



REQUEST FOR PROPOSAL (RFP)

SMJ / Conducting a cyber security audit to assess the MoJ security program

RFP Reference No.:

RfP/02777

Country:

Republic of Moldova

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Contents

SECTION 1: LETTER OF INVITATION	3
SECTION 2: INSTRUCTIONS TO PROPOSERS	5
SECTION 3: DATA SHEET (DS)	21
SECTION 4: EVALUATION CRITERIA	25
SECTION 5. TERMS OF REFERENCE.....	33
SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS	41
SECTION 7: PROPOSAL FORMS	42
FORM A: PROPOSAL CONFIRMATION	43
FORM B: CHECKLIST.....	44
FORM C: TECHNICAL PROPOSAL SUBMISSION.....	45
FORM D: PROPOSER INFORMATION	47
FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION	49
FORM F: ELIGIBILITY AND QUALIFICATION	50
FORM G: FORMAT FOR TECHNICAL PROPOSAL	52
FORM J: FINANCIAL PROPOSAL SUBMISSION	56
FORM K: FORMAT FOR FINANCIAL PROPOSAL	57

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through “**Strengthening the capacities of the Ministry of Justice of Moldova to deliver on the justice reform mandate**” (SMJ) Project , hereby invites prospective proposers to submit a proposal for **Conducting a cyber security audit to assess the MoJ security program related to processes, technology (hardware/software/applications) and capacities/resources and inform the mitigation actions/strategies to be undertaken in order to reduce the vulnerabilities and strengthen the cyber resilience.** 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-00344**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](#).

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. 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.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. 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.

<p>4. Eligible proposers</p>	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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.
<p>5. Proprietary information</p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p>6. Publicity</p>	<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) Proposal Security, if required by DS; g) 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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19. Only one proposal	<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.
20. Alternative proposals	<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>
21. Pre-proposal conference	<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>
26 a. 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>

27. 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>
28. 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>
29. 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.
30. 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.
31. Late proposals	<p>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.</p> <p>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.</p>
EVALUATION OF PROPOSALS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
33. Evaluation of proposals	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary examination Evaluation of minimum eligibility and qualification (if pre-qualification is not done) Evaluation of technical proposals Evaluation of financial proposals.

34. 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.
35. Evaluation of eligibility and qualification	<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>36. 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: 10px; margin: 10px 0;"> <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>37. 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>38. 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>39. 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>40. 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>

41. Right to accept any proposal and to reject any or all proposals	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.
AWARD OF CONTRACT	
42. Award criteria	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.
43. Right to vary requirement at time of award	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.
44. Notification of award	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.
45. Debriefing	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.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.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.
47. 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.
48. 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
49. 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>

50. 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>
51. Liquidated Damages	<p>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.</p>
52. 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>
53. 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>

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	<p>The reference number of this Request for Proposal (RFP) is RFP23 0xxxx</p> <p>To support the Ministry of Justice strengthen its cyber resilience and provide targeted assistance in strengthening institution's digital health and putting in place cybersecurity solutions and tools to safeguard critical data flows and operations, UNDP will commission a cyber security audit to assess the MoJ security program related to processes, technology (hardware/software/applications) and capacities/resources and inform the mitigation actions/strategies to be undertaken in order to reduce the vulnerabilities and strengthen the cyber resilience, as further described in Section 5 of this RFP.</p>
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	<p>Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality.</p> <p>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>5 working days before the submission deadline</p> <p>Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.</p>
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English
5.	Partial proposals	<p>Submitting proposals for parts or sub-parts of the TOR is:</p> <p>Not allowed</p>
6.	Currencies	<p>Prices shall be quoted only in the currency indicated in the system:</p> <p>Legal entities registered in the Republic of Moldova should quote in Moldovan leu (MDL).</p> <p>Legal entities registered in any other country should quote in US Dollars (USD)</p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p>
7.	Duties and taxes	<p>All prices shall:</p> <p>Be exclusive of VAT and other applicable indirect taxes.</p>
8.	Proposal validity period	90 days

Ref. Article in Section 2	Data	Specific Instructions / Requirements
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.
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	Deadline for proposal submission is indicated in the portal . In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.
15.	Proposal Opening	Public proposal opening will 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	The maximum percentage by which quantities may be increased is 25%
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	Contract Face Sheet

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<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	03 January 2024
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.3 %. Up to a maximum number of days of delay: 30, after which UNDP may terminate the contract</p>
25.	Documents to be submitted with your Proposal	<ul style="list-style-type: none"> ▪ 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 Incorporation/ 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 ▪ Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2022, 2021, 2020) ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ A copy of preliminary Agreement in case of Consortium ▪ Provide evidence of at least four (4) years of experience providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management); ▪ Provide evidence that company have implemented at least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or information management standards and/or frameworks; ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; ▪ Certification related to quality and security management (ISO 9001, ISO 27001) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; ▪ Proven experience in projects for state entities in similar projects is a strong advantage;

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> ▪ Proven previous experience in the Republic of Moldova or in the region of Central and Eastern Europe is an advantage; ▪ Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an asset ▪ 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 ▪ 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. <p>Failure to comply with the above-mentioned minimum requirements may constitute a reason for disqualification</p>

