



# REQUEST FOR PROPOSALS

**RfP24/02848:** Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives

**Projects:** Human Security Project / Multidimensional response to emerging human security challenges in Moldova

**Country:** Republic of Moldova

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## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereby referred to as UNDP, through " **Human security project: Multidimensional response to emerging human security challenges in Moldova**" Project, hereby invites prospective proposers to submit a proposal **to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) broader objectives for implementation of the Integrated Administration and Control System (IACS) in Moldova**, 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-00516**. 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

## SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p><b>1. Scope</b></p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at <a href="#">UNDP Programme and Operations Policies and Procedures/Procurement</a>.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p><b>2. Interpretation of the RFP</b></p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p><b>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</b></p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labor, 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, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p><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> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> <li>a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</li> </ol>
<p><b>4. Eligible proposers</b></p>	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>☐ is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>☐ is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>☐ is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> </ul>
<p><b>5. Proprietary information</b></p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p><b>6. Publicity</b></p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
<p><b>SOLICITATION DOCUMENTS</b></p>	
<p><b>7. Clarification of solicitation documents</b></p>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>8. Amendment of solicitation documents</b>	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>9. Cost of preparation of proposal</b>	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>10. Language</b>	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
<b>11. Documents establishing eligibility and qualifications of the proposer</b>	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
<b>11.a Documents comprising the proposal</b>	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>▪ Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>▪ Technical Proposal;</li> <li>▪ Financial Proposal;</li> <li>▪ Proposal Security, if required by DS;</li> <li>▪ Any attachments and/or appendices to the Proposal.</li> </ul>
<b>12. Technical proposal format and content</b>	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
<b>13. Financial proposal</b>	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>14. Currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <li>• UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.</li> </ul>

	<ul style="list-style-type: none"> <li>In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>15. Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.</p>
<b>16. Proposal validity period</b>	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
<b>17. Proposal security</b>	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</li> <li>In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>to sign the contract after UNDP has issued an award; or</li> <li>to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.</li> </ul> </li> </ul>



<p><b>18. Joint Venture, Consortium or Association</b></p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> <li>• they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and</li> <li>• if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><b>19. Only one proposal</b></p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one controlling partner, director, or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process;</li> </ul>

	<ul style="list-style-type: none"> <li>• they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to</li> <li>• the personnel, does not apply to subcontractors being included in more than one proposal.</li> </ul>
<b>20. Alternative proposals</b>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
<b>21. Pre-proposal conference</b>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers’ responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p>
<b>22. Site inspection</b>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease, or illness to, or death of, any person;</li> </ul>

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<b>23. Errors or omissions</b>	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
<b>24. Proposers' responsibility to inform themselves</b>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents;</li> <li>• attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>• fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and</li> <li>• form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</li> </ul> <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
<b>25. No material change(s) in circumstances</b>	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;</li> <li>• a change to any information on which UNDP may rely in assessing proposals.</li> </ul>
<b>SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>26. Instruction for proposal submission</b>	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>

	Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.
<b>26a. Online submission</b>	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> <li>• Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;</li> <li>• <b>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</b></li> <li>• <b>The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system.</b></li> <li>• Documents which are required to be in original form (e.g., Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS.</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
<b>27. Deadline for Submission of Proposals</b>	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
<b>28. Withdrawal, substitution and modification of proposals</b>	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
<b>29. Storage of proposals</b>	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
<b>30. Proposal opening</b>	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
<b>31. Late proposals</b>	Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents. In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.

<b>EVALUATION OF PROPOSALS</b>	
<b>32. Confidentiality</b>	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>33. Evaluation of proposals</b>	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely based on the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary examination;</li> <li>b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done);</li> <li>c) Evaluation of technical proposals;</li> <li>d) Evaluation of financial proposals.</li> </ol>
<b>34. Preliminary examination</b>	<p>UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.</p>
<b>35. Evaluation of eligibility and qualification</b>	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ol>
<b>36. Evaluation of technical and</b>	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

<p><b>financial proposals</b></p>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g., 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p><b>37. Post-qualification/ Due Diligence</b></p>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>
<p><b>38. Clarification of proposals</b></p>	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

	<p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.</p>
<b>39. Responsiveness of proposal</b>	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</li> </ul> <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
<b>40. Nonconformities, reparable errors and omission</b>	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
<b>41. Right to accept any proposal and to reject any or all proposals</b>	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

<b>AWARD OF CONTRACT</b>	
<b>42. Award criteria</b>	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
<b>43. Right to vary requirement at time of award</b>	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions and the solicitation document.
<b>44. Notification of award</b>	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
<b>45. Debriefing</b>	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
<b>46. Publication of contract award</b>	UNDP will publish the contract award on UNDP Procurement Notices website <a href="https://procurement-notices.undp.org/view_awards.cfm">https://procurement-notices.undp.org/view_awards.cfm</a> which is linked to the <a href="#">United Nations Global Marketplace</a> , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
<b>47. Contract Signature</b>	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>48. Contract Type and General Terms and Conditions</b>	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>49. Performance security</b>	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a>, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available <a href="#">here</a>. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
<b>50. Bank guarantee for advance payment</b>	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this <a href="#">bank guarantee form</a> available at: <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>



<b>51. Liquidated Damages</b>	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.
<b>52. Proposal protest</b>	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
<b>53. Other Provisions</b>	In the event that the Bidder offers a lower price to the host Government (e.g., General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>

### SECTION 3: DATA SHEET (DS)

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

No.	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is <b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives.</b>
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through <b>Quantum message functionality</b> . Only in case of facing difficulties to register in the system and sending messages, bidder can write to the contact below to request support with the system:  Focal Person: UNDP Moldova Procurement Unit  E-mail address: <a href="mailto:sc.md@undp.org">sc.md@undp.org</a>  <b>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</b>
		Deadline for submitting requests for clarifications / questions:  <b>5 days before the submission deadline</b>
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in <b>English</b>
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is:  <b>Not allowed</b>  <b>The Proposer shall quote prices for all 3 (three) LOTs presented in Section 5: Terms of Reference and FORM K: Format for Financial Proposal.</b>  <b>The UNDP reserves the right to award the contract for one LOT only.</b>
6.	Currencies	Prices shall be quoted in <b>US Dollars (USD)</b>  For evaluation purposes, all other rates shall be recalculated at UN Operational Rate of Exchange on the submission deadline:  <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>  In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>  UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall:  <b>Be exclusive of VAT and other applicable indirect taxes.</b>

No.	Data	Specific Instructions / Requirements
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p><b>Bidders must submit their proposal directly in the online system.</b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review.</li> <li>▪ The bidder should receive an email acknowledging email receipt from the system.</li> </ul>
14.	Deadline for proposal submission	Deadline for proposal submission is <b>indicated in the portal</b> . In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.
15.	Proposal Opening	Public proposal opening will <b>NOT</b> be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of <b>70%-30%</b> Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract for <b>one LOT only</b> to:</p> <p><b>One Bidder Only</b></p>
19.	Type of contract to be awarded	<p><b>Contract Face Sheet</b></p> <p>More information can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	05 August 2024
21.	Conditions of contract to apply	<p><b>UNDP General Terms and Conditions for contracts (goods and/or services)</b></p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed

No.	Data	Specific Instructions / Requirements
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5 %</p> <p>Max. number of weeks of delay 4, after which UNDP may terminate the contract.</p>
25.	Documents to be submitted with your Proposal	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years, per each JV partner/Subcontractor (if the case)</li> <li>▪ A copy of preliminary Agreement in case of Consortium or sub-contracting</li> <li>▪ Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2021, 2022, 2023)</li> <li>▪ Details of Previous Relevant Experience within the last three (3) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution. Copies of Contracts can be requested.</li> <li>▪ Methodology, approach and implementation plan (schedule of activities/work indicating duration and key dates for each stage) with clear distribution of roles and responsibilities of the proposed key personnel</li> <li>▪ Proof of an open account with the Copernicus Open Access Hub or similar, which can include account creation confirmation emails, screenshots of the dashboard showing active access, or any official documentation from the platform confirming Proposer access.</li> <li>▪ List of qualified key personnel, together with CVs and professional certificates (valid at the date of presentation) indicating professional qualifications and relevant experience (as required in Section 4 below)</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ <b>Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements. Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received</b></li> </ul>

**SECTION 4: EVALUATION CRITERIA**

**Preliminary Examination Criteria**

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

<b>Criteria</b>	<b>Documents to establish compliance</b>
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

**Minimum Eligibility and Qualification Criteria**

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

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

<b>Subject</b>	<b>Criteria</b>	<b>Document Submission requirement</b>
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	<b>Form D: Proposer Information</b>
<b>Eligibility</b>	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.	<b>Form C: Technical Proposal Submission</b>
<b>Conflict of Interest</b>	No conflicts of interest.	<b>Form C: Technical Proposal Submission</b>
<b>Bankruptcy</b>	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.	<b>Form C: Technical Proposal Submission</b>

QUALIFICATION		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 (three) years.	<b>Form F: Eligibility and Qualification</b>
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 (three) years.	<b>Form F: Eligibility and Qualification</b>
<b>Previous Experience</b>	Minimum 3 (three) years of experience in working with Earth Observation tools and mechanisms (particularly related to Copernicus Sentinel-2 and Sentinel-1 imagery) and/or in processing and analyzing Earth observation data for land monitoring objectives (ex. cloud-free mosaics, crop detection, and monitoring). <i>(For JV/Consortium/Association, Lead Partner should meet the requirement).</i>	<b>Form F: Eligibility and Qualification</b>
	Minimum 2 (two) contract of similar or higher complexity services in applying Geographic Information Systems for creating and maintaining geoportals and geospatial databases with applied automatic machine learning and data science techniques for land management and data processing (parcels delineation, crop monitoring, or similar), successfully implemented in the past 3 (three) years. <b>List of contracts managed, and their value shall be included in the Proposal.</b> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Form F: Eligibility and Qualification</b>
	Proven capacity to acquire required satellite imageries for the needs of the assignment (open account with Copernicus Open Access Hub or similar entry access capability)  Submit proof of an open account with the Copernicus Open Access Hub or similar. This documentation can include account creation confirmation emails, screenshots of the dashboard showing active access, or any official documentation from the platform confirming your access. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Form F: Eligibility and Qualification</b>
<b>Minimum key personnel</b>	The contractor must provide at least four (4) key experts. Failure to do so will be considered ground for disqualification: <ul style="list-style-type: none"> <li>▪ Key personnel 1: Product manager</li> <li>▪ Key personnel 2: Remote Sensing and Earth Observation Specialist</li> <li>▪ Key personnel 3: GIS Specialist</li> <li>▪ Key personnel 4: Machine Learning Data Scientist</li> </ul>	<b>Attach required documents to Form H: Format for CV of proposed Key Personnel</b>

