



## REQUEST FOR QUOTATION NO. RFQ 24/02836:

### **Designing and implementing a ToT Program on defensive tactics/less lethal use of force for the trainers of Police Academy from the Republic of Moldova**

#### **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP through the “**Strengthening the Police Training Capacities in the Republic of Moldova**” Project kindly requests your quotation for the **Designing and implementing a ToT Program on defensive tactics/less lethal use of force for the trainers of Police Academy from the Republic of Moldova**, as detailed in line items section of this Request for Quotation no. RFQ 24/02836 “**Designing and implementing a ToT Program on defensive tactics/less lethal use of force for the trainers of Police Academy from the Republic of Moldova**”.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00445** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>

**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 bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, 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 bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid 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.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

## SECTION 2: GENERAL INSTRUCTIONS

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_af.adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_afMT=screen&amp;_afMFW=1920&amp;_afMFH=880&amp;_afMFDW=1920&amp;_afMFDH=1080&amp;_afMFC=8&amp;_afMFCI=0&amp;_afMFM=0&amp;_afMFR=96&amp;_afMFG=0&amp;_afMFS=0&amp;_afMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_af.adf.ctrl-state=8godmwdd9_239&amp;_afLoop=7321111756612874&amp;_afWindowMode=0&amp;_afWindowId=null&amp;_af_rFS=16&amp;_afMT=screen&amp;_afMFW=1920&amp;_afMFH=880&amp;_afMFDW=1920&amp;_afMFDH=1080&amp;_afMFC=8&amp;_afMFCI=0&amp;_afMFM=0&amp;_afMFR=96&amp;_afMFG=0&amp;_afMFS=0&amp;_afMFO=0</a></p> <p>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.</p> <ul style="list-style-type: none"> <li>File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review.</li> <li>All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers 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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) 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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in the currency indicated in the portal.</p> <p><b>MDL (Moldovan Leu) for local suppliers</b></p> <p>and</p> <p><b>USD (US Dollars) for international suppliers.</b></p> <p>For evaluation purposes, bids submitted in any other currencies shall be recalculated at UN Operational Rate of Exchange on the submission deadline:</p> <p><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></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>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) 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 Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Alternative Quotes</b>	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p><b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation 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.

## SECTION 2: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a> Applicable Terms and Conditions and other provisions are available at <a href="https://www.undp.org/procurement/business/how-we-buy">https://www.undp.org/procurement/business/how-we-buy</a>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. <input checked="" type="checkbox"/> <b>Liquidates damages</b> shall be imposed as follows: 0.33% of contract value per day of delay, up to a maximum of 10% of contract value, after which UNDP may terminate the contract.
<b>Duties and taxes</b>	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 of the General Assembly of the United Nations, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: <input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b>
<b>Eligibility</b>	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.  It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.  Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
<b>Language of quotation</b>	<input checked="" type="checkbox"/> English / Romanian  Including documentation including catalogues; instructions and operating manuals (in both languages).
<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 (ninety) days</b> from the deadline for the Submission of Quotation.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Clarifications</b>	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.  <b><u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u></b>  Requests for clarification from bidders will not be accepted any later than <b>3 (three) days</b> before the submission deadline. Responses to request for clarification will be communicated directly in the

	portal.
<b>Documents to be submitted</b>	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1, detailing the experience of the company, proposed methodology, including description and curriculum of courses, implementation table and key personnel.</p> <p><input checked="" type="checkbox"/> Company Profile, including portfolio/previous experience in similar fields related to the assignment</p> <p><input checked="" type="checkbox"/> Copy of registration documents</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts relevant for the current activity, within the last 3 (three) years including the following information:</p> <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact Details, including e-mail</li> <li>• Contract Value</li> <li>• Period of activity</li> <li>• Types of activities undertaken</li> </ul> <p><i>Copies of provided relevant contracts might be requested during the evaluation process.</i></p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top three (3) clients in terms of Contract value in similar field</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key Personnel</p>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations.</p> <p><input checked="" type="checkbox"/> Minimum 3 (three) years of experience in delivering training on defensive tactics/less lethal use of force to the law enforcement agencies</p> <p><input checked="" type="checkbox"/> Minimum 3 (three) projects of similar or higher complexity completed or ongoing during the last 3 years.</p> <p><input checked="" type="checkbox"/> <b>Competence to provide certified training courses in the field of defensive tactics/less lethal use of force, recognized by a state entity from the country of origin of the provider and/or by a relevant professional association</b></p> <p><input checked="" type="checkbox"/> Qualified trainers, with the minimum required academic and professional qualifications, proven by CVs submitted:</p> <p><b>One Team Leader/Instructor</b></p> <ul style="list-style-type: none"> <li>• Master's degree in Law, Law Enforcement/Police Studies, Security Studies or another relevant field.</li> <li>• Minimum 3 years of proven experience in developing and delivering training and capacity building programs/activities for the law enforcement agencies.</li> <li>• Demonstrated experience in developing and providing ToT Programs in the area of defensive tactics/less lethal use of force (minimum two ToT Programs implemented, proven by links to relevant websites, electronic copies of certification documents, copies of ToT Programs agenda, etc.);</li> <li>• Fluency in Romanian and/or English. Translation from/to English will be covered by UNDP Project.</li> </ul> <p><b>One Team member/Instructor</b></p> <ul style="list-style-type: none"> <li>• University degree in Law, Law Enforcement/Police Studies, Security Studies or another relevant field.</li> </ul>