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: Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests (whether through a local branch or office, through a local consortium partner or a local subcontracted consultant or company or other – all relationships to be documented through official documents and valid contracts submitted with the Proposal).	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or	Form C: Technical Proposal Submission

pending legal action against the vendor that could impair its operations in the foreseeable future	
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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:	
At least four (4) years of experience in providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management); <i>(For JV/Consortium/Association, Lead company should meet requirement ((2 years for Consortium partners)).</i>	Form F: Eligibility and Qualification
At least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or information management standards and/or frameworks; <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
Certification related to quality and security management (ISO 9001 and/or ISO 27001) <i>(For JV/Consortium/Association, Lead company should meet requirement).</i>	Form D: Proposer Information
Minimum Key Personnel:	
The Key personnel mandatory for the implementation of the contract:	Attach required documents to Form H: Format for CV of proposed Key Personnel

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.

<ul style="list-style-type: none"> • Project/Task Manager • Lead Cybersecurity Expert • Lead ICT advisor • Infrastructure expert <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks. Any additional staff (up to a max of 3 person) should be included in the financial proposal under <u>Other staff</u> but will not be evaluated technically. (For JV/Consortium/Association, all Parties cumulatively should meet requirement. Project/Task Manager should be employed by Lead company.)</i></p>	
Financial Standing:	
Turnover: Proposers should have annual sales turnover of minimum USD 70,000. for the last 3 (three) years. (For JV/Consortium/Association, the Lead Partner should meet the requirement).	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	360
3.	Management structure and key personnel	390
	Total	1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing Organization / Company profile – 25 points: The company is a well-known market player with a good standing – 25 pts <ul style="list-style-type: none"> • The company is well-known but lacks a good standing in the field – 10 pts 	25
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project	50

	<p>financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> • Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (less than 4 years – 0 pts, 4 years – 20 pts, 2,5 pts for each additional year, up to 30 pts) • Project management support mechanism (no – 0 pts, yes -10 pts.) • Project management controls (up to 10 pts.) 	
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country</p> <ul style="list-style-type: none"> • Have at least (4) years of experience providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management); (less than 4 years – 0 points, 4 years – 20 pts, 10 pts for each additional year, up to 40pts); • At least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or information management standards and/or frameworks (less than 3 assignments – 0 points, 3 assignments – 30 points, 5 points for each additional assignment, up to 40 points); • Proven experience in projects for state entities in similar projects is a strong advantage (no experience – 0 pts, some experience – 15 pts, extensive experience – 25 pts); • Proven previous experience in the Republic of Moldova or in the region of Central and Eastern Europe is an advantage (no experience – 0 pts, some experience – 10 pts, extensive experience – 20 pts);; • Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an asset (no experience – 0 pts, some experience – 10 pts, extensive experience – 20 pts);. • Certification related to quality and security management (ISO 9001, ISO 27001) (no certification – 0 points, ISO 9001 certification - 5 pts, ISO 27001 certification – 5 pts, each additional certification 5 pts, up to 15 pts) 	160
1.4	<p>Quality assurance procedures and risk mitigation measures</p> <p>Quality assurance procedures and risk mitigation measures (no – 0 pts, up to some extent description – 10 pts., clearly described mechanism/existing proven certification - 20pts.)</p>	20

Total Section 1	250
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Section 2. Proposed methodology approach and implementation plan		Points obtainable
1.	<p>To what degree does the Proposer understand the task? (up to max 90 pts.):</p> <ul style="list-style-type: none"> the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 61 pts. to 80 pts; the Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 31 pts. to 60 pts; the Proposer has no and/or 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 pts. to 30 pts. 	80
2.	<p>Have the important aspects of the task been addressed in sufficient detail? (up to max 90 pts):</p> <ul style="list-style-type: none"> the important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed methodology – 61 pts. to 90 pts; the important aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 31 pts. to 60 pts; the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts. to 30 pts. 	90
3.	<p>Is the adopted conceptual framework appropriate for the task? (up to max 120 pts):</p> <ul style="list-style-type: none"> the presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 81 pts. to 100 pts; the presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 41 pts. to 80 pts; the presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts. to 40 pts. 	100
4.	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? (up to max 80 pts.)</p>	70

	<ul style="list-style-type: none"> the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 51 pts. to 70 pts; the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 31 pts. to 50 pts; the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts. to 30 pts. 	
5.	Were any quality assurance, risk mitigation measures procedures and warranty proposed? (no – 0 pts., yes – 20 pts.).	20
Total Section 2		360

