

**REQUEST FOR QUOTATION**  
**ORGANIZATION OF THEMATIC SUMMER SCHOOLS**  
**AND MENTORSHIP PROGRAMME**

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

UNDP through the *Enhancing social cohesion in Moldova through dialogue and community empowerment Project*, kindly requests your quotation for the **Request for Quotation no. RFQ25/03000: Organization of thematic summer schools and mentorship programme** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

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

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

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00677** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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

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

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

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

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

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

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until the 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 short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

## SECTION 2: GENERAL INSTRUCTIONS

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
<b>Deadline for the Submission of Quotation</b>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_afdf.ctrl-state=8godmwdd9_239&amp;_afdf.afrLoop=7321111756612874&amp;_afdf.afrWindowMode=0&amp;_afdf.afrWindowId=null&amp;_afdf.afrFS=16&amp;_afdf.afrMT=screen&amp;_afdf.afrMFW=1920&amp;_afdf.afrMFH=880&amp;_afdf.afrMFDW=1920&amp;_afdf.afrMFDH=1080&amp;_afdf.afrMFC=8&amp;_afdf.afrMFCI=0&amp;_afdf.afrMFM=0&amp;_afdf.afrMFR=96&amp;_afdf.afrMFG=0&amp;_afdf.afrMFS=0&amp;_afdf.afrMFO=0">https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&amp;_afdf.ctrl-state=8godmwdd9_239&amp;_afdf.afrLoop=7321111756612874&amp;_afdf.afrWindowMode=0&amp;_afdf.afrWindowId=null&amp;_afdf.afrFS=16&amp;_afdf.afrMT=screen&amp;_afdf.afrMFW=1920&amp;_afdf.afrMFH=880&amp;_afdf.afrMFDW=1920&amp;_afdf.afrMFDH=1080&amp;_afdf.afrMFC=8&amp;_afdf.afrMFCI=0&amp;_afdf.afrMFM=0&amp;_afdf.afrMFR=96&amp;_afdf.afrMFG=0&amp;_afdf.afrMFS=0&amp;_afdf.afrMFO=0</a></p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>

<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on 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, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in the currency indicated in the portal.</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Alternative Quotes</b>	<p>If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p><b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirements at time of award</b>	<p>At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
<b>Publication of Contract Award</b>	<p>UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>
<b>UNGM registration</b>	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a>. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.</p>



## SECTION 2: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section</p> <p>Applicable GTC:  <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days
<b>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 of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must:  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes          [according to project and applicable country agreement]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Language of quotation</b>	Quotation must be in English or Romanian
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Price variation</b>	<input checked="" type="checkbox"/> No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.

<b>Liquidated damages</b>	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
<b>Clarifications</b>	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p><b><u>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</u></b></p> <p>Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
<b>Documents to be submitted</b>	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment.</p> <p><input checked="" type="checkbox"/> Brief technical concept describing the approach for carrying out the assignment, including a detailed project plan and timeline, outlining key milestones and deliverables. The concept shall also include availability and/or capacity to engage adequate human resource, material, vehicle and technical base and necessary equipment for the organization of public events, capacities for arranging timely provision of accommodation and catering services, development and delivery of branded visibility materials (up to 3 pages A4).</p> <p><input checked="" type="checkbox"/> Copy of registration documents</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services undertaken within the past three (3) years including the following information:</p> <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of services undertaken</li> </ul> <p><i>Evidence (contracts) may be requested from the supplier during the technical evaluation</i></p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates/Letters) from the top 2 clients in terms of Contract value in similar field</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 3 years</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed Key Personnel:</p> <ul style="list-style-type: none"> <li>- 1 (one) Project Coordinator</li> <li>- 3 (three) to 5 (five) facilitators/trainers</li> </ul>
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer</p>
<b>Evaluation criteria</b>	<p>The <b>evaluation of quotations</b> shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of <b>consortiums</b>, all criteria listed below shall apply towards the Lead Member.</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Technical responsiveness/ Full compliance to requirements and lowest price</p> <p><input checked="" type="checkbox"/> Legally registered entity or consortium of firms</p>

	<p><input checked="" type="checkbox"/> Minimum three (3) years of experience in the area of specialization (event management)</p> <p><input checked="" type="checkbox"/> Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past three (3) years</p> <p><input checked="" type="checkbox"/> Previous experience in working with UNDP or other UN Agencies</p> <p><input checked="" type="checkbox"/> Proposed Key personnel with the minimum required academic and professional qualifications, proven by CV submitted:</p> <p>1 (one) Project Coordinator:</p> <ul style="list-style-type: none"> <li>• At least bachelor's degree in project management, business administration, international relations or a related field is required.</li> <li>• At least 3 years of project/events management experience.</li> <li>• Fluent in Romanian and Russian. English is an advantage.</li> </ul> <p>3 (three) to 5 (five) facilitators/trainers:</p> <ul style="list-style-type: none"> <li>• At least bachelor's degree in sociology, law, human rights, international relations, community development or a related field is required.</li> <li>• At least 3 years of experience as facilitator/trainer in thematic trainings</li> <li>• Previous experience and knowledge on social inclusion and cohesion, community engagement, gender equality, negotiation and human rights as well as experience in teambuilding activities relevant to the scope of the training.</li> <li>• Fluent in Romanian and Russian.</li> </ul>
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	01 April 2025

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

### **TERMS OF REFERENCE**

#### **Organization of thematic summer schools and mentorship programme**

##### **BACKGROUND INFORMATION**

UNDP Moldova works towards strengthening social cohesion, resilience and sustainable peace on both banks of Nistru river.

