



## REQUEST FOR PROPOSALS

### **RfP24/02807: Development of a Network of Insider Mediators and Their Capacity Building for Cross-River Thematic Platforms and Communities (initiation stage)**

United Nations Development Programme, through its **European Union Confidence Building Measures Programme** hereby invites prospective proposers to submit a proposal 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-00402**. 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.

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

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

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

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

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova





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## 1 Overview

### 1.1 General Information

<b>Title</b>	RfP24/02807: Development of a Network of Insider Mediators
<b>Contact Point</b>	Procurement Unit
<b>Outcome</b>	
<b>Two Stage Evaluation</b>	Yes
<b>E-Mail</b>	sc.md@undp.org
<b>Reference Number</b>	RfP24/02807
<b>Beneficiary Country</b>	MDA
<b>Introduction</b>	

### REQUEST FOR PROPOSALS

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We look forward to receiving your proposal.

UNDP Moldova

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

## 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	12/02/24 20:52 PM
<b>Close Date</b>	11/03/24 14:30 PM
<b>Time Zone</b>	Coordinated Universal Time



### 1.3 Response Rules

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

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

### 1.4 Terms

Negotiation Currency      USD



## 2 Requirements

*\*Response is required*

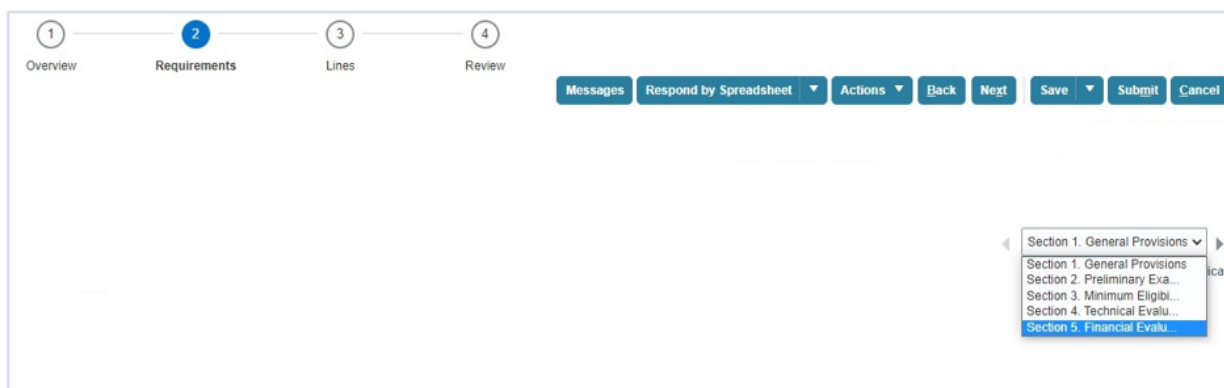
**Dear supplier,**

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

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

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

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



### 2.1 Section 1. General Provisions

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

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

*Target: Confirm acceptance of instructions and provisions of this tender*

#### \*2. Bid Data Sheet

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

*Target: Have read and understood provisions in BDS*

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

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.



**Technical Proposal (70%)**

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

**Financial Proposal (30%)**

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

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

**2.2 Section 2. Evaluation Criteria - Preliminary Examination**

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

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

*Target: Accept General Conditions of Contract.*

**\*2. Proposal Validity**

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

*Target: Accept Proposal Validity Conditions.*

**\*3. Proposal Forms**

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Non-compliance with this instruction may result in rejection of the proposal received.**

*Target: Proposal Forms Submitted*

**\*4. Company profile**

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

*Target: Company profile provided*

**\*5. Legal documents**

Please provide legal documents including company registration certificate, legal representation, etc.

*Target: Legal documents provided*

**6. Official Letter of Appointment or Power of Attorney**

Please provide an Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country or the Power of Attorney.

*Response attachments are optional.*

**7. List of Shareholders and Other Entities Financially Interested in the Firm**

Please provide the 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

*Response attachments are optional.*

**8. Quality Certificates**

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

*Response attachments are optional.*

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

Please provide the statement of satisfactory performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years.

