



**Request for Quotation  
RFQ23/02603  
Amendment no. 2**

Ref. no. **RFQ23/02603**  
Date: **17 March 2023**

**Subject: M4EG/PROFESSIONAL DEVELOPMENT AND TRAINING IN ICT FOR UKRAINIAN REFUGEES IN THE CITY OF BALTI (LOT 1) AND THE AUTONOMOUS TERRITORIAL UNIT OF GAGAUZIA (ATUG) (LOT 2)**

Dear Sir/Madam,

1. UNDP is hereby amending several paragraphs in Annex 1: Terms of Reference of the solicitation document.
2. The following entries in the Annex 1: Terms of Reference are hereby amended to read as follows, changing being marked in red:

**2. SCOPE OF WORK<sup>1</sup>**

**The general objective of the educational institution(s) is to provide professional training courses in Russian to refugees from Ukraine, to increase their employment opportunities.**

Courses to be delivered<sup>2</sup>:

**1. Accounting in Moldova and Taxation**

*The courses should include the following subjects:*

- Introductory aspects of 1C 8.3
- International VAT regulations for goods and services
- Imports of goods and the possibility of capitalization
- Models of contracts for the sale and provision of services
- Calculation of travel allowances and allowable refunds
- Temporary import of goods
- Procedure for employment of foreign citizens
- Documentation required for international shipping
- Fiscal documentation of goods
- Customs regulations
- Free trade agreement with the European Community
- Taxation in Moldova

**2. Basic computer skills (secretariate)**

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<sup>1</sup> Final list of courses topics can be modified upon approval of UNDP.

<sup>2</sup> Courses to be delivered at basic level of complexity and should rely as much as possible on open-source solutions.

The training program of computer courses for **intermediate users** should be designed for users who **occasionally work** with the computer and want to complete computer **to advance in the functionalities of the Office programs**. **When applying and selected, participants should be asked and ensured they are able to join with a computer to the online course using reliable and secure on-line training platforms, that the bidder will teach through.**

The course should acquaint the beneficiary with the Windows operating system and the following programs: MS Word, Excel, Power Point in which they will learn to create basic documents, letters, tables, and a brief session on Internet browsers **how to efficiently use them** and how to work with e-mail.

**To reach the objective the institutions need to complete the following tasks:**

1. **Create an application form and promote it through different channels to get the enough number of applicants for the courses;**
2. Perform learning needs assessment within Ukrainian refugees to select the list of required courses;
3. Test skills and knowledge of the applicants prior the course;
4. Register eligible<sup>3</sup> candidates for the courses of their choice;
5. Maintain proof of candidates' eligibility and all relevant documentation and present it to UNDP one week before a course start;
6. Carry out **online** trainings for the region of Balti or Autonomous Territorial Unit of Gagauzia (ATUG), for up to 200 beneficiaries (maximum of 25 participants to each course);
7. Disburse the allowance<sup>4</sup> in amount of 100 USD per candidate, one-time payment upon successful completion of a course. **Allowances will be paid in MDL at UN Operational Rate of Exchange on the date of payment (UN Operational Rates of Exchange - Rates). Additional information may be found in Amendment no. 1 to the Request for Quotation;**
8. Evaluate the results of passing a course;
9. The company will work in close co-operation with National Employment Agency and other organizations to help find the eligible participants. UNDP will assist with the contacts and recommendations.
10. The selected Vendors shall be required to deliver several courses of the same type for both LOT 1 and LOT 2. Therefore, during contract implementation, based upon the number of applications to the respective courses and the possibility of the company to implement, a decision whether the courses will run simultaneously or will run in sequence shall be taken;
11. **Provide attendance certificates and/or graduation certificates confirming successful completion of the courses.**

**Eligibility Criteria:**

1. Ukrainian citizens/refugees and third country nationals that are 18 years old and above;
2. Moldovan citizens that work as civil servants in the city halls that are members of the "Mayors for Economic Growth" network – up to **20%** of the total group number.