Through the UNDP project: “Enhancing social cohesion in Moldova through dialogue and community empowerment”, UNDP facilitates interventions expected to empower target communities and their residents from both banks of the Nistru river to take an active role in addressing the needs of the people (older people, youth, women, under-represented groups and refugees), address local tensions and strengthen social cohesion. The project contributes to increased collaboration with civil society organizations (CSOs), local stakeholders, private sector as well as local public authorities. The project also aims to empower communities to initiate local programs such as intergenerational support arrangements, intergenerational activities, discussion platforms for youth etc. Through these efforts, community members will be actively involved in decision-making processes and community life, fostering a deeper sense of connection and solidarity among them. This engagement will result in the cultivation of stronger social bonds and the establishment of robust mutual support networks within the community.

Multiple dividing lines between people and communities in Moldova weaken social cohesion and hinder the development of a consolidated, resilient society, in turn undermining political stability and sustainable peace. Community dialogue platforms and inter-regional and intersectional cooperation platforms play a pivotal role in fostering resilience and promoting social cohesion. By facilitating open dialogue and collaboration among diverse community members and between communities, the project interventions will create opportunities for people to interact, express their concerns, share opinions and ideas, and cooperate towards common goals.

Furthermore, the Project interventions are designed to bridge the knowledge and awareness gap of young people, including from marginalized groups on matters related to social cohesion, social tensions and peacebuilding. Summer schools (capacity building and socializing events), including decision-making mentorship will be organized for young people from all regions of the country including from Transnistrian region and ATU Gagauzia on matters described above, but also on modalities to take action to promote social cohesion. To contribute to inter-generational communication, dedicated dialogue activities bringing together youth and older people will be organized in the framework of the three (3) planned summer schools.

In this context, UNDP Moldova is seeking to contract a qualified Company (hereinafter “Service Provider/Supplier”) to provide organizational and logistical support and ensure outreach and visibility related to organization of three summer schools for youth from both banks, including EU-CBM platforms and Hometown Associations youth wings, under the support and guidance of the project team, (incl. at least 50% women and representation from marginalized groups) and older people from both banks of Nistru River, as well as one mentorship programme as a follow-up activity to mobilize youth to be included in the decision-making process on the subject of existing and potential social tensions.

## OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide services and goods related to the organization of **3 summer schools** for the youth and older people from both banks of Nistru River, as well **as one mentorship programme as a follow-up activity** to mobilize youth to be included in the decision-making process on the subject of existing and potential social tensions.

### Component 1. Summer Schools

- A. Workplan, detailed agenda coordination services and expertise.**
- B. Event facilities, catering, accommodation, and transportation services** in the context of transportation, accommodation, catering and event venue for participants and facilitators, as well as the identification and gathering of participants in coordination with the project staff and based on jointly identified selection lists, in line with the bellow table of deliverables.
- C. Visibility and outreach. Media and production/supply of branded visibility materials** support in conceptualizing the visual identity of the event, branding of visibility items, development and implementation of the information campaign related to the event, coverage of the rollout of the activities in line with the bellow table of deliverables.

### Component 2. Decision-making mentorship.

One follow-up activity to capacitate youth to be included in the decision-making process around social tensions as members of the community security councils and the Core Reflection Group at the national level.

- A. Workplan, detailed agenda coordination services and expertise.**
- B. Event facilities, catering, accommodation, and transportation services** in the context of transportation, accommodation, catering and event venue for participants and facilitators in line with the bellow table of deliverables.

To achieve the stated objective, the Service Provider/Supplier shall consider the following criteria:

**Purpose:** Workplan and detailed agenda development, transportation, accommodation, catering, venue, and visibility outreach of the 3 summer schools and the mentorship programme as defined above.

**Location:** Moldova, outside Chisinau area, up to 50 km from Chisinau, with good road access to the locality and venue (should there be more options (localities/venues), please provide details).

#### Participants:

- For Summer School - total number 150 persons (number of participants may slightly vary). It is estimated that 50 persons per summer school edition will require the services. To ensure a diverse and inclusive participation, a total of up 120 young people, 15 older people (identified by UNFPA) and 15 refugees (incl. at least 50% women and representation from marginalized groups) from both banks of Nistru river, including the youth linked to the CSO platforms created under EU-UNDP "Confidence Building Measures" programme, youth wings of the Hometown Associations, and young people from ATU Gagauzia region will be included in the interventions under this activity.
- Mentorship programme as one follow-up activity - total number 60 young people (number of

participants may slightly vary), aimed to bring most active participants from the summer schools editions. To ensure a diverse and inclusive participation at least 50% women and representation from marginalized groups from both banks of Nistru river

**Period of roll-out of summer schools: June – August 2025**

- total duration of each summer school edition: 5 days, accommodation: 4 nights. Please note that older persons (5 persons per summer school) will participate for 2 days only, 1 night at each edition.