Section 3. Management Structure and Key Personnel			Points obtainable
1	Project/Task Manager		130
	<ul style="list-style-type: none"> University degree in the field of Computer Science and/or Information Technologies, or another relevant technical sciences field; (5 pts) 	5	
	At least 7 years of professional experience in the field of evaluation, assessment, design and/or implementation of complex infrastructure, IT and cyber security solutions (less than 7 years – 0 pts, 7 years – 25 pts, each additional year – 2,5 pts, up to 30 pts)	30	
	Proven professional experience dealing with cyber security governance, evaluation of ICT infrastructure and IT processes within the public sector in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 15 pts, each additional project – 5 pts, up to 30 pts)	30	
	Experience as Project Manager in at least 3 (three) similar projects (less than 3 projects – 0 pts, 3 projects – 15 pts, each additional project – 5 pts, up to 25 pts)	25	
	Proven experience in working with Moldovan state/governmental institutions and international development organisations, in at least 2 (two) similar projects; (less than 2 projects – 0 pts, 2 projects – 15 pts, each additional project – 5 pts, up to 25 pts)	25	
	Certifications in IT Audit, ICT Governance, IT Service Management and other relevant fields will be a strong advantage (no certification – 0 pts, 1 certificate – 3 pts, 2 certificates – 6, each additional certificate 2 pts, up to 10 pts)	10	
	Proficiency in Romanian and English languages (Each language 2,5 pts, up to max of 5 pts.)	5	
2	Lead Cybersecurity Expert		110
	University degree in areas such as computer sciences, engineering, telecommunications or related fields (5 pts)	5	

	At least 10 years of experience in information technology on positions involving cyber security projects and/or information security management, implementation and/or assessment (less than 10 years – 0 pts, 10 years – 20 pts, each additional year – 2,5 pts, up to 25 pts)	25	
	Proven experience in implementation and/or provision consultancy/advisory services related to assessment of ICT and cyber security processes and tools (at least 3 projects) (less than 3 projects – 0 pts, 3 projects – 20 pts, each additional project – 5 pts, up to 30 pts)	30	
	Good understanding of national cybersecurity ecosystem and legislative framework (at least 3 projects related to review of institutional frameworks and provision of recommendations related to alignments to cybersecurity ecosystem and legislative framework); (less than 3 projects – 0 pts, 3 projects – 15pts, each additional project – 2,5 pts, up to 20 pts)	20	
	Proven experience within the public sector in at least 3 (three) similar projects(less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 2,5 pts, up to 15pts)	15	
	Certifications CISSP and CISM or similar(no certification – 0 pts, 1 certificate – 3 pts, 2 certificates – 6, each additional certificate 2 pts, up to 10 pts)	10	
	Proficiency in Romanian and Russian languages (Each language 2,5 pts, up to max of 5 pts.) Knowledge of English is an asset	5	
3	Lead ICT advisor		75
	Master's Degree (or 5 years university degree) in IT management, Computer Sciences, computer engineering or other relevant discipline (5 pts)	5	
	At least 7 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems (less than 7 years – 0 pts, 7 years – 15 pts, each additional year – 2,5 pts, up to 20 pts)	20	
	Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructures (less than 3 track records – 0 pts, 3 track records – 10 pts, each additional track record – 5 pts, up to 20 pts)	20	
	Previous proven experience (at least 2 track records) in carrying out and/or managing projects related to development of strategic documents connected to the ITC area; (less than 2 projects – 0 pts, 2 projects – 10 pts, each additional project – 2,5 pts, up to 15 pts)	15	
	Working experience with government institutions is a strong advantage(yes – 5 pts, no - 0 pts)	5	
	Previous working experience with international organizations, including UN Agencies, USAID, World Bank, E Governance Agency will be an advantage (yes – 5 pts, no - 0 pts)	5	
	Proficiency in Romanian, Russian and English languages (Each language 2,5 pts, up to max of 5 pts.)	5	
3	Infrastructure expert		75

	University degree in areas such as computer sciences, engineering, telecommunications or related (5 pts)	5	
	At least 10 years of progressive experience in ICT sector (less than 10 years – 0 pts, 10 years – 15 pts, each additional year – 2,5 pts, up to 20 pts)	20	
	At least 5 years of work experience as managing/leading expert for complex ICT and infrastructure solution audit and/or implementation projects (less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 2,5 pts, up to 15 pts)	15	
	Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructures (less than 3 projects – 0 pts, 2 projects – 10 pts, each additional project – 2,5 pts, up to 15 pts)	15	
	Previous proven experience (at least 3 track records) in similar projects within the public sector; (less than 3 projects – 0 pts, 3 projects – 10 pts, each additional project – 2,5 pts, up to 15 pts)	15	
	Proficiency in Romanian and English languages (Each language 2,5 pts, up to max of 5 pts.)	5	
Total Section 3			390

SECTION 5. TERMS OF REFERENCE

A. Background information

The UNDP “Strengthening the capacities of the Ministry of Justice of Moldova to deliver on the justice reform mandate” (SMJ) Project is a short-term project designed to strengthen the institutional and operational capacities of the institution to deliver on its mandate and advance the justice sector reform in line with the best practices and relevant standards of performance.

Acknowledging the critical role of the Ministry of Justice in organizing and coordinating the justice sector policy, the Project will strengthen the institutional and operational capacities of the institution to deliver on its mandate and advance the justice sector reform in line with the best practices and relevant standards of performance.

The Ministry of Justice (MoJ) is the key national stakeholder in the justice sector, exercising a large spectrum of functions from policy making and oversight, legal drafting, and review to regulating legal professions, facilitating access to justice, management of corrections, and developing and administering informational systems in the justice sector.