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>Please note: The above listed roles cannot be cumulated under a single position. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Financial Standing</b>	Minimum average annual turnover of 200,000 US\$ for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Form F: Eligibility and Qualification</b>
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	<b>Form F: Eligibility and Qualification</b>

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's qualification, capacity, and experience	290
2.	Proposed Methodology, Approach, and Implementation Plan	390
3.	Management Structure and Key Personnel	320
	<b>Total</b>	<b>1000</b>

	Section 1. Proposer's qualification, capacity and experience	Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing Organization / Company profile – 20 pts: <ul style="list-style-type: none"> <li>The company is a well-known market player with a good standing – 20 pts</li> <li>The company is well-known but lacks a good standing in the field – 10 pts</li> </ul> Financial statement – 30 pts: <ul style="list-style-type: none"> <li>Over \$400,000 of annual turnover for last three years – 30 pts</li> <li>Between \$200,000 and \$400,000 of annual turnover for last three years – 25 pts</li> </ul>	<b>50</b>
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (3 years – 10 pts, 5 pts for each additional year, up to 40 pts)</li> <li>Project management controls (organigram) (up to 20 pts)</li> </ul>	<b>60</b>
1.3	Relevance of specialized knowledge and experience: <ul style="list-style-type: none"> <li>Minimum 3 (three) years of experience in working with Earth Observation tools and mechanisms (particularly related to Copernicus Sentinel-2 and Sentinel-1 imagery) and/or in processing and analyzing Earth observation data for land monitoring objectives</li> </ul>	<b>150</b>

	<p>(ex. cloud-free mosaics, crop detection, and monitoring) (3 years – 30 pts, 5 pts for each additional year, up to 70 pts)</p> <ul style="list-style-type: none"> <li>• Minimum 2 (two) contract of similar or higher complexity services in applying Geographic Information Systems for creating and maintaining geoportals and geospatial databases with applied automatic machine learning and data science techniques for land management and data processing (parcels delineation, crop monitoring, or similar), successfully implemented in the past 3 (three) years (2 contracts – 30 points, 10 points for each additional year, up to 70 pts.)</li> <li>• Working experience with UN Agencies and/or other international organizations will be an advantage (no experience – 0 pts, existing experience – 10 pts)</li> </ul>	
1.4	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> <li>• Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 pts</li> <li>• Organization is a member of the UN Global Compact – 5 pts</li> <li>• Organization demonstrates significant commitment to sustainability through some other means – 5 pts, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)</li> </ul>	<b>30</b>
<b>Total Section 1</b>		<b>290</b>

	<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>	<b>Points obtainable</b>
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> <li>• The important aspects of the task have been addressed in detail and the different components of the project are adequately weighted relative to one another – up to 70 pts</li> <li>• The important aspects of the task have been generally addressed and the different components of the project are fairly weighted relative to one another – up to 40 pts</li> <li>• The important aspects of the task have been generally addressed and the different components of the project are poorly weighted relative to one another – up to 10 pts</li> </ul>	<b>70</b>
2.2	<p>Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference:</p> <ul style="list-style-type: none"> <li>• The proposed approach and methodology fully meet the ToR requirements – up to 80 pts</li> <li>• The proposed approach and methodology are closely interlinked with ToR but require some adjustments to properly address all the tasks – up to 50 pts</li> <li>• The proposed approach and methodology partly meet the ToR requirements or require major adjustments to address the tasks – up to 30 pts</li> </ul>	<b>80</b>
2.3	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement:</p> <ul style="list-style-type: none"> <li>• The proposed M&amp;E methodology and tools fully respond to the task – up to 80 pts</li> <li>• The proposed M&amp;E methodology is well-structured and defined but requires some clarifications from bidder – up to 50 pts</li> <li>• The proposed M&amp;E methodology requires major adjustments to address the tasks – up to 20 pts</li> </ul>	<b>80</b>



	<ul style="list-style-type: none"> <li>No M&amp;E methodology was provided – 0 pts</li> </ul>	
2.4	<p>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>The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – up to 80 pts</li> <li>The Implementation Plan is well structured with well-defined sequence of activities but some clarifications on methodology are needed – up to 50 pts</li> <li>The description is not well structured and requires major clarifications from bidder – up to 20 pts</li> </ul>	<b>80</b>
2.5	<p>Does the proposal contain quality assurance procedures and risk mitigation measures:</p> <ul style="list-style-type: none"> <li>Quality assurance procedures and risk mitigation measures are well-defined and adjusted to the assignment – up to 40 pts</li> <li>Quality Assurance responds to the assignment, but the risk mitigation measures are irrelevant/missing OR the risk mitigation measures are adjusted but improper quality assurance procedures – up to 20 pts</li> <li>No Quality Assurance procedures and risk mitigation measures were presented – 0 pts</li> </ul>	<b>40</b>
2.6	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days’ involvement?</p> <ul style="list-style-type: none"> <li>Extensive and logical distribution – up to 40 pts</li> <li>To some extent – up to 20 pts</li> <li>Limited or lack of any such details - 5 pts</li> </ul>	<b>40</b>
<b>Total Section 2</b>		<b>390</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	<b>Product Manager</b>	<b>80</b>
	University degree in project management, business administration, ICT, engineering or a related field (under master’s degree – 5 pts., master’s degree – 10 pts.)	10
	Minimum five (5) years of project management experience focused on geospatial projects (5 years – 20 pts, each additional year – 5 pts, up to 40 pts)	40
	Minimum two (2) previous assignments as a Product Manager responsible for producing GIS and ML products (2 assignments – 10 pts, each additional assignment – 5 pts, up to max 25 pts.)	25
	Fluency in English (verbal and writing) (5 pts)	5
3.2	<b>Remote Sensing and Earth Observation Specialist</b>	<b>80</b>
	University degree in Engineering, statistics, physics, earth observations, ICT, or a related field,(under master’s degree – 5 pts., master’s degree – 10 pts.)	10
	Minimum three (3) years of experience in remote sensing and earth observation activities (3 years – 20 pts, each additional year – 5 pts, up to 40 pts.)	40
	Minimum two (2) previous projects in working with Copernicus Sentinel-2 and Sentinel-1 data, image processing, and cloud detection techniques (2 projects – 10 pts, each additional project – 5 pts, up to 25 pts.)	25
	Fluency in English (verbal and writing) (5 pts)	5

3.3	<b>GIS Specialist</b>		<b>80</b>
	University degree in Engineering, statistics, ICT, geospatial sciences, or a related field (under master's degree – 5 pts., master's degree – 10 pts.)	10	
	Minimum three (3) years of experience in GIS and/or geospatial data management (3 years – 20 pts, each additional year – 5 pts, up to 40 pts.)	40	
	Minimum two (2) previous projects in working with GIS software, spatial analysis, and database management (2 projects – 10 pts, each additional project – 5 pts, up to 25 pts.)	25	
	Fluency in English (verbal and writing) (5 pts)	5	
3.3	<b>Machine Learning/Data Scientist</b>		<b>80</b>
	University degree in data science, machine learning, ICT, engineering, or a related field (under master's degree – 5 pts., master's degree – 10 pts.)	10	
	Minimum three (3) years of experience in machine learning and data science (3 years – 20 pts, each additional year – 10 pts, up to 40 pts)	40	
	Minimum two (2) previous projects working with machine learning, deep learning, and programming languages like Python or similar (2 assignments – 20 pts, each additional assignment – 5 pts, up to 25 pts.)	25	
	Fluency in English (verbal and writing) (5 pts)	5	
		<b>Total Section 3</b>	<b>320</b>

## SECTION 5: TERMS OF REFERENCE

### I. BACKGROUND

In July 2022, Moldova was granted the EU candidate status, which implies the harmonization of the agricultural sector with the EU *acquis communautaire* (Chapter 11). This also leads to the need of accurate agricultural data and presence of functional agricultural information registries and systems. The aforementioned situation has accelerated the need of creation of the digital National Farmers Registry (dNFR), that would serve several objectives; such as supply reliable data for Moldovan policy makers, serve as one of the main resources for harmonization of national sectorial legislation and regulations with EU standards, serve as the basic tool for monitoring of agricultural subsidies, improve traceability of Moldovan agricultural products, and last but not least to provide opportunity to support small farmers across Moldova. All this furthermore in line with the recent sectoral strategy, the “National Strategy of Agricultural and Rural Development (SNDAR) 2023-2030” and the digitisation country strategy “Digital Transformation Strategy of Moldova (STDM) 2023-2030”, no matter the fact that the dNFR as such is not directly referenced in those strategies.

**The primary beneficiary of the system will be the Ministry of Agriculture and Rural Development and its subordinated Agencies.** The digital National Farmers Registry (dNFR) could bring strong advantages to other groups of stakeholders as well, such as public institutions, farming community, academia, and others, if properly designed and functional. In this way, not only supporting the evidence-based policy making for the Ministry, but also bringing tangible benefits from other stakeholders’ points of view and fostering promotion of digitisation in the agricultural domain. On top of that, the implementation of dNFR is a good starting point for further EU *acquis* Chapter 11 alignment towards the implementation of the Integrated Administration and Control System (IACS<sup>2</sup>), which is phrased in both of the above listed strategies.

