



REQUEST FOR PROPOSAL (RFP)

EU4MD/ Technical Assistance to implement EU LEADER approach in Ungheni focal region

RFP Reference No.:	RfP23/02773
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Contents

- SECTION 1: LETTER OF INVITATION.....3**
- SECTION 2: INSTRUCTIONS TO PROPOSERS.....5**
- SECTION 3: DATA SHEET (DS)20**
- SECTION 4: EVALUATION CRITERIA.....23**
- SECTION 5. TERMS OF REFERENCE29**
- SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS40**
- SECTION 7: PROPOSAL FORMS.....41**
 - FORM A: PROPOSAL CONFIRMATION42**
 - FORM B: CHECKLIST43**
 - FORM C: TECHNICAL PROPOSAL SUBMISSION.....44**
 - FORM D: PROPOSER INFORMATION.....46**
 - FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION48**
 - FORM F: ELIGIBILITY AND QUALIFICATION49**
 - FORM G: FORMAT FOR TECHNICAL PROPOSAL51**
 - FORM J: FINANCIAL PROPOSAL SUBMISSION55**
 - FORM K: FORMAT FOR FINANCIAL PROPOSAL.....56**

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **EU4Moldova: Focal regions Programme**, hereby invites prospective proposers to submit a proposal for **Technical Assistance to implement EU LEADER approach in Ungheni focal region** 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

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-00337**. 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 \(https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247\)](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247) 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.

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. 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.

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.

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

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

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	
1. Scope	<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 UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). 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>
2. Interpretation of the RFP	<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>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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> <ul style="list-style-type: none"> (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; (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.
4. Eligible proposers	<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, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting</p>

	<p>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"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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"> • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<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>
6. Publicity	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>

SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<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 Section 3: Data Sheet.</p> <p>UNDP shall endeavour 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>
8. Amendment of solicitation documents	<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>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	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.
10. Language	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.
11. Documents establishing eligibility and qualifications of the proposer	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.
11.a Documents comprising the proposal	<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"> c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<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>
13. Financial proposal	<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>

14. Currencies	<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"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. • 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.
15. Duties and taxes	<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>
16. Proposal validity period	<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>

<p>17. Proposal security</p>	<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"> • If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; • In the event the successful Proposer fails: <ul style="list-style-type: none"> ○ to sign the contract after UNDP has issued an award; or ○ 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.
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<p>18. Joint Venture, Consortium or Association</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"> • 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 notarised agreement among the legal entities, which will be submitted along with the proposal; and • 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. <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"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <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>
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<p>19. Only one proposal</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.</p> <p>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"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • 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; • 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 the personnel, does not apply to subcontractors being included in more than one proposal.
<p>20. Alternative proposals</p>	<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>
<p>21. Pre-proposal conference</p>	<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>

<p>22. Site inspection</p>	<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 which 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"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. <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>
<p>23. Errors or omissions</p>	<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>
<p>24. Proposers responsibility to inform themselves</p>	<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"> • 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; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • 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; • attend any pre-proposal conference if it is mandatory under this RFP; • 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 • 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. <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>

25. No material change(s) in circumstances	<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"> • a change affecting any declaration, accreditation, license or approval; • major re-organisational 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; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<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.</p> <p>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> <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.</p>
27. Online submission	<p>1.1 Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided. • 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. <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>
28. Deadline for Submission of Proposals and Late Proposals	<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 http://www.timeanddate.com/worldclock/. 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 recognise 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>
29. Withdrawal, substitution and modification of proposals	<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>

30. Storage of proposals	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.
31. Proposal opening	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.
32. Late proposals	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.
EVALUATION OF PROPOSALS	
33. Confidentiality	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. 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.
34. Evaluation of proposals	UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: <ul style="list-style-type: none"> a) Preliminary examination b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) c) Evaluation of technical proposals d) Evaluation of financial proposals.
35. Preliminary examination	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>36. Evaluation of eligibility and qualification</p>	<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> <ul style="list-style-type: none"> 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; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>37. Evaluation of technical and financial proposals</p>	<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 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 combined scoring method, the formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>38. Post-qualification/Due Diligence</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> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; 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; 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; 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; e) Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>39. Clarification of proposals</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>
<p>40. Responsiveness of proposal</p>	<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"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP’s rights or the proposer’s obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <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>

<p>41. Nonconformities, reparable errors and omission</p>	<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"> 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; 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 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. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
<p>42. Right to accept any proposal and to reject any or all proposals</p>	<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>
AWARD OF CONTRACT	
<p>43. Award criteria</p>	<p>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.</p>
<p>44. Right to vary requirement at time of award</p>	<p>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.</p>
<p>45. Notification of award</p>	<p>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.</p>
<p>46. Debriefing</p>	<p>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.</p>
<p>47. Publication of contract award</p>	<p>UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notice.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace, with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.</p>

48. Contract Signature	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.
49. Contract Type and General Terms and Conditions	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
50. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, 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 here. 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>
51. Bank guarantee for advance payment	<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 bank guarantee form available at : 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&action=default. 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>
52. Liquidated Damages	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.
53. Proposal protest	<p>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.</p> <p>The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>

54. Other Provisions	<p>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.</p> <p>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.</p> <p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
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SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP23/02773 . The services refer to the technical assistance to implement EU LEADER approach in Ungheni focal region.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality . ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.
		Deadline for submitting requests for clarifications / questions: 5 (five) days before the submission deadline
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: USD Dollars For evaluation purposes, financial proposals shall be recalculated at UN Operational Rate of Exchange on the submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php 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.
7.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	Not required
10.	Alternative proposals	Shall not be considered.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 60%-40% Technical proposal - financial proposal.</p> <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>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	20 December 2023

Ref. Article in Section 2	Data	Specific Instructions / Requirements
21.	Conditions of contract to apply	UNDP General Terms and Conditions for contracts (goods and/or services) See Section 6 for link to the contract terms.
22.	Performance Security	Not required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 1% Max. 5% deduction, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Proposal:</p> <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package. ▪ Certificate of Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2022, 2021, 2020) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value ▪ A copy of preliminary Agreement in case of Consortium ▪ 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 ▪ Implementation Plan (sequence of actions) for the services required in the ToR ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills ▪ 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. ▪ 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.