*Target: Statement of Satisfactory Performance provided*

**10. Consortium or Subcontracting Agreement**

Please provide Consortium or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable

**\*11. Financial Statement**

Please provide the Financial Statements (Income Statements and Balance Sheets) for the past 3 years (2020, 2021, 2022).

*Target: Financial Statements provided*

**\*12. Methodology, Approach and Implementation Plan**

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

*Target: Methodology, Approach and Implementation Plan provided*

**\*13. Copies of contracts**

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

**\*14. CVs and Statements of Exclusivity and Availability**

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

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

*Target: CVs and Statements of Exclusivity and Availability provided*

**2.3 Section 3. Evaluation Criteria - Minimum Eligibility**

**1. Evaluation Criteria - Minimum Eligibility**

Eligibility will be evaluated on "Pass"/"Fail" basis.

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

**Eligibility Criteria**



Eligibility Criteria	Documents to establish compliance
<b>Legal Status:</b> Proposer is a legally registered entity	Form D: Proposer Information
<b>Diversity, Inclusion and Belonging</b> : Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other civil society organization.	Form D: Proposer Information
<b>Eligibility:</b> 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
<b>Conflict of Interest:</b> No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Bankruptcy:</b> The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

## \*2. Compliance with Minimum Eligibility Criteria

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

## 2.4 Section 4. Evaluation Criteria - Qualification

### 1. Evaluation Criteria - Qualification

Qualification will be evaluated on "Pass"/"Fail" basis.

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

### Qualification Criteria



Qualification Criteria	Documents to establish compliance
<p><b>History of non-performing contracts:</b> Non-performance of a contract did not occur because of contractor default within the last 3 years<sup>1</sup>.</p>	Form F: Eligibility and Qualification
<p><b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.</p>	Form F: Eligibility and Qualification
<p><b>Previous Experience:</b></p>	
<p>At least 3 (three) years of experience related to mediation practices, intercommunity dialogue/negotiation skills/policy development, including on the left bank of the Nistru river.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form F: Eligibility and Qualification
<p>Minimum 3 (three) contracts of similar value/nature and/or complexity implemented over the last 5 years. The list of contracts managed, and their value shall be included in the Proposal.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form F: Eligibility and Qualification



<b>Minimum Key personnel:</b>	
<p>The minimum personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> <li>• 1 (one) Team Leader/Community development specialist</li> <li>• 2 (two) Experts/Insider Mediation</li> <li>• 1 (one) Expert/Civil society development</li> </ul> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form G: Format for Technical Proposal</p>
<b>Financial Standing:</b>	
<p><b>Liquidity:</b> the ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification</p>
<p><b>Turnover:</b> Proposers should have average annual sales turnover of minimum 150.000 USD for the last 3 (three) years.</p>	<p>Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification</p>



<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
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**\*2. Compliance with Minimum Qualification Criteria**

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

**2.5 Section 5. Technical Evaluation Criteria**

**1. Technical Evaluation Criteria**

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

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

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

Summary of technical proposal evaluation sections		Maximum points obtainable
1.	Proposer's qualification, capacity, and experience	200
2.	Proposed methodology, approach, and implementation plan	440
3.	Management Structure and Key Personnel	360
	<b>Total</b>	<b>1000</b>

<b>Section 1. Proposer's qualification, capacity, and experience</b>		<b>Maximum points obtainable</b>
1.1	<p><b>Reputation of organisation and credibility / reliability / industry standing</b></p> <ul style="list-style-type: none"> <li>•€The company is not known on the market and lacks a good standing in the field – 0 pts;</li> <li>•€The company is well-known but lacks a good standing in the field – 15 pts;</li> <li>•€The company is a well-known market player with a good standing – 30 pts.</li> </ul>	30
1.2	<p><b>General organisational capability which is likely to affect implementation:</b> management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> <li>•€€€Age of the lead legal entity ( years – 0 pts, 3 years – 30 pts, &gt;5 years – 10 pts for each additional year, up to max 50 pts.)</li> <li>•€€€Project management controls (organigram) and approved internal HR procedures (10 pts).</li> </ul>	60
1.3	<p><b>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</b></p> <ul style="list-style-type: none"> <li>•€€€€At least 3 (three) years of experience related to mediation practices, intercommunity dialogue/negotiation skills/policy development, including on the left bank of the Nistru river (3</li> </ul>	100