The digitization and the use of new technologies are currently one of the driving forces of the recent period of the EU Common agricultural policy, including the IACS system. Especially the use of Copernicus data (Sentinels missions), aiming to monitor variability in land surface conditions, and monitoring agricultural operations with high revisit time provides great baseline for the evidence-based policy at full country level. On top of that the Sentinel data is available free of charge for viewing and downloading at Copernicus Data Space Ecosystem<sup>3</sup>. Likewise, starting from 2024 the cloudless quarterly Sentinel-2 mosaics (generated from three months of Sentinel-2 level 2A, offering a cloudless mosaic of the Republic of Moldova for 4 spectral Sentinel-2 bands (Blue, Green, Red, and Near InfraRed (NIR)) are available at the Copernicus Data Space Ecosystem for the Republic of Moldova, too.

Hence, the use of Copernicus services (Sentinels data) might strongly endorse the fulfilment of the broader dNFR objectives, current sectoral priorities, as well as to support activities related to the future Integrated Administration and Control System (IACS) operations in Moldova.

Currently, there exist two main Copernicus Sentinels missions that are broadly used in the agricultural sector by several stakeholders (including governmental and public institutions, farmers, advisory bodies, and other entities); in particular the Sentinel-2 mission<sup>4</sup> (providing optical data), and Sentinel-1 mission<sup>5</sup> (providing radar data).

For the purpose of dNFR broader objectives, and to support upcoming IACS agenda, especially the use of Sentinel-2 mission represents a valuable data source. The Copernicus Sentinel-2 mission is well suitable for the land monitoring and comprises a constellation of two polar-orbiting satellites placed in the same sun-synchronous orbit, phased at 180° to each other. It aims at monitoring variability in land surface conditions, and its wide swath width (290 km) and high revisit time (generally, 5 days with two satellites under cloud-free conditions) could strongly support the Moldovan agricultural sector. The Sentinel-2 carries an optical instrument payload that samples 13 spectral bands: four bands at 10 m, six bands at 20 m and three bands at 60 m spatial resolution. The detailed user and technical guides are available at the European Space Agency webpage<sup>6</sup>.

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<sup>2</sup> Chapter II, Regulation (EU) 2021/2116 of the European Parliament and of the Council

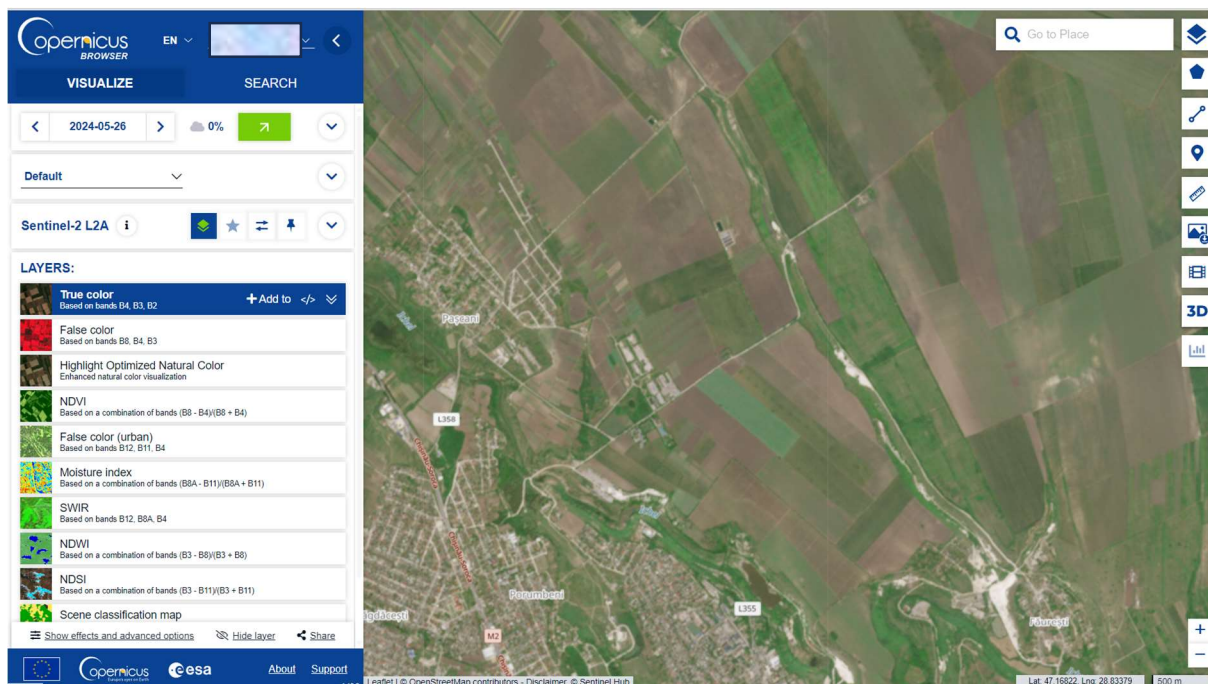
<sup>3</sup> <https://dataspace.copernicus.eu/>

<sup>4</sup> <https://sentinel.esa.int/web/sentinel/missions/sentinel-2>

<sup>5</sup> <https://sentinel.esa.int/web/sentinel/missions/sentinel-1>

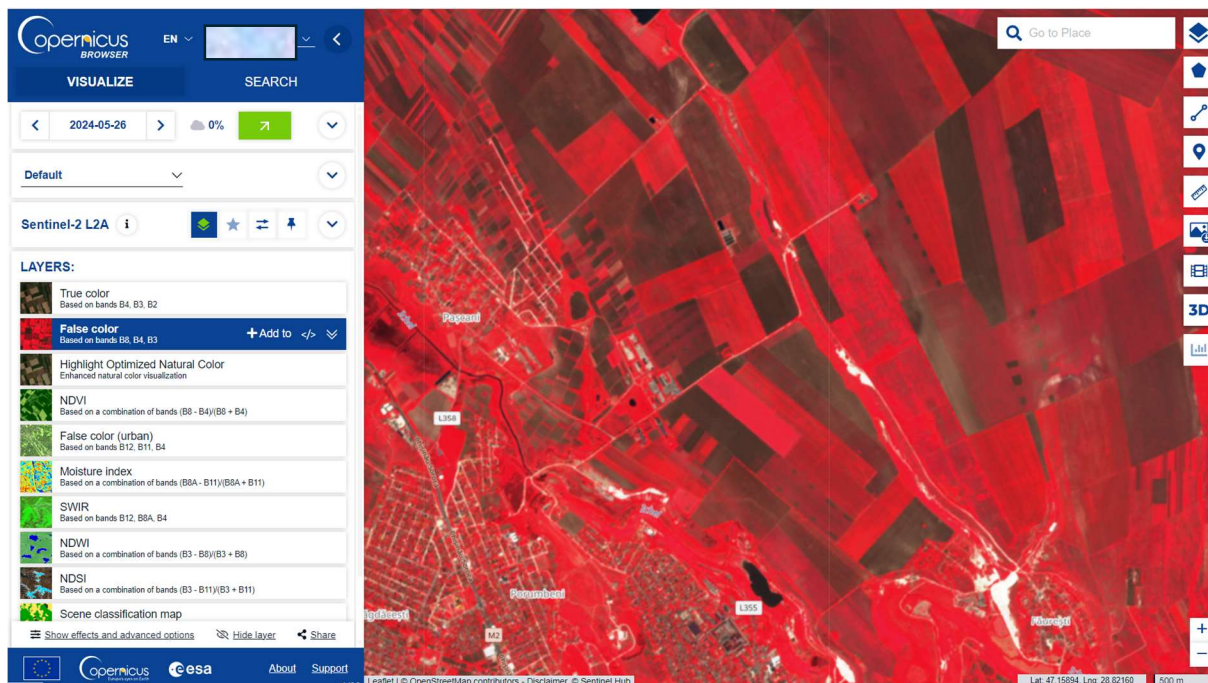
<sup>6</sup> <https://sentinel.esa.int/web/sentinel/technical-guides/sentinel-2-msi>; <https://sentinel.esa.int/web/sentinel/user-guides/sentinel-2-msi>

Image 1: Example of Sentinel-2 image (True color) – area near Porumbeni (26<sup>th</sup> May 2024)



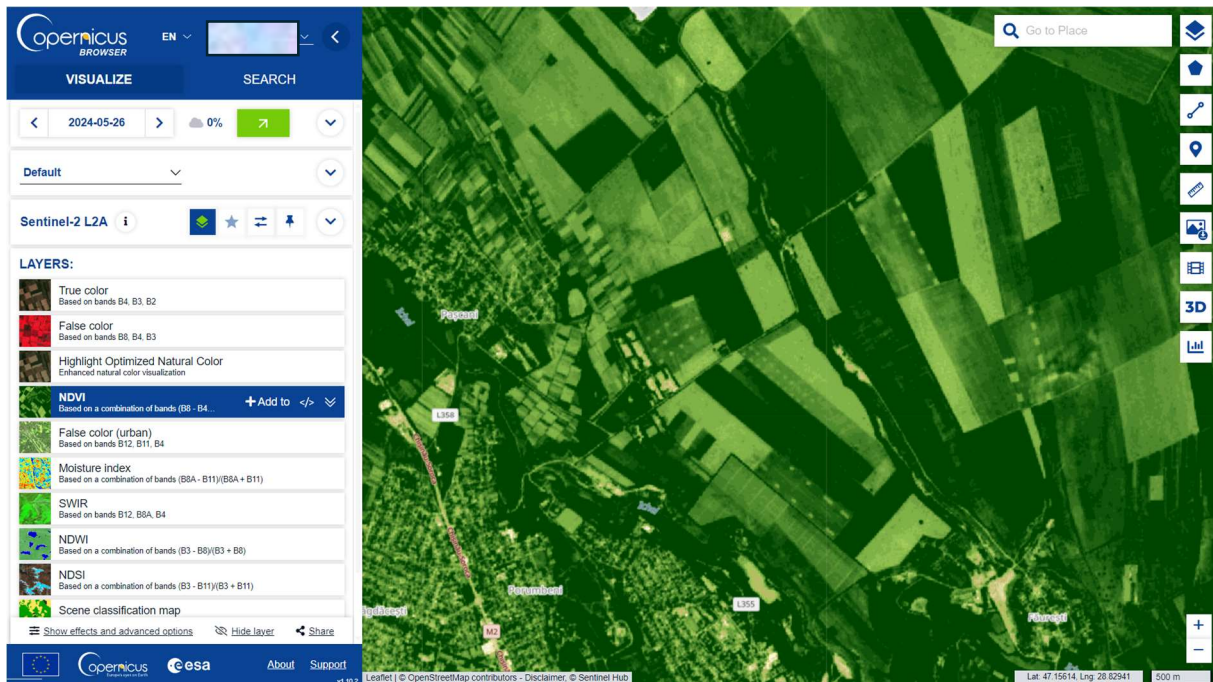
Source: Copernicus Data Space Ecosystem (<https://browser.dataspace.copernicus.eu>)