Digitalization is one of the key enablers to support the modernization of the public sector, in general, and justice sector, in particular. The Government has made substantial efforts to deploy e-services in areas commonly demanded by citizens, such as identity-related documents, property and taxes. Further digitalization of services related to judiciary procedures are amongst the ‘most desirable e-services’² in Moldova. Digital transformation is essential for the justice sector to stay relevant, effective and responsive in its approach to serving the public. It has the potential to touch every part of the justice process, changing the way justice institutions work, harness data, exploit available technologies, collaborate with partner organizations and organize themselves. This approach is recognized by the new justice sector strategy paying due attention to the development and implementation of justice digital solutions.

At the same time, the ever-increasing volume of information made available both to the general public and to litigants by the justice system through electronic means requires the implementation of a wide range of measures to strengthen cybersecurity. “Cybersecurity failure” is believed to become a critical short- and medium-term threat to the world.³

The MoJ is in charge of developing and managing a diverse digital ecosystem in the justice sector, harnessing the potential of information technologies to advance structural changes in this field.

At the same time, critical and, at some point, confidential information used by the MoJ staff in exercising their duties, raise the exposure of these operations and data to potential risks of breaches and loss. Outdated systems and technologies, in use at the MoJ headquarter, amplify these risks.

Lack of digital safety could impact the public trust in digital transformation efforts in the justice sector, led by the MoJ. Relying on outdated systems and technologies amplifies this risk. Thus, investment in cybersecurity infrastructure is a must for the MoJ (as well as for any other public or private entity) to make the organization more resilient to eventual cyberattacks. The upgrade of cybersecurity capabilities can help the Ministry exercise its mandate in promoting the justice sector reform by managing critical operations and data through a secured IT infrastructure, as well as increase the transparency, integrity and efficiency of the organization.

Considering the various difficulties the MoJ faces in strengthening its cyber resilience (including limited understanding of cyber vulnerabilities the institution is dealing with, insufficient and outdated hardware to underpin a solid response to a cyber threat, limited cybersecurity skills), targeted assistance will be provided to support the Ministry of Justice in strengthening institution’s digital health and putting in place cybersecurity solutions and tools to safeguard critical data flows and operations.

In this regard, UNDP is seeking to contract a specialised company, further on referred to as the Service Provider, to conduct a cyber security audit to assess the MoJ security program related to processes, technology

² UNDP Digital Readiness Assessment available at <https://www.undp.org/moldova/publications/digital-readiness-assessment>

³ World Economic Forum, The Global Risks Report 2022, https://www3.weforum.org/docs/WEF_The_Global_Risks_Report_2022.pdf

(hardware/software/applications) and capacities/resources and inform the mitigation actions/strategies to be undertaken in order to reduce the vulnerabilities and strengthen the cyber resilience.

B. Objectives of the assignment

The scope of work of the Service Provider under the current assignment is to conduct a cybersecurity audit of the MoJ aiming to assess the institution's security program related to processes, technology (hardware/software/applications) and capacities/resources. As a result of the audit the MoJ will be provided with findings and recommendations for the above-mentioned areas, transposed into ICT and Information Security development options designed to strengthen the cybersecurity capacities of the MoJ. Additionally, the Service Provider is expected to provide the MoJ with technical and software solutions advice in the process of defining its needs, designing specifications and blueprints for the technology component, as well as substantive support in conceptualising a capacity building program for the MoJ personnel engaged in developing and implementing cyber security related policies and implementation plans. Furthermore, the Service Provider will provide strategic advice to the MoJ in the context of implementation of the mutually agreed short term activities designed to strengthen the cybersecurity capacities of the MoJ included in the above mentioned ICT and Information Security development options.

The objective of the audit is to provide the MoJ with clear findings and recommendations related to:

- Assessment of the current ICT tools used by the MoJ staff, cyber security vulnerabilities of the tools, and solution to overcome these vulnerabilities.
- Key and stringent requirements for an increased cybersecurity and improved IT capabilities of the MoJ, taking into consideration available resources;
- Clearly defined development scenarios for ICT and Informational Security (IS) field;
- Enhancing the capacities and knowledge of MoJ personnel responsible for the ICT field on approaches and strategies to handle ICT and IS fields.

To achieve the above-mentioned scope, the following specific tasks shall be carried out by the Service Provider:

