text.  | Click or tap here to enter text.  |
| 2  | Click or tap here to enter text.  | Click or tap here to enter text.  |
| 3  | Click or tap here to enter text.  | Click or tap here to enter text.  |

|   |   |
|---|---|
| <p><b>Name of leading partner</b></p> <p>(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p> | <p>Click or tap here to enter text.</p> |
|---|---|

We have attached a copy of the below referenced 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 [Click or tap here to enter text](#) for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM F: ELIGIBILITY AND QUALIFICATION**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

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

**History of Non- Performing Contracts**

| <input type="checkbox"/> No non-performing contracts during the last 3 years |                                    |   |   |
|--|------------------------------------|---|---|
| <input type="checkbox"/> Contract(s) not performed in the last 3 years       |                                    |   |   |
| Year   | Non- performed portion of contract | Contract Identification   | Total Contract Amount (current value in US\$) |
|  |                                    | Name of Client:<br>Address of Client:<br>Reason(s) for non-performance: |   |

**Litigation History** (including pending litigation)

| <input type="checkbox"/> No litigation history for the last 5 years |                                    |   |  |
|---|------------------------------------|---|--|
| <input type="checkbox"/> Litigation History as indicated below      |                                    |   |  |
| Year of dispute   | Amount in dispute (state currency) | Contract Identification   | Total Contract Amount (state currency) |
|   |                                    | Name of Client:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the **last 10 years**.

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

| Project name & Country of Assignment | Client & Reference Contact Details | Contract Value<br><i>(please indicate the currency)</i> | Period of activity and status | Types of activities undertaken and role<br>(Contractor, sub-contractor or consortium member) |
|--------------------------------------|------------------------------------|---|-------------------------------|--|
|                                      |                                    |   |                               |  |
|                                      |                                    |   |                               |  |
|                                      |                                    |   |                               |  |

Proposers 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

|   |                  |               |        |
|---|------------------|---------------|--------|
| <b>Annual Turnover for the last 3 years</b>                         | <b>Year 2021</b> | Currency: USD | Amount |
|   | <b>Year 2020</b> | Currency: USD | Amount |
|   | <b>Year 2019</b> | Currency: USD | Amount |
| <b>Latest Credit Rating (if any), indicate the source and date.</b> |                  |               |        |

| Financial information<br>(state currency)          | Historic information for the last 3 years |      |      |
|--|---|------|------|
|  | 2019                                      | 2020 | 2021 |
|  | <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 (current assets/current liabilities) |   |      |      |

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 Proposer 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 G: FORMAT FOR TECHNICAL PROPOSAL

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

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

### Section 1: Proposer's qualification, capacity and expertise

**1.1** Brief description of the organisation, 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 specialised 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 proposer'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, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

**2.2** A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

**2.3** A detailed description of the System's technical functional and non-functional requirements.

**2.4** Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

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

### Section 3: Management Structure and Key Personnel

**3.1** Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation 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** For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

|                                    |  |                              |
|------------------------------------|--|------------------------------|
| <b>Position (as per ToR)</b>       |  |                              |
| <b>Personnel Information</b>       | Name:  |                              |
|                                    | Nationality:   | Date of birth:               |
|                                    | Language Proficiency:  |                              |
| <b>Present Employment</b>          | Name of employer:  | Contact: (manager or HR)     |
|                                    | Address of employer:   |                              |
|                                    | Telephone:   | Email:                       |
|                                    | Job title:   | Years with present employer: |
| <b>Education / Qualifications</b>  | <i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i> |                              |
| <b>Professional Certifications</b> | <i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>                       |                              |
| <b>References:</b>                 | <i>Provide names, addresses, phone and email contact information for two (2) references.</i>   |                              |

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
|------|----|---|
|      |    |   |

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date (Day/Month/Year)



**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

| From   | To   |
|--|--|
| <a href="#">Click or tap here to enter text.</a> | <a href="#">Click or tap here to enter text.</a> |
| <a href="#">Click or tap here to enter text.</a> | <a href="#">Click or tap here to enter text.</a> |
| <a href="#">Click or tap here to enter text.</a> | <a href="#">Click or tap here to enter text.</a> |

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**FORM J: FINANCIAL PROPOSAL SUBMISSION**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

**Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.** Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

**FORM K: FORMAT FOR FINANCIAL PROPOSAL**

|                   |   |       |                               |
|-------------------|---|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text.  | Date: | Click or tap to enter a date. |
| RFP reference:    | <b>RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies</b> |       |                               |

The proposer 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 Proposers. **The inclusion of any financial information in the Technical Proposal 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.

