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MINUTES OF THE PRE-BIDDING CONFERENCE

Subject:	Pre-proposal conference for RfP25/03098: Company/NGO to develop methodologies and calculate new Green Growth Indicators (GGIs) and elaborate the National GGIs Report – Towards Green Transition of the Republic of Moldova, State of Play for 2024
Project title:	Enabling an inclusive Green Transition in the Republic of Moldova
Project number:	01001335
Participants	<p><u>Green Transition Project / UNDP:</u> Virginia Bilici, GT Project Manager Veronica Lopotenco - GT Project Policy and Legal Development Manager Mihail Balan – GT Procurement Associate Olesea Rotaru – GT Project Associate</p> <p><u>Procurement Unit</u> Natalia Ibrsim, Procurement Associate</p> <p><u>Representatives of interested bidders:</u> Ana Burduli, Deputy Practice Head, ISET Policy Institute, Georgia Peter Toth, Environmental Engineer, Green Partners (Romania), member of Resource and Waste Advisory Group (consortium) Roman Bahnaru, Director of Sustainability and ESG Training and Consulting Programs, E-circular Natalia Guranda, Environmental expert and project manager, Eco-Contact Victor Iancu, Management consultant, representing several companies in the domain Vadim Iatchevici, Public Policy Expert, Civitta Antoni Bubbico, Main Consultant - Agricultural Policy, Ecorys</p>
Format:	On-line/Zoom Meeting
Link:	<p>https://undp.zoom.us/j/82817096906?pwd=dsmh4AO2NIqttigeJNQ7BDsYehdU5b.1</p> <p>Zoom Meeting ID: 828 1709 6906 Zoom Meeting Passcode: 078243</p>
Agenda	<ol style="list-style-type: none"> 1. Terms of Reference presentation (Veronica Lopotenco) 2. Procurement process presentation: Evaluation methodology, General conditions (Natalia Ibrsim) 3. Q&A session (all participants)
Date:	01 August 2025, Friday at 01:30 PM

Objective

The primary objective of the Pre-bid meeting was to address potential bidders' inquiries regarding the Terms of Reference (ToR), Evaluation methodology, and General Conditions.

Participants were encouraged to ask questions and seek clarification from project and procurement staff regarding the bid process, application procedures, and related details.

Summary of Discussion:

Introduction:

The Pre-bid meeting commenced at 1:36 PM via Zoom conference and concluded at 2:44 PM.

The pre-bidding conference for *RfP25/03098: Company/NGO to develop methodologies and calculate new Green Growth Indicators (GGIs) and elaborate the National GGIs Report – Towards Green Transition of the Republic of Moldova, State of Play for 2024* was opened by Ms. Veronica Lopotenco, Policy and Legal development Manager of the Green Transition Project.

Ms. Lopotenco Veronica welcomed participants and clarified the language preferences for the session. It was agreed that the conference will be conducted in English to accommodate all international participants and proceeded to outline the agenda.

Ms. Lopotenco emphasized the importance of understanding the scope, deliverables, timeline, and qualification requirements related to the assignment.

Ms. Lopotenco mentioned that Terms of Reference were amended 29 July 2025, addressing the integration of gender balance aspects. Although the amendment does not alter the deliverables, it emphasizes gender considerations to be reflected particularly during the assignment implementation. These changes are clearly marked in red within the revised RFP document.

Ms. Lopotenco made an overall presentation of the Green Transition project's context and background, explaining its objective, components, and implementation period.

Further, she informed about the main objective of the assignment and made an introduction about the previous GGI reports: (1) 2017 GGI Report that covered 33 GGI; (2) 2021 GGI Report: Expanded to 43 indicators, with additional 20 GGI listed as being relevant, but not developed under the 2nd report. Both reports are publicly available online, and links are included in the TOR.

The upcoming report aims to update and expand the existing GGIs to cover the period 2016–2024. Under this assignment a list of 20 new indicators will be identified, based on national policy documents' requirements and consultations with key institutions (Ministry of Environment, Ministry of Economy, National Bureau of Statistics), developed and included in the 3rd GGI report. It was stressed that this list will include mandatory the "green jobs" indicator.

Further Ms. Veronica Lopotenco specifically focused on tasks and deliverables outlined in the TOR. Deliverables and Timeline (Indicative)

- Deliverable 1: Gap analysis report & list of 20 new indicators (October 2025).
- Deliverable 2: 20 methodologies for development of the new indicators (December of 2025).
- Deliverable 3: Third National GGI Report (March 2026).
- Deliverable 4: Capacity building program and its implementation (April 2026).

She also presented key stakeholders that will be involved in the process of the assignment implementation: Ministry of Environment, Ministry of Economic Development and Digitalization, National Bureau of Statistics, Environmental Agency.

The company will also collaborate with Green Transition Project's team and EU High-Level Advisor on Green Economy.