Image 2: Example of Sentinel-2 image (False color) – area near Porumbeni (26<sup>th</sup> May 2024)



Source: Copernicus Data Space Ecosystem (<https://browser.dataspace.copernicus.eu>)

Image 3: Example of Sentinel-2 image (NDVI) – area near Porumbeni (26<sup>th</sup> May 2024)



Source: Copernicus Data Space Ecosystem (<https://browser.dataspace.copernicus.eu>)

## II. SCOPE OF WORK

The objective of the assignment is to provide satellite imagery processing service based on the use of Artificial intelligence/Machine Learning techniques to support the fulfilment of digital National Farmer Registry (dNFR) broader objectives and implementation of the Integrated Administration and Control System (IACS) in Moldova. Likewise, to demonstrate the usability of the Sentinel-2 and auxiliary satellite data for the agricultural land monitoring activities for the Republic of Moldova.

To achieve these objectives, the Bidder will be responsible for the following tasks and actions:

- **Data Acquisition and Preprocessing:** Acquire Sentinel-2 and any additional satellite imagery data necessary for the pilot areas. This includes ensuring data quality, completeness, and timeliness, as well as performing any necessary preprocessing steps such as atmospheric correction and data normalization.
- **Application of AI/ML Techniques:** Develop and apply artificial intelligence and machine learning models to analyze the satellite imagery data. This will involve designing algorithms for land cover classification, crop monitoring, and other relevant agricultural analyses. The models should be trained and validated to ensure accuracy and reliability.
- **Generation of Analytical Products:** Produce detailed analytical products based on the processed data. This includes creating land cover maps, crop type maps, and other relevant outputs that support the dNFR objectives and IACS implementation. The products should be presented in a user-friendly format for stakeholders.
- **Reporting and Documentation:** Prepare documentation detailing the methodologies used, the results obtained, and any insights or recommendations based on the analysis. This includes documenting the AI/ML techniques applied, the data processing workflow, and the outcomes of the pilot area analyses.

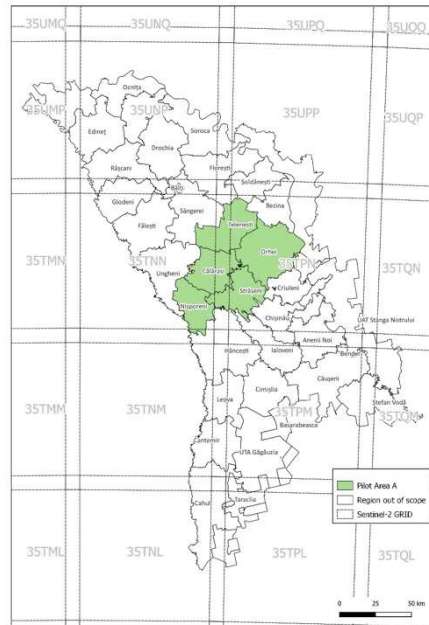
### Pilot areas definition:

The Deliverables will be provided for the pre-defined pilot area, as described below. The same pilot area applies for Deliverable 1 and Deliverable 2. The pilot area is described as Pilot area-A, Pilot area-B, and Pilot area-C options, and are structured by gradually increasing the total pilot area size.

**The Bidder is required to submit detailed price calculations for the Deliverables defined above for each of the pilot areas listed below, individually. The pilot areas are categorized under separate LOTS under FORM K: FORMAT FOR FINANCIAL PROPOSAL. The UNDP reserves the right to award a contract for one LOT only.**

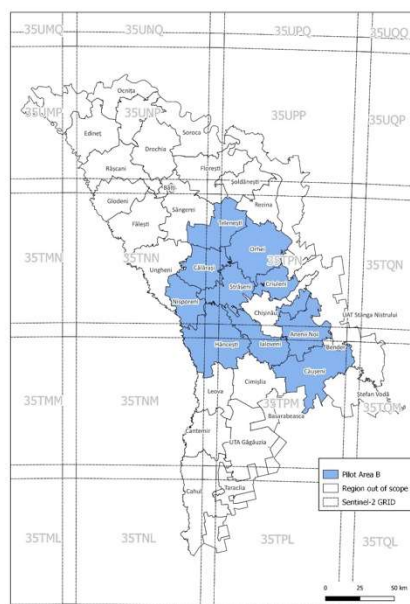
- **LOT 1: PILOT Area A (4 190,44 km<sup>2</sup>)**
  - Sentinel-2 tiles 35TNN and 35TPN. Within the Sentinel-2 tiles only the following districts, or part of the district in case the district extends beyond the Sentinel-2 tile: **Telenești, Călărași, Nisporeni, Orhei, Strășeni**

Image 4: Illustrative image of Option\_1 (Pilot Area-A)



- **LOT 2: PILOT Area B (9 329,70 km<sup>2</sup>)**
  - Sentinel-2 tiles 35TNN, 35TPN, 35TNM, 35TPM. Within the Sentinel-2 tiles only the following districts, or part of the district in case the district extends beyond the Sentinel-2 tile: **Telenești, Călărași, Nisporeni, Orhei, Strășeni, Criuleni, Anenii Noi, Hâncești, Ialoveni, Căușeni**

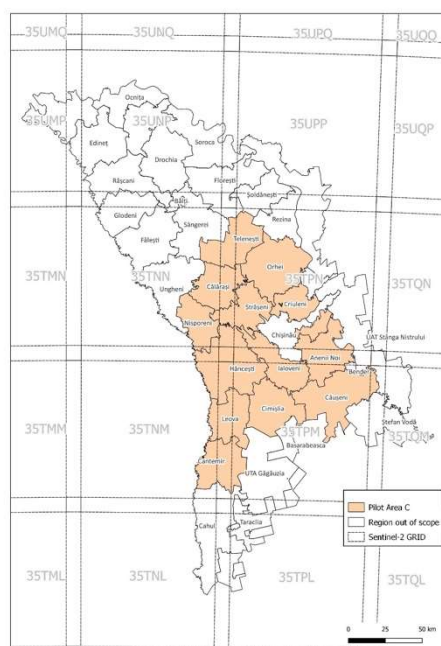
Image 5: Illustrative image of Option\_2 (Pilot Area-B)



- **LOT 3: PILOT Area C (11 885,21 km<sup>2</sup>)**
  - Sentinel-2 tiles 35TNN, 35TPN, 35TNM, 35TPM. Within the Sentinel-2 tiles only the following districts, or part of the district in case the district extends beyond the Sentinel-2 tile: **Telenești, Călărași,**

Nisporeni, Orhei, Strășeni, Criuleni, Anenii Noi, Hâncești, Ialoveni, Căușeni, Leova, Cimișlia, Cantemir.

Image 6: Illustrative image of Option\_3 (Pilot Area-C)



### III. DELIVERABLES AND INDICATIVE TIMEFRAMES

The table below presents the key deliverables of the assignment along with their tentative timeframes, outlining the specific outputs required to support the dNFR evidence-based policy and the upcoming LPIS/IACS operations for the selected pilot area.

No.	Deliverables	Tentative timeframe
1.	Deliverable 1: Automated Parcel Boundary Detection and Delineation to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)	30 September 2024
2.	Deliverable 2: Automated Crop Detection and Classification to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)	30 September 2024

Details of each deliverable are presented below.

#### 3.1. Deliverable 1: Automated Parcel Boundary Detection and Delineation to support dNFR evidence-based policy and upcoming LPIS/IACS operations

The main aim of the Deliverable 1 is to conduct the Automated Parcel Boundary Detection and Delineation and create Agricultural Parcels dataset given Sentinel-2 cloud-free remote sensing imagery supplemented by PlanetScope imagery (or imagery with at least equivalent or higher resolution) for pre-defined pilot area.

The purpose of this activity **does not represent** the substitution of the existing system of cadastre parcels in the Republic of Moldova but is planned to support fulfilment of the dNFR objectives, and further aligning the Moldovan agriculture sector with the EU *acquis Communautaire*.

The Land Parcel Identification System (LPIS)<sup>7</sup>, and the Geo-Spatial Application system (GSA)<sup>8</sup> are not in place in Moldova, while the demand for detailed statistics, and evidence based agricultural policy is high. Such situation could be mitigated by the Automated Parcel Boundary Detection and Delineation using Artificial Intelligence/Machine Learning techniques based on Sentinel-2 data. Similar activities have been successfully tested (e.g. in the New IACS Vision in Action (NIVA) H2020 project<sup>9</sup>) and are implemented in some of the EU member states, and third countries, bringing strong benefits to the agricultural sector stakeholders. On top of that, in some countries, the activities are supported by additional auxiliary satellite data with higher resolution and/or revisit time (e.g. by PlanetScope data<sup>10</sup>).

The objective of the parcel delineation in the EU Common Agricultural Policy practices is generally to provide reliable and up-to date input data for management and control of the agricultural parcels related to area-based interventions. Commonly supplemented by monitoring of the land use and certain agricultural operations to support farmers and administration in realisation of the evidence-based policy and other actions. The outcome could be also used for several other use-cases, e.g. generating an auxiliary dataset for the initial Land Parcel Identification System (LPIS) establishment.