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, in 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
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 3 (three) years of relevant experience in implementing local development projects. <i>(For JV/Consortium/Association, the TEAM Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum 3 (three) contracts of similar value, nature and complexity in the development of Local Development Strategies, and/or similar policy documents. <i>(For JV/Consortium/Association, the TEAM Lead company 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) TEAM Leader/facilitator • 1 (one) Local development expert/facilitator • 1 (one) Legal expert • 1 (one) Organizational development expert <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. <i>(For JV/Consortium/Association, the TEAM Lead company should meet requirement).</i>	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.

<p>Turnover: Proposers should have annual sales turnover of minimum 30,000 USD for the last 3 (three) years (2020 – 2022).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
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Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	350
3.	Management structure and key personnel	400
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing	20
1.2	<p>General organisational capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> • Age of the firm - 3 years – 20 pts, >3 years – 5 pts for each additional year up to maximum 40 pts • project management controls (organigram) - up to 10 pts 	50
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</p> <ul style="list-style-type: none"> • Minimum 3 (three) years of professional experience in implementing local development projects (3 years - 30 pts, >3 years – 5 pts for each additional year up to maximum 40 pts). Experience in providing technical assistance related to implementation of EU LEADER approach in Moldova will be considered a strong advantage (no experience - 0 pts, yes – 10 pts) • At least 3 (three) local development strategies, or similar policy documents and plans (3 strategies - 20 pts, >3 strategies – 10 pts for each additional strategy up to maximum 50 pts) • Experience in providing technical assistance in establishing and/or revitalization of LAGs as per the legal framework in place and implementation of local development strategies (if no- 0 pts, each project 10 pts up to maximum 30 pts). Detailed description of the technical capabilities available for this task must be described in the Company Profile and/or technical proposal. • Experience in conceptualizing, organizing and conducting capacity building programmes (if no- 0 pts, each project – 10 pts up to maximum 30 pts). Detailed description of previously provided capacity building programmes indicating project, year, other details as may be relevant. • Work for UNDP/UN Agencies/donor funded/EU projects will be considered a strong advantage (no experience - 0 pts, yes – 10 pts) 	170
1.4	Quality assurance procedures (if yes – 10 pts, if no - 0 pts)	10

Total Section 1	250
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Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>Understanding of the requirement. Does Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 51 to 80 pts</i> <i>satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 to 50 pts</i> <i>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 20 pts</i> 	80
2.2	<p>Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Does the Methodology describe all the actions and their consequence into sufficient details, are they logical?</p> <ul style="list-style-type: none"> <i>detailed and logical description - 51 to 70 pts</i> <i>limited description which requires improvements – 25 to 50 pts</i> <i>no description or somehow touched upon – 0 to 24 pts</i> 	70
2.3	<p>Does the proposed Methodology demonstrate knowledge and understanding of the Ungheni region' specific environment and its challenges?</p> <ul style="list-style-type: none"> <i>full understanding and deep knowledge of the city. The Ungheni environment and challenges are well described and addressed into sufficient details – 51 to 70 pts</i> <i>the understanding and knowledge of Ungheni region is satisfactorily addressed. The Ungheni environment and challenges are somehow addressed without providing many details – 31 to 50 pts</i> <i>the understanding and knowledge of Ungheni region is not addressed at all or only touched upon. The Ungheni environment and challenges not addressed at all or only touched upon – 0 pts to 30 pts</i> 	70
2.4	<p>Does the proposal contain performance monitoring and evaluation mechanisms and tools?</p> <ul style="list-style-type: none"> <i>the performance monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 24 to 30 pts</i> <i>the performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 16 to 23 pts</i> <i>the performance monitoring and evaluation mechanisms are weak – 0 to 15 pts</i> 	30
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the risk assessment and proposed mitigation measures is weak – 0 to 5 pts</i> 	20
2.6	<p>Does the Methodology and Approach include participatory and multi-stakeholder approach, including description of steps for public consultations?</p>	50

	<ul style="list-style-type: none"> participatory and multi-stakeholder approach is aligned to the ToR requirements; description of steps for public consultations are well detailed and aligned to the national legislation requirements – 44 to 50 pts participatory and multi-stakeholder approach is satisfactorily addressed, providing some details; description of steps for public consultations are described without providing many details and may be improved – 26 to 43 pts participatory and multi-stakeholder approach is not addressed at all or somehow touched upon; description of steps for public consultations are not described or a simple reference to the national legislation requirements is made – 0 to 25 pts 	
2.7	<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"> extensive and logical distribution - 16 to 30 pts to some extent - 5 to 15 pts limited or lack of any such details - 0 to 4 pts. 	30
Total Section 2		350

Section 3. Management Structure and Key Personnel		Points obtainable
1.	Team Leader/facilitator	
	Master's degree (or equivalent) in public administration, law, social science and other connected fields (<i>whichever 25 pts</i>). PhD is a strong advantage (<i>30 pts</i>).	30
	Minimum of 5 years of experience in managing local development projects/contracts (<i>5 years - 10 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>). Experience in managing projects/contracts implementing EU LEADER approach and /or setting up or revitalization of local action groups will be considered a strong advantage (<i>no experience - 0 pts, yes – 10 pts</i>)	30
	Experience in managing projects/contracts for elaboration of at least 3 (three) local development strategies, or rural development plans conducted over the last 5 years (<i>3 projects/contracts - 20 pts, >3 projects/contracts– 5 pts each additional projects/contract up to max. 30 pts</i>)	30
	Working experience with local public authorities and state relevant institutions / services (<i>no experience – 0 pts, Yes - 10 pts</i>)	10
	Experience working with UN Agencies/EU funded projects or other donors funded projects (<i>no experience – 0 pts, Yes - 10 pts</i>)	10
	Language Qualifications: proficiency in Romanian and English required (<i>4 pts each language</i>); command of Russian will be an asset (<i>2 pts</i>)	10
2.	Strategic planning expert/facilitator	
	University degree or equivalent in public administration, law, social sciences and other connected fields; (<i>whichever 25 pts</i>). Master's degree is an advantage (<i>30 pts</i>).	30
	At least 5 years of extensive experience in with local governance and local development projects (<i>5 years - 20 pts, >5 years – 5 pts each additional year up to max. 25 pts</i>)	25
	At least 3 confirmed examples of expertise and involvement in elaboration of similar to this assignment studies/works, local development strategies and plans. List of projects shall be included in the CV (<i>3 projects - 15 pts, >3 projects– 5 pts each additional project, up to max. 25 pts</i>)	25
	Working experience with local public authorities and state relevant institutions / services (<i>no experience – 0 pts, Yes - 10 pts</i>)	10
	Language Qualifications: proficiency in Romanian and Russian required (<i>5 pts each language</i>)	10