1. Develop the methodology for carrying out the cybersecurity audit of the MoJ, in English and Romanian languages, aiming to assess the institution's security program related to processes, technology (hardware/software/applications) and capacities/resources. The Service Provider shall include the draft content of the Cyber Security Audit Report. The methodology and report shall be aligned to the sector recommended frameworks, such as Control Objectives for Information and Related Technologies (Cobit), Information Technology Infrastructure Library (ITIL), TOGAF, ISO/IEC 27000 series, as well as be aligned to Moldovan normative framework. Thus, all methodological aspects must be clearly explained in technical proposal.
2. Carry out the comprehensive assessment and analysis through the lenses of national of the national normative framework and internationally recognised standards, of the current ICT and Information Security sectors for MoJ and Legal Information Resources Agency, which will cover the following, but is not limited to:
 - 2.1 Analysis of regulatory framework and legal requirements (ICT & Security).
 - 2.2 Analysis of ICT and security resources.
 - Infrastructure and locations.
 - Equipment, servers, workstations, peripherals.
 - Platforms, network, communication channels.
 - Operating systems, DBMS, ICT services.
 - Applications, information systems.
 - 2.3 Analysis/evaluation of responsibilities in the ICT field (MoJ, LIRA), including in relation to subordinate institutions.
 - 2.4 Analysis of information about personnel with IT duties (assignments, responsibilities, specialization, skills).
 - 2.5 Analysis of internal and external IS requirements (regulatory and contractual side).
 - 2.6 Analysis of data flows and connections (current and planned).
 - 2.7 Analysis of plans and projects being implemented or planned.
 - 2.8 Analysis of relations with providers of ICT and security services and equipment.
 - 2.9 Analysis and evaluation of external ICT services (STISC, EGA, etc.).

- 2.10 Analysis of ICT and security incidents and issues and management/handling methods (processes, tools and other resources).
- 2.11 Analysis of funding and support options (internal or external), including within the Project.
3. Conduct a comprehensive analysis of the current ICT needs and requirements for MoJ and its subordinated agencies related to hardware, software, platforms, and specific applications. The Service Provider shall draft recommendations based on the findings of the analysis and develop a comprehensive list of hardware and software needs. Throughout the process the Service Provider shall ensure technical advice to the MoJ designated representatives as well actively engage with stakeholders (*MoJ representatives, UNDP representatives and other related parties, including E-Governance Agency, others*),
4. Conduct a comprehensive analysis of the current needs and requirements for MoJ, related to ICT and security services, competences and capacities of the personnel. As part of the process the Service Provider shall look into the internal regulatory framework such as policies, regulations, procedures, SOPs in place within MoJ and ARIJ and shall provide recommendations based on the findings of the analysis and develop a comprehensive list of documentations to be developed. Throughout the process the Service Provider shall ensure technical advice to the MoJ designated representatives as well actively engage with stakeholders (*MoJ representatives, UNDP representatives and other related parties, including E-Governance Agency, others*),
5. Prepare the Cyber Security Audit Report reflecting the findings, recommendations and conclusions of the analyses described at points 2 to 4 of this section.
6. Carry out a training needs analysis of the MoJ personnel aligned to current and future responsibilities related to fostering the institutional cyber security and provide recommendations transposed in a capacity building program for the MoJ personnel engaged in developing and implementing cyber security related policies.
7. Define three ICT and Information Security development options, consisting of but not limited to:
 - 7.1 Granulation of 3 ICT development options/scenarios (including resource and time estimation);
 - 7.2 Definition of 3 information security development models (including resource and time estimation).
8. Organise up to 2 validation workshops aiming to present, discuss and validate with the stakeholders (MoJ representatives, UNDP representatives and other related parties, including E-Governance Agency, others), the three ICT and Information Security development options.
9. Organise a validation workshop aiming to present, discuss and validate with the stakeholders (MoJ representatives, UNDP representatives and other related parties, including E-Governance Agency, others), the ICT and Information Security development option and the High-Level Plan which will be implemented by the MoJ with the strategic advice and technical support of the Service Provider. The Service Provider shall also ensure in close coordination with UNDP SMJ Project Team and MoJ designated representatives the design of technical specifications for procurement of the hardware and software associated to the implementation of the mutually agreed ICT and Information Security development option. Should be noted that the list of hardware and software for which the technical specifications will be prepared is subject to clearance with the UNDP SMJ Project Team and is subject to limitations considering the resources available within the SMJ Project. A delegated team member of the Service Provider will participate as a member of the Evaluation Committee in evaluation of technical offers for procurement of the hardware equipment and software necessary for implementation of the development option, including prepare the narrative and documentation associated to the evaluation process.
10. Draft the Cyber Security Audit Report containing findings and recommendations related to the analyses and reviews described at points 2 to 6 above, as well as other cluster of information as deemed necessary by Service Provider and endorse with the MoJ delegated representatives at the stage of approving the Methodology and Cyber Security Audit Report content described at point 1 above.
11. Conduct participatory consultations* to collect feedback and validate the Cyber Security Audit Report by means of workshops and/or individual discussions with stakeholders (MoJ representatives, UNDP representatives and other related parties, including E-Governance Agency, others). For the scope of the assignment up to three participatory consultations activities are envisaged.
12. Ensure strategic advice and technical support to the MoJ and ARIJ team in the context of implementation of the endorsed ICT and Information Security development option and High-Level Plan. Contribute to the coordination, in close cooperation with the delegated MoJ and/or ARIJ representative/s, of the work of the stakeholders in the context of implementation of the endorsed ICT and Information Security development option:**
 - 12.1 Provide timely advice to UNDP SMJ Project Team and MoJ and/or ARIJ representative/s, on substantive and technical matters related to the implementation of the endorsed ICT and Information Security development option throughout all project phases;
 - 12.2 Provide technical oversight during the implementation of the endorsed ICT and Information Security development option and High-Level Plan and coordinate with the various internal and external stakeholders, third parties/vendors on development option related activities;