**Period of roll-out of mentorship programme: September 2025**

- total duration of the mentorship programme: 3 days, accommodation 2 nights)

*\*Please note that the final number of stationary, equipment, events, participants, types of rooms, number of buses/minibuses and number of conference rooms may slightly vary.*

**Component 1. Summer Schools**

<b>A. Workplan, detailed agenda and coordination services</b>			
<b>Item</b>	<b>Generic description</b>	<b>UOM</b>	<b>Quantity</b>
<b>1</b>	<b>Workplan and detailed agenda for requested services</b> in accordance with the requirements of the Terms of Reference (ToR). The agenda and work plan shall be agreed upon and approved by the Project Team. Participants selection criteria and summer school code of conduct.	Deliverable	1
<b>2</b>	<b>Coordination</b> and overall management during all summer school editions, including at the stage of identifying and engaging participants	Event	3
<b>3</b>	<b>Pre-event and post- event interactive assessment of the level of knowledge</b> of young people and older people in the area of social inclusion, cohesion, gender and peacebuilding, consisting of up to 10 multiple choice and 3 open ended questions <b>and 2 Narrative Reports (pre and post event)</b> covering data and findings for each edition of the camp developed and submitted.	Deliverable	3
<b>4</b>	<b>Development and implementation of thematic trainings</b> including the following possible topics to be delivered in Romanian and Russian  <b>Block 1. Knowledge skills block</b>  <ul style="list-style-type: none"> <li>• Overview of the general terms regarding social inclusion, cohesion and peace building.</li> <li>• Understanding the basic principles of Human Rights Based Approach and Gender Equality</li> </ul>	Event	3

	<ul style="list-style-type: none"> <li>Understanding basic principles of project management and decision-making</li> </ul> <p><i>*For each block at least 3 and maximum 5 facilitators involved.</i></p> <p><i>**Please note that the exact composition of the skills block may vary, based on the agenda and work plan agreed with the Project Team.</i></p>		
5	<p><b>Development and implementation of thematic trainings</b> including the following possible topics in Russian/Romanian</p> <p><b>Block 2. Capacity building block</b></p> <ul style="list-style-type: none"> <li>Social Inclusion and Cohesion</li> <li>Community engagement</li> <li>Improving negotiating skills</li> <li>Peacebuilding</li> <li>Gender Equality</li> <li>Inter-generational knowledge sharing</li> <li>Development of social de-tensioning solutions for 10 communities</li> </ul> <p><i>*For each block at least 3 and maximum 5 facilitators involved.</i></p> <p><i>**Please note that the exact composition of the capacity building block may vary, based on the agenda and work plan agreed with the Project Team.</i></p>	Event	3
6	<p><b>Development and implementation of thematic trainings</b> including the following possible topics in Russian and Romanian</p> <p><b>Block 3. Team building activities</b></p> <ul style="list-style-type: none"> <li>Icebreaker</li> <li>Active games</li> <li>Energizer activities</li> <li>Movie screening</li> <li>Bonfire</li> <li>Short cultural programs</li> </ul> <p><i>*For each block at least 3 and maximum 5 facilitators involved.</i></p> <p><i>**Please note that the exact composition of the capacity building block may vary, based on the agenda and work</i></p>	Event	3

	<p>plan agreed with the Project Team.</p> <p><b>***The activities from all blocks</b> should include theoretical and practical exercises using interactive assignments for young people, such as preparing research projects/ study cases /issuing media or video materials/role plays/ presentations to consolidate material and maximize participation of every participant.</p> <p><b>****Include sessions with invitation of special guests</b> with success stories, for example, activists from justice or any other relevant area. Training modules shall be provisionally agreed and approved by the Project team.</p>		
7	<b>Medical professional</b> - at least 1 medical professional should be present at each summer school in order ensure medical services in case anyone of the participants, facilitators, organizers will require medical attention.	Event	3
8	<b>Final Report</b> on the work undertaken.	Deliverable	1

#### B. Event facilities, catering, accommodation, and transportation services

Item	Generic description	UOM	Quantity
1	One Project Coordinator. The supplier is expected to ensure the availability, involvement and collaboration of an Project Coordinator. The coordinator would be responsible for transportation (including gathering everyone onto the bus, both pick up and return trip), managing the groups and ensuring everyone is accounted, liaison with participants, hotel arrangements, conference rooms, necessary facilities, catering, inquiries and ad hoc issues, if any)	Person	1
2	Round trip transportation for groups up to 16 persons on the route Pick-up point - Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus. Pick-up of participants will be designated per region. <b>South 1 (Cahul – Taraclia – Basarabasca – Comrat)</b>  <i>*Number of participants may slightly vary but will not exceed 16 persons.</i>	<b>3 round trips</b> <i>By 1 minibus</i>	It is expected that each group will have up to 16 persons
3	Round trip transportation for groups up to 8 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus. Pick-up of participants will be designated per region. <b>South 2 (Stefan Voda - Causeni)</b>	<b>3 round trips</b> <i>By 1 minibus</i>	It is expected that each group will have up to 8 persons

	<i>*Number of participants may slightly vary but will not exceed 8 persons.</i>		
<b>4</b>	<p>Round trip transportation for groups up to 8 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus. Pick-up of participants will be designated per region. <b>Centre (Chisinau - Orhei)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 8 persons.</i></p>	<p><b>3 round trips</b> <i>By 1 minibus</i></p>	It is expected that each group will have up to 8 persons
<b>5</b>	<p>Round trip transportation for groups up to 8 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus. Pick-up of participants will be designated per region. <b>North (Ocnita - Donduseni)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 8 persons.</i></p>	<p><b>3 round trips</b> <i>By 1 minibus</i></p>	It is expected that each group will have up to 8 persons
<b>6</b>	<p>Round trip transportation for groups up to 12 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus. Pick-up of participants will be designated per region. <b>Left bank of the Nistru river.</b></p> <p><i>*Number of participants may slightly vary but will not exceed 12 persons.</i></p>	<p><b>3 round trips</b> <i>By 1 minibus</i></p>	It is expected that each group will have up to 12 persons
<b>7</b>	<p>Transportation for older people, up to 5 persons per summer school. (per total for all 3 summer schools there should be 5 persons from the Left bank of the Nistru river, 5 people from the South 1 region (Cahul – Taraclia – Basarabasca – Comrat), and 5 persons from the North region (Ocnita - Donduseni).. <i>*During each summer school, the older people will be participating for 2 days only. (09:00 first day arrival, 14:00 second day departure)</i></p>	<b>3 rounds trips</b>	It is expected that each group will have up to 5 persons
<b>8</b>	<p><b>Conference room</b> (same place as the accommodation) for 50 persons equipped with tables suitable for 5-10 persons each, air conditioner and high-speed wireless internet min speed 250 kbps. Equipped with flipchart and projector and screen.</p>	<p><b>15 days</b> <i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>1 conference room</b> <b>4 flipcharts</b></p>

