

## Minutes of the Informational Session

### **RfP25/02983: Provision of support to 12 communities in implementation of local climate adaptation and disaster risk reduction projects (non-cash support and Capacity building programme)**

**February 11, 2025, 11:00 AM**

Online Zoom Meeting: <https://undp.zoom.us/j/83784288941>

#### **Agenda:**

- I. General Introduction
- II. Details related to proposal submission
- III. Questions and answers

#### **I. General introduction**

The Information Session was opened by Mircea Dragomir, Project Officer during the project “Resilient Communities through Women Empowerment Project, phase 2” at UNDP, who welcomed the participants and introduced the members of UNDP project team present at the meeting: Victoria Ivancioglo - Project Manager, Marin Ninicu - Project Associate, Daniela Petric – Project Assistant, Vera Valcova - Project Finance Associate, Andei Dudnic – Communication Analyst, Cristina Gonța – Capacity Building and Outreach Coordinator, Cristina Gnaciuc - Head of Procurement and Operational Support Unit and Natalia Ibrsim – Procurement Associate.

Mr. Dragomir then moved on to provide more details regarding the Project “Resilient Communities through Women Empowerment Project, phase 2” and Scope of Works. The project, funded by Sweden and Norway, aims to support the development of gender and inclusive plans for climate change adaptation and disaster risk reduction in 12 municipalities. The RFP seeks a company to implement these plans, including non-cash support grants to the communities of 30,000 USD per each locality in total 360,000 USD. The project also includes organizing capacity building programs, study visits, and a final report on the activities and projects implemented. The contract duration is expected to be up to 14 months, starting in April 2025.

Mr. Mircea Dragomir outlined the purpose of providing non-cash support to 12 local communities (LPAs) to help them with climate adaptation. He discussed the eligibility criteria for a Request for Proposal (RFP), emphasizing the importance of meeting the preliminary examination, minimum eligibility and qualification criteria, and technical evaluation. He stressed the need for separate technical and financial proposals, and highlighted the evaluation criteria, which include qualification, capacity, experience, proposed methodology, management structure, and key personnel.

Mr. Dragomir also provided details on the application process, including the use of the Quantum system and the importance of using an existing profile. He encouraged potential

applicants to register as suppliers in the system to avoid potential delays.

## II. Details related to proposal submission

Subsequently, Ms. Cristina Gnaciuc, Head of Procurement and Operational Support Unit at UNDP, presented an overview of the administrative and documentary requirements related to Proposal submission and emphasized some important aspects to take into consideration including the language of the offer, the currency, the deadline for submitting questions, the validity of the proposal, the type of contract to be signed, and the evaluation method.

Another important aspect pointed out by Ms. Gnaciuc is the fact that all requested documents by the solicitation document must be submitted in their respective fields in Quantum, otherwise the system will not allow the bidder to go further with the application process; and that is why it is important to thoroughly consult the list before starting the application process. Moreover, once registered in the system, the bidder will get notification by mail about any amendments to the tender.

Also, Cristina Gnaciuc emphasized the importance of being aware of the submission deadline and the need to use the user guides available on the website for assistance (*\*the link to the website:* [https://procurement-notice.undp.org/view\\_negotiation.cfm?nego\\_id=30019](https://procurement-notice.undp.org/view_negotiation.cfm?nego_id=30019) ). She also mentioned a change in the links towards the tenders starting from February 1st and advised to access the links from the procurement notices page or directly from the quantum page for a smoother process.

Finally, Ms. Gnaciuc presented the mandatory Forms to be filled in and submitted as part of the companies' proposals and highlighted details to be taken into consideration.

The session aimed to provide a comprehensive understanding of the project's requirements and expectations, ensuring that all potential participants are well-prepared for the next steps in the selection process.

Mr. Dragomir encouraged everyone to ask more questions if there are any and concluded the meeting.

## III. Questions and answers

**Question 1: Can the annual turnover for 2024 be considered in the analysis of financial standing of the Bidder if the audited financial statement for 2024 is available at the time of submission?**

Answer: The turnover for 2024 cannot be automatically included, as the financial documents for the previous year are typically submitted by companies by March 31<sup>st</sup> to the relevant statistical authorities. Since not all applicants will have their 2024 data submitted and endorsed by the statistical department by that time, the turnover for 2023 is the cutoff. However, if 2024 turnover is available and audited, applicants can make a note in their submission. It will then be up to the evaluation committee to decide whether to consider the 2024 turnover based on its approval and endorsement by the relevant authorities.

**Question 2: Is the expert in energy efficiency required to have at least five years of experience in climate change adaptation and environmental protection, and whether this requirement is scored more than experience in renewable energy design and implementation?**

Answer: These are the requirements outlined in Section 5: Terms of Reference (TOR) of the Request for Proposal. The focus on climate action and adaptation is a key aspect of the project's overall goal, which is why general expertise in this area was prioritized. However, it is acknowledged that many of the interventions are more related to energy efficiency and renewable energy. It is important to note that the criteria "experience in climate change adaptation and environmental protection" is a broad one and includes projects such as installation of renewable energy sources, energy efficiency projects, insulation of walls/roofs, installation biomass boilers or heat pumps etc.

**Question 3: What is the role of the key personnel, specifically of the hydrotechnical engineer and waste management specialist, that will be provided by UNDP? Should this expertise be included in the proposal?**

Answer: UNDP will provide this expertise. Given that the localities, such as Sirma and Tuzara, will have different types of projects, the Project recognized that this would involve additional costs. Therefore, these experts will be contracted directly by UNDP. The consultants engaged by UNDP will assist the contracted company in developing the technical requirements for the tenders and evaluating the offers. Additionally, they will be involved in the monitoring of services in these specific areas, such as hydrology and waste management. However, for energy-related projects, we expect the company's experts to be fully involved in all stages, including the development of technical requirements, tender evaluation, and monitoring of works. UNDP's role will be limited to monitoring the services provided in these specific areas.