	<ul style="list-style-type: none"> <li>• Minimum 2 years of proven experience in delivering defensive tactics/less lethal use of force training and capacity building programs/activities for the law enforcement agencies.</li> <li>• Fluency in Romanian and/or English. Translation from/to English will be covered by UNDP Project</li> </ul>
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	20 May 2024



## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **Training of Trainers program on defensive tactics/less lethal use of force in public order operations for trainers of Police Academy of the Republic of Moldova**

#### **F. Background:**

Professional training of staff is an area of particular importance for the successful implementation of police reform. The MIA's Academy "Stefan cel Mare" (hereinafter, the Police Academy) is mandated to put in practice a new approach to police training following a modern training program, developed in line with international standards and best practices, focusing on developing operational skills, modern policing and management techniques, and mainstreaming the respect to human rights and gender equality.

Police come into contact with people in various volatile situations. These interactions can go from calm to violent within seconds. Therefore, the ability to protect oneself and others in a dangerous encounter with a violent subject is vital for any police officer who needs multiple tools to respond to varying levels of non-compliance. The Police Academy offers training that aims at increasing physical strength, resistance, reaction and agility of students/cadets as a response to threatening situations they may encounter throughout the service.

UNDP and INL have assisted the Police Academy to modernize and equip a sports facility to be used for defensive tactics training, where police cadets can hone these skills in a properly organized space. A next step in this process is to enhance the teaching abilities of Police Academy's trainers by exposing them to a dedicated ToT program on defensive tactics/less use of force, aligned to the best international practices.

Thus, the upgraded facilities and enhanced training abilities will be used for both qualification and in-service defensive and physical training of students/cadets and police officers, conducted in an organized and safe environment.

Under the current assignment, the selected company/organization (Contractor) will be responsible for developing and delivering a Training of Trainers (ToT) Program on defensive tactics and techniques of intervention for police officers who are most exposed to a potential physical attack/threat during their daily service. This activity will include the following consecutive stages:

- (I) Conduct a comprehensive review and assessment of the existing training courses related to defensive tactics/less lethal use of force delivered by the MIA/Police Academy, identify gaps and determine needs;
- (II) Draft the ToT Program and methodology;
- (III) Deliver the ToT Programme for a group of 10 instructors;
- (IV) Carry out mentoring of the trained instructors: provide support and monitoring in implementation of minimum one event carried out by each trained instructor.

The Police Academy shall be the main partner for this activity and will provide the necessary support to the Contractor.

#### **G. Objective:**

The UNDP/Strengthening Police Training Capacities in the Republic of Moldova Project is seeking to contract a Company/organization to conduct a Training of Trainers (ToT) program on defensive tactics/less lethal use of force for 10 (ten) trainers of the MIA/Police Academy. The Contractor will evaluate the existing training course and applied methodology and approach, will perform evaluation of the beneficiary needs and expectations relevant to

ToT on defensive tactics/less lethal use of force. Further on, based on assessment done, the Contractor will provide recommendations and inputs to existing training methodology and programs to eliminate all learning gaps and adapt them to international standards. Finally, the Contractor will conduct the ToT activities for relevant staff of the MIA/Police Academy of the Republic of Moldova, as well as provide mentoring support for graduates of the ToT Program for at least one individual training event.