Ms. Lopotenco presented the minimum qualification requirements against the companies that will apply for the competition, particularly: (1) at least 5 years of proven experience in one or more of the following areas: environmental or economic statistics, policy analysis, development or

monitoring of Green Growth Indicators (GGIs) or similar frameworks (e.g., SDGs, circular economy indicators, ESG), drafting national or regional GGI reports or equivalent analytical assessments, and conducting research, assessments, or feasibility studies in the fields of environmental data, environmental economics, or green transition monitoring and (2) at least 2 (two) finalized contracts, each with a minimum value of USD 40,000, carried out within the past 5 (five) years in the areas of green economy, sustainable development, environmental policy, or environmental monitoring. Ms. Lopotenco stressed that it is important that the company reflects clearly in its application documents that they have the required experience and contracts. Additional to the mentioned qualification requirements, a team of five specialists must be proposed: team leader, environmental statistics expert, methodology expert, green economy analyst/environmental economist and capacity building & stakeholder engagement specialist, explaining the positions' combination rules - maximum two roles per team member.

Ms. Natalia Ibrisim took over on the technical part of the bidding process and, also, gave a brief overview of the RfP document, with the following bullet points:

- The original tender document has been amended as of 29 July 2025.
- Supplier Registration: for companies new to UNDP, it is mandatory to register through the supplier registration link provided in the documentation.
- Guidance Materials: The solicitation documents include comprehensive instructions for suppliers on registration, tender submission, proposal revisions, password changes.
- Technical Support: For any technical issues during registration or proposal upload, suppliers may contact sc.md@undp.org.

Furthermore, Ms. Ibrisim addressed the following key areas: general procurement information, specific tender information and specific instructions / requirements.

Ms. Ibrisim stressed to pay attention to the evaluation criteria listed for all requirements taking into consideration consortium proposal, where some requirements should be met by Team Lead company, while others - by all Parties cumulatively.

Deadline of the competition was extended until 21 August 2025, and bidders are strongly advised to bid in advance within the active tender period.

Other significant information presented:

- Proposals must be submitted in English.
- Offers are accepted in Moldovan Leu (MDL) and USD. The contract will be issued in the currency in which the proposal is received.
- For local companies bidding in USD, payments will be made at the UN operational exchange rate on the date of payment. UNDP holds no liability for currency fluctuations.
- Proposals must be VAT and other taxes exempt.
- 90-day bid validity is required, during which proposed prices must remain unchanged.
- The evaluation method used is a combined scoring method: 70% Technical Score and 30% Financial Score.
- The highest cumulative score will determine the winning proposal.
- Liquidated Damages: 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.
- Mandatory Documents: A full list is available under Section 3: Data Sheet / Article 25 of the RFP document.
- All companies must meet minimum eligibility and qualification requirements to proceed to the technical evaluation (Section 4: Evaluation Criteria).

- UNDP follows the RFP procurement modality, where the technical and financial proposals must be submitted separately. No financial information must be included in the technical proposal. Noncompliance will result in immediate disqualification.

Q&A Session:

Q1: Capacity building module – specifically the training component – do you already have a defined number of training sessions? Or is it expected that the company will propose the number, or that it will be determined later based on the outcomes of other modules, such as the development of the curriculum? Clarifying this is important, as the number of sessions will directly impact the level of effort and associated costs.

A1: Please be informed that two training events, each lasting three days, are required as part of the capacity building deliverables. Kindly note that all logistical, administrative, and financial arrangements for the events will be covered by the Green Transition Project. The selected bidder will be responsible solely for the conceptualization of the trainings, agenda, development of training materials, and delivery of the sessions.

Q2: Are green sectors already defined within Moldova’s national framework, or their identification is part of the contractor’s responsibilities under this assignment? If the latter, are there any preferred definitions, classification systems, or guiding characteristics that should be used to determine whether a sector qualifies as “green,” given the multiple approaches and frameworks that exist internationally?

A2: The identification of green sectors is part of the contractor’s responsibilities under this assignment. This will be addressed through the initial deliverable—a gap analysis report—which will be based on the existing GGIs and a thorough review of national policy and planning documents currently in place in the Republic of Moldova. The analysis will help determine which sectors should be classified as “green,” taking into account the alignment with the country’s ongoing initiatives and international best practices. If applicable, preferred definitions, classification systems, or guiding characteristics for green sectors will be drawn from internationally recognized frameworks but tailored to Moldova’s national context and priorities.

Q3: Will the contractor have access to disaggregated statistical (microlevel) databases (e.g., enterprise surveys, labor force surveys) needed to construct indicators such as green jobs or green SMEs?

A3: Access to disaggregated statistical (microlevel) data, such as enterprise surveys or labor force surveys, may be possible through national institutions, particularly the National Bureau of Statistics and the Environmental Agency. However, the availability and level of access to such data will need to be assessed during the implementation of the assignment. Coordination with these institutions is an ongoing process, and their cooperation is expected to support the identification and construction of GGI.

Q4: Can the Contractor include additional project staff apart from the key staff? Any restrictions on this aspect?

A4: The Contractor may propose additional project staff beyond the required key personnel. However, it should be noted that only the key staff will be subject to evaluation during the selection process.

The inclusion of additional staff is allowed and can support the implementation of the assignment, but it will not influence the technical scoring.