The Deliverable 1 shall include:

- acquisition/provision of satellite imagery,
- development and use of Artificial Intelligence (AI) / Machine Learning techniques to conduct the parcel boundary detection and delineation fully automatically,
  - o gaining training (calibration) and validation datasets,
  - o providing detailed description of applied AI/Machine Learning model,
  - o delivering the created dataset of Agricultural Parcels,
  - o providing detailed methodology for model training (calibration) and validation,

The Deliverable 1 shall be conducted for the period covering 2024 main crop vegetation season (spring and summer season) in pre-defines pilot area (as listed in this document).

Since the Land Parcel Identification System (LPIS) and Geo-Spatial Application system (GSA) do not exist in Moldova to serve for the purpose of training (calibration) and/or validation dataset, the model could be trained (calibrated) by using data from other relevant sources. Several approaches could be proposed for the AI Model, in respect of e.g. pixel-based classification or object-based segmentation, aggregation, or disaggregation of objects to generate agricultural parcels.

Image 7: Example of Automated Parcel Boundary Detection and Delineation in Lithuania

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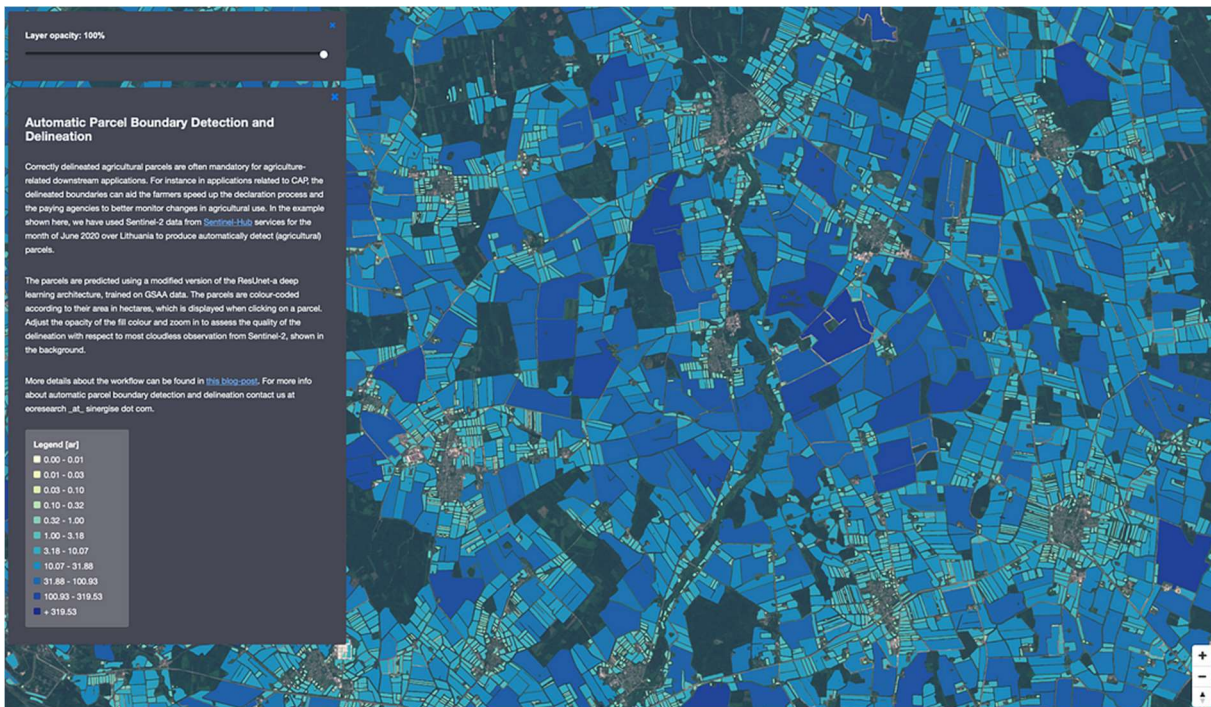
<sup>7</sup> Article 68 of the Regulation (EU) 2021/2116 of the European Parliament and of the Council

<sup>8</sup> Article 69 of the Regulation (EU) 2021/2116 of the European Parliament and of the Council

<sup>9</sup> <https://www.niva4cap.eu/>

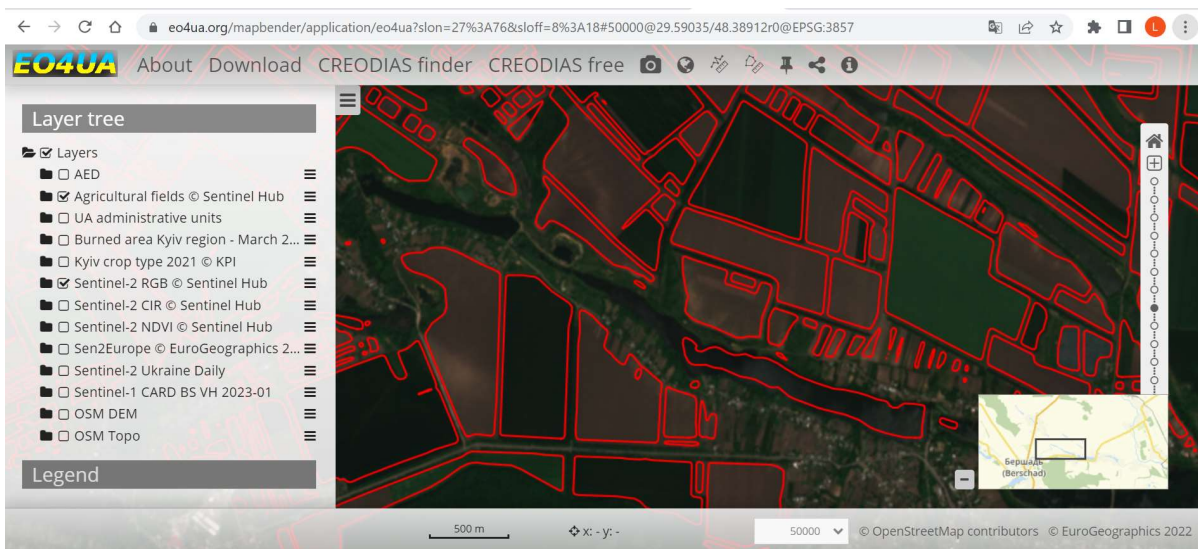
<sup>10</sup> <https://www.planet.com/nextgenplanetscope/>





Source: <http://parcelio.sentinel-hub.com/>

Image 8: Example of Automated Parcel Boundary Detection and Delineation in Ukraine



Source: <https://www.eo4ua.org/>

The outcomes of the Deliverable 1 shall support achievement of the dNFR objectives, demonstrating proof of concept for deployment of the satellite imagery and AI tools in processes of the establishment of the IACS/LPIS systems, for generating reports and statistics to further support the evidence-based policy and decision makers across the agricultural sector in the Republic of Moldova. It would also serve for the purpose of strategic planning and designing the area-based interventions under national Direct Payments. Last, but not least to be used as input data for upcoming use-cases (such as crop monitoring, harvest area assessments, etc.).

Detailed description of minimum technical requirements and activities to be undertaken for the Deliverable 1:

- The Deliverable will be fully based on the use of AI/Machine Learning techniques (not on manual processing).
- The Deliverable will be conducted for the period of 2024 main crop vegetation season (spring and summer 2024 period).

- The Deliverable will be conducted for the pilot area selected (A or B or C) as defined in this document.
- The Deliverable will ensure that the dataset format is compatible with the dNFR geoportal /LPIS system for both the vector and raster datasets (e.g. Shapefile or GeoJSON for vector dataset, e.g. GeoTIFF for raster dataset).
- The Deliverable will be provided in WGS84 / UTM zone 36N (EPSG:32636) coordinate system.

The bidder will submit a precise description of the approaches/methods of fulfilment and implementation of the activities for the Deliverable 1, as listed in the table below.

N. of activity:	Activity description:	Notes:
1.1.	Obtain Sentinel-2 cloud free data (Surface Reflectance product – Level 2 (L2)) for the pilot area for spring and summer season of 2024 calendar year.	The full Sentinel-2 data archive for the area of the Republic of Moldova is freely available via several channels, e.g. at the EU Copernicus Space Data Ecosystem <sup>11</sup> offering Sentinel-2 data exploration, data view (WMS), and download services (WFS). The use of Sentinel-2 Surface Reflectance product (Level-2 (L2)) is assumed.
1.2.	Obtain PlanetScope cloud free data – (Level 2 product); (or data with at least equivalent or higher resolution) for the pilot area for spring and summer season of the 2024 calendar year.	The PlanetScope data provides higher resolution (3 meters per pixel resolution) than Sentinel-2 (10 meters per pixel resolution) and higher revisit time (1 day) than Sentinel-2 (5 days). Therefore, the PlanetScope data complement the activity as another input data source for agricultural parcels detection and delineation. In general, the PlanetScope data is not provided free of charge, and need to be obtained via data provider. The use of PlanetScope data – Level-2 (L2) product is assumed (TrueColor, FalseColor, Normalized difference vegetation index (NDVI)). Data shall be georeferenced to WGS84 / UTM zone 36N coordinate system.  <i>Note: In case the bidder proposes to use other data (having at least equivalent or higher resolution) than PlanetScope data, the detailed description of the data must be provided.</i>
1.3.	Conduct fusion of Sentinel-2 data (as defined under activity 1.1.) and PlanetScope data (or data with at least equivalent or higher resolution) (as defined under activity 1.2.) or alternatively obtain already fused data for the pilot area.	The use of fused Sentinel-2 data and PlanetScope data (or data with at least equivalent or higher resolution) is assumed. It's up to the bidder if opts for doing data fusion itself or obtaining already fused data via external data provider. However, the proposed option must be clearly defined and described by the bidder.
1.4.	Create spring-summer cloud free 2024 Data Fused Mosaic using data as defined in Activities 1.1., 1.2., 1.3., for the pilot area.	The bidder will provide detailed description of proposed procedure of creation of the spring-summer cloud free 2024 Data Fused Mosaic for the pilot area.
1.5.	Visualise the spring-summer 2024 cloud free Data Fused Mosaic (refer to Activity 1.4.) for the pilot area in digital National Farmers Registry (dNFR).	The spring-summer 2024 cloud free Data Fused Mosaic of Sentinel-2 and PlanetScope data (or data with at least equivalent or higher resolution) shall be visualised in dNFR geoportal for the pilot area, by establishing secure data transfer protocols; (or alternatively via off-line