<p><b>9</b></p>	<p><b>Gazebo/terrace</b> equipped with tables and chairs for outdoor activities.</p> <p><i>*Each unit should accommodate a maximum of 15 persons</i></p>	<p><b>15 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p>3</p>
<p><b>10</b></p>	<p><b>Accommodation</b> (23 double rooms <i>(two single beds with private bathroom and toilet)</i> for participants (youth and refugees) 3-4* Hotel standard or similar standard applicable to the category of accommodation unit.</p> <p><i>*Number of participants may slightly vary</i> <i>**The proposed accommodation options should ensure that all participants are located in the same premises</i></p>	<p><b>12 nights</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>46 persons</b></p> <p><i>*Per summer camp edition</i></p>
<p><b>11</b></p>	<p><b>Accommodation</b> (3 double rooms <i>(two single beds with private bathroom and toilet)</i> for participants (older people)</p>	<p><b>3 nights</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>6 persons</b></p> <p><i>*Per summer camp edition</i></p>
<p><b>12</b></p>	<p><b>Breakfast</b> (standard continental) for youth and refugees</p> <p><i>*If not included in the accommodation price</i></p>	<p><b>12 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>46 persons</b></p> <p><i>*Per summer camp edition</i></p>
<p><b>13</b></p>	<p><b>Breakfast</b> (standard continental) for older people</p> <p><i>*If not included in the accommodation price</i></p>	<p><b>3 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>6 persons</b></p> <p><i>*Per summer camp edition</i></p>
<p><b>14</b></p>	<p><b>Coffee breaks</b> for youth and refugees (2 per day) min. incl.:</p> <ul style="list-style-type: none"> <li>● Croissants, muffins, or cookies.</li> <li>● Non-sweet pies and sandwiches</li> <li>● Seasonal fruits</li> <li>● Natural coffee and selection of tea</li> <li>● Water</li> </ul>	<p><b>30 coffee breaks</b></p> <p><i>*The estimations are provided based on 3 editions of</i></p>	<p><b>46 persons</b></p> <p><i>*Per summer camp edition</i></p>

		<i>summer camp</i>	
<b>15</b>	<p><b>Coffee breaks</b> for older people(2 per day) min. incl.:</p> <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	<p><b>12 coffee breaks</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>6 persons</b></p> <p><i>*Per summer camp edition</i></p>
<b>16</b>	<p><b>Lunch</b> for youth and refugees. Should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.</p> <p><i>*Preventive consultation and approval on the menu</i></p>	<p><b>15 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>46 persons</b></p> <p><i>*Per summer camp edition</i></p>
<b>17</b>	<p><b>Lunch</b> for older people. Should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.</p> <p><i>*Preventive consultation and approval on the menu</i></p>	<p><b>6 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>6 persons</b></p> <p><i>*Per summer camp edition</i></p>
<b>18</b>	<p><b>Dinner</b> for youth and refugees. Type Fourchette/Buffer should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.</p> <p><i>*Preliminary consultation and approval on the menu</i></p>	<p><b>12 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>46 persons</b></p> <p><i>*Per summer camp edition</i></p>
<b>19</b>	<p><b>Dinner</b> for older people. Type Fourchette/Buffer should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.</p> <p><i>*Preliminary consultation and approval on the menu</i></p>	<p><b>6 days</b></p> <p><i>*The estimations are provided based on 3 editions of summer camp</i></p>	<p><b>6 persons</b></p> <p><i>*Per summer camp edition</i></p>
<b>20</b>	Still water in 0,5 l glass bottle	<b>bottle</b>	<b>2000 pcs</b>

### C. Visibility and outreach. Media and production/supply of branded visibility materials

Item	Generic description	UOM	Quantity
1	Development of event visual identity of the summer schools  <i>* 3 iterations of adjustments to the 1 concept of the main visual identity envisaged</i>	product	1
2	<b>Visual elements</b> (hashtags for social media, cards for posts and press releases, and others) in coordination with UNDP and Donor graphics	product	3
3	<b>Certificates of participation</b> envisaging visual identity of the summer camp, including UNDP and Donor elements	certificate	150
4	<b>Backpack</b> Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing Medium backpack size: 45-49 cm torso length and 70-87cm hip width. Color: grey, black.	backpack	180
5	<b>T-shirts* (polo, unisex)</b> Branding: Visual elements of summer schools Front: 10x10cm 4 colors print logo Back: maximum imprint dimension 35X10 cm, 2 colors text Linen: minimum 90% cotton with up to 10% polyester, viscose, or other polymers, 150 gr/ m <sup>2</sup> density or more Color: <u>white and black/grey</u> 150/30 mix	150 white S – 37 M – 75 L – 38 30 black/grey S – 7 M – 15 L – 8	180
6	<b>Baseball Caps</b> 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for size adjustment Branding: 3 colors logo, 9x5cm maximum Color: white/grey	cap	180
7	<b>Rain umbrella</b> Recycled PET umbrella with wooden stick Automatic opening Branding: 2 folds logo printing: 100 x 80 mm each Color: navy	umbrella	180
8	<b>Pens: recycled or biodegradable</b> Blue ink ball pen made entirely of recycled or biodegradable plastic Branding: 3 colors, two-sided printing Color: white & blue, 200 of each	pen	400

