



**RFP24/02834: Development of educational materials and organization of workshops to enhance understanding of the benefits of renewable energy use**

United Nations Development Programme, through its "**Multidimensional response to emerging human security challenges in Moldova**" Project 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-00440**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

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

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

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

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

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

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

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

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated



under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova





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## 1 Overview

### 1.1 General Information

<b>Title</b>	RFP24/02834:Human Security/Educational materials & workshops on renewable energy
<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>	RFP24/02834
<b>Beneficiary Country</b>	MDA
<b>Introduction</b>	

**RFP24/02834: Development of educational materials and organization of workshops to enhance understanding of the benefits of renewable energy use**

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We look forward to receiving your proposal.

UNDP Moldova





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

1.2 Tender Timeline

Preview Date  
Open Date 04/04/24 11:17 AM  
Close Date 25/04/24 13:30 PM  
Time Zone Coordinated Universal Time

1.3 Response Rules

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

	Rule
--	------

1.4 Terms

Negotiation Currency USD

Eligible Response Currencies

*Check the one currency in which you will enter your response.*

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

## 2 Requirements

*\*Response is required*

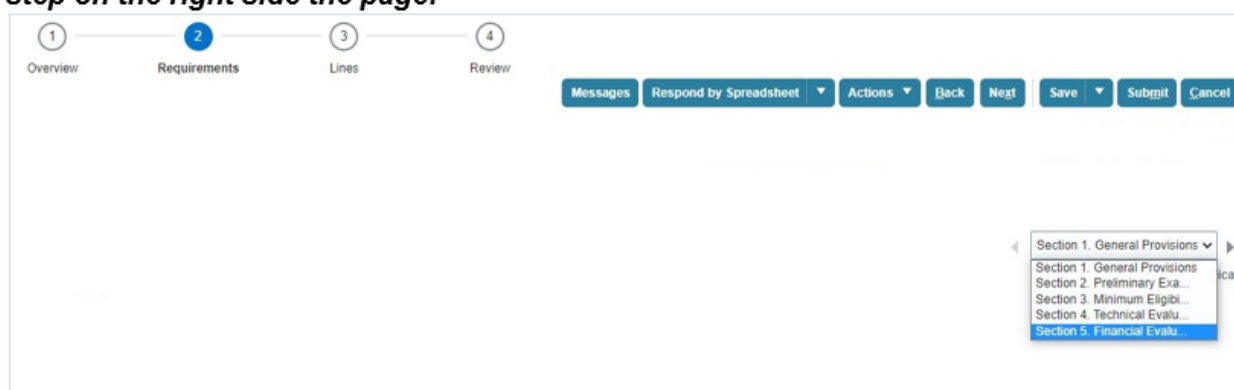
**Dear supplier,**

**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 Statements of Satisfactory Performance (references) from the Top three (3) Clients in terms of Contract Value in the past three years

*Target: Statement of Satisfactory Performance provided*

**\*10. Copies of contracts**

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

**11. Consortium or Subcontracting Agreement**

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

**\*12. Financial Statement**

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

*Target: Financial Statements provided*

**\*13. 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*

**\*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**

Subject	Criteria	Document Submission requirement
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ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form D: Proposer Information
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form C: Technical Proposal Submission
Conflict of Interest	No conflicts of interest.	Form C: Technical Proposal Submission
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	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.

**Qualifications Criteria**

Qualification Criteria	Documents to establish compliance
<b>History of non-performing contracts:</b> Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
<b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
<b>Previous Experience</b>	
Minimum 3 years of relevant experience in conducting educational workshops or ateliers.  <i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum 3 contracts in conducting educational workshops or ateliers.  <i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i>	Form F: Eligibility and Qualification
<b>Minimum Key Personnel</b>	
The Key personnel mandatory for the implementation of the contract:	Attach required documents to Form H: Format for CV of proposed Key Personnel