<sup>11</sup> <https://dataspace.copernicus.eu/>

	Provide technical support to the Ministry of Agriculture (referenced further as Beneficiary) in establishing secure data transfer protocols to transmit the satellite imagery mosaic and related data to the dNFR geoportal, using secure APIs (or alternatively provide off-line solution).	solution by importing data directly into the dNFR geoportal as a one-off event).
1.6.	Visualise Sentinel-2 quarterly mosaics (1 <sup>st</sup> quarter and 2 <sup>nd</sup> quarter of 2024) for the entire area of the Republic of Moldova in digital National Farmers Registry (dNFR). Provide technical support to the Beneficiary in establishing secure data transfer protocols to transmit the satellite imagery and related data to the dNFR geoportal, using secure APIs.	From 2024, the Sentinel-2 cloud free quarterly mosaics are processed and made available free of charge at EU Copernicus Space Data Ecosystem <sup>12</sup> and accessible for further use via Sentinel Hub APIs. The Sentinel-2 quarterly mosaics for the Republic of Moldova (1 <sup>st</sup> quarter and 2 <sup>nd</sup> quarter of 2024) shall be visualised in dNFR geoportal, by establishing secure data transfer protocols.
1.7.	Develop and describe the Model for the Automated Parcel Boundary Detection and Delineation (hereinafter referred to as Model).	The detailed description of the Model and applied algorithms shall be provided by the bidder. Several approaches can be proposed. No preference is made concerning pixel-based classification or object-based segmentation. The Model shall be designed to conduct the Automated Parcel Boundary Detection and Delineation for the Agricultural land cover category. The further delineation of non-agricultural land cover category is not requested under this Delivery.
1.8.	Develop and describe the Model training methodology.	The detailed description of applied Model training methodology shall be provided by the bidder.
1.9.	Obtain training dataset (Ground True Data for training and calibration of the Model) and conduct training of the Model.	Since the Geo-Spatial Aid Application system does not exist in Moldova recently, and the Beneficiary does not possess with sufficient amount of relevant Ground True data, the training dataset shall be created/obtained directly by the bidder. The detailed description of the training data and metadata shall be provided by the bidder. The training dataset shall be provided to the Beneficiary for its possible further re-use. The bidder shall ensure the dataset format is compatible with the dNFR geoportal /LPIS system. The training of the Model shall be conducted and reported.
1.10.	Conduct the Automated Detection and Delineation of Agricultural Parcels and create the Agricultural Parcels dataset for the pilot area.	Apply the developed Model, conduct the Automated Detection and Delineation of Agricultural Parcels, and create the Agricultural Parcels dataset for pilot area. Ensure the dataset format is compatible with the dNFR geoportal /LPIS system.

<sup>12</sup> [https://documentation.dataspace.copernicus.eu/Data/Others/Sentinel2\\_Mosaic\\_access.html](https://documentation.dataspace.copernicus.eu/Data/Others/Sentinel2_Mosaic_access.html)

		Each delineated object (agricultural parcel) shall be assigned by the unique identification code to guarantee the uniqueness of the created object, and by information about its area size.
1.11.	Develop and describe the validation methodology.	The detailed description of proposed validation methodology shall be provided by the bidder.
1.12.	Obtain validation dataset and conduct validation.	The validation dataset shall be created/obtained directly by the bidder. The detailed description of the validation dataset and metadata shall be provided by the bidder. The validation dataset shall be provided to the Beneficiary for its possible further re-use. The validation shall be conducted and well reported.
1.13.	Visualise the Automatically Delineated Agricultural Parcels dataset in digital National Farmers Registry (dNFR). Provide technical support to the Beneficiary in establishing secure data transfer protocols to transmit the created Agricultural Parcels dataset to the dNFR geoportal, using secure APIs (or alternatively provide off-line solution).	The created Agricultural Parcels dataset shall be visualised in dNFR geoportal for the pilot areas, by establishing secure data transfer protocols (or alternatively via off-line solution by importing data directly into the dNFR geoportal as a one-off event).
1.14.	Provide technical support to the Beneficiary for increasing the awareness.	Provide technical support to the Beneficiary for increasing the awareness by designing a leaflet/s describing the simplified process and advantages of the Automated Detection and Delineation of the Agricultural Parcels in pilot area.

### 3.2. Deliverable 2: Automated Crop Detection and Classification

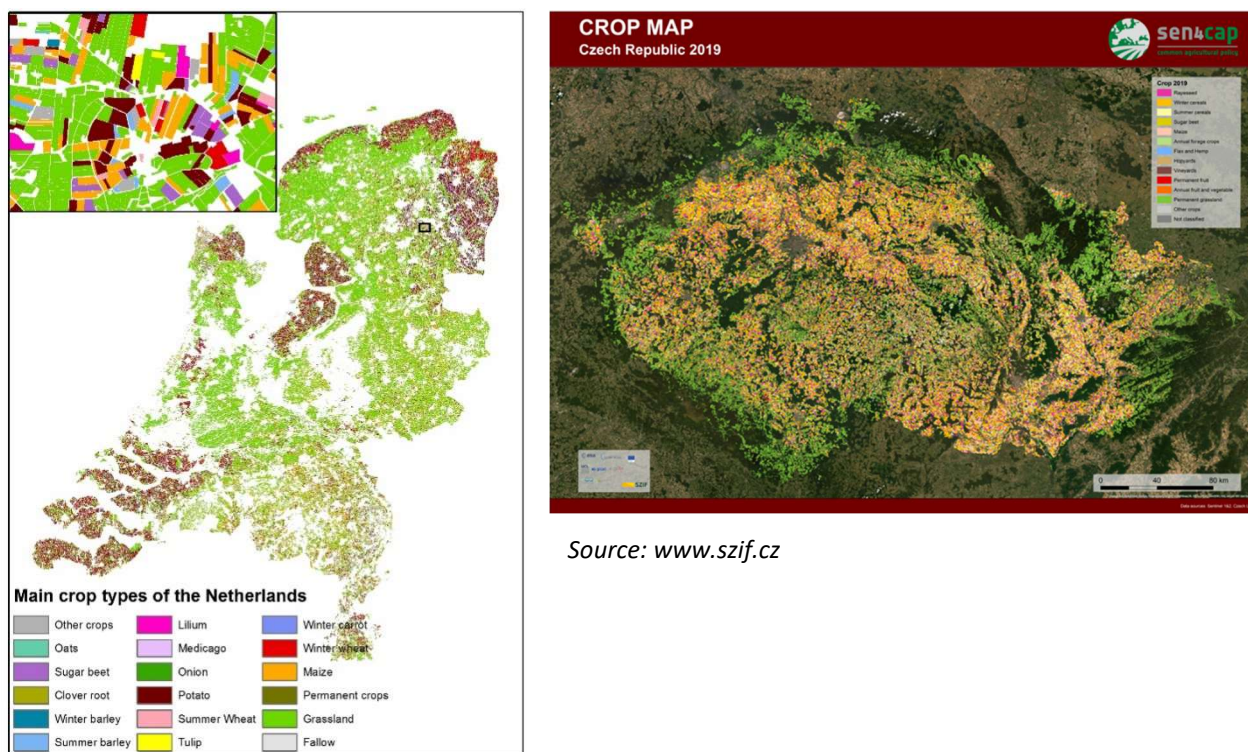
The Deliverable 2 gradually follows the Deliverable 1 and exploits its outcomes. The main aim of the Deliverable 2 is to conduct the Automated Crop Detection and Classification of main crops /crop groups for the Agricultural Parcels dataset generated under Deliverable 1.

The area-based national schemes corresponding to the EU Common Agricultural Policy area-related interventions are currently not implemented in Moldova. However, the priority is put to further support specific crops or crop groups via national support schemes. The crop statistics are collected from farmers at local level units. However, the accuracy of such data is limited and often triggers deviations at country level and generates a potential risk of negative impacts on policy decision making. Such could be mitigated by use of Automated Crop Detection/Monitoring techniques based on satellite data.

The Deliverable 2 should follow-up on results of Delivery 1, using same satellite imagery and shall include development and use of Artificial Intelligence (AI) / Machine Learning (ML) techniques to conduct the task fully automatically, with appropriate training, testing and validation, and to result into automated crop detection and classification tool for agricultural parcels located under the pilot area. Since the Geo-Spatial Aid Application data does not exist in Moldova, and the Beneficiary does not possess enough reliable Ground True data, the Crop Detection Model could be trained by using other available relevant data (e.g. Ground Trues data from other countries/regions having similar agricultural background as in the Republic of Moldova).

The automated crop/crop group detection has been successfully tested (e.g. in Sen4CAP project<sup>13</sup>) and has been implemented in majority of the EU Member states recently as part of the IACS system, particularly via the Area Monitoring System (AMS)<sup>14</sup>.

Image 8: Example of Crop / crop group detection and classification based on Sentinel-2 imagery conducted under Sen4CAP project in Netherlands, and in the Czech Republic.



Source: [www.szif.cz](http://www.szif.cz)

Source: [http://esa-sen4cap.org/sites/default/files/Fig1\\_CropTypeMap.jpg](http://esa-sen4cap.org/sites/default/files/Fig1_CropTypeMap.jpg)

The Deliverable 2 shall strongly support the evidence-based policy in the agricultural sector and related agendas, and to provide reliable data on the cultivated crops or crop groups. On top of that, combined with Deliverable 1 outcomes, it shall not only provide reliable data on type of the cultivated crop/crop group, but also the information on the size of the cultivated area. Such could result into generation of evidence-based statistical data, provide baseline for harvest information, as well as to serve as a source of information for planning and management of concrete Direct Payments. Likewise, the Automated Crop Detection model commonly generates associated outputs (e.g. the NDVI indexes) that are applicable to several further use-cases of land monitoring, precision farming, and other agendas.

Therefore, the Automated Crop Detection and Classification could serve as useful data source for policy makers in designing and implementing sectoral strategies, as well as for assessing directions of envisaged area-based Direct Payments, followed in future by verification of the compliance with subsidy eligible criteria, and support measures under national schemes, as well as future IACS interventions.