<b>9</b>	<b>Block note 80 pages Spiral</b> Front: 4 colors print (summer school visual elements) Back: 2 colors, no text Branding: logo & text 4 colors, size 150x210 mm Color: yellow Graphics elements of the project to be provided by UNDP	block note	200
<b>10</b>	<b>Water bottle / thermos</b> 750-1000 ml metal water bottle Branding: 3 colors printing, 7x21 cm Color: blue, yellow	bottle	180
<b>11</b>	<b>Photo wall: 200X300 cm,</b> full color Graphics elements of the project to be provided by UNDP	photo wall	1

## Component 2. Decision-making mentorship

<b>A. Workplan, detailed agenda coordination services and expertise.</b>			
	<b>Generic description</b>	<b>UOM</b>	<b>Quantity</b>
<b>1</b>	<b>Workplan and detailed agenda</b> in accordance with the requirements of the Terms of Reference (ToR). The agenda and work plan shall be agreed upon and approved by the Project team.	Deliverable	1
<b>2</b>	<b>Coordination</b> and overall management during the mentorship programme.	Event	1
<b>3</b>	<b>Mentorship Workshop Development</b> - Design and deliver a structured mentorship workshop tailored to prepare youth for roles in decision-making platforms. Focus on skills such as conflict resolution, community engagement, and effective communication.	Event	1
<b>4</b>	<b>Study visits in Chisinau</b> with dialogues with representatives of the Core Reflection Group and central government authorities and agencies on social cohesion, decision-making and gender equality (at least 2 visits with dialogues per mentorship programme)	Study visits	2
<b>5</b>	<b>Policy labs</b> facilitation for social cohesion and youth involvement in the decision-making process and gender-equality-related interventions	Event	1
<b>6</b>	<b>Development</b> of youth social cohesion policy recommendations	Policy recommendations	1
<b>7</b>	<b>Final Report</b> on the work undertaken.	Deliverable	1

<b>B. Event facilities, catering, accommodation, and transportation services</b>			
<b>1</b>	<b>Conference rooms</b> for 60 persons equipped with tables suitable for 5-10 persons each, air conditioner and high-speed wireless internet min speed 250 kbps. Equipped with flipchart and projector and screen.	<b>3 days</b> <i>*The estimations are provided based on 1 mentorship programme</i>	<b>1 conference room</b> <b>3 flipcharts</b>
<b>2</b>	<b>Gazebo/terrace</b> equipped with tables and chairs for outdoor activities. <i>*Each unit should accommodate a maximum of 15 persons</i>	<b>3 days</b>	<b>4</b>
<b>3</b>	<b>Accommodation</b> (30 double rooms <i>(two single beds with private bathroom and toilet)</i> ) for participants 3-4* Hotel standard or similar standard applicable to the category of accommodation unit.  <i>*Number of participants may slightly vary</i> <i>**The proposed accommodation options should ensure that all participants are located in the same premises</i>	<b>2 nights</b> <i>*The estimations are provided based on 1 mentorship programme</i>	<b>60 persons</b>
<b>4</b>	<b>Breakfast</b> (standard continental)  <i>*If not included in the accommodation price</i>	<b>2 days</b> <i>*The estimations are provided based on 1 mentorship programme</i>	<b>60 persons</b>
<b>5</b>	<b>Coffee breaks</b> (2 per day) min. incl.: <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water - Still water in 0,5 l glass bottle (60 each coffee break)</li> </ul>	<b>6 coffee breaks</b>  <i>*The estimations are provided based on 1 mentorship programme</i>	<b>60 persons</b>
<b>6</b>	<b>Lunch</b> should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.  <i>*Preventive consultation and approval on the menu</i>	<b>3 days</b> <i>*The estimations are provided based on 1 mentorship programme</i>	<b>60 persons</b>
<b>7</b>	<b>Dinner</b> type Fourchette/Bufferet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.	<b>3 days</b> <i>*The estimations are provided based on 1</i>	<b>60 persons</b>

	<i>*Preliminary consultation and approval on the menu</i>	<i>mentorship programme</i>	
<b>8</b>	Still water in 0,5 l glass bottle	<b>bottle</b>	<b>500 pcs</b>
<b>9</b>	<p>Round trip transportation for groups up to 18 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus.</p> <p>Pick-up of participants will be designated per region. <b>South 1 (Cahul – Taraclia – Basarabasca – Comrat)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 18 persons.</i></p>	<p><b>1 round trip</b></p> <p><i>By 1 minibus</i></p>	It is expected that the group will have up to 18 persons
<b>10</b>	<p>Round trip transportation for groups up to 9 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus.</p> <p>Pick-up of participants will be designated per region. <b>South 2 (Stefan Voda - Causeni)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 9 persons.</i></p>	<p><b>1 round trip</b></p> <p><i>By 1 minibus</i></p>	It is expected that the group will have up to 9 persons
<b>11</b>	<p>Round trip transportation for groups up to 9 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus.</p> <p>Pick-up of participants will be designated per region. <b>Centre (Chisinau - Orhei)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 9 persons.</i></p>	<p><b>1 round trip</b></p> <p><i>By 1 minibus</i></p>	It is expected that the group will have up to 9 persons
<b>12</b>	<p>Round trip transportation for groups up to 9 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus.</p> <p>Pick-up of participants will be designated per region. <b>North (Ocnita - Donduseni)</b></p> <p><i>*Number of participants may slightly vary but will not exceed 9 persons.</i></p>	<p><b>1 round trip</b></p> <p><i>By 1 minibus</i></p>	It is expected that the group will have up to 9 persons
<b>13</b>	<p>Round trip transportation for groups up to 15 persons on the route Pick-up point – Venue - Pick-up point (Open Door type, meaning that the group component can differ from one trip to another): category bus.</p> <p>Pick-up of participants will be designated per region. <b>Left bank of the Nistru river.</b></p>	<p><b>1 round trip</b></p> <p><i>By 1 minibus</i></p>	It is expected that the group will have up to 15 persons