<ul style="list-style-type: none"><li>• Project/Task Manager</li><li>• Lead Expert</li><li>• Junior expert</li></ul> <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i></p>	
<b>Financial Standing</b>	
<p><i>Minimum average annual turnover of USD 60,000 for the last 3 years.</i></p> <p><i>(For JV/Consortium/Association, <b>all Parties</b> cumulatively should meet requirement).</i></p>	<b>FormF:Eligibilityand Qualification</b>
<p><i>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</i></p> <p><i>(For JV/Consortium/Association, <b>all Parties</b> cumulatively should meet requirement).</i></p>	<b>FormF:Eligibilityand Qualification</b>

**\*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 Forms**

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's qualification, capacity, and experience	240
2.	Proposed Methodology, Approach, and Implementation Plan	410
3.	Management Structure and Key Personnel	350
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1	Reputation of organisation and staff credibility / reliability / industry standing.  Organization / Company profile – 25 points: <ul style="list-style-type: none"><li>• The company is a well-known market player with a good standing – 25 pts</li><li>• The company is well-known but lacks a good standing in the field – 10 pts</li></ul>	25
2	General organisational capability which is likely to affect implementation: management structure,	45



	<p>financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> <li>• Age of the legal entity (less than 3 years – 0 pts, 3 years – 15 pts, 2,5 pts for each additional year, up to 20 pts)</li> <li>• Project management support mechanism (no – 0 pts, yes -10 pts.)</li> <li>• Project management controls (up to 15 pts.)</li> </ul>	
3	<p>Relevance of specialised knowledge and experience:</p> <ul style="list-style-type: none"> <li>• At least 3 (three) years of relevant experience in conducting educational workshops or ateliers (less than 3 years – 0 points, 3 years – 35 pts, 5 pts for each additional year, up to 50 pts);</li> <li>• At least 3 contracts in conducting educational workshops or ateliers (less than 3 contracts – 0 points, 3 contracts – 35 points, 5 points for each additional contract, up to 50 points);</li> <li>• Previous experience in conducting specialized workshops or educational programs to enhance understanding of the benefits of renewable energy use (no experience – 0 pts, one assignment – 20 pts, each additional assignments – 5 pts, up to 40 pts. );</li> <li>• 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 advantage) (no experience – 0 pts, yes – 20 pts)</li> </ul>	160
4	<p>Sustainable Criteria / Gender equality and diversity commitments:</p> <ul style="list-style-type: none"> <li>-Overall gender balance in the team (5 pts);</li> <li>- Appointment of women to managerial positions in the team (5 pts).</li> </ul>	10
<b>Total Section 1</b>		<b>240</b>

Section 2. Proposed methodology approach and implementation plan		Points obtainable
1	<p>To what degree does the Proposer understand the task? (up to max 50 pts.):</p> <ul style="list-style-type: none"> <li>• the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 pts. to 50 pts;</li> <li>• 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 – 11 pts. to 40 pts;</li> <li>• 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 10 pts.</li> </ul>	50
2	<p>Have the important aspects of the task been addressed in sufficient detail? (up to max 60 pts):</p> <ul style="list-style-type: none"> <li>• 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 – 46 pts. to 60 pts;</li> <li>• the important aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 21 pts. to 45 pts;</li> <li>• the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts. to 20 pts.</li> </ul>	60

3	<p>Are the different components of the project adequately weighted relative to one another? (up to max 60 pts.):</p> <ul style="list-style-type: none"> <li>• the different components of the assignment have been fully weighted relative to one another – 26 pts. to 60 pts;</li> <li>• the different components of the assignment have been partially weighted relative to one another – 11 pts. to 25 pts;</li> <li>• the different components of the assignment have not been weighted relative to one another – 0 pts. to 10 pts.</li> </ul>	60
4	<p>Is the adopted conceptual framework appropriate for the task? (up to max 90 pts):</p> <ul style="list-style-type: none"> <li>• the presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 61 pts. to 90 pts;</li> <li>• the presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts. to 60 pts;</li> <li>• the presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts. to 30 pts.</li> </ul>	90
5	<p>Is the scope of the task well defined and does it correspond to the TOR? (up to max 80 pts.)</p> <ul style="list-style-type: none"> <li>• the scope of the task is well defined and fully corresponds to the ToR – 46 pts. to 80 pts;</li> <li>• the scope of the task is well defined, yet does not fully correspond to the ToR – 11 pts. to 45 pts;</li> <li>• the scope of the task is not well defined and does not correspond to the ToR – 0 pts. to 10 pts.</li> </ul>	80
6	<p>Is the presentation clear and is the sequence of activities and the planning logical, realistic and</p>	50



