

AMENDED SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

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

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
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History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum of ten (10) years of relevant experience in the area of business support services <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Form F: Eligibility and Qualification
Up to 4 (four) contracts, with a cumulative value of 400,000 US\$, in the area of business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (start-ups, SMEs) in over the last 10 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract:: <ul style="list-style-type: none"> • 1 (one) Project Manager • 1 (one) Financial Assistant/ Accountant • 1 (one) Procurement Assistant • 1 (one) Energy Efficiency Specialist (for Component 2) • 1 (one) Renewable energy specialist (for Component 2) <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> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form G: Format for Technical Proposal
Financial Standing:	
Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where 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.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).	
Turnover: Proposers should have average annual sales turnover of minimum 200,000 USD for the last 3 (three) years (2020 - 2022). (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's Qualification, Capacity, and Experience	240
2.	Proposed Methodology, Approach, and Implementation Plan	360
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Proposer's Qualification, Capacity and Experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> ➤ Age of the legal entity (business association, business support organization, business development service provider, etc.) (10 years – 20 pts, >10 years – 5 pts for each additional year, up to maximum 40 pts) ➤ Project management controls (organigram) (up to 10 pts) 	50
1.3	Relevance of: <ul style="list-style-type: none"> ➤ Minimum seven (7) years of experience in providing consulting, business support and trainings services to businesses entities in Moldova (7 years – 20 pts, 5 pts for each additional year up to maximum 50 pts); ➤ At least three (3) years of experience in procurement of goods and services (3 years – 20 pts, 10 pts for each additional year up to maximum 70 pts); ➤ Experience providing consulting and business support services to business entities in the regions of Moldova (each project/activity – 10 points, up to maximum 30 points); ➤ Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no- 0 pts). 	170
Total Section 1		240

Section 2. Proposed methodology, approach and implementation plan		Points obtainable
2.1	Does the Methodological approach meet the ToR requirements?	100

	<ul style="list-style-type: none"> ➤ Full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 71 to 100 pts ➤ Satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 36 to 70 pts ➤ Limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 35 pts 	
2.2	<p>Does the Methodological approach demonstrate knowledge and understanding of local business environment and its challenges in the development of start-ups, growth of existing companies?</p> <ul style="list-style-type: none"> ➤ Full understanding and deep knowledge of the regions under Component 1 and 2. The Focal-Region environment and challenges of the regions are well described and addressed into sufficient details – 71 to 100 pts ➤ The understanding and knowledge of regions under Component 1 and 2 Ungheni-region is satisfactorily addressed. The Focal-Region environment and challenges of the regions are somehow addressed without providing many details – 36 to 70 pts ➤ The understanding and knowledge of regions under Component 1 and 2 Focal-Region is not addressed at all or only touched upon. The Ungheni environment and challenges of the regions are not addressed at all or only touched upon – 0 pts to 35 pts 	100
2.3	<p>Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?</p> <ul style="list-style-type: none"> ➤ Detailed and logical description - 31 to 50 pts ➤ Limited description which requires improvements – 11 to 30 pts ➤ No description or somehow touched upon – 0 to 10 pts 	50
2.4	<p>Does the Methodology and Implementation Plan include a monitoring and evaluation mechanisms and tools? Is the proposed monitoring and evaluation methodology appropriate to the tasks?</p> <ul style="list-style-type: none"> ➤ The monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 41 to 60 pts ➤ The performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 21 to 40 pts ➤ The performance monitoring and evaluation mechanisms are weak – 0 to 20 pts 	60
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> ➤ The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 26 to 50 pts ➤ The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 16 to 25 pts ➤ The risk assessment and proposed mitigation measures is weak – 0 to 15 pts 	50
Total Section 2		360

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Project Manager	

	At least 7 years of relevant working experience in public administration/institutions and/or private sector development/consulting (7 years - 30 pts, each additional year – 5 pts, up to 45 pts)	45	100
	At least 5 years of professional experience in managing and implementing business development projects (5 years - 15 pts, each additional year – 5 pts, up to 30 pts)	30	
	Experience working for UNDP/UN Agencies/projects/EU funded projects (yes - 10 pts; no – 0 pts)	10	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts, English language – 5 pts)	15	
3.2	Financial Assistant /Accountant		
	At least 3 years of practical experience in accounting/financial management (3 years - 20 pts, each additional year – 5 pts, up to 45 pts)	45	90
	Experience in managing and implementing financial tasks (payments to sub-contractors and vendors) in at least 2 donor funded projects (2 projects - 20 pts, each additional project – 5 pts, up to 35 pts)	35	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts)	10	
3.3	Procurement Assistant		
	At least 3 years of practical experience in purchase/acquisitions of goods and services for in-company or 3rd parties’ usage according to the Public Procurement Standards (3 years - 20 pts, each additional year – 5 pts, up to 60 pts)	60	70
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts)	10	
3.4	Energy Efficiency Specialist		
	At least 5 years of professional experience in providing advice to energy-efficiency projects. (5 years - 20 pts, each additional year – 5 pts, up to 35 pts)	35	70
	At least 3 years of professional experience in collecting, analyzing, and interpreting energy data to evaluate the effectiveness of energy efficiency measures (less than 3 years – 0 points, 3 years - 15 pts, each additional year – 5 pts, up to 25 pts)	25	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts)	10	
3.5	Renewable Energy Specialist		
	At least 5 years of professional experience in providing advice to different renewable energy technologies, such as solar, wind, hydroelectric, geothermal, and biomass. (5 years - 20 pts, each additional year – 5 pts, up to 35 pts)	35	70
	At least 3 years of professional experience in collaborating with engineers and grid operators to ensure the integration of renewable energy systems into the existing energy infrastructure (3 years - 15 pts, each additional year – 5 pts, up to 25 pts)	25	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts)	10	
Total Section 3			400