*Number of participants may slightly vary, but will not exceed 15 persons.		
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## SCOPE OF SERVICES AND EXPECTED OUTPUTS

The scope of services and expected result is to bridge the knowledge and awareness gap of young people, including from marginalized groups on matters related to social cohesion, social tensions and peacebuilding. Summer schools, mentorship programme and capacity building events will be organized for young people from all regions of the country, including Transnistrian region and ATU Gagauzia on matters described above, but also on modalities to take action to promote social cohesion.

In order to achieve these objectives, the selected Service Provider/Supplier shall have the following responsibilities:

- Coordinate with the Project team the Summer Schools and Decision-making mentorship agendas to ensure compliance with the events’ objectives and, if necessary, adjust the agenda and materials to the specific needs of the activities;
- Prepare agendas and working materials, learning support and other complementary documentation associated to the delivery of the activities, and ensure engagement of relevant expertise to deliver the activities under Component 1. Summer Schools and Component 2. Decision-making mentorship
- Organize and deliver 3 summer schools activities for groups of up to 50 participants on subject matters specified at „**Category A: Workplan, detailed agenda and coordination services**” of the ToR, using reliable and adequate training scheme addressed for youth and older persons;
- Ensure participants’ post summer school satisfaction evaluation and report on the outcome of the activities of the summer school;
- Provide attendance certificates and/or graduation certificates confirming successful participation at the Summer School.
- Organize and deliver one mentorship programme for a group of up to 60 participants on the subject matter: “**One mentorship programme as a follow-up activity to mobilize youth to be included in the decision-making process on the subject of existing and potential social tensions as members of the community security councils and the Core Reflection Group at the national level**” of the ToR, using reliable and adequate training scheme addressed for youth.

## DELIVERABLES AND INDICATIVE TIMEFRAME

Item	Deliverables	Deadline *
1	Workplan and detailed agenda and coordination services (as per Component 1 Category A and Component 2 Category A)	By May 12 <sup>th</sup> , 2025
2	Visibility and outreach. Media and production of branded visibility materials developed and delivered (as per Component 1 Category C)	By June 2 <sup>nd</sup> , 2025

<b>3</b>	3 summer schools organized and delivered (as per Component 1 Category B)	<b>By August 20<sup>th</sup>, 2025</b>
<b>4</b>	1 mentorship programme organized and delivered (as per Component 2 Category B)	<b>By September 15<sup>th</sup>, 2025</b>
<b>5</b>	Final report on components 1 and 2 developed and submitted	<b>By 30 September 2025</b>

*\*A specific date for each summer camp shall be proposed by the Service Provider/Supplier at the beginning of the assignment and coordinated with the Project team.*

## **INSTITUTIONAL ARRANGEMENTS**

Organizational settings: The Service Provider/Supplier will work under the guidance of the UNDP Project Analyst for substantive aspects of the assignment and under the direct supervision of the UNDP Project Associate for administrative aspects.

**Important!** - all costs associated with transportation, catering, accommodation, and honorarium fees for organizations, facilitators, and trainers must be calculated and presented in a separate, clearly designated section of the proposal. This section should include a detailed breakdown of each cost category, specifying the rationale and calculation methodology for the amounts proposed.

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

Language requirements:

The proposed thematic trainings shall be delivered in Romanian and/or in Russian languages.

All documentation related to the assignment shall be in Romanian or Russian.

Duration of the Assignment: May-September 2025.

## **Confidentiality statement**

All data and information received from UNDP for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.

## **QUALIFICATIONS OF THE SUCCESSFUL BIDDER AT VARIOUS LEVELS**

**The Bidder** should meet the following minimum qualifications criteria, which make the applicant technically eligible for this assignment:

- Officially registered legal entity as per Republic of Moldova's legislation or consortium of firms;
- Proven record of previous positive experience of minimum three (3) years of experience in the area of specialization (organizing events for government, international and/or non-government

- organizations, in providing catering and accommodation services, transportation services);
- Proven previous experience by means of performance (Certificates/Letters) from the top 2 clients in terms of contract value in similar field in the past three (3) years;
  - Previous experience in working with UNDP or other UN Agencies;
  - Adequate human resource, material, vehicle and technical base and necessary equipment for the organization of public events, provision of accommodation and catering services, development and delivery of branded visibility materials (*please provide the information in the Company Profile*).
  - Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates, if any.

1 (one) Project Coordinator:

- At least bachelor's degree in project management, business administration, international relations or a related field is required.
- At least 3 years of project/events management experience.
- Fluent in Romanian and Russian. English is an advantage.