Q5: The validation of 20 new indicator methodologies was mentioned; however, the proposed timeline appears quite limited for both the development and proper validation of these methodologies. It was also noted that some validations fall under the responsibility of the Ministry of Environment, while others are handled by the Ministry of Economy. Given that ministerial validation processes typically require one to two months, could you clarify how the coordination between institutions will be managed to ensure that all validations are completed in a timely manner?

A5: The Project will actively support and facilitate coordination with the Ministry of Environment and other relevant institutions throughout this process. It is important to highlight that these institutions are not external stakeholders - they are key partners in the initiative, and this activity was launched at their request. Therefore, the Project does not foresee any lack of collaboration from their side. It would be unreasonable to assume that they would withhold engagement or delay decisions, especially considering their role and interest in the outcomes of this initiative. Our role is to provide technical support and ensure that this process moves forward effectively, in close cooperation with national stakeholders.

Q6: Since the new set of 20 indicators has not yet been finalized, could you clarify who will ultimately be responsible for deciding on the final list? ESG was mentioned, and there was an indication that the Ministry of Economy might, for instance, require the inclusion of greenhouse gas emissions. However, the definition of this list is a key challenge, as the capacity-building efforts will depend heavily on which indicators are selected. Each indicator demands different resources, tools, and expertise. How will the decision-making process account for the practical capacities and readiness of those expected to implement them?

A6a: It is important to note that the second Green Growth Indicators Report introduced a number of new additional indicators. While we recognize the relevance of that list, the intention is not to rely on it as a fixed reference for this assignment.

As outlined in the Section 5: Terms of Reference of RFP document, the contractor will examine the existing list from the second GGI report, but more importantly, will undertake a comprehensive review of current policy documents under implementation and carry out consultations with all relevant ministries and institutions. Based on this process, a proposed list of up to 20 Green Growth Indicators will be identified.

Among these, “green jobs” indicator is considered mandatory and must be developed, approved, and included in the third Green Growth Indicators Report. The inclusion of other indicators will depend on policy priorities and institutional input during the consultation process.

To note, the list of 20 new proposed GGIs will be endorsed by the Working Group for Promoting the Green and Circular Economy and ESG.

A6b: The Green Transition Project is especially focused on waste management, Extended Producer Responsibility (EPR), green transportation, and greening SMEs. These thematic areas form the core of our project, and we will actively advocate for selecting indicators that reflect their importance.

Therefore, when reviewing existing Green Growth Indicators and considering the inclusion of new ones, our priority will be to emphasize those related to waste management (including EPR), circular economy, green transportation, and greening SMEs.

Q7: The project description in the Terms of Reference mentions an implementation period of 48 months with a budget of €10 million EUR, of which this assignment is a component. However, the deliverables and outcomes section clearly specifies a provisional timeline of eight months. Please clarify the exact implementation period and corresponding budget for this assignment.

A7: The Green Transition Project has an overall budget of €10 million EUR and is planned to run until August 2027. However, this assignment is just one component of the larger project.

Q8: Is there a budget limit available for the current assignment?

A8: Bidders are encouraged to submit their proposals based on their best knowledge, expertise, and understanding of the requirements.

Q9: Please clarify if there is a page limit or any other formatting requirement for the key personnel CVs? Since the evaluation places significant weight on the team composition, ensuring the CVs are both comprehensive and compliant with the guidelines is essential.

A9: The CVs for key personnel do not need to be overly extensive, but they must clearly address the requirements outlined in the RFP document. This will facilitate a clear assessment of the candidate's qualifications and experience. Additional experts can be included in the proposal if necessary. Please note that adding more personnel could raise the total budget of the proposal. Please submit standard CVs for additional staff - detailed or extended CVs are not required. To clarify, evaluation points are awarded exclusively to key personnel; additional staff members are not scored in the evaluation.

Q10: Will "Comparative table of national GGIs for 2017, 2021, and 2024" include also 20 new identified indicators or will cover only those 43 previously developed indicators?

A10: The comparative table for 2017, 2021, and 2024 will cover only the 43 existing indicators. For the 20 new indicators, the Project will establish 2024 as the baseline. Where historical data is available - ideally from 2016 onward - comparisons will be included to show trends. However, this will depend on data availability and will be adjusted accordingly in coordination with the relevant ministries. For this reason, the Terms of Reference allow for a flexible approach.

Q11: Terms of Reference mention: "Prepare user-friendly and technically sound materials, including presentations, handouts, case studies, and practical exercises". Is there an expected or indicative number of such materials to be prepared?

A11: One of the key tasks is to design the concept of the capacity-building program, meaning that the quantity and types of materials – such as presentations, case studies, handouts, exercises - will depend on the proposed structure. These materials should align with the subjects to be covered in the proposal, the delivery method, and the overall vision for the training process.

Q12: Is a one-week extension of the tender deadline feasible upon formal request?

A12: The tender deadline has been extended by one week, now set for 21 August 2025.

Closing Remarks:

Participants were thanked for attending and reminded to submit all required documents promptly. Participants were also encouraged to direct any inquiries through the official communication channels, either via Quantum or by contacting sc.md@undp.org.

RFP publish date: 24 July 2025

Extended Deadline: 21 August 2025