3	Legal expert		90
	University degree or equivalent in law, public administration and other connected fields; (<i>whichever 25 pts</i>). Master's degree is an advantage (<i>30 pts</i>).	30	
	At least 5 years of extensive experience in local development projects or other connected fields (<i>5 years - 15 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>)	20	
	At least 3 confirmed examples of expertise and involvement in elaboration of constitutive acts, registering local action groups or similar to this assignment works. List of projects/contracts shall be included in the CV (<i>3 projects - 15 pts, >3 projects– 5 pts each additional project, up to max. 20 pts</i>)	20	
	Working experience with local public authorities and state relevant institutions / services (<i>no experience – 0 pts, Yes - 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>5 pts each language</i>)	10	
4.	Organizational development expert		90
	University degree in public administration, human resources, accounting, organizational development and other connected fields (<i>whichever 25 pts</i>). Master's degree is an advantage (<i>30 pts</i>).	30	
	At least 5 years of working experience with NGOs and/or private entities in implementing programs, policies and organizational development strategies (<i>5 years - 15 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>)	20	
	Experience in developing internal procedures, policies and regulations. List of projects shall be included in the CV (<i>5 years - 15 pts, >5 years – 5 pts each additional year up to max. 20 pts</i>)	20	
	Experience in training preparation and delivery on capacity building. List of projects shall be included in the CV (<i><3 events – 0 pts, 3 events – 10 pts</i>)	10	
	Language Qualifications: proficiency in Romanian and Russian required (<i>5 pts each language</i>)	10	
Total Section 3			400

SECTION 5. TERMS OF REFERENCE

a. Background Information and Rationale, Programme Description

The EU4Moldova: Focal Regions Programme (further Programme)² is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and UNICEF.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

b. Specific Objectives

LEADER is an initiative, method and tool of the European Union to support development processes based and focused on the local community, aimed at rural development and job creation, designed to help rural actors to realize the potential of their region on long term basis.

The main idea of the LEADER approach is to ensure sustainable development in villages, create jobs, create new economic activities in rural area and improve quality of life. The necessary conditions for this are: (i) the establishment of territorial cooperation between villages in order to concentrate their development potential; (ii) creating partnerships between local public authorities, businesses and civil society; and (iii) using this energy to change the economic, infrastructural and social situation in target villages.

The main instrument of the LEADER approach is a group of activists from the local community called the "Local Action Group" or LAG, which act as a local development agency and includes representatives from 3 sectors: government, private and civil.

The LAGs can play an important role in planning and monitoring of the development strategies as they are important actors at the focal regional level with involvement in creating mutually supportive linkages between rural and urban areas in realizing smart, circular and inclusive local development. The participatory process should also be inclusive, providing opportunities for traditionally marginalized and excluded voices from the local communities - vulnerable groups, including women and youth, from the rural communities of the focal region.

The LEADER program was launched in the EU member states in 1991. Due to the effectiveness in local development process and its popularity in rural areas, the LEADER approach continues to this day. With more than a 30-year history in rural areas of the European Union LEADER programmes are particularly widespread in EU Member States, where this approach has a legislative context and funds from the European Agricultural Fund for Rural Development (EAFRD) and other European structural funds.

The results of the implementation of the LEADER approach in the EU attracted the attention of countries outside the European Union. International funding has been provided for the implementation of LEADER and for some of the European countries of the Eastern Partnership (including Moldova).

² The EU4Moldova: Focal Region Programme
<https://www.md.undp.org/content/moldova/en/home/projects/eu4moldova-focal-regions.html>

The LEADER approach in the Republic of Moldova has been implemented since 2016 with the support provided by the UNDP and other development partners and in collaboration with the Ministry of Agriculture and Food Industry (MAFI). Currently, there are 48³ LAGs operating in the country covering more than 700 rural settlements (50% of rural localities), which have different level of experience and are at different stages of implementation of the LEADER approach in terms of institutional capacity.

In 2021, a special law on local action groups⁴ was approved by the Parliament of the Republic of Moldova, preceded by a series of amendments to the legal framework in force that allows LAGs to benefit of up to 5 % of funds from the National Fund for the Development of Agriculture and the Rural Environment through the LEADER Programme⁵, launched in June 2022.

Moreover, the National Strategy for Agricultural and Rural Development⁶ (SNDAR 2030) foresees as specific objective (SO3) the stimulation of LEADER approach, having as priority directions (3.3.1) promoting sustainable rural development priorities and streamlining the governance of the rural development sector; and (3.3.2) creation and development of LAGs which will have as their intended objective the representation of the interests of 75% of the rural population in this decision-making process. The specific objectives of SNDAR 2030 are aligned with the objectives of the EU Common Agricultural Policy (CAP) and the National Development Strategy "Moldova 2030" (SND 2030).

The elaboration and approval of the normative framework for the implementation of the LEADER approach in Moldova standardized the methodological and institutional approaches, as well as the elaboration, implementation and monitoring of local development strategy (LDS) by the LAGs.