#### **H. Scope of work and expected outputs:**

To achieve the objective, it is foreseen that the selected Company will:

- I. Conduct a comprehensive review and assessment of the existing training course and applied methodology related to defensive tactics/less lethal use of force provided by the MIA/Police Academy, determine the gaps and beneficiary's needs:**
  - 1) Undertake a comprehensive **desk review** of the existing training curricula and applied methodology, existing internal regulations, legal framework, etc.
  - 2) Conduct a **field visit to MIA/Police Academy** and carry out meetings and direct communication with relevant staff and beneficiaries as well as with other relevant local stakeholders upon necessity. Evaluate existing issues, challenges and capacity gaps in delivering defensive tactics training. Observe the training process in the field, as well as the beneficiary's expectations versus the real needs related to defensive tactics/less lethal use of force training.
  - 3) Draft a **preliminary needs assessment report** which will include the general findings, conclusions and recommendations regarding the existing training process and the proposed approach for enhancing it.

**Important Note:** After the completion of the preliminary assessment and development of the assessment report, **an online presentation** shall be organized by the Contractor to inform UNDP, MIA/Police Academy and Donor about the main findings and conclusions.

- II. Based on the findings and conclusions formulated in the preliminary assessment, the Contractor will draft the ToT Program and methodology for MIA/Police Academy, which will focus on the following aspects:**
  - 1) Formulate the main goal, specific objectives, methodological approach, structure of the ToT Program, selection criteria for candidate trainers, timeline, human resources involved and expected training results. The training program should be tailored specifically to the needs and goals of the participants and delivered by qualified and experienced defensive tactics instructors.
  - 2) Draft the training agenda and working materials, learning aids and other complementary documentation.
  - 3) Provide the draft ToT Program for review and approval.

**Important Note:** An online presentation of the ToT program might be requested before final approval. All relevant recommendations from UNDP, MIA/Police Academy will be incorporated in the final version of the ToT Program.

#### **III. Deliver the ToT Program:**

- 1) Carry out ToT event for the selected candidate trainers. The ToT event will include minimum 10 participants. The duration of the training will be determined based on the findings of the needs assessment and other training related requirements; however, it is expected that the training program will not exceed 2 weeks. The Contractor's experts will participate in preliminary selection of the trainees, based on previously established selection criteria. Candidate trainers will be selected from MIA/Police Academy, who are most exposed to a potential physical attack during their daily service. Each training event will end with a practical exam of the trainees.
- 2) Ensure the evaluation of ToT event and provide feedback to participants, UNDP and MIA/Police Academy. Provide a report on completed ToT Program.

**Important Note:** At the end of the ToT Program, participants will receive a certificate confirming the successful completion of the training.

**IV. Carry out mentoring of the trained instructors (provide support and monitoring in implementation of minimum one event carried out by each trained instructor):**

- 1) Assist the graduated instructors in conducting a minimum one individual training in the field of defensive tactics/less lethal use of force addressed for representatives from their subdivisions. The local instructors will be grouped in pairs. A minimum of 5 (five) local training events would be mentored and monitored by the Contractor's experts. Each local mentoring training will involve 2 graduated trainees/instructors and will last 3 full days.
- 2) Provide feedback and evaluation for each training event carried out by the ToT Programme's graduates.
- 3) Provide certificates confirming the competences of the graduate instructors to conduct defensive tactics/less lethal use of force trainings.

**Important Note:** The mentoring and monitoring will require on-site presence of the Contractor's experts – one expert per each mentored training event. At the end of the mentoring course, participants will receive a certificate granting the rights of an instructor of defensive tactics/less lethal use of force intervention techniques.

The selected organization/company is expected to use a combination of techniques, tools and approaches relevant for the effective implementation of planned activities. The Contractor shall secure a participatory, inclusive approach during the assignment, and ensure the interventions are locally tailored.

**I. Expected deliverables:**

item no.	DELIVERABLES	Tentative timeframe
	<b>Tasks</b>	
I.	<p><b>Conduct a comprehensive review and assessment of the existing training course and applied methodology related to defensive tactics/less lethal use of force provided by the MIA/Police Academy, determine the gaps and beneficiary's needs:</b></p> <ul style="list-style-type: none"> <li>• Undertake a comprehensive desk review of existing training curricula and applied methodology;</li> <li>• Conduct a field visit to MIA/Police Academy and evaluate the current situation, issues, challenges and capacity gaps in delivering training related to defensive tactics/less lethal use of force;</li> <li>• Develop a preliminary needs assessment report.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Desk review and field visit to MIA/Police Academy conducted. Preliminary needs assessment report with relevant findings, conclusions and recommendations presented to beneficiary and relevant stakeholders (online presentation) and approved by UNDP.</li> </ul>	By 30 May 2024
II.	<b>Draft ToT Program and methodology for MIA/Police Academy:</b>	