3 (three) to 5 (five) facilitators/trainers:

- At least bachelor's degree in sociology, law, human rights, international relations, community development or a related field is required.
- At least 3 years of experience as facilitator/trainer in thematic trainings
- Previous experience and knowledge on social inclusion and cohesion, community engagement, gender equality, negotiation and human rights as well as experience in teambuilding activities relevant to the scope of the training.
- Fluent in Romanian and Russian.

UNDP Moldova is committed to workforce diversity. Entities employing women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens, legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Applicants demonstrating equitable gender representation and diversity within the team will have an advantage.

During the assignment, the Service Provider's team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

## ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ25/03000: Organization of thematic summer schools and mentorship programme</b>	Date: Click or tap to enter a date.

### Company Profile

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

for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 2 contracts in the past three (3) years</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where

Yes	No	
		a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES AND GOODS

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RFQ25/03000: Organization of thematic summer schools and mentorship programme</b>	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed under Section “Documents to be submitted”
- team composition and CVs of key personnel

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: MDL**

Component 1. Summer Schools					
Item	Description of Deliverables	UOM	Qty	Unit Price, MDL (VAT 0%)	Total Price, MDL (VAT 0%)
<b>Category A: Workplan, detailed agenda and coordination services</b>					
1	<b>Workplan and detailed agenda event</b> in accordance with the requirements of the Terms of Reference (ToR). The agenda and work plan shall be agreed upon and approved by the Project Team. Participants selection criteria and summer school code of conduct.	deliverable	1		
2	<b>Coordination</b> and overall management during all summer school editions, including at the stage of identifying and engaging participants during all the editions of summer camp	event	3		
3	<b>Pre-event and post- event interactive assessment of the</b>	Deliverable	3		

	<b>level of knowledge</b> of young people and older people in the area of social inclusion, cohesion, gender and peacebuilding, consisting of up to 10 multiple choice and 3 open ended questions and <b>2 Narrative Reports (pre and post event)</b> covering data and findings for each edition of the camp developed and submitted.				
4	<b>Development and implementation</b> of thematic trainings <b>Block 1</b>	event	3		
5	<b>Development and implementation</b> of thematic trainings <b>Block 2</b>	event	3		
6	<b>Development and implementation</b> of thematic trainings <b>Block 3</b>	event	3		
7	<b>Medical professional</b> - at least 1 medical professional should be present at each summer school in order ensure medical services in case anyone of the participants, facilitators, organizers will require medical attention.	event	3		
8	<b>Final Report</b> of the work undertaken	deliverable	1		
<b>Subtotal Category A</b>					
<b>Category B: Event facilities, catering, accommodation, and transportation services</b>					
1	<b>Project coordinator</b>	Person	1		
2	<b>Round trip</b> transportation from Region: South 1 meeting points, covering localities: Cahul – Taraclia – Basarabasca – Comrat	1 minibus	3 round trips		
3	<b>Round trip</b> transportation from Region: South 2 meeting points, covering localities: (Stefan Voda - Causeni)	1 minibus	3 round trips		
4	<b>Round trip</b> transportation from Region: Centre meeting points, covering localities: (Orhei – Chisinau)	1 minibus	3 round trips		
5	<b>Round trip</b> transportation from Region: North meeting points, covering localities: (Ocnita - Donduseni)	1 minibus	3 round trips		
6	<b>Round trip</b> transportation from Region: Left bank of the Nistru river.	1 minibus	3 round trips		
7	<b>Round trip</b> transportation for older people from Region: - One trip South 1 meeting points, covering localities: (Cahul – Taraclia – Basarabasca – Comrat)	1 minibus	3 round trips		

	<ul style="list-style-type: none"> <li>- One trip North meeting points, covering localities: (Ocnita - Donduseni)</li> <li>- One trip Left bank of the Nistru River</li> </ul>				
8	<b>Conference room</b>	1 venue	15 days		
9	<b>Gazebo/terrace</b> equipped with tables and chairs for outdoor activities. <i>*Each unit should accommodate a maximum of 15 persons</i>	3 pieces	15 days		
10	<b>Accommodation</b> 3 – 4* Hotel standard or similar standard applicable to the category of accommodation unit	23 double rooms (46 persons)	12 nights		
11	<b>Accommodation</b> 3 – 4* Hotel standard or similar standard applicable to the category of accommodation unit	3 double rooms (6 persons)	3 nights		
12	<b>Breakfast</b> (standard continental) <i>*If not included in the accommodation price</i>	46 persons	12 days		
13	<b>Breakfast</b> (standard continental) <i>*If not included in the accommodation price</i>	6 persons	3 days		
14	<b>Coffee breaks</b> (2 per day) min. incl.: <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	46 persons	30 coffee breaks		
15	<b>Coffee breaks</b> (2 per day) min. incl.: <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	6 persons	12 coffee breaks		
16	<b>Lunch</b> should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.	46 persons	15 days		
17	<b>Lunch</b> should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.	6 persons	6 days		
18	<b>Dinner</b> type Fourchette/Bufferet should include minimum of meat,	46 persons	12 days		

	fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.				
19	<b>Dinner</b> type Fourchette/Bufferet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.	6 persons	6 days		
20	<b>Still water</b> in 0,5 l bottle	bottle	2000 pcs		
<b>Subtotal Category B</b>					
<b>Category C: Visibility and outreach. Media and production/supply of branded visibility materials</b>					
1	Development of event visual identity of the summer schools  <i>* 3 iterations of adjustments to the 1 concept of the main visual identity envisaged</i>	product	1		
2	<b>Visual elements</b> (hashtags for social media, cards for posts and press releases, and others) in coordination with UNDP and Donor graphics	product	3		
3	<b>Certificates of participation</b> envisaging visual identity of the summer camp, including UNDP and Donor elements	certificate	150		
4	<b>Backpack</b> Branding: one side print, maximum imprint size – 35x30cm, 4 colors printing Medium backpack size: 45-49 cm torso length and 70-87cm hip width. Color: grey, black.	backpack	180		
5	<b>T-shirts* (polo, unisex)</b> Branding: Visual elements of summer schools Front: 10x10cm 4 colors print logo Back: maximum imprint dimension 35X10 cm, 2 colors text Linen: minimum 90% cotton with up to 10% polyester, viscose, or other polymers, 150 gr/ m <sup>2</sup> density or more Color: <u>white and black/grey</u> 150/30 mix	150 white S – 37 M – 75 L – 38 30 black/grey S – 7 M – 15 L – 8	180		
6	<b>Baseball Caps</b> 5 panels cotton baseball caps Adjustable size with metal snap closure or Velcro fastening belt for	cap	180		

	size adjustment Branding: 3 colors logo, 9x5cm maximum Color: white/grey				
7	<b>Rain umbrella</b> Recycled PET umbrella with wooden stick Automatic opening Branding: 2 folds logo printing: 100 x 80 mm each Color: navy	umbrella	180		
8	<b>Pens: recycled or biodegradable</b> Blue ink ball pen made entirely of recycled or biodegradable plastic Branding: 3 colors, two-sided printing Color: white & blue, 200 of each	pen	400		
9	<b>Block note 80 pages Spiral</b> Front: 4 colors print (summer school visual elements) Back: 2 colors, no text Branding: logo & text 4 colors, size 150x210 mm Color: yellow Graphics elements of the project to be provided by UNDP	block note	200		
10	<b>Water bottle / thermos</b> 750-1000 ml metal water bottle Branding: 3 colors printing, 7x21 cm Color: blue, yellow	bottle	180		
11	<b>Photo wall: 200X300 cm,</b> full color Graphics elements of the project to be provided by UNDP	photo wall	1		
<b>Subtotal Category C</b>					
<b>Subtotal Component 1. Summer Schools Price</b>					
<b>Component 2. Decision-making mentorship</b>					
<b>Category A: Workplan, detailed agenda and coordination services</b>					
1	<b>Workplan and detailed agenda</b> in accordance with the requirements of the Terms of Reference (ToR). The agenda and work plan shall be agreed upon and approved by the Project team.	Deliverable	1		
2	<b>Coordination</b> and overall management during the mentorship programme.	Event	1		
3	<b>Mentorship Workshop Development</b> - Design and deliver	Event	1		

	a structured mentorship workshop tailored to prepare youth for roles in decision-making platforms. Focus on skills such as conflict resolution, community engagement, and effective communication.				
4	<b>Study visits</b> with dialogues with representatives of the Core Reflection Group and central government authorities and agencies on social cohesion, decision-making and gender equality (at least 2 visits with dialogues mentorship programme)	Study visits	2		
5	<b>Policy labs</b> facilitation for social cohesion and youth involvement in the decision-making process and gender-equality-related interventions	Event	1		
6	<b>Development</b> of youth social cohesion policy recommendations	Policy recommendations	1		
7	<b>Final Report</b> of the work undertaken	deliverable	1		
<b>Subtotal Category A</b>					
<b>Category B: Event facilities, catering, accommodation, and transportation services</b>					
1	<b>Conference room</b>	1 venue	3 days		
2	<b>Gazebo/terrace</b> equipped with tables and chairs for outdoor activities. <i>*Each unit should accommodate a maximum of 15 persons</i>	4 pieces	3 days		
3	<b>Accommodation</b> 3 – 4* Hotel standard or similar standard applicable to the category of accommodation unit	30 double rooms (60 persons)	2 nights		
4	<b>Breakfast</b> (standard continental) <i>*If not included in the accommodation price</i>	60 persons	2 days		
5	<b>Coffee breaks</b> (2 per day) min. incl.: <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	60 persons	6 coffee breaks		

6	<b>Lunch</b> should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.	60 persons	3 days		
7	<b>Dinner</b> type Fourchette/Buffer should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.	60 persons	3 days		
8	<b>Still water</b> in 0,5 l bottle	bottle	500 pcs		
9	<b>Round trip</b> transportation from Region: <b>South 1</b> meeting points, covering localities: <b>(Cahul – Taraclia – Basarabasca – Comrat)</b>	1 minibus	1 round trips		
10	<b>Round trip</b> transportation from Region: <b>South 2</b> meeting points, covering localities: <b>(Stefan Voda - Causeni)</b>	1 minibus	1 round trips		
11	<b>Round trip</b> transportation from Region: <b>Centre</b> meeting points, covering localities: <b>(Chisinau - Orhei)</b>	1 minibus	1 round trips		
12	<b>Round trip</b> transportation from Region: <b>North</b> meeting points, covering localities: <b>(Ocnita - Donduseni)</b>	1 minibus	1 round trips		
13	<b>Round trip</b> transportation from Region: Left bank of the Nistru river.	1 minibus	1 round trips		
<b>Subtotal Category B</b>					
<b>Subtotal Component 2. Decision-making mentorship Price</b>					
<b>Final report on Components 1 and 2 Price</b>					
<b>Total Final and All-inclusive Price</b>					

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
<b>Personnel</b>				
e.g. Project Manager/Team Leader	day			
<b>Facilitators</b>				

<b>Other expenses</b>				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Time, as indicated in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>