	<p>years – 30 pts, each additional year – 10 pts., up to max 60 pts.)</p> <ul style="list-style-type: none"> <li>• <del>eee</del> Minimum 3 (three) contracts of similar value/nature and/or complexity implemented over the last 5 years (3 contracts – 30 pts., each additional contract – 5 pts., up to max 40 pts)</li> </ul>	
1.4	<p><b>Organisation Commitment to Sustainability</b></p> <ul style="list-style-type: none"> <li>• <del>eeee</del> Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – No – 0 pts, Yes – 10 pts.</li> </ul>	10
<b>Total Section 1</b>		<b>200</b>

<b>Section 2. Proposed methodology, approach, and implementation plan</b>		<b>Maximum points obtainable</b>
2.1	<p><b>Understanding of the requirement:</b> Have the important aspects of the task been addressed in sufficient detail? Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.</p> <ul style="list-style-type: none"> <li>• <del>eeee</del> Full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 66</li> </ul>	100

	<p>to 100 pts</p> <ul style="list-style-type: none"> <li>•<del>eeee</del> 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 to 65 pts</li> <li>•<del>eeee</del> Limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 30 pts</li> </ul>	
2.2	<p><b>Description of the Proposer's approach and methodology</b> for meeting or exceeding the requirements of the Terms of Reference</p> <ul style="list-style-type: none"> <li>•<del>eeee</del> Contains innovative tools/activities on mediation practices in conflict divided communities – 96 to 130 pts</li> <li>•<del>eeee</del> Detailed and logical description – 61 to 95 pts</li> <li>•<del>eeee</del> Limited description which requires improvements – 31 to 60 pts</li> <li>•<del>eeee</del> No description or somehow touched upon – 0 to 30 pts</li> </ul>	130
2.3	<p><b>Description of available performance monitoring and evaluation mechanisms and tools;</b> how they shall be adopted and used for a specific requirement</p> <ul style="list-style-type: none"> <li>•<del>eeee</del> The monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 66 to 100 pts</li> <li>•<del>eeee</del> The performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 31 to 65 pts</li> <li>•<del>eeee</del> The performance monitoring and evaluation mechanisms are weak – 0 to 30 pts</li> </ul>	100



2.4	<p><b>Demonstration of ability to plan, integrate and effectively implement</b> gender responsive measures in the execution of the contract</p> <ul style="list-style-type: none"> <li>• <del>Good</del> Contains clear gender mainstreamed tools/activities – 46 to 60 pts</li> <li>• <del>Fair</del> Limited content on gender responsive tools/activities – 21 to 45 pts</li> <li>• <del>Poor</del> No description or somehow touched upon – 0 to 20 pts</li> </ul>	60
2.5	<p><b>Quality assurance procedures and risk mitigation measures</b></p> <ul style="list-style-type: none"> <li>• <del>Good</del> The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 36 to 50 pts.</li> <li>• <del>Fair</del> The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 21 to 35 pts.</li> <li>• <del>Poor</del> The risk assessment and proposed mitigation measures is weak – 0 to 20 pts.</li> </ul>	50
<b>Total Section 2</b>		<b>440</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Maximum points  obtainable</b>
3.1	<i>Team Leader/Community development specialist</i>	



