



## **Request for Proposal no. RfP23/02731: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies**

United Nations Development Programme, hereinafter referred to as UNDP, through "*Multidimensional response to emerging human security challenges in Moldova*" project (Component 1) and "*Emergency support for agri-producers in the context of the socio-economic, climate, and energy crisis*" Project (Component 2)", 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

Proposers are invited to a **Pre-Proposal Conference** as per below:

Time and time zone: 02:00 PM (GMT+3, Moldova Local Time)

Date: 12 September, 2023

Venue: Online Zoom Meeting



Meeting URL: <https://undp.zoom.us/j/83851068783?pwd=L1R2aXpaN3M0dTk1eWZDbTVQRVFoZz09>

Meeting ID: 838 5106 8783

Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.

The focal point for the arrangement is: Liliana Samburschii, Finance Administration and Procurement Consultant, e-mail address: [liliana.samburschii@undp.org](mailto:liliana.samburschii@undp.org).

Please, confirm your participation by COB one day before the pre-bid meeting to the following email: [liliana.samburschii@undp.org](mailto:liliana.samburschii@undp.org).

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-00265**. 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](#).

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).** In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.



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





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## 1 Overview

### 1.1 General Information

<b>Title</b>	RfP23/02731: Support to women agri-producers
<b>Amendment Description</b>	UPDATE as of 15 September 2023: UNDP is hereby publishing the Minutes of the Pre-Proposal Meeting as of 12 September 2023.
<b>Contact Point</b>	Liliana Samburschii
<b>Outcome</b>	
<b>Two Stage Evaluation</b>	Yes
<b>E-Mail</b>	liliana.samburschii@undp.org
<b>Reference Number</b>	RfP23/02731
<b>Beneficiary Country</b>	MDA
<b>Introduction</b>	

#### **Request for Proposal no. RfP23/02731: Support to women agri-producers in implementation of renewable energy and energy-efficient technologies**

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We look forward to receiving your proposal.

UNDP Moldova

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

## 1.2 Tender Timeline

**Preview Date**  
**Open Date** 15/09/23 11:05 AM  
**Close Date** 22/09/23 13:30 PM  
**Time Zone** Coordinated Universal Time

## 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

## 1.4 Terms



Negotiation Currency      USD



## 2 Requirements

*\*Response is required*

**Please review carefully the requirements and questions in this section.**

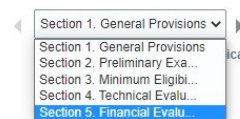
**Please provide answers where required (marked with \*asterisk symbol) and upload supporting documents when requested so (marked with \*asterisk symbol).**

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

**Please note that there are several Sections to be filled in, under the "Requirements" (2) step on the right side the page:**



Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel



### 2.1 Section 1. General Provisions

#### \*1. General Instructions to Proposers

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

#### \*2. Bid Data Sheet

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

#### 3. Criteria for Evaluation and Contract Award

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

#### **Technical Proposal (60%)**

- Bidder's Qualification, Capacity and Experience
- Methodology, Approach and Implementation Plan
- Management Structure and Key Personnel



**Financial Proposal (40%)**

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

**Full acceptance of the UNDP Contract General Terms and Conditions (GTC)**

Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

**2.2 Section 2. Preliminary Examination Criteria**

**\*1. General Conditions of Contract**

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

**\*2. Proposal Validity**

Do you accept that your proposal is valid for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

**\*3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company.

**Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Non-compliance with this instruction may result in rejection of the proposal received.**

**Proposal Security (as per Form L) shall be uploaded under this requirement and additionally submitted in original not later than 10 (ten) days after the submission deadline at the address indicated in Section 3.**

**\*4. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity.

**\*5. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

**\*6. Tax Registration/Payment Certificate**

Please provide the 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.

**7. Quality Certificates**

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

**8. JV/Consortium/Association agreement or Subcontracting Agreement**

Please provide JV/Consortium/Association agreement or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable.



**\*9. Statement of Satisfactory Performance**

Please provide Statements of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value.

**\*10. Financial Statements**

Please provide the latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2020-2022).

**\*11. Methodology, Approach and Implementation Plan**

Please provide a detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel 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.