	<p>promise efficient implementation of the project? (up to max 50 pts.)</p> <ul style="list-style-type: none"><li>the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 41 pts. to 50 pts;</li><li>the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 11 pts. to 40 pts;</li><li>the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts. to 10 pts.</li></ul>	
7	Were any quality assurance, risk mitigation measures procedures proposed? (no – 0 pts., yes – 20 pts.).	20
Total section 2		410

Section 3. Management Structure and Key Personnel			Points obtainable
1	Project/Task Manager		150
	University degree in pedagogy, sociology, management, psychology or another related field (10 pts)	10	
	At least 5 years of progressive experience in planning, organizing and/or	40	

	supervising/leading comprehensive educational activities (less than 5 years – 0 pts, 5 years – 30 pts, each additional year – 5 pts, up to 40 pts)		
	Experience as Project/Task Manager in at least 3 similar projects (less than 3 projects – 0 pts, 3 projects – 30 pts, each additional project – 10 pts, up to 60 pts)	60	
	Proven experience in working with educational institutions and authorities (no experience – 0 pts, up to 4 projects – 20 pts, more than 4 project – 25 pts)	25	
	Proficiency in Romanian, Russian and English languages (each language 5 pts, up to max of 15 pts.)	15	
2	<b>Lead Expert</b>		120
	University degree in pedagogy, sociology, management, psychology or another related field (10 pts)	10	
	At least 3 years of experience in conducting workshops or/and educational activities (less than 3 years – 0 pts, 3 years – 35 pts, each additional year – 5 pts, up to 45 pts)	45	
	Proven experience as Expert in at least 2 (two) projects related to development of educational materials (less than 2 projects – 0 pts, 2	30	



	projects – 20 pts, each additional project – 5 pts, up to 30 pts)		
	Proven experience in working with educational institutions and authorities (no experience – 0 pts, up to 3 projects – 15 pts, more than 3 project – 20 pts)	20	
	Proficiency in Romanian, Russian and English languages (each language 5 pts, up to max of 15 pts.)	15	
3	<b>Junior Expert</b>		80
	University degree in pedagogy, sociology, management, psychology or another related field (10 pts)	10	
	At least 3 years of experience in conducting workshops or/and educational activities (less than 3 years – 0 pts, 3 years – 25 pts, each additional year – 5 pts, up to 35 pts)	35	
	Proven experience in working with educational institutions and authorities (no experience – 0 pts, up to 2 projects – 15 pts, more than 2 project – 20 pts)	20	
	Proficiency in Romanian, Russian and English languages (each language 5 pts, up to max of 15 pts.)	15	



Total Section 3	350
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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.

2.9 Section I-3.



3 Lines

Instructions

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

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

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

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

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Educational materials on energy efficiency resources with a focus on biomass for pupils from 5 to 8 grades (1 set Romanian/ 1 set Russian languages), and 9 to 12 grades (1 set Romanian/ 1 set Russian languages)	86132200						





Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-Deliverable 2: List of at least 25 schools and summer camps, to organize workshops to enhance understanding of the benefits of renewable energy use with a focus on biomass submitted to the UNDP	86132200						
3-Deliverable 3: Educational workshops in at least 25 schools and summer camps from different regions of the Republic of Moldova, mainly from rural areas organized (up to 800 participants)	86132200						
4-Deliverable 4: Educational materials on energy efficiency resources with a focus on biomass in Romanian and Russian languages for representatives of communities developed	86132200						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
5-Deliverable 5: List of at least 10 communities with potential of biomass use as a source of energy, to organize workshops to enhance understanding of the benefits of renewable energy use with a focus on biomass submitted to the UNDP	86132200						
6-Deliverable 6: Educational workshops in at least 10 communities from different regions of the Republic of Moldova, mainly from rural areas with potential of biomass use as a source of energy organized (up to 300 participants)	86132200						
7-Deliverable 7: Final report on implemented activities with specific information of the participants, issues discussed and recommendations submitted	86132200						