**Question 4: Please confirm that the financial contribution from the local public authorities will be VAT exempt?**

Answer: The financial contribution from the LPA will be transferred to the Contractor's account, separately from the UNDP payment. Up to date the funds (co-financing) from LPAs are confirmed. UNDP will support in collaboration with the LPAs and selected Contractor regarding the funds transfer to Contractor's account. The VAT exemption for LPA' financial contribution shall be confirmed at the later stage.

**Question 5: Are the Climate Adaptation and Disaster Risk Reduction plans still expected to be elaborated by the company, as they appeared in the intervention, even though they are not mentioned as deliverables in the project context?**

Answer: The Climate Adaptation and Disaster Risk Reduction plans are not expected to be elaborated by the awarded company. These plans were already developed with the support of a special consultant who assisted the municipalities in identifying priorities and adjusting their plans accordingly. The final project proposals have been completed, and the company will focus on supporting the implementation of these proposals. The technical assistance provided by the company will primarily relate to capacity building, including two study visits, which are outlined as deliverable #3, milestone #3 in Section 5: Terms of Reference.

**Question 6: RFP mentions that the support staff will be partially evaluated. Could you clarify what this means? Should the CVs for support staff be provided as part of the submitted proposal, and how it will be evaluated?**

Answer: If the Company plans to include additional support staff in the process, kindly include their CVs in the submitted proposal for our general understanding. The support staff is not planned to be part of the evaluation of key personnel, but rather be part of the evaluation of methodology and approach proposed for implementation. Providing the CVs will help understand how the Company envisages the approach and whether there are any additional support needs. If further clarification is needed, request for the additional information will be communicated.

**Question 7: How will the company be assessed in terms of its qualifications, capacity, and experience, particularly if the company is well known but lacks a good standing in the field, or if the company is not known on the market and lacks a good standing?**

Answer: The assessment will be based on the information provided in the proposal, including your company's previous experience. This will serve as the basis for evaluation. Additionally, the Company is required to submit reference letters, which will confirm the quality of services provided in past assignments. The assessment will also consider factors such as the types of contracts, partners the Company has collaborated with, the size of implemented projects, and annual turnovers. It will be a general overview of the company from various perspectives.

**Question 8: Can UNDP accept undertaking letters from other offices within the same company (e.g., Civitta Moldova) as part of the proposal, without forming a formal consortium?**

Answer: UNDP usually evaluates consortiums only if a valid consortium agreement is signed between the parties involved. Without such an agreement, the entities cannot be considered as consortium partners. The undertaking letters from other offices within the company as substitutes for consortium agreements cannot be accepted. For UNDP to evaluate the capacities of both entities, a valid legal document must be in place to support the collaboration. A letter of intent to

form a consortium is acceptable at the tender stage, but a formal consortium agreement will be required if selected as a contractor.

**Question 9: Is a proposal security (in the form of a bank guarantee) required for this tender?**

Answer: No, a proposal security is not required for this proposal. This requirement has been excluded to provide more flexibility and to create a more user-friendly application process for potential companies.

**Question 10: What type of contract will be used for this proposal? Will it be a service contract, a grant contract, or a cost-based contract?**

Answer: The contract will be a service contract, as outlined in Section 5 of the Terms and Conditions in the RFP document. A portion of the payment will be cost-reimbursed. Specific details on reimbursable costs can be found in the Terms of Reference, particularly in the payments section. Payments will be made based on approved financial reports and the deliverables provided. Each payment will be linked to the submission of deliverables and the certification of financial reports for the previous tranche.

**Question 11: Can the additional key personnel be proposed beyond the four specified in the RFP to ensure the requirements are met, such as proposing an environmentalist and an energy efficiency expert, and how will they be evaluated?**

Answer: While the evaluation criteria are focused on the four key personnel, proposing additional personnel for roles outside of those listed in the criteria is possible. These additional roles will be analyzed as part of your technical proposal but will not affect the evaluation criteria for the listed positions. If multiple individuals for the same role are proposed, the score for that position will be an average of the scores assigned to each person. The final evaluation will consider both the technical and financial proposals, with the evaluation based on a specific proportion.

**Question 12: In terms of the qualification criterion related to Bidder's liquidity and turnover mentioned in Section 4: Evaluation Criteria considered cumulatively for all consortium partners or is applicable only for the Team Lead company?**

Answer: The liquidity and turnover requirements shall be considered cumulatively for all consortium partners. For example, if one company has a turnover of 2 million and another has 1 million, the total turnover would be combined.

**Question 13: Will the rule of spending and reporting 70% of the previous payment installment tranche before receiving the next tranche apply, or will there be a different percentage for the awarded contract?**

Answer: As a general rule, financial reports should be submitted with supporting documents, and at least 70% of the previous tranche should be disbursed before the next tranche is paid. However, each specific situation will be discussed at the time the reports are submitted, especially in cases where there are fewer expenses early in the assignment.

**Question 14: Has the agreement from the local authorities already been obtained on the volume of co-financing to be provided and the list of goods to be procured, and how sustainable is this financial contribution?**

Answer: The local authorities have confirmed and co-created the budget, including their contribution, based on their needs. A budget form for their contribution has been approved and signed. The proposed goods to be procured have been discussed and agreed upon with the authorities. However, minor changes to the implementation may occur.