**\*12. Copies of contracts to prove that Offeror meets the similar experience requirement**

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

**\*13. CVs and Statements of Exclusivity and Availability**

Please provide CVs (signed by the envisaged personnel), clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference).

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

## 2.3 Section 3. Minimum Eligibility and Qualification Criteria

**1. 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.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
Legal Status	Vendor is a legally registered entity.	Form D: Proposer Information



<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>	<p>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</p> <p><i>[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.</i></p>	<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>
<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 500,000 US\$, in local development/business support (funds/grant administration)</p>	<b>Form F: Eligibility and Qualification</b>



	<p>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>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>§ 2 (two) Experts in mentoring and coaching;</li> <li>§ 2 (two) Procurement Officers;</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>	<p><b>Attach required documents to Form H: Format for CV of proposed Key Personnel</b></p>
<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>	<p><b>Form F: Eligibility and Qualification</b></p> <p><b>Copy of financial statements for the last 3 (three) years (2020-2022)</b></p>
	<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>	<p><b>Form F: Eligibility and Qualification</b></p>



**\*2. Compliance with Minimum Eligibility and Qualification Criteria**

Do you confirm that you comply with the Minimum Eligibility and Qualification Criteria?

**2.4 Section 4. Technical Evaluation Criteria**

**1. Technical Evaluation Criteria**

The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set.

Evaluation team will score each criteria based on the information provided in the proposal.

To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

*Narrative and applicable documents relevant to this section must be provided under the Technical Proposal (Forms A-I) or uploaded here.*

**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	Reputation of Organization and Staff Credibility / Reliability / Industry Standing  Organization / Company profile – 20 points: <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</li> </ul>	<b>40</b>





	<p>field – 10 pts</p> <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 \$300,000 of annual turnover for last three years – 0 pt</li> </ul>	
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</li> </ul>	<b>20</b>



	sustainability through some other means (yes –10 pts, no – 0 pts), for example <i>internal company policy documents on 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 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> </ul>	<b>80</b>



	<ul style="list-style-type: none"> <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>	
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 Section2</b>		<b>340</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1 a	<b>Project Manager (1 expert)</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	30



	years – 0 pts, 3 years – 20 pts, each additional year – 5 pts, up to 30 pts)		
	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 (1 expert)</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 (2 experts) (average scoring to be computed)</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 (1 expert)</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	20	



	(payments to sub-contractors and vendors) in at least 2 donor funded projects (one assignment - 10 pts, two or more assignments - 20 pts)		
	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 (2 experts) (average scoring to be computed)</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>

## 2.5 Section 5. Financial Evaluation

### \*1. Financial Proposal

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

### 2.6 Section I-2.

### 2.7 Section I-3.



### 3 Lines

#### Instructions

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

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

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

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

Prices shall be quoted only in the currency indicated in the system: **USD (US Dollars) for international suppliers.**

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-1. Deliverable: Milestone 1: Inception Report (IR) Component 1 (Japan funds)	86132100						
2-2. Deliverable: Milestone 2: First Progress Report (PR1) Component 1 (Japan funds)	86132100						
3-3. Deliverable: Milestone 2: Second Progress Report (PR2) Component 1 (Japan funds)	86132100						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
4-4. Deliverable: Milestone 2: Third Progress Report (PR3) Component 1 (Japan funds)	86132100						
5-5. Deliverable: Milestone 3: Fourth Progress Report (PR4) Component 1 (Japan funds)	86132100						
6-6. Deliverable: Milestone 3: Final Report (FR) Component 1 (Japan funds)	86132100						
7-1. Deliverable: Milestone 1: Inception Report (IR) Component 2 (SDC funds)	86132100						
8-2. Deliverable: Milestone 2: First Progress Report (PR1) Component 2 (SDC funds)	86132100						
9-3. Deliverable: Milestone 2: Second Progress Report (PR2) Component 2 (SDC funds)	86132100						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
10-4. Deliverable: Milestone 2: Third Progress Report (PR3) Component 2 (SDC funds)	86132100						
11-5. Deliverable: Milestone 3: Fourth Progress Report (PR4) Component 2 (SDC funds)	86132100						
12-6. Deliverable: Milestone 3: Final Report (FR) Component 2 (SDC funds)	86132100						