- 12.3 Contribute to the monitoring of the prompt execution of tasks and provision of deliverables within the scope of work/area of responsibility of project stakeholders for the implementation of the endorsed ICT and Information Security development option and High-Level Plan;
- 12.4 Provide technical oversight and closely engage with various internal and external stakeholders, third parties/vendors in the context of set-up and harmonised functioning of the hardware and software solutions acquired for the scope of implementation of the endorsed ICT and Information Security development option as well as user management related activities;
- 12.5 Support the UNDP SMJ Project Team with ensuring that project specific plans and work products are based on approved and agreed-upon requirements and methods;
- 12.6 Flag issues as these arise to UNDP SMJ Project Team in the context of and proactively suggest remedial actions;
- 12.7 Notify the UNDP SMJ Project Team on unsolved issues and make recommendations for resolution;
- 12.8 Conduct weekly update meetings or ad-hoc discussions with UNDP SMJ Project Team and MoJ and/or ARIJ representative/'s.
- 12.9 Prepare three Interim and one Final Report on the process of provision of strategic advice, technical support and coordination to the MoJ and ARIJ team in the context of implementation of the endorsed ICT and Information Security development option and High-Level Plan listing the achievements and pending tasks related to the level of achievement of the goals.

** The responsibility for facilitating the consultation process for the purpose of completing the tasks outlined hereto will be borne primarily by the Service Provider. The Service Provider shall be responsible for preparing working materials and agendas and will be supported by the UNDP SMJ Project Team to ensure participation, communication, and coordination with invited stakeholders.*

*** The duration of the tasks to be provided under point 12 of section Objectives of the assignment of the ToR shall be of 6 months and is expected to require an engagement of 5 working days per month of a Service Provider team member.*

C. Key deliverables and tentative timetable

	Key deliverables	Tentative deadline
	Detailed inception report including the methodology for carrying out the cybersecurity audit in English and Romanian languages, as well as the draft content of the Cyber Security Audit Report prepared and submitted to UNDP Project team	By January 15, 2023
	Part 1 of the comprehensive analyses described at points 2 to 4 of section Objectives of the assignment of the ToR carried out	By February 21, 2024
	Draft of the three ICT and Information Security development options prepared and submitted	
	Validation workshops described at point 8 and point 9 of section Objectives of the assignment of the ToR organised	
	Finalised version of the three ICT and Information Security development options prepared and submitted	
	ICT and Information Security development option and the High-Level Plan which will be implemented by the MoJ with the strategic advice and technical support of the Service Provider prepared and submitted	
	Technical specifications and tendering documentation for procurement of the hardware equipment and software necessary for implementation of the mutually agreed ICT and Information Security development option developed and submitted	

	Part 2 of the Comprehensive analyses described at points 2 to 4 of section Objectives of the assignment of the ToR carried out	
	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to collect feedback and validate the findings of the comprehensive analyses described at points 2 to 4 of section Objectives of the assignment conducted	
	Training needs analysis described at point 11 of section Objectives of the assignment of the ToR carried out	
	Capacity building program described at point 11 of section Objectives of the assignment of the ToR developed and submitted	
	Draft of the Cyber Security Audit Report described at point 10 of section Objectives of the assignment of the ToR developed and submitted	By February 29, 2024
	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to collect feedback and validate the findings of the Cyber Security Audit Report conducted	
	Finalised version of the Cyber Security Audit Report described at point 10 of section Objectives of the assignment of the ToR developed and submitted	By March 15, 2024
	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to validate the findings of the Cyber Security Audit Report conducted	
	Three Interim Reports on the process of provision of strategic advice, technical support and coordination to the MoJ and ARIJ team in the context of implementation of the endorsed ICT and Information Security development option and High-Level Plan described at point 12 of section Objectives of the assignment of the ToR developed and submitted	By September 30, 2024
	Final Report described at point 12.8 of section Objectives of the assignment of the ToR developed and submitted	

Note: The activities timeline, and tasks which will be deemed by UNDP and/or MoJ/ARIJ as requiring further details and/or clarifications, can be amended/detailed at the stage of developing the inception report which also include the methodology for the assignment. None the less the changes are not expected to impact the end date of the assignment.

The periodicity of submission of each Interim Report shall be agreed with the Service Provider following the endorsement of the ICT and Information Security development option and High-Level Plan.

Confidentiality statement

All data and information received from the UNDP, MoJ and ARIJ for the purposes of this assignment are to be treated confidentially and only to be used for the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of UNDP.

D. Institutional arrangements

The timeframe for the work of the consultant is tentatively planned through January – September 2024.

The Service Provider will work under the guidance of and in close cooperation with the UNDP SMJ Project Team and with the delegated representatives from the MoJ and ARIJ for both substantive and administrative aspects of the assignment.

The Service Provider is expected to cooperate closely with the representative of the Ministry of Justice, management and delegated staffers from the Legal Information Resources Agency, E-Government Agency and Information Technology and Cyber Security Service.

Deliverables shall be approved by the UNDP Project Manager.