The EU4Moldova: Focal Regions Programme uses the LEADER approach by supporting the development and consolidation of LAGs, through grants to support the implementation of LDS, as well as support in strengthening functioning and management of LAGs in the targeted communities. Since 2020, 5 (five) LAGs from Cahul and Ungheni focal regions benefited of 6 grants with a total value of 300,000 EUR to implement 65 local development initiatives in the rural communities.

Although the grant programmes implemented in Cahul and Ungheni proved that LAGs facilitate local involvement, contribute to better local governance, and improve social capital, a considerable disproportion in terms of numbers and capacity of the two focal regions regarding the implementation of the LEADER approach was found.

As per the official data⁷ provided by the Ministry of Agriculture and Food Industry of the Republic of Moldova (MAFI) only 13 out of 74 local communities from Ungheni focal region, members of 2 LAGs, are currently implementing the LEADER approach, which represents less than 10%. Since 2020, two Local Action Groups from Ungheni focal region- LAG „Movila Magurii” and LAG „Razesii Pyretusului”, have benefited from grants of a total value of €100,000, provided by the European Union within the EU4Moldova: Focal Regions Programme.

In the context of the above-mentioned, the Programme aims to support the creation of new LAGs in the Ungheni focal region to enhance the capacities of rural communities in implementing the LEADER approach. This will enable them to become eligible to access state budget funds for rural development, as well as other available funding sources, for the implementation of strategies and priority projects. This will be achieved through the involvement and strengthening of local communities, addressing both social inclusion and gender equality.

c. Scope

The Programme is looking for a consulting Company /Consortium (hereinafter Company) to provide assistance and enhance capacities of rural communities from Ungheni focal region to implement the LEADER approach and to establish Local Action Groups to become eligible to access the state budget funds for rural development, as well as other available funding sources for the implementation of the local development strategy.

In this respect, the Company, will:

- evaluate the opportunity to establish and institutionalize 2-3 local action groups (LAGs) in the Ungheni focal region by identifying the local and potential needs of rural areas, analysing the resources and challenges they face and following the principles of the LEADER approach as foreseen in the Law on local action groups (art. 7).

³ Map of Local Action Groups <https://leaderin.md/gal-moldova/>

⁴ PL50/2021, OM no.117 -121 https://www.legis.md/cautare/getResults?doc_id=132658&lang=ro#

⁵ GD277/2022, OM no.134 art. 345 https://www.legis.md/cautare/getResults?doc_id=131109&lang=ro

⁶ SNDAR 2030, GD56/2023, OM no. 117-118, art.244 https://www.legis.md/cautare/getResults?doc_id=136318&lang=ro

⁷ Registry of LAGs <https://maia.gov.md/ro/content/registru-grupurilor-de-ac%C8%9Biune-local%C4%83>

- provide legal and technical assistance to support the setting up and registration of LAGs in accordance with the regulatory framework , following the steps outlined in the Guide to Local Action Groups⁸.
- support the newly registered LAGs in the drafting of policies, regulations and internal documents governing the functioning of the LAG.
- develop and implement a Capacity Building Programme for the newly created LAGs in the elaboration, implementation and monitoring of the local development strategy and the implementation of the LEADER approach on the territory of the LAGs.
- conceptualize and develop the package of documents of the small grants competition to support the implementation of the approved LDS and to develop the administrative capacities of the LAG based on the principle of "learning by doing".

d. Approach and Methodology

The Company shall take full responsibility for the execution and delivery of the following tasks and outputs to achieve the objectives of the assignment as described below:

Task 1. Methodology development

Preparation of methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:

- Rapid assessment of expectations and tasks, scope definition and management objectives;
- Development of baseline work plan;
- Mapping key stakeholders and developing communication strategy;
- Methodology for monitoring and evaluation of achieved results;
- Topics to be included in the capacity development plan;
- Organize the kick-off meeting with the presentation of the work plan with main activities and role distribution between team members.

Note: The proposed methodology must be approved by the Programme at the initial phase of the contract.

Task 2. Primary data collection for assessing the territory, community mobilization and creation of the Constituent Committee

The LAG territory must consist of at least three neighbouring administrative-territorial units. The population of the LAG territory must be more than 10 000 inhabitants. The LAG territory may include rural ATUs and towns with a population of up to 10 000 inhabitants.

The collection of data on the current situation and characteristics of the territory in which the new LAGs intend to be created shall be carried out by using existing data, policy documents, recent research developed/approved at the local/regional level, but also from primary sources, including:

- Reviewing all existing strategic and planning documents at the regional and local level and identifying problems and opportunities to create new LAGs;
- Carrying out the analysis of the territory of LAG initiatives through the LEADER approach national regulatory framework, following the principles of LEADER approach:
 - *territorial approach* - representation by a LAG of a homogeneous rural territory, cohesive from a social, economic and natural point of view, made up of at least three neighbouring first-level administrative-territorial units. The LEADER programme applies to territories with a population of between 10 000 and 60 000 represented by a LAG;
 - *local partnerships* - the creation of partnerships involving representatives of the public, business and civic sectors, in which none of these sectors has more than 49% of the voting rights at decision-making level;
 - *bottom-up approach* - active participation of local people in planning activities, decision-making and implementation of local development strategies;
 - *integrated and multisectoral actions* - the elaboration of local development strategies comprising integrated and multisectoral actions - based on the interaction of local partners with the aim of balanced development of the territory;

⁸ Guide to Local Action Groups, MAFI Order No.28/2021
https://maia.gov.md/sites/default/files/Documente%20atasate%20Advance%20Pagines/28_21.10.2021%20Ro_0.pdf

- *networking* - collaboration within regional, national and international networks by establishing links and carrying out development projects in the LAG territory;
 - *innovation* - stimulating new approaches to rural development, including transferring and modernising traditional knowledge or finding new solutions to persistent rural problems that could not be solved satisfactorily and sustainably by other methods;
 - *cooperation* - carrying out joint projects with similar groups in the process of inter-territorial and transnational cooperation.
- Carrying out the identification process of the local actors, organizations, individuals and legal entities active in terms of LAG development;
 - Providing legal support for establishing the Constituent Committee;
 - Identify the specific facts of the area, local resources and needs;
 - Providing instructions and methodological material for working in the field;
 - Organizing and implementing informative campaigns at the local level to attract LAG members;
 - Coordinating the work of the local implementation teams.