#### Detailed description of minimum technical requirements and activities to be undertaken under Deliverable 2:

- The Automated Crop Detection and Classification will be conducted for Agricultural Parcels dataset generated under Deliverable 1.
- The same satellite imagery will be used for Deliverable 2 as for Deliverable 1.
- The Deliverable 2 will be fully based on use of AI/Machine Learning techniques, not on manual processing.
- The Deliverable 2 will be conducted for the period of 2024 main crop vegetation season (spring and summer 2024, including winter crops that are grown/harvested during spring – summer 2024 season).

<sup>13</sup> <http://esa-sen4cap.org/>

<sup>14</sup> Article 70 of the Regulation (EU) 2021/2116 of the European Parliament and of the Council

- The Deliverable 2 will be conducted for the pilot area selected (A or B or C) as defined in this document (the same pilot areas are defined for Deliverable 1).
- The Deliverable 2 will ensure that the dataset format is compatible with the dNFR geoportal /LPIS system (for vector datasets e.g. Shapefile or GeoJSON; for raster datasets e.g. GeoTIFF).
- The Deliverable 2 will be provided in WGS84 / UTM zone 36N (EPSG:32636) coordinate system.

The bidder will submit a precise description of the approaches/methods of fulfilment and implementation of each individual activity of the Deliverable 2, as listed in the table below.

N. of activity:	Activity description:	Notes:
2.1.	Develop and describe the Model for the Automated Crop Detection and Classification (hereinafter referred to as Model).	<p>The detailed description of the Model and applied algorithms shall be provided by the bidder. Several approaches can be proposed. No preference is made concerning pixel-based classification or object-based segmentation. The Model shall be designed to conduct the Automated Crop detection in two levels:</p> <p><b>The 1<sup>st</sup> level</b> shall result into <u>classification of Agricultural Parcels dataset</u> according to the following land-use categories of agricultural land:</p> <ul style="list-style-type: none"> <li>• Arable land</li> <li>• Grassland (including Permanent Grassland)</li> <li>• Other permanent crops (including vineyards and orchards)</li> <li>• Other agricultural land</li> </ul> <p>The definitions of individual land-use categories (1<sup>st</sup> level) are inspired by the EU Common Agricultural Policy definitions listed in the Regulation (EU) 2021/2115 of the European Parliament and of the Council.</p> <p><b>The 2<sup>nd</sup> level</b> shall result into <u>further sub-classification of Agricultural Parcels with assigned Arable land category</u> to individual crops and/or crop groups. The classification must at least include the following individual crops and/or crop groups to be classified separately:</p> <ul style="list-style-type: none"> <li>• Wheat</li> <li>• Barley</li> <li>• Corn</li> <li>• Other cereals</li> <li>• Sunflower</li> <li>• Rapeseed</li> <li>• Soybean</li> <li>• Legumes</li> <li>• Lucerne</li> <li>• Sugar beet</li> <li>• Vegetable</li> <li>• Fallow land</li> <li>• Other</li> </ul> <p>The bidder shall provide a clear description of crops/crop group classification categories code list, meeting at least the minimum ones, as listed above. Alternatively, proposing also additional categories to be applied, well reflecting the Moldovan agricultural background.</p>
2.2.	Develop and describe the Model training methodology.	The detailed description of applied Model training methodology shall be provided by the bidder.
2.3.	Obtain training dataset (Ground True Data for training and calibration of	Since the Geo-Spatial Aid Application system does not exist in Moldova, and the Beneficiary does not possess with sufficient amount of relevant Ground True data, the training dataset shall be created/obtained directly by the bidder. Several approaches could be proposed.

	the Model) and conduct training of the Model.	The detailed description of the training data and metadata shall be provided by the bidder. The training dataset shall be provided to the Beneficiary for its possible further re-use. The training of the Model shall be conducted and well reported.
2.4.	Conduct the Automated Crop Detection and Classification and assign the concrete classification result (1 <sup>st</sup> and 2 <sup>nd</sup> level) to Agricultural Parcels dataset for the pilot area.	Apply the developed Model, conduct the Automated Crop Detection and Classification of Agricultural Parcels. Each object (agricultural parcel of the Agricultural Parcels dataset) shall be assigned by the classification results (1 <sup>st</sup> and 2 <sup>nd</sup> level) as defined under Activity 2.1.
2.5.	Develop and describe the validation methodology.	The detailed description of proposed validation methodology shall be provided by the bidder.
2.6.	Obtain validation dataset and conduct validation.	The detailed description of the validation dataset and metadata shall be provided by the bidder. The validation dataset shall be provided to the Beneficiary for its possible further re-use. The validation shall be conducted and well reported (e.g. delivering confusion matrixes with Overall, User's and Producer's accuracy, f-score and kappa coefficient for 1 <sup>st</sup> level classification, and 2 <sup>nd</sup> level classification). The assessment should also include a verbal description of the accuracy results.
2.7.	Visualise the land-use and crop/crop group classification results for Agricultural Parcels dataset in digital National Farmers Registry (dNFR).	The Agricultural Parcels dataset shall be visualised in dNFR geoportal for the pilot area (Activity 1.13.) with additional attributes generated under Deliverable 2. On top of the Activity 1.13. the visualisation shall include visualisation of land use category and detected crop/crop group (refer to Activity 2.1.) for each object (agricultural parcel of the Agricultural Parcels dataset). The dataset shall be visualised in dNFR geoportal for the pilot area, by establishing secure data transfer protocols (or alternatively via off-line solution by importing data directly into the dNFR geoportal as a one-off event).
2.8.	Provide technical support to the Beneficiary for increasing the awareness.	Provide technical support to the Beneficiary for increasing the awareness by designing a leaflet/s describing the simplified process and advantages of the Automated Crop Detection and Classification in pilot areas.

#### IV. TECHNICAL INTEGRATION REQUIREMENTS OF THE DELIVERABLES INTO THE DNFR GEOPORTAL:

To ensure the seamless integration of the pilot Land Parcel Identification System (LPIS) and Artificial Intelligence (AI) capabilities into the digital National Farmers Registry (dNFR) Geoportal, several technical requirements must be addressed. This section outlines the minimum technical integration requirements necessary for achieving a robust and efficient API integration capability.

##### Data Compatibility and Formats

- Ensure satellite data formats are compatible with the geoportal and LPIS systems. Common formats include GeoTIFF, Shapefile, or GeoJSON.
- Implement data conversion processes to transform satellite data into compatible formats above.

##### Data Transfer Protocols:

- Establish secure data transfer protocols to transmit satellite imagery and related data to the geoportal and LPIS systems, using secure APIs.

##### Data Processing and Pre-processing:

- Develop data processing pipelines to pre-process satellite imagery before integration and apply AI layers for crop detection. This shall include image calibration, orthorectification, and geometric correction to ensure spatial accuracy.
- Implement data fusion techniques to integrate satellite data with existing spatial datasets within the geoportal and LPIS systems.

**Spatial Data Infrastructure (SDI) Integration:**

- Ensure seamless integration with the existing SDI framework of the dNFR and LPIS systems. This involves adhering to SDI standards and OGC (Open Geospatial Consortium) protocols for data interoperability.
- Implement metadata standards to provide descriptive information about satellite datasets, including acquisition date, sensor type, and spatial resolution.

**Data Storage and Management:**

- Implement data indexing and cataloguing mechanisms to facilitate efficient retrieval and querying of satellite data within the geoportal of the LPIS systems.

**Visualization and Analysis Tools:**

- Develop interactive visualization tools within the geoportal interface to display satellite imagery layers and derived analytics.
- Integrate analytical capabilities for processing satellite data, such as image classification, change detection, and vegetation indices calculation, directly within the geoportal interface.

**Performance Optimization:**

- Optimize system performance to handle the processing and visualization of large-scale satellite datasets efficiently. This may involve implementing caching mechanisms, parallel processing techniques, and distributed computing architectures.

**Quality Assurance and Validation:**

- Establish quality assurance procedures to validate the accuracy and reliability of satellite data integrated into the geoportal and LPIS systems.
- Conduct validation checks against ground truth data and benchmarking against established standards to ensure data integrity and consistency.

**V. PERIOD OF PERFORMANCE**

The services shall be delivered within a period of up to 2 months, to begin estimative on August 5th, 2024, and to be due 30 September 2024. The contract shall be executed by 30 September 2024.

**VI. REPORTING REQUIREMENTS**

The Contractor will submit all deliverables according to the UNDP requirements and guidelines.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by the UNDP projects teams and provide the necessary information, reports, and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

UNDP Policy Specialist and UNDP Digital Transformation Project Manager will be responsible for supervising the Contractor’s performance.

The reports will be provided to the UNDP Policy Specialist, or his/her designee, and designated responsible person from the Ministry of Agriculture, who will be responsible for supervising the digital National Farmers Registry.

Working language: English. All produced information shall be in English.

**VII. COMMUNICATION AND VISIBILITY**

Any public reference to the UNDP, as well to any products created under the contract shall be subject to prior approval of the Project team.

**VIII. PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR AND ITS KEY PERSONNEL**

**Requirements for the bidder:**

- A legal registered entity
- Minimum 3 (three) years of experience in working with Earth Observation tools and mechanisms (particularly related to Copernicus Sentinel-2 and Sentinel-1 imagery) and/or in processing and analysing Earth observation data for land monitoring objectives (ex. cloud-free mosaics, crop detection, and monitoring)
- Minimum 2 (two) contract of similar or higher complexity services in applying Geographic Information Systems for creating and maintaining geoportals and geospatial databases with applied automatic machine learning and



data science techniques for land management and data processing (parcels delineation, crop monitoring, or similar), successfully implemented in the past 3 (three) years (copies/samples of the contracts/purchase orders might be requested to be provided)

- Proof of capacity to acquire required satellite imageries for the needs of the assignment (open account with Copernicus Open Access Hub);
- Proposed key personnel with the minimum required academic and professional qualifications, proven by CVs submitted.