The Service Provider shall follow the agreed time schedule and be accountable for the delivery of quality outputs to the Project Manager, who will approve contractor's deliverables.

All documentation related to deliverables shall be provided by the Service Provider in one (1) electronic copy using the standard software products (Microsoft Office Word, Excel, SPSS/STRATA, Access, and PowerPoint).

Before submission of final deliverables, the Service Provider will discuss the draft documents with the parties involved, so that the final products reflect their comments.

Language requirements

All documentation related to the assignment shall be in Romanian, whereas the Cyber Security Audit Report described at point 10 of section Objectives of the assignment of the ToR, will as also be provided in English.

All documents submitted, in Romanian and/or English, as described at Section D. Key deliverables and tentative timetable. Key deliverables and tentative timetable will be subject to proofreading and editing to ensure compliance with the language and terminology in the national legislation regulating the subject matter of the assignment, to be organized by Service Provider.

The Service Provider shall ensure, if necessary, interpretation into Romanian and English during interviews, meetings, presentations, and briefings organised through telephone or online, as well as translation of assignment related documentation and deliverables into Romanian and/or English as specified at S Section D. Key deliverables and tentative timetable.

Any translation, interpretation and proof-reading costs shall be listed separately in the financial proposal.

E. QUALIFICATIONS REQUIREMENTS

The bidder shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services. The bidder shall include information on the volume of allocated resources to carry out the assignment.

A breakdown per working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff.

The proposed team should consist of Key personnel mentioned below but could provide additional if needed.

Key personnel:

- Project/Task Manager
- Lead Cybersecurity Expert
- Lead ICT advisor
- Infrastructure expert
- Other staff (up to a maximum 3 persons)

Any additional staff should be included in the financial proposal under Other staff but will not be evaluated technically.

Bidders should enclose a resume for Key personnel and separately for each person anticipated to be assigned to the project and should include specific information on the experience and roles.

Only Key staff will be subject to Technical and Financial evaluation.

Bidders agree that the Key staff included into the bid will participate in the project at the level and duration specified unless agreement is provided in writing by the UNDP Project Team to allow substitutions. Descriptions of subcontractor Key staff members, if applicable, should follow the format utilized for the Bidder organization.

The resumes submitted for the Key project personnel should be detailed and comprehensive. Specifically, resumes should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Education, training and certification details;
- Contact information (name, title, organization, mailing address, phone, and email) of a minimum of three business references;
- Linguistic skills.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor's staff members, if applicable, should follow the format utilized for the Bidder organization.

During the assignment, the Service Provider's team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified.

Should any changes be necessary in this regard, a formal request for the agreement of the SMJ Project team to allow substitutions, shall be submitted.

UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel should non-performance happen. Replacement will be at the Service Provider expense.

Required qualifications of the Service Provider

Interested bidders should meet the following minimum requirements:

- Legally registered entity or consortium of firms.
- If the applicant is a foreign entity, it should have a local legal subsidiary/ consortium partner/subcontracted consultant or have at least one core auditor that is a resident of the Republic of Moldova;
- At least four (4) years of experience providing consultancy services related to the assessment of compliance and implementation of national ICT and cyber security projects (based on national legislation and international recognized standards for cybersecurity and ICT management);
- At least three (3) assignments in providing consultancy services related to the implementation of national and/or internationally recognized cybersecurity and/or information management standards and/or frameworks;

- Certification related to quality and security management (ISO 9001, ISO 27001)
- Proven experience in projects for state entities in similar projects is a strong advantage;
- Proven previous experience in the Republic of Moldova or in the region of Central and Eastern Europe is an advantage;
- Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an asset.

Failure to comply with the above-mentioned minimum requirements may constitute a reason for disqualification.

Criteria for the evaluation of the management structure and key personnel:

Project/Task Manager

- University degree in the field of Computer Science and/or Information Technologies, or another relevant technical sciences field;
- At least 7 years of professional experience in the field of evaluation, assessment, design and/or implementation of complex infrastructure, IT and cyber security solutions;
- Extensive proven professional experience dealing with cyber security governance, evaluation of ICT infrastructure and IT processes within the public sector in at least 3 (three) similar projects;
- Experience as Project Manager in at least 3 (three) similar projects;
- Proven experience in working with Moldovan state/governmental institutions and international development organisations, in at least 2 (two) similar projects;
- Certifications in IT Audit, ICT Governance, IT Service Management and other relevant fields will be a strong advantage;
- Proficiency in Romanian and English languages.

Lead Cybersecurity Expert

- University degree in areas such as computer sciences, engineering, telecommunications or related fields;
- At least 10 years of experience in information technology on positions involving cyber security projects and/or information security management, implementation and/or assessment;
- Proven experience in implementation and/or provision consultancy/advisory services related to assessment of ICT and cyber security processes and tools (at least 3 projects);
- Good understanding of national cybersecurity ecosystem and legislative framework (at least 3 projects related to review of institutional frameworks and provision of recommendations related to alignments to cybersecurity ecosystem and legislative framework);
- Proven experience within the public sector in at least 3 (three) similar projects;
- Certifications CISSP and CISM or similar;
- Proficiency in Romanian and Russian languages, knowledge of English is an asset.