Note: The Company representatives (team leader and local development expert/facilitator) shall visit the area of the potential LAGs and organize minimum 2-3 meetings at this stage. Also, the Company shall prepare and submit a Fact-Finding Mission Report (FFM) with recommendations for the Programme.

Task 3. Strengthening the LAG partnership and elaboration of the Local Development Strategy

Based on the analyses carried and FFM Reports and following the methodology described in the Guide to Local Action Groups, the Company shall draft the Local Development Strategies for the proposed LAGs to be created.

More specifically, the LDSs shall include, but not be limited to the following aspects:

- The process of elaboration of the LDS shall represent a communication and cooperation platform necessary for the creation of the territorial and cross-sectoral partnership of the LAG and must be a participatory one, involving different interest groups, social and professional environments;
- When preparing the LDS the holistic approach shall be taken into account to allow the potential, resources and local specificity to be exploited;
- The LDS should be a document developed, not so much for the local community, but with their active participation. The description of the methods and tools (e.g. questionnaires) of involving the local community in the preparation of the strategy shall include the specific target groups to which these methods are addressed;
- Innovation in LDS development should be understood in the broadest sense. It can mean the introduction of a new product, a new process, a new service or the creation of a new organisation or opening of a new shop. Equally, it can mean taking on new methods of development or implementation, bringing something new to the development of the LAG territory;
- In order to demonstrate the territorial cohesion of the LAG, the territorial map covered by the LDS with the boundaries of the individual villages and communes marked, as well as the number of their population according to official statistical data (based on the last population census) should be included;
- The formulation of the LDS objectives should be based on the SWOT analysis, taking into account the results of the public consultations that strengthen the process of developing the strategy;
- The indicators included in the local development strategies are to measure progress in the implementation of the LDS, both in relation to the measures and to the specific objectives and overall objectives of the strategy. Indicators shall be correctly linked to the targets, measurable, disagreeable, i.e. measurable taking into account disaggregation by different characteristics (e.g. women/men/young people, company size, etc.);
- Measures and projects included in the LDS must address community/local issues in an integrative manner and respect the right of communities to a favourable living environment, rational use of natural resources, integration of environmental requirements into economic and social decisions, access to environmental information and participation of local communities in environmental decision-making, etc.

The Local Development Strategies shall have at least the following structure, as set out in the Guide to Local Action Groups:

SUMMARY

Introduction

CHAPTER I. DESCRIPTION OF THE PARTNERSHIP

1.1. Composition of the partnership

1.2. Evolution of the LAG potential

CHAPTER II: LOCAL DEVELOPMENT BASED ON THE PRINCIPLES OF THE LEADER PROGRAMME

2.1. Territorial approach

2.2. Local partnerships

2.3. Bottom-up approach

2.4. Integrated and multisectoral actions

2.5. Networking

2.6. Innovation

2.7. Cooperation

CHAPTER III. CHARACTERISTICS OF THE LOCAL DEVELOPMENT STRATEGY

3.1. Holistic approach

3.2. Participatory approach

3.3. Innovative approach

CHAPTER IV. PRESENTATION OF THE TERRITORY AND THE POPULATION COVERED BY THE LOCAL ACTION GROUP

4.1. Description of the territory, map, administrative organisation

4.1.1 Geographical location

4.1.2. Environment

4.1.3. Population

4.1.4. Physical infrastructure and public utilities

4.1.5. Social infrastructure

4.1.6. Tangible and intangible cultural heritage

4.1.7. Local economy

4.1.8. Local public administration

4.2. The needs of the local action group territory and local development resources

CHAPTER V: SWOT ANALYSIS

CHAPTER VI: THE TERRITORY'S MISSION AND DEVELOPMENT VISION

6.1. Mission of the local action group

6.2. Vision of the local action group

CHAPTER VII: OBJECTIVES, MEASURES AND INDICATORS

7.1. Strategic objectives and expected impact

7.2. Specific objectives and supporting measures

7.3. Indicators

7.4. Commitment to environmental protection

CHAPTER VIII: STRATEGY OPERATIONAL PLAN AND BUDGET

CHAPTER IX: COMMUNICATION PLAN AND VISUAL IDENTITY

CHAPTER X: MONITORING AND EVALUATION

ANNEX:

- Map of administrative-territorial units
- Organisational structure of the local action group
- Portfolio of project ideas

Note: The documents shall be provided in hard copy and one electronic copy (editable PDF).

Task 4. Development of the constituent acts of the LAGs and organize public consultations

The Contractor shall provide support in elaboration of the constituent acts of the LAGs to be created. According to art. 12 of the Law no. 50/2021 on local action groups, the constituent acts of the LAG are Constitution agreement and the Statute.

The Constitution Agreement is the act by which the founding members express their will to create the LAG, representing the three sectors (entrepreneurial, public and civic) of the territorial partnership of the LAG. The following information will be specified in the LAG's Constitution agreement: (i) the full and, where appropriate, abbreviated name of the LAG and its legal address; (ii) the purpose and strategic objectives of the LAG; (iii) the period of activity of the LAG; (iv) the list of founders; (v) the procedure and deadlines for setting up and registering the LAG, etc.

The statutes shall specify the principles for the establishment and operation of the LAG, its purpose, objectives, tasks, composition, management and control bodies, assets and sources of funding, transparency of activity and method of reorganization and liquidation.

The Company shall organise public information and consultation activities as per the regulations in force. The ATUs

shall provide the necessary rooms for public events and other facilities necessary for holding public consultation events.

The Company shall make all changes requested by the beneficiaries and those submitted following the public consultations. The Company shall also respond to clarifications requested by the beneficiary and/or other relevant entities, as appropriate.