The bidder should propose the team of experts which will be involved into the implementation of the current assignment as per the positions indicated below.

Key personnel: Product Manager:

- University degree in project management, business administration, ICT, engineering, or a related field
- Minimum five (5) years of project management experience focused on geospatial projects
- Minimum two (2) previous assignments as a Product Manager responsible for producing GIS and ML products
- Fluency in English (verbal and writing)

Key personnel: Remote Sensing and Earth Observation Specialist:

- University degree in Engineering, statistics, physics, earth observations, ICT, or a related field
- Minimum three (3) years of experience in remote sensing and/or earth observation activities
- Minimum two (2) previous projects in working with Copernicus Sentinel-2 and/or Sentinel-1 data, image processing, and cloud detection techniques.
- Fluency in English (verbal and writing)

Key personnel: GIS Specialist:

- University degree in Engineering, statistics, ICT, geospatial sciences, or a related field
- Minimum three (3) years of experience in GIS and/or geospatial data management
- Minimum two (2) previous projects in working with GIS software, spatial analysis, and database management
- Fluency in English (verbal and writing).

Key personnel: Machine Learning/Data Scientist:

- University degree in data science, machine learning, ICT, engineering, or a related field
- Minimum three (3) years of experience in machine learning and/or data science
- Minimum two (2) previous projects working with machine learning, deep learning, and programming languages like Python or similar
- Fluency in English (verbal and writing)

## **SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS**

**6.1** The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

### **6.2 Special Conditions of Contract**

The following Special Conditions of Contract (SCC) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the GCC:

N/A

## SECTION 7: PROPOSAL FORMS

Form A: Proposal Confirmation

Form B: Checklist

Form C: Technical Proposal Submission

Form D: Proposer Information

Form E: Joint Venture/Consortium/Association Information

Form F: Eligibility and Qualification

Form G: Format for Technical Proposal

Form H: Format for CV of Proposed Key Personnel

Form I: Statement of Exclusivity and Availability

*Form J: Financial Proposal Submission [Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

*Form K: Format for Financial Proposal [Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

**FORM A: PROPOSAL CONFIRMATION**

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

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

From: Insert name of proposer

Subject RFP reference **RfP24/ 02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives**

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

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

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

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

## FORM B: CHECKLIST

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

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

### Technical Proposal:

<b>Have you duly completed all the Returnable Proposal Forms?</b>	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>
<b>Have you provided the required documents in support of Form D: Proposer Information?</b>	<input type="checkbox"/>

### Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

**FORM C: TECHNICAL PROPOSAL SUBMISSION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries, and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <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 proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<input type="checkbox"/>	<input type="checkbox"/>	<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 us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposal Validity Period:</b> I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

*[Stamp with official stamp of the Proposer]*

**FORM D: PROPOSER INFORMATION**

<b>RFP Reference</b>	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>
<b>Legal name of Proposer</b>	Click or tap here to enter text.
<b>Legal Address, City, Country</b>	Click or tap here to enter text.
<b>Website</b>	Click or tap here to enter text.
<b>Year of registration</b>	Click or tap here to enter text.
<b>Proposer's Authorized Representative information</b>	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
<b>Legal structure</b>	Choose an item.
<b>No. of full-time employees</b>	Click or tap here to enter number.
<b>No. of staff involved in similar contracts</b>	Click or tap here to enter number.
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert UNGM Vendor Number
<b>Years of supplying to UN organisations</b>	Click or tap here to enter text.
<b>Are you a Click or tap here to enter text.vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert Vendor Number
<b>Countries of operation</b>	Click or tap here to enter text.
<b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)</b>	Click or tap here to enter text.
<b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>	Click or tap here to enter text.
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	Click or tap here to enter text.
<b>Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):</b>	<b>Tick all that apply and provide supporting documentation:</b> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
<b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have</b>	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:



<p><b>been identified in the UN Sustainable Procurement Framework?</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.</li> <li>• <b>Social:</b> human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.</li> <li>• <b>Economic:</b> whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</li> </ul>	<p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>
<p><b>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</b></p> <p><i>(If yes, please provide details and documentation)</i></p>	<p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Is your company a member of the UN Global Compact?</b></p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Bank Information</b></p>	<p>Bank Name: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Address: <a href="#">Click or tap here to enter text.</a></p> <p>IBAN: <a href="#">Click or tap here to enter text.</a></p> <p>SWIFT/BIC: <a href="#">Click or tap here to enter text.</a></p> <p>Account Currency: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Account Number: <a href="#">Click or tap here to enter text.</a></p>
<p><b>Contact person that <a href="#">Click or tap here to enter text.</a> may contact for requests for clarifications during Proposal evaluation</b></p>	<p>Name and Title: <a href="#">Click or tap here to enter text.</a></p> <p>Telephone numbers: <a href="#">Click or tap here to enter text.</a></p> <p>Email: <a href="#">Click or tap here to enter text.</a></p>

**FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p><b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR**  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to [Click or tap here to enter text](#) for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

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

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

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

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

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

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

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

Date: \_\_\_\_\_

**FORM F: ELIGIBILITY AND QUALIFICATION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

*If JV/Consortium/Association, to be completed by each partner.*

**History of Non- Performing Contracts**

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

**Litigation History** (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the **last 3 (three) years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value (please indicate the currency)	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

*Proposers may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

### Financial Standing

<b>Annual Turnover for the last 3 years</b>	<b>Year 2023</b>	Currency: USD	Amount
	<b>Year 2022</b>	Currency: USD	Amount
	<b>Year 2021</b>	Currency: USD	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

<b>Financial information</b> (state currency)	<b>Historic information for the last 3 years</b>		
	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

The proposer’s proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### Section 1: Proposer’s qualification, capacity and expertise

**1.1** Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

**1.2** General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

**1.3** Relevance of specialised knowledge and experience on similar engagements done in the region/country.

**1.4** Quality assurance procedures and risk mitigation measures.

**1.5** Organization’s commitment to sustainability.

### Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

**2.1** A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

**2.2** A detailed description of the Bidder’s internal technical and quality assurance mechanisms and risks identified, if any.

**2.3** A detailed description of the System’s technical functional and non-functional requirements.

**2.4** Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.5** Any other comments or information regarding the project approach and methodology that will be adopted.

### Section 3: Management Structure and Key Personnel

**3.1** Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

**3.2** For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

<b>Position (as per ToR)</b>		
<b>Personnel Information</b>	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
<b>Present Employment</b>	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
<b>Education / Qualifications</b>	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
<b>Professional Certifications</b>	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
<b>References:</b>	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date (Day/Month/Year)

**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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



**FORM J: FINANCIAL PROPOSAL SUBMISSION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

**Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.** Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).



**FORM K: FORMAT FOR FINANCIAL PROPOSAL – COMPONENT 1**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	<b>RfP24/02848: Services to support with satellite imageries processing for fulfilment of digital National Farmer Registry (dNFR) objectives</b>		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer.** The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Please fill in the pricing information for all LOTs. UNDP shall award the Contract for one LOT only.**

**Currency of the proposal: US Dollars, excluding VAT**

**LOT 1 - PILOT Area A (4 190,44 km<sup>2</sup>)**
**Summary of Overall Prices**

Costs	Amount (USD)
Professional Fees	
Other Costs	
<b>Total Amount of Financial Proposal</b>	

**Cost Breakdown per Deliverables\***

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: Automated Parcel Boundary Detection and Delineation to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
2	Deliverable 2: Automated Crop Detection and Classification to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
	<b>Total</b>	<b>100%</b>	<b>USD</b>

*\*Basis for payment tranches*

**Cost Breakdown by Cost Component**

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

Expenses*	Unit of measure (working day, unit, piece, k etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
<b>I. Personnel Services</b>				
1. Product Manager	Working days			
2. Remote Sensing and Earth Observation Specialist	Working days			
3. GIS Specialist	Working days			
4. Machine Learning Data Scientist	Working days			
<b>Sub-total – Personnel Services</b>				
<b>II. Other costs</b>				
<i>[Please add as necessary]</i>				
<b>TOTAL</b>				

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

## LOT 2 - PILOT Area B (9 329,70 km<sup>2</sup>)

### Summary of Overall Prices

Costs	Amount (USD)
Professional Fees	
Other Costs	
<b>Total Amount of Financial Proposal</b>	

### Cost Breakdown per Deliverables\*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: Automated Parcel Boundary Detection and Delineation to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
2	Deliverable 2: Automated Crop Detection and Classification to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
<b>Total</b>		<b>100%</b>	<b>USD</b>

*\*Basis for payment tranches*

### Cost Breakdown by Cost Component

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

deliverables to the scope of Services.

Expenses*	Unit of measure (working day, unit, piece, k etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
<b>I. Personnel Services</b>				
1. Product Manager	Working days			
2. Remote Sensing and Earth Observation Specialist	Working days			
3. GIS Specialist	Working days			
4. Machine Learning Data Scientist	Working days			
<b>Sub-total – Personnel Services</b>				
<b>II. Other costs</b>				
<i>[Please add as necessary]</i>				
<b>TOTAL</b>				

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

### LOT 3 - PILOT Area C (11 885,21 km2)

#### Summary of Overall Prices

Costs	Amount (USD)
Professional Fees	
Other Costs	
<b>Total Amount of Financial Proposal</b>	

#### Cost Breakdown per Deliverables\*

No.	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: Automated Parcel Boundary Detection and Delineation to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
2	Deliverable 2: Automated Crop Detection and Classification to support dNFR evidence-based policy and upcoming LPIS/IACS operations. (for selected pilot area)		
<b>Total</b>		<b>100%</b>	<b>USD</b>

\*Basis for payment tranches

#### Cost Breakdown by Cost Component

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

Expenses*	Unit of measure (working day, unit, piece, k etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
<b>I. Personnel Services</b>				
5. Product Manager	Working days			
6. Remote Sensing and Earth Observation Specialist	Working days			
7. GIS Specialist	Working days			
8. Machine Learning Data Scientist	Working days			
<b>Sub-total – Personnel Services</b>				
<b>II. Other costs</b>				
<i>[Please add as necessary]</i>				
<b>TOTAL</b>				

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