Lead ICT advisor

- Master's Degree (or 5 years university degree) in IT management, Computer Sciences, computer engineering or other relevant discipline;
- At least 7 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems;
- Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructures;
- Previous proven experience (at least 2 track records) in carrying out and/or managing projects related to development of strategic documents connected to the ITC area;
- Working experience with government institutions is a strong advantage;
- Previous working experience with international organizations, including UN Agencies, USAID, World Bank, E Governance Agency will be an advantage;
- Proficiency in Romanian, Russian and English languages.

Infrastructure expert

- University degree in areas such as computer sciences, engineering, telecommunications or related;
- At least 10 years of progressive experience in ICT sector;

- At least 5 years of work experience as managing/leading expert for complex ICT and infrastructure solution audit and/or implementation projects;
- Previous proven experience (at least 3 track records) in conducting assessments and evaluations of complex ICT systems and infrastructures;
- Previous proven experience (at least 3 track records) in similar projects within the public sector;
- Proficiency in Romanian and Russian languages. Knowledge of English is an asset.

The bidder will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as Non-objection letter from the employer.

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>

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 A: PROPOSAL CONFIRMATION

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

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

From: Insert name of proposer

Subject RFP reference Click or tap here to enter text.

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

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

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

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

FORM B: CHECKLIST

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

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

Technical Proposal:

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:	Click or tap here to enter text.		

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	Click or tap here to enter text.
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):	Tick all that apply and provide supporting documentation: <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:	Click or tap here to enter text.		

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 (<i>address, telephone numbers, fax numbers, e-mail address</i>)	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.

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

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:	Click or tap here to enter text.		

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 4 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 5 (five) 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:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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:	Click or tap here to enter text.		

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:	Click or tap here to enter text.		

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:	Click or tap here to enter text.		

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:	Click or tap here to enter text.		

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:	Click or tap here to enter text.		

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: Legal entities registered in the Republic of Moldova should quote in Moldovan leu (MDL). Legal entities registered in any other country should quote in US Dollars (USD)

Table 1: Summary of Overall Prices

Costs	Amount in (please provide currency)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

A. Cost Breakdown per Deliverables*

	Key deliverables	Total Price in (please provide currency) (Lump Sum, All Inclusive)
1	Detailed inception report including the methodology for carrying out the cybersecurity audit in English and Romanian languages, as well as the draft content of the Cyber Security Audit Report prepared and submitted to UNDP Project team	
2	Part 1 of the comprehensive analyses described at points 2 to 4 of section Objectives of the assignment of the ToR carried out	
3	Draft of the three ICT and Information Security development options prepared and submitted	
4	Validation workshops described at point 8 and point 9 of section Objectives of the assignment of the ToR organised	
5	Finalised version of the three ICT and Information Security development options prepared and submitted	
6	ICT and Information Security development option and the High-Level Plan which will be implemented by the MoJ with the strategic advice and technical support of the Service Provider prepared and submitted	

7	Technical specifications and tendering documentation for procurement of the hardware equipment and software necessary for implementation of the mutually agreed ICT and Information Security development option developed and submitted	
8	Part 2 of the Comprehensive analyses described at points 2 to 4 of section Objectives of the assignment of the ToR carried out	
9	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to collect feedback and validate the findings of the comprehensive analyses described at points 2 to 4 of section Objectives of the assignment conducted	
10	Training needs analysis described at point 11 of section Objectives of the assignment of the ToR carried out	
11	Capacity building program described at point 11 of section Objectives of the assignment of the ToR developed and submitted	
12	Draft of the Cyber Security Audit Report described at point 10 of section Objectives of the assignment of the ToR developed and submitted	
13	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to collect feedback and validate the findings of the Cyber Security Audit Report conducted	
14	Finalised version of the Cyber Security Audit Report described at point 10 of section Objectives of the assignment of the ToR developed and submitted	
15	Participatory consultations described at point 11 of section Objectives of the assignment of the ToR to validate the findings of the Cyber Security Audit Report conducted	
16	Three Interim Reports on the process of provision of strategic advice, technical support and coordination to the MoJ and ARIJ team in the context of implementation of the endorsed ICT and Information Security development option and High-Level Plan described at point 12 of section Objectives of the assignment of the ToR developed and submitted	
17	Final Report described at point 12.8 of section Objectives of the assignment of the ToR developed and submitted	

****Basis for payment tranches***

Table 2: Cost breakdown by Cost component

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

Expenses*	Unit of measure (working day/ Number of staff)	Quantity	Unit Price in (please provide currency) (excl. VAT)	Total Price in (please provide currency) per budget line (excl. VAT)
Project/Task Manager	Working days			
Lead Expert	Working days			
Junior expert	Working days			
Other staff proposed	Number of staff			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of measure	Quantity	Unit Price in (please provide currency) (excl. VAT)	Total Price in (please provide currency) per budget line (excl. VAT)
International flights Trip (<i>if applicable</i>)	Trip			
Subsistence allowance Day (<i>if applicable</i>)	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs				

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:				
Deliverable 2:				
Deliverable 3:				
....				
Total Amount of Financial Proposal				