Note: The documents shall be provided in hard copy and one electronic copy (editable PDF).

Task 5. Establishment and registration of the LAG

The Company shall assist Constituent committees in establishing the LAGs by convening the meetings of the Constituent Assembly. All potential members - those who have taken decisions to create the LAG - will be invited to the meeting of the founding meeting. The Company will assist the Constituent committees in drafting the agenda, drawing up the list of founding members, inviting participants, including observers and, as well as the support will be provided for the presentation of the draft texts of the Constituent agreement, the Statutes and the SDL.

All decisions taken at the constituent meeting must be reflected in the minutes of the meetings. The Company will assist LAGs in preparation of the minutes of the constituent meeting which shall be signed by the chairman and the secretary of the meeting.

The documents adopted at the constituent meeting, together with the minutes of the meeting, shall be submitted to the Ministry of Agriculture and Food Industry in accordance with the Regulation on the procedure for examining the conditions for registration of local action groups.

The company shall provide legal assistance to the new LAGs being set up for the compilation and submission of the dossier to the relevant Ministry, as well as in clarifying all comments and requests for clarifications from the specialized Committee, if any.

Task 6. Drafting of policies, regulations and internal documents

The functioning of LAGs is based on the Constitution of the Republic of Moldova, the Civil Code, the Law no. 276/2016 on the principles of subsidy in the development of agriculture and rural environment, the Law no. 436/2006 on local public administration and the Law no. 50/2021 on Local Action Groups, as well as on the LAG Statute but it is recommended to develop other policies, regulations and internal documents, which will allow efficiency and transparency in the activity of LAGs.

The Company will assist LAG in development and approval of the internal operating documents, as foreseen in Table no.7 of the Guide to Local Action Groups.

Note: The documents shall be provided in hard copy and one electronic copy (editable PDF).

Task 7. Development and implementation of the Capacity Building Programme

The aim of developing capacity building programme for the newly created LAGs is to ensure an efficient functioning, increasing knowledge, strengthening capabilities of the LAG` staff and members in understanding the principles of the EU LEADER approach, as well as to improve the efficiency and effectiveness of implementation of local development strategies.

In this respect, the Company shall conduct a capacity assessment of the established LAGs, analyzing their current needs, strengths, weaknesses, areas for development and improvement in terms of administrative capacity, and propose the final target group. Based on the conducted review the Company shall develop a tailor-made capacity building Programme according to the Ungheni focal region-specific context and LAGs needs. The Company will design training activities and capacity building measures in a realistic way, taking into consideration all relevant factors of timeline and expertise. The Company shall provide minimum 5 training sessions per each LAG.

The Training activities should:

- be adjusted to the level of knowledge and competence of the LAG` representatives;
- should respond to the needs of participants in the trainings;
- have a deep practical approach and should follow the `learning by doing principle`;
- include relevant case studies and practical exercises of both positive and negative practices;
- have an interactive character, use adult learning techniques, audio and video materials, etc.;
- be in line with the provisions of the national policies documents;
- incorporate the Human Rights Based Approach and Gender Mainstreaming;
- use a performance and result-based-management approach.

Following the training activities, the Company shall develop and implement internship activities for 3-6 people, minimum one representative from each LAG. The internship will take place in LAGs from Moldova, proposed by

the Company, with experience in LDS implementation and project management, including monitoring and evaluation. The Daily Subsistence Allowance (DSA) for the participants will be covered by the Programme.

Task 8. Conceptualize and develop the package of documents of the small grants competition

The Programme will provide financial support through a small grants competition to promote the implementation of the approved LDS and to develop the administrative capacities of the LAGs based on the principle of "learning by doing" and to promote the EU LEADER approach in the region. For reaching these goals, the Programme will provide non-refundable support for minimum 2 newly establish LAGs in the Ungheni focal region, of up to 10 000 USD each. In this regard, the Company shall draft the full package of documents, including: (i) the eligibility and selection criteria (ii) Guideline, (iii) Application forms, (IV) Budget form and other relevant documents of the grant competition, using the templates provided by the Programme.

The eligibility and selection criteria and conditions for conducting the grant competition will be presented for approval to the National Steering Committee and the Local Steering Committees of the Programme.

After approval of the Selection Criteria and the conditions of the grant competition, the Programme Team will launch the grant competition to select at least 2 LAGs to benefit of non-refundable support to implement local initiatives as per the LDS in place. The Company shall provide support and mentoring LAGs in developing the Regulations for participation in the local call for project proposals and during the evaluation process.

The Company shall provide necessary consulting at contracts signing, support implementation of activities and organize verification of contribution for selected LAGs beneficiaries of non-refundable support. 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 2 months since non- refundable support award, on the following issues:

- organization of the local call and selection of beneficiaries, in accordance with the competition rules and legal provisions in force;
- drafting and signing grant contracts with selected beneficiaries;
- implementation of selected micro-projects and procurements according to approved LAG’ internal procedures and UNDP procurement principles and rules;
- monitoring the implementation of micro-projects and the achievement of expected results;
- compliance with the visibility requirements of the donor (European Union), the Programme and the LAGs;
- development of Progress and Financial Reports on assistance provided to the selected LAGs in projects implementation and monitoring, including on the achievement of performance indicators;
- monitoring and evaluation of projects implemented by each LAG.

Task 9. Final Report

After all the tasks have been completed, the Company will generate the Final Report. The Final Report will serve as the final deliverable of the contract and will be submitted after the implementation of all planned activities. The Final report will describe the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.