	<ul style="list-style-type: none"> <li>Formulate the main goal, specific objectives, methodological approach, structure of the ToT Program, selection criteria for candidate trainers, timeline, human resources involved and expected results.</li> <li>Draft the training agenda and working materials, learning aids and other complementary documentation.</li> <li>Provide the draft ToT Program for review and approval. Incorporate potential comments and recommendations from UNDP and MIA after the draft review.</li> </ul> <p><b>Deliverables:</b> ToT Program and relevant supporting documents developed and approved by UNDP.</p>	
III.	<p><b>Deliver the ToT Program:</b></p> <ul style="list-style-type: none"> <li>Carry out a ToT event for selected candidate trainers. The ToT event will include 10 participants and will not exceed two weeks (10 working days).</li> <li>Ensure the evaluation of ToT event and provide feedback to participants, UNDP and MIA/Police Academy. Provide a report on completed ToT Program.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Report on completed ToT Program delivered and approved by UNDP.</li> </ul>	By 01 July 2024
IV.	<p><b>Carry out mentoring of the trained instructors:</b></p> <ul style="list-style-type: none"> <li>Assist the graduated instructors in conducting minimum one three-days individual training. At least 5 (five) local training events would be mentored and monitored by the Contractor's experts.</li> <li>Provide feedback and evaluation for each training event carried out by the ToT Program's graduates.</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Mentoring of 5 local 3-days training events successfully carried out.</li> <li>Report on activity provided incorporating relevant conclusions and recommendations.</li> </ul>	By 20 July 2024
	<b>TOTAL</b>	

#### J. Organizational setting:

The contracted Company will work under the guidance and direct supervision of the UNDP Project Manager for substantive aspects of the assignment and under the direct supervision of the UNDP Project Associate for administrative aspects.

The contracted Company is expected to cooperate closely with the delegated staffers from MIA sub-divisions.

The contracted Company shall take overall responsibility for the quality and timeliness of the assessment process within its competency.

Language requirements: The trainings shall be delivered in English and/or Romanian languages. For the trainings provided in English, consecutive translation will be ensured by UNDP.

All documentation related to the assignment shall be in Romanian or English. All documents submitted 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.

UNDP will ensure the logistical support needed for this activity: catering services, rental of necessary space and training equipment (projector, flipchart, printed materials, etc.) as well as translation of course materials and interpretation services during the assessment missions, ToT trainings and mentoring sessions.

Expected duration of the assignment: May-July 2024.

#### **K. Financial arrangements:**

The total cost of services includes all costs associated with the execution of this assignment, for example, such as expert fees, development of training methodology and specific training materials, travel and transportation costs for experts, and all other relevant costs related to the implementation of this assignment and in accordance with the budget submitted. ToT related logistic costs (for example, catering, venue, translation/interpretation, etc.) will be covered by UNDP Project.

#### **Travel**

Three travel missions to Chisinau are envisaged in the framework of the current assignment – one for the preliminary evaluation (estimated duration up to 4 days), the second mission for the ToT training (estimated duration up to four weeks) and a third mission for the mentoring of training events conducted by the local trainers. Exact duration of missions can be adjusted based on identified needs. The exact duration and period of the missions shall be coordinated with UNDP. All envisaged travel costs must be included in the financial proposal. Should the envisaged travel not happen due to various reasons, the travel costs will be deducted from the amounts payable.

#### **L. Confidentiality**

Materials provided to the Contractor and all proceedings within the implemented contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

#### **M. Qualifications of the successful bidder at various levels:**

##### **I. Requirements to company/organization**

- Be a legally registered entity or a consortium of firms/organizations;
- Minimum 3 years of experience in delivering training on defensive tactics/less lethal use of force to the law enforcement agencies;
- Minimum 3 (three) projects of similar or higher complexity completed or ongoing during the last 3 years;
- Competence to provide certified training courses in the field of defensive tactics/less lethal use of force, recognized by a state entity from the country of origin of the provider and/or by a relevant professional association.

## II. Requirements to the task team of the company/organization

The organization of the task team is of ultimate importance. The task team shall include at least one team leader/instructor and one qualified team member/instructor. The experience of the task team shall be explicitly described in their CVs and shall include the following requirements:

### **Team Leader/Instructor**

- Master's degree in Law, Law Enforcement/Police Studies, Security Studies or another relevant field.
- Minimum 3 years of proven experience in developing and delivering training and capacity building programs/activities for the law enforcement agencies.
- Demonstrated experience in developing and providing ToT Programs in the area of defensive tactics/less lethal use of force (minimum two ToT Programs implemented, proven by links to relevant websites, electronic copies of certification documents, copies of ToT programs agenda, etc.
- Fluency in Romanian and/or English.