**The training courses must meet the following requirements:**

- be introductory and focus on a beginner level of knowledge;
- be consistent with the needs of the participants attending the training;
- be based on the practical approach and geared to 'learning by doing';
- include relevant case studies and examples;
- be interactive, using adult learning techniques, audio and video materials;
- focus on the performance and results-based approach;
- Include relevant learning toolkits – e.g. exercise materials, handouts, power-point presentations, bibliography of recommended informational materials/readings;
- The schedule of courses should be consulted with the participants and confirmed with UNDP;

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<sup>3</sup> Eligibility criteria to be established by UNDP.

<sup>4</sup> The company that will be selected to conduct trainings will be responsible for disbursement of the allowance to each participant of trainings with the monthly reporting to UNDP.

- Have a duration of minimum 2 months for Course#1- Accounting in Moldova and Taxation and minimum 1 month for Course#2- Basic computer skills (secretariate), with the main purpose to provide skills useful for getting a job.

It is highly encouraged that the course provider adheres to the following Principles of Universal Design for Learning:

### 1. Provide Multiple Means of Representation

Learners differ in the ways they perceive and comprehend information. Three examples on how to provide multiple means of representation are the following:

- Present course material in multiple media, such as a combination of written work (articles, textbook chapters, etc.) and multimedia (video lectures, relevant YouTube content, TED Talks, etc.).
- Provide alternative text descriptions (alt text) to accompany diagrams and other images.
- Ensure all multimedia content is accurately captioned.

### 2. Provide Multiple Means of Action and Expression

Learners differ in the ways they can navigate a learning environment and express what they know. Three examples on how to provide multiple means of action and expression are the following:

- Vary the means in which students demonstrate competency and achievement of learning outcomes. Do not rely solely on one assessment method.
- Enable opportunities for students to reflect on their learning experiences and receive feedback on performance and progress towards learning goals.
- Leverage instructional technologies such as Perusall, Flipgrid, VoiceThread, and other spaces where students can express competencies in varied ways while gaining experience using different technologies.

### 3. Provide Multiple Means of Engagement

Learners differ in the ways they can be engaged or motivated to learn. Three examples of how to provide multiple means of engagement are the following:

- Consider incorporating projects where students can select one of the multiple avenues of completion (i.e. options to either deliver a presentation or compose a paper)
- Encourage students to contribute individual learning goals of their own to achieve during the course.
- Incorporate individual, pair, small group, and large group activities.

**To ensure adequate implementation of all planned activities, the following deliverables are expected:**

<b>Deliverables</b>	<b>Due date</b>
Registration questionnaire for participation	2 (two) weeks prior the expected start of a training
Candidate's registration order	Every Friday
List of registered candidates with a package of supporting documents confirming their eligibility	1 (one) week before a course starts
List of candidates enrolled, and their attendance at courses, and, if available, the results (fail/pass) of each candidate, based on the type of course attended	At the end of every month
Copy of certification of allowance disbursement (including proof of payment)	Within 5 (five) working days of issuing the payment
Dismissal order for candidates which cannot be reached for more than 14 consecutive days	Within 3 (three) working days of issuing the order

Assessment of the results of passing a course	In 1 (one) month after completing a course
Tracking of candidates' employment and reporting back if they have successfully found a job	2 (two) months after the completion of each course
Final report, summarizing the courses provided with the total number of participants, disaggregated by gender, age categories, graduation status per each participant, curriculum per each course provided etc.	Within 1 (one) week after the final examination of all candidates

### 3. LANGUAGE

All written deliverables shall be submitted in English **or Romanian**, unless expressly requested otherwise by the Project Coordinator and/or the Project Associate. The language of instruction should be Russian.

### 4. MANAGEMENT ARRANGEMENTS

Education institution(s) will work under the supervision of the M4EG Project Coordinator. Disbursements shall be made only after the endorsements of deliverables (courses completed) are done by the Project Coordinator, at the end of each course with the required supporting documents:

1. Registration questionnaire for participation
2. Candidate's registration order
3. List of registered candidates with a package of supporting documents confirming their eligibility
4. List of candidates enrolled, and their attendance at courses, and, if available, the results (fail/pass) of each candidate, based on the type of course attended
5. Copy of certification of allowance disbursement (including proof of payment, **i.e. bank payment orders and excerpt from account**)<sup>5</sup>
6. Dismissal order for candidates which cannot be reached for more than 14 consecutive days.