The Company is required to obtain the Programme’s approval at the completion of each phase listed above before progressing to the next phase.

e. Deliverables and Schedules/Expected Outputs

The Company shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

Deliverables	Expected Period
<p>Deliverable 1: Submission of Inception Report (Task 1)</p> <p>The Inception Report will include:</p> <ul style="list-style-type: none"> a) Approach to Implementation and the working Methodology b) Detailed Work Plan for the implementation of activities c) List of the key stakeholders d) Methodology for monitoring and evaluation of achieved results e) Topics to be included in the capacity development plan 	<p>3 weeks since contract signature</p>

Deliverables	Expected Period
<p>Deliverable 2: Submission of the results of the Primary data collection for assessing the territory, community mobilization and creation of the Constituent Committee (Task 2)</p> <p>The Company shall submit the Progress Report 2 and the draft Analysis of the LAGs territory:</p> <ul style="list-style-type: none"> • Narrative part – Analysis of current situation - describing the specifics of the LAGs territory by using existing data, policy documents, recent research developed/approved at the local/regional level, but also from primary sources. • List of proposed founding communities and maps of LAG. • Agendas, lists of participants in organized information activities and minutes of Constituent Committee meetings. • Finding Mission Reports on each initiative with recommendations for the Programme. <p>The draft documents will be completed in Romanian, presented in electronic version and endorsed by the Programme prior to submission to the beneficiaries.</p>	<p>1 months since contract signature</p>
<p>Deliverable 3: Submission of draft of Local Development Strategies and constituent documents (Task 3, Task 4 and Task 5).</p> <p>The Contractor shall submit the Progress Report 3 and the draft Local Development Strategies and constituent documents inclusive:</p> <ul style="list-style-type: none"> • Narrative part describing conducted public consultation activities (at least 1 public hearings per each LAG initiative) for representatives of LPA, local non-governmental organizations, private sector, citizens. • Draft Local Development Strategies per each LAG, according to the structure recommended by ToR and the Guide on Local Action Groups. • Draft constituent documents (Agreements and Statutes). • The Local Councils’ decisions on the implementation of the Leader approach in the community. • The agendas, lists of participants, presentations, minutes of the constituent meetings. • Applications for the decision to register the local action group. <p>The draft documents will be completed in Romanian, presented in 2 (two) hard copies and one electronic copy (editable PDF).</p> <p>The Contractor shall submit the agendas of public hearing and public consultations events, ppt presentations, photo, audio, video records, and other informational materials to the Programme for review and approval prior the events.</p> <p>All documents shall be endorsed by the Programme prior to submission to the Constituent committees.</p>	<p>6 months since submission of Deliverable 2</p>
<p>Deliverable 4: Submission of draft policies, regulations and internal documents (Task 6)</p> <p>The Company shall submit the Progress Report 4 and the draft of the internal operating documents, as foreseen in Table no.7 of the Guide to Local Action Groups.</p> <p>All documents shall be endorsed by the Programme prior to submission to the beneficiaries. The Company shall receive Notice of acceptance of the internal documents developed for each LAG and copy of the minutes of the general assembly meetings on approval of the internal documents.</p>	<p>1 months since submission of Deliverable 3</p>
<p>Deliverable 5: Development and implementation of the Capacity Building Programme (Task 7)</p> <p>The Company shall submit the Progress Report 5 and the draft of the Capacity Building Programme inclusive:</p> <ul style="list-style-type: none"> • Narrative part describing conducted needs analysis and the recommendations for each LAG in terms of capacity building development, including conceptualization of the internship programme. • Training curricula. • The agendas, lists of participants, presentations, questionnaires, etc. 	<p>2 months since submission of Deliverable 3</p>

Deliverables	Expected Period
<ul style="list-style-type: none"> • Internship reports completed by each participants summarizing the internship experience. <p>The Company shall submit the training curricula, training modules, ppt presentations to the Programme for review and approval prior the events.</p>	
<p>Deliverable 6: Conceptualize and develop the package of documents of the small grant competition and support to the implementation of selected projects (Task 8)</p> <p>The Company shall submit the Progress Report 6 and the draft of the Capacity Building Programme inclusive:</p> <ul style="list-style-type: none"> • The eligibility and selection criteria. • The full package of documents, including: (i) Guideline, (ii) Application forms, (iii) Budget form and other relevant templates of the grant competition. • The reporting templates. • Progress and Financial Reports on assistance provided to the selected LAGs in projects implementation and monitoring. <p>The package of documents shall be reviewed and approved by the Programme.</p>	<p>2 months since submission of Deliverable 5</p>
<p>Deliverable 7: Final Report (Task 9)</p> <p>The Contractor shall submit a Final Report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned and recommendations to the Programme.</p> <p>The Final Report will include the revised documents and annexes with other deliverables produces under this assignment.</p>	<p>2 weeks since submission of Deliverable 6</p>

f. Key Performance Indicators and Service Level

All planned activities shall be implemented within the established terms, with the active involvement of local stakeholders in a participatory manner. All the results set by the ToR have to be achieved. The indicators that will attest the performance of the services are:

- a) Clear Approach to Implementation and the working Methodology and a detailed Work Plan for the implementation of activities.
- b) A well developed and clear communication strategy.
- c) Analysis of territory and FFM Report on each LAG` initiatives.
- d) 2 to 3 new LAGs established, registered and functioning.
- e) Local Development Strategies developed and approved by the newly established LAGs.
- f) A Capacity building programme conceptualized, developed and implemented.
- g) At least 30 participants at the trainings aiming to develop institutional capacities of LAGs members in implementing EU LEADER approach in Ungheni focal region.
- h) At least 100 participants at the information activities and public consultant events.
- i) A small grants Programme for the new established LAGs developed and implemented.
- j) At least 2-3 projects successfully implemented by the selected LAGs.
- k) Progress and financial Reports on assistance provided to the selected LAGs in projects implementation and monitoring.

g. Governance and Accountability

The Company will be awarded a contract with UNDP EU4Moldova: Focal Region Programme for the delivery of services applied for and will work in cooperation with Project Officers (Rural Development) and Local Coordinator in Ungheni focal region, under the guidance and supervision of the Project Manager / Local Development and the Programme Manager.

The Contractor will work also, along with Constituent Committees created by ATUs from Ungheni focal region based on the provision of the legal framework in force and agreed methodology determined at the inception of activities.