### **Team member/Instructor**

- University degree in Law, Law Enforcement/Police Studies, Security Studies or another relevant field.
- Minimum 2 years of proven experience in delivering defensive tactics/less lethal use of force training and capacity building programs/activities for the law enforcement agencies.
- Fluency in Romanian and/or English.

**Note:** The Team Leader will oversee the coordination and administrative tasks of the assignment and will be responsible for contacting and informing the UNDP Project Manager regarding all aspects related to the execution of the contract. The Team Leader shall provide the UNDP Project team with periodic updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables and making sure that they are in line with the objectives set for this contract.

The company/organization will also be responsible for all administrative issues associated with undertaking this assignment.

## **N. Documents to be included when submitting the quotations**

Bidders agree that proposed trainers 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 to allow substitutions, shall be submitted to and agreed by UNDP.

Bidders shall enclose CVs for each trainer anticipated to conduct the trainings specified in Section I. (Expected Deliverables) of the ToR. CVs of trainers must be included in the offer.

The CVs of proposed trainers should be detailed and comprehensive and prove that the trainers are qualified to provide the training assigned. Specifically, CVs should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Relevant education and training, certification details, depending on the training assigned to deliver;
- Linguistic skills.

During the assignment, the Contractor'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.

**Each Bidder should develop and submit a technical offer containing:**

- A brief description of qualification, capacity and expertise that is relevant to the Terms of Reference;
- A brief methodology (training description), approach and implementation plan;
- A list of proposed trainers as assigned for delivery of a specific training, their CVs and professional certification;
- Documents necessary to prove compliance with the qualifications for the Bidder;
- Documents listed in Section N "Documents to be Included".

**Note:** Proposed implementation plan should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ 24/02836 "Designing and implementing a ToT Program on defensive tactics/less lethal use of force for the trainers of Police Academy from the Republic of Moldova"</b>	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	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.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	<input type="checkbox"/> Yes <input type="checkbox"/> No



energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
<b>Previous relevant experience:</b> <b>At least 3 (three) contracts for delivering training on defensive tactics/less lethal use of force, competed or ongoing, within the last 3 (three) years</b>	
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b> <b>Contract Value (please indicate currency)</b> <b>Period of activity (month/ year)</b> <b>Types of activities undertaken</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder 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"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: 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 RFQ ;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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> 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"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<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 Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ 24/02836 "Designing and implementing a ToT Program on defensive tactics/less lethal use of force for the trainers of the Police Academy from the Republic of Moldova"	Date: Click or tap to enter a date.

Bidders must include all costs related to the performance of the services in their quotation price (delivery of all goods and equipment, transport costs, unloading at the delivery site, installation etc.)

Currency of the Quotation: <b>MDL for local Suppliers and USD for international Suppliers (VAT exclusive)</b>				
#	Description (as per details mentioned in Annex 1: schedule of requirements)	UOM	Unit price (VAT 0%), [please insert currency]	Total price (VAT 0%) [please insert currency]
1.	A comprehensive review and assessment of the existing training course and applied methodology related to defensive tactics/less lethal use of force, provided by MIA/Police Academy, conducted	lump sum		
2.	ToT Program methodology and relevant supporting documents developed	lump sum		
3.	ToT Program successfully completed	lump sum		
4.	Mentoring of 5 local 3-days training events successfully carried out	5 events		
Total Final and All-inclusive Price [please insert currency]				

Personnel / other elements	UOM	Qty	Unit Price [please insert currency]	Total Price [please insert currency]
<b>I. Personnel</b>				
1 (one) Team Leader/Instructor	Day			
1 (one) Team Member/Instructor	Day			
<b>II. Other Costs</b>				
Accommodation costs	Day			
Travel costs (per diem)	Day			
Travel costs (round trip)	Round trip			
Transportation costs	Per mission			

<i>Other Costs: (please specify)</i>				
<b>Total:</b>				

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications <i>(as per details mentioned in Annex 1: Schedule of Requirements)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time: <i>Finalize the ToT Program until July 20, 2024.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation: <i>90 calendar days</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

*Exact name and address of company*

Company Name: Click or tap here to enter text. Address: Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature: \_\_\_\_\_

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.