**Currency of the proposal: US Dollars**

**Table 1: Summary of Overall Prices**

| Costs                                     | Amount (USD) |
|---|--------------|
| Professional Fees (from Table 2)          |              |
| Other Costs (from Table 3)                |              |
| <b>Total Amount of Financial Proposal</b> |              |

**A. Cost Breakdown per Deliverables\***

| SN | Deliverables                 | Percentage of Total Price<br>(Weight for payment) | Price<br>(Lump Sum, All Inclusive) |
|----|------------------------------|---|------------------------------------|
| 1  | Inception report (IR)        | 10%   |                                    |
| 2  | First progress report (PR1)  | 20%   |                                    |
| 3  | Second progress report (PR2) | 35%   |                                    |
| 4  | Third progress report (PR3)  | 20%   |                                    |
| 5  | Forth progress report (PR4)  | 10%   |                                    |
| 6  | Final report (FR)            | 5%  |                                    |
|    | <b>Total</b>                 | <b>100%</b>                                       | <b>USD</b>                         |

*\*Basis for payment tranches*

**B. Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

| Expenses*                          | Unit of measure<br>(working day,<br>unit, piece, k<br>etc.) | Quantity | Unit Price in<br>US\$ | Total Price in US\$<br>per budget line |
|------------------------------------|---|----------|-----------------------|--|
| <b>I. Personnel Services (net)</b> |   |          |                       |  |

|  |              |  |  |  |
|--|--------------|--|--|--|
| <b>Core Implementation Team</b>  |              |  |  |  |
| 1. Project Manager (1)   | Working days |  |  |  |
| 2. Project Officer (1)   | Working days |  |  |  |
| 3. Expert in mentoring and coaching the grant beneficiaries (1)  | Working days |  |  |  |
| 4. Financial Officer/Accountant (1)  | Working days |  |  |  |
| 5. Procurement Officer (1)   | Working days |  |  |  |
| 6. Other staff (please specify, ex. Administrative/ Logistics Assistant, Independent Expert included in the Selection Committee, etc.) | Working days |  |  |  |
| <b>Subtotal I.1</b>  |              |  |  |  |
| <b>I.2. Taxes and fees</b>   |              |  |  |  |
| <b>Subtotal I.2</b>  |              |  |  |  |
| <b>Sub-total – Personnel Services</b>  |              |  |  |  |
| <b>II. Direct costs</b>  |              |  |  |  |
| 1. Two Call of Applications (six in person information and outreach events for each Call of Application)                               |              |  |  |  |
| 1. Travel Costs  |              |  |  |  |
| 2. Space Rent  |              |  |  |  |
| 3. Catering Services   |              |  |  |  |
| 4. Handouts  |              |  |  |  |
| <i>Other, if relevant</i>  |              |  |  |  |
| <b>Subtotal II.1</b>   |              |  |  |  |
| 2. Six 6-day intensive trainings   |              |  |  |  |
| 1. Travel Costs  |              |  |  |  |
| 2. Space Rent  |              |  |  |  |
| 3. Catering Services   |              |  |  |  |
| 4. Handouts  |              |  |  |  |
| <i>Other, if relevant</i>  |              |  |  |  |
| <b>Subtotal II.2</b>   |              |  |  |  |
| 3. Site Visits to potential beneficiaries (30 micro, small and medium agri farmers led by women)                                       |              |  |  |  |
| 1. Travel Costs  |              |  |  |  |
| 2. Independent Expert from Evaluation Committee Fee  |              |  |  |  |
| <i>Other, if relevant</i>  |              |  |  |  |
| <b>Subtotal II.3</b>   |              |  |  |  |
| 4. Award Ceremonies  |              |  |  |  |
| 1. Operational Costs (presenter, translator, etc.)   |              |  |  |  |
| 2. Space Rent  |              |  |  |  |
| 3. Catering Services   |              |  |  |  |
| 4. Handouts  |              |  |  |  |
| <i>Other, if relevant</i>  |              |  |  |  |
| <b>Subtotal II.4</b>   |              |  |  |  |

|  |                   |           |               |                |
|--|-------------------|-----------|---------------|----------------|
| <b>Sub-total – Direct costs</b>  |                   |           |               |                |
| <b>III. Administrative Costs</b>   |                   |           |               |                |
| 1. Utilities   |                   |           |               |                |
| 2. Communication costs (mobile packages)   |                   |           |               |                |
| 3. Office supplies/ stationaries/ sanitary protectivemeans (masks, sanitizer, etc.)  |                   |           |               |                |
| 4. Additional costs for mentoring and coaching (ex. Travel)                          |                   |           |               |                |
| <i>Other, if relevant</i>  |                   |           |               |                |
| <b>Sub-total – Administrative costs</b>  |                   |           |               |                |
| <b>IV. Value of support to be provided to women beneficiaries and NGO partners**</b> |                   |           |               |                |
| <i>Non-cash support to small and medium holder farms led by women</i>                | <i>agreements</i> | <i>10</i> | <i>18,000</i> | <i>180,000</i> |
| <i>Non-cash support to micro agri-producers led by women</i>                         | <i>agreements</i> | <i>20</i> | <i>6,000</i>  | <i>120,000</i> |
| <b>TOTAL BUDGET</b>  |                   |           |               |                |

**\* Please adjust the table as per your technical proposal. You may add/delete any budget sub- categories which seem relevant to your technical proposal.**

**\*\* Please include the respective amounts in the Total Budget of the Proposal.**





**FORM L: PROPOSAL SECURITY**

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

---

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RFP23/02605: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies**

WHEREAS (hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated Click or tap to enter a date. to execute services Click or tap here to enter text. (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*