The EU4Moldova: Focal Regions Programme will provide all available relevant documentation, facilitate first

contacts, access to the site and communication with stakeholders while **the Company will be responsible for arranging all necessary transportation and logistics arrangements, obtaining all needed permissions, establishing and maintaining good working relationships with all involved parties.**

All kind of translation costs (written and oral) shall be arranged by the Company.

For the transfer and management of non-cash support (Task 8), the Company shall provide/open a separate bank account. 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.

The payment for services will be made in tranches upon submission of deliverables stated in point E.

Key deliverables and indicative timeframe above and certification by the Programme Manager that the services were satisfactorily performed. All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

The Company shall submit Progress Reports every two months (max 1 page length) which highlights the current status of performed activities and main findings, key issues, and preliminary conclusions.

All the Inception, Progress and Financial Reports and all Deliverables should be endorsed by the EU4Moldova: Focal Regions Programme and be provided in Romanian, in electronic and hard versions. The Final Report will be provided in Romanian and in English.

The progress and final reports shall follow the pre-set template agreed with the Focal Regions Programme team that includes both narrative and financial parts.

As a quality assurance measure, the Focal Regions Programme reserves the right to initiate spot-checks of beneficiaries of non-cash support to conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting to the Focal Regions Programme all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

h. Expected duration of the contract/assignment

The estimated duration of works is up to maximum 11 months.

The expected time of commencement of contract is December 2023.

UNDP will require maximum of 7 (seven) days (depending on the implementation stage) to review the deliverables, provide comments, approve/deny or certify acceptance of deliverables.

j. Professional Qualifications of the Successful Contractor and its key personnel

The technical offers will be evaluated based on their compliance with the general requirements specified bellow. The applicant Company (Leader of Consortium) should:

- Be a legally registered entity.
- Have at least 3 years of experience in implementing local development projects.
- Have in its portfolio at least 3 (three) similar contracts/experiences on providing support to develop Local Development Strategies.
- Experience in conceptualizing, organizing and conducting informational campaign and public consultations of Local Development Strategies or other similar plans (*evidence must be provided in the Technical Proposal*) and others as per Section 4. Evaluation criteria
- Experience in conceptualizing, organizing and conducting training activities for local non-governmental organizations, local public authorities' representatives (*evidence must be provided in the Technical Proposal*);
- Experience in providing technical assistance related to implementation of EU LEADER approach in Moldova will be considered an advantage (*evidence must be provided in the Technical Proposal*)

The proposal shall include the following minimum key-personnel aimed at implementing said contract:

1. TEAM Leader/ facilitator
2. Local Development expert/ facilitator
3. Legal expert
4. Organizational development expert

The competencies and skills of the above-listed key-personnel will be evaluated as per Section 4. Technical Evaluation Criteria Form.

The Company could consider other non-key personnel that could be required for the successful implementation of the present assignment; however their competencies will not be evaluated.

In consideration of time limitations, the geographic extent of the assignment and the peculiarities of each required work package, the Contractor should demonstrate substantial human resource capacity, proportionate to the workload so as to mitigate negative effects on the pace of implementation. In addition, the key-personnel should provide full-time availability for this contract, if awarded.

The Company shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Company expense.

k. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Prices shall be quoted in USD Dollars.

The milestone activities for which payments will be made as follows:

MILESTONE/DELIVERABLE	Instalment value as share of proposed amount for services
Milestone 1 (related to successful completion of Deliverable 1)	20%
Milestone 2 (related to successful completion of Deliverables 2)	10%
Milestone 3 (related to successful completion of Deliverables 3 and 4)	30%
Milestone 4 (related to successful completion of Deliverable 5)	10%
Milestone 5 (related to successful completion of Deliverable 6)	20%
Milestone 6 (related to successful completion of Deliverable 7)	10%

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

Not applicable.

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 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:

Have you duly completed all the Returnable Proposal Forms?	
▪ 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"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<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:	Rfp23/02773		

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"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, 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 or any other international Organization.
<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"/>	Bankruptcy: 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"/>	Proposal Validity Period: 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

RFP Reference	RfP23/02773
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
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):	<p>Tick all that apply and provide supporting documentation:</p> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	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>been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<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 Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</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:	RfP23/02773		

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>Name of leading partner</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>
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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:	RfP23/02773		

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: Address of Client: 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: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 3 (three) 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	Period of activity and status	Types of activities undertaken and role (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

Annual Turnover for the last 3 years	Year 2022	Currency: USD	Amount
	Year 2021	Currency: USD	Amount
	Year 2020	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	2020	2021	2022
	<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:	RfP23/02773		

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:	RfP23/02773		

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
References:	<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:	RfP23/02773		

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
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

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:	RfP23/02773		

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:	RfP23/02773		

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 (VAT exclusive)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal, USD (VAT exclusive)	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate, USD (VAT exclusive)	No. of days / months / hours	Total Amount, USD (VAT exclusive)
		A	B	C=A*B
	1 (one) TEAM Leader/Facilitator			
	1 (one) Local development expert/Facilitator			
	1 (one) Legal expert			
	1 (one) Organizational development expert			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs*

Description	Unit of Measure	Quantity	Unit Price, USD (VAT exclusive)	Total Amount, USD (VAT exclusive)
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Logistics (conference facilities, coffee breaks, lunches etc. as applicable)				
Value of non-cash support to beneficiaries **	agreements	2	10,000.00	20,000.00

Other costs (specify)				
Subtotal Other Costs:				

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

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

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Milestone as per Terms of Reference	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1: Submission of Inception Report				
Deliverable 2: Submission of Facts-Finding Mission Reports for each LAGs with recommendations for the Programme.				
Deliverable 3: Submission of Local Development Strategies, establishment and registration of minimum 2 new LAGs-				
Deliverable 4: Submission of Capacity Development Programme				
Deliverable 5: Submission of draft policies, regulations and internal documents				
Deliverable 6: Conceptualize and develop the package of documents of the small grant competition and support to the implementation of selected projects				
Deliverable 7: Final Report				
Total Amount of Financial Proposal				