	University degree in Public Policy, Social Sciences, International Relations, Development Studies, Public Administration, or other related to the assignment areas ( <i>Bachelor's degree - 5 pts., Master's degree or equivalent - 10 pts.</i> )	10	150
	Proven experience in working with UN Agencies and/or other international organizations will be an asset ( <i>No - 0 pts, Yes - 5 pts</i> )	5	
	At least 5 (five) years professional experience in community development or a related field ( <i>5 years - 20 pts., each additional year - 5 pts, up to max 30 pts.</i> )	30	
	Minimum of 3 (three) years of experience in projects related to Transnistrian region or think tanks specialized in conflict sensitivity and peacebuilding ( <i>3 years - 20 pts., each additional year - 5 pts, up to max 30 pts.</i> )	30	
	Experience of work with/for platforms/networks/alliances of NGOs/local initiative groups, is a strong asset ( <i>No - 0 pts, Yes - 15 pts</i> )	15	
	Proven experience in dealing with the civil society and local stakeholders on both banks of Nistru river ( <i>5 years - 20 pts., each additional year - 5 pts, up to max 45 pts.</i> )	45	
	Excellent written and spoken English, Romanian, Russian skills ( <i>5 pts each</i> )	15	
3.2	<b>Experts - 2 (two)/Insider Mediation</b>		
	Bachelor's degree in a relevant field or equivalent experience ( <i>No - 0 pts, Yes - 5pts</i> )	5	130

	Previous experience in community engagement and event planning or thematic program coordination is preferred ( <i>No - 0 pts, Yes - 5pts</i> )	5	
	At least 3 (three) years of professional experience in organizing capacity/institutional development training/programmes for CSO ( <i>3 years - 20 pts., each additional year - 5 pts, up to max 45pts.</i> )	45	
	Proven experience in projects/activities related to insider mediation approach ( <i>No - 0 pts, Yes - 30pts</i> )	30	
	Experience in dealing with the civil society and local stakeholders on both banks of Nistru river ( <i>No - 0 pts, Yes - 30 pts</i> )	30	
	Excellent written and spoken English, Romanian/Russian skills ( <i>5 pts each</i> )	15	
3.3	<b>Expert/Civil society development</b>		
	Bachelor's degree in a relevant field to the topic of the assignment or equivalent experience ( <i>No - 0 pts, Yes - 5pts.</i> )	5	80
	Demonstrated experience to design, implement and evaluate trainings/workshops ( <i>No - 0 pts, Yes - 10pts.</i> )	10	
	At least 3 (three) years progressively responsible work training of adults, facilitation, and/or teaching students in Moldovan educational institutions; ( <i>3 years - 5 pts., each additional year - 5 pts, up to max 15pts.</i> )	15	
	Proven experience of at least 5 (five) years of the civil society development and capacity building( <i>5 years - 5 pts., each additional year - 5 pts, up to max 15pts.</i> )	15	



	Experience in working as trainer, teacher, facilitator ( <i>No - 0 pts, Yes - 5pts.</i> )	5	
	Experience working with left bank communities or multi-cultural groups ( <i>No - 0 pts, Yes - 15pts.</i> )	15	
	Excellent written and spoken English, Romanian/Russian skills ( <i>5 pts each</i> )	15	
<b>Total Section 3</b>			<b>360</b>

## 2.6 Section 6. Financial Evaluation

### \*1. Financial Proposal

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

*Target: Cost breakdown provided*

### 2.7 Section I-1.

### 2.8 Section I-2.



### 3 Lines

#### Instructions

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

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

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

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

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Conduct a context analysis for the establishment of the network of insider mediation on both banks of Nistru river, inside platforms and selected communities	80111620						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-Deliverable 2: Guide and empower the network of insider mediators on both banks of Nistru river that would accelerate Confidence Building Measures (CBM) effect within communities from both banks of the river Nistru	80111620						
3-Deliverable 3: Develop and implement mutually beneficial solutions for problems common to people on both riverbanks that reduce tensions across the conflict divide by solving common pressing problems	80111620						
4-Deliverable 4: Drafting of final reports and guiding notes on insider mediation for cross-river platforms	80111620						