The **payment for the last course will be paid after the last deliverables will be presented** and accepted by the Project Coordinator:

1. Assessment of the results of passing a course
2. Tracking of candidates' employment and reporting back if they have successfully found a job (2 (two) months after the completion of each course)
3. Final report, summarizing the courses provided with the total number of participants, disaggregated by gender, age categories, graduation status per each participant, curriculum per each course provided etc.
4. The following entries in the Annex 3: Technical and Financial Offer – Services are hereby amended to read as follows, changing being marked in red:

#### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>M4EG/Professional development and training in ICT for Ukrainian</b>	Date: Click or tap to enter a date.

<sup>5</sup> Allowance disbursements shall be done either on the 1st or on the 15th day of the month. Disbursements shall be made in MDL at UN Operational Rate of Exchange (UN Operational Rates of Exchange - Rates) on the date of payment. Copy of certification of allowance disbursements shall be presented either until 4<sup>th</sup> or 18<sup>th</sup> day of the month respectively.

RfQ23/02603:	refugees in the city of Balti (LOT 1) and the Autonomous Territorial Unit of Gagauzia (ATUG) (LOT 2)	
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### Technical Offer

Provide the following:

- a brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;
- a brief methodology (training description and curriculum), approach and implementation plan;
- list of proposed trainers as assigned for delivery of a specific training, their CVs and accreditation certificates;
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed at Section 2 "Documents to be Submitted".

### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference for your technical offer. The lump sum should include all costs of preparing and delivering the Services and allow the possibility to clearly identify the fee per participant as well as price for the group of up to 25 participants. All daily rates shall be based on an eight-hour working day.

**Bidders shall fill up the financial offer table for the LOT they are applying to.**

Currency of the Quotation: USD					
Item No	Description	UOM	Qty	Unit price, USD	Total price, USD
<b>LOT 1: Professional development and training in ICT for Ukrainian refugees in the city of Balti</b>					
1.	Course#1- Accounting in Moldova and Taxation (up to 25 participants)	course	3		
2.	Course#2- Basic computer skills (secretariate) (up to 25 participants)	course	2		
3.	Allowance of 100 USD per student and per course (costs to be reimbursed based on the de facto expenses)	persons	125	100	12,500
<b>Total Final Price per LOT 1</b>					
<b>LOT 2: Professional development and training in ICT for Ukrainian refugees in the Autonomous Territorial Unit of Gagauzia (ATUG)</b>					
1.	Course#1- Accounting in Moldova and Taxation (up to 25 participants)	course	2		
2.	Course#2- Basic computer skills (secretariate) (up to 25 participants)	course	1		
3.	Allowance of 100 USD per student and per course (costs to be reimbursed based on the de facto expenses)	persons	75	100 <sup>6</sup>	7,500
<b>Total Final Price per LOT 2</b>					

**Bidders shall fill up the Breakdown of Fees table for the LOT they are applying to.**

### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price, USD	Total Price, USD
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<sup>6</sup> Allowance disbursements shall be done either on the 1st or on the 15th day of the month. Disbursements shall be made in MDL at UN Operational Rate of Exchange (UN Operational Rates of Exchange - Rates) on the date of payment. Copy of certification of allowance disbursements shall be presented either until 4<sup>th</sup> or 18<sup>th</sup> day of the month respectively.

<b>I. Personnel</b>				
1 (one) Project Manager/Team Leader	day			
Teaching Experts (to be included separately by expert – name to be mentioned), as below:				
1 (one)				
1 (one)				
<b>II. Other Costs</b>				
Other Costs: (please specify)				
<b>Total</b>				

- 3. Amended “Annex 1: Terms of Reference” and amended Annex 3: Technical and Financial Offer – Services of Request for Quotation RFQ23/02603 are hereby attached. The changes are marked in red.
- 4. All other terms and conditions of the solicitation documents, except as amended herein, shall remain unchanged and shall continue in full force and effect.