



# **REQUEST FOR PROPOSAL (RFP)**

**Company to provide support for development of cooperatives/clusters and implementing climate resilient solutions in synergic manner in ResCom partner communities.**

RFP Reference No.: **RfP25/03105**

Project: **Resilient communities through women empowerment, phase 2.**

Country: **Moldova, Republic of**

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## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through “**Resilient communities through women empowerment, phase 2**” Project, hereby invites prospective proposers to submit a proposal for the **provision of support for development of cooperatives/clusters and implementing climate resilient solutions in synergic manner in ResCom partner communities**, in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

**Section 1:** This Letter of Invitation

**Section 2:** Instruction to Proposers

**Section 3:** Data Sheet

**Section 4:** Evaluation Criteria

**Section 5:** Terms of Reference

**Section 6:** Conditions of Contract and Contract Forms

**Section 7:** Proposal Forms

- **Form A:** Proposal confirmation
- **Form B:** Checklist
- **Form C:** Technical Proposal Submission
- **Form D:** Proposer Information
- **Form E:** Joint Venture/Consortium/Association Information
- **Form F:** Eligibility and Qualification
- **Form G:** Format for Technical Proposal
- **Form H:** Format for CV of Proposed Key Personnel
- **Form I:** Statement of Exclusivity and Availability
- **Form J:** Financial Proposal Submission
- **Form K:** Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Please note that a **pre-proposal conference** will be conducted as below:

Time: 11:00 AM, (GMT+3, Moldova Local Time)

Date: 4 September 2025

Venue: [Online Zoom Meeting](#)

Link: <https://undp.zoom.us/j/86414063002>

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00796**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password).. In case you have never registered before, follow the [Supplier Portal Registration](#) [Link](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247) (<https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>) to register a profile in the system. 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.

**Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to**

**UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).** In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

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

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

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

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

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

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova

## SECTION 2: INSTRUCTIONS TO PROPOSERS

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

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

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

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

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

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

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

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

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

<b>financial proposals</b>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>37. Post-qualification/ DueDiligence</b>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>38. Clarification of proposals</b>	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

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

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

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

### SECTION 3: DATA SHEET (DS)

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

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP25/ 03105:  The services include provision of <b>support for development of cooperatives/clusters and implementing climate resilient solutions in synergic manner in ResCom partner communities</b> as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through <b>Quantum message functionality</b> .  <b><u>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</u></b>
		Deadline for submitting requests for clarifications / questions:  <b>5 working days before the submission deadline</b>
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in <b>English and/or Romanian</b>
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is:  <b>Not allowed</b>
6.	Currencies	Prices shall be quoted only in the currency indicated in the system:  <b>USD Dollars</b>  In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the “payment terms and conditions” stipulated in this solicitation document: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall:  <b>Be exclusive of VAT and other applicable indirect taxes.</b>
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
11.	Pre-proposal conference	<p>Will be conducted</p> <p><b>Time: 11:00 AM, (GMT+3, Moldova Local Time)</b></p> <p><b>Date: 4 September 2025</b></p> <p><b>Venue: <a href="#">Online Zoom Meeting</a></b></p> <p><b>Link: <a href="https://undp.zoom.us/j/86414063002">https://undp.zoom.us/j/86414063002</a></b></p> <p><b>Please send a message by August 30th, COB</b> expressing your interest in participating at the pre-bidding conference to the email of the focal point indicated below.</p> <p>The UNDP focal point for the arrangement is: <b>UNDP Procurement Unit, E-mail: <a href="mailto:sc.md@undp.org">sc.md@undp.org</a></b></p> <p>The Pre-proposal conference is:</p> <p><input checked="" type="checkbox"/> <b>not mandatory, but highly recommended.</b></p> <p>Minutes of the Pre-proposal conference will be disseminated by <b>direct communication</b> to prospective Bidders by email and posting on the website <a href="#">UNDP Moldova tenders</a>, <a href="#">UNDP Procurement Notices</a> and <a href="#">UNGM</a> websites.</p>
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be <b>submitted directly in Quantum</b>.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging receipt of the proposal by the system.</li> <li>▪ <b>The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.</b></li> </ul>
14.	Deadline for proposal submission	<p>Deadline for proposal submission is <b>indicated in the portal</b>. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p><b>Note that system time zone is in EST/EDT (New York) time zone.</b></p>
15.	Proposal Opening	Public proposal opening will <b>NOT</b> be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of <b>70%-30%</b> Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
17.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is <b>25%</b> The maximum percentage by which quantities may be decreased is <b>25%</b>
18.	Contract award to one or more proposer	UNDP will award a contract to: <b>One Bidder Only</b>
19.	Type of contract to be awarded	<b>Contract Face Sheet</b> More information can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> See Section 6 for link to sample contract.
20.	Expected date for commencement of contract	<b>01 October 2025</b>
21.	Conditions of contract to apply	<b>UNDP General Terms and Conditions for contracts (goods and/or services)</b> See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: <b>2.5% up to a maximum of 10%</b> of the Contract value, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	<b>Please attach the following documents with your Bid:</b> <ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024).</li> <li>▪ At least 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of</li> </ul>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>highest value carried out, during the past 6 (six) years, by each intended participant</p> <ul style="list-style-type: none"> <li>▪ A copy of preliminary Agreement in case of Consortium</li> <li>▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel, <u>especially the role of the expert in energy efficient solutions in consulting the localities and close monitoring of the contracted services</u></li> <li>▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)</li> <li>▪ List of Key Personnel and CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), clearly stipulating the relevant experience which meets the listed requirements</li> <li>▪ <b>Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements.</b></li> <li>▪ <b>Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.</b></li> </ul>

## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a **1 “Pass”/ 0 “Fail” basis** and checked during Preliminary Examination.

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

### Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
<b>Legal Status:</b> Proposer is a legally registered entity	Form D: Proposer Information
<b>Diversity, Inclusion and Belonging:</b> Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
<b>Eligibility:</b> Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Conflict of Interest:</b> No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Bankruptcy:</b> The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
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<b>History of non-performing contracts<sup>1</sup>:</b> Non-performance of a contract did not occur as a result of contractor default within the last 3 years <sup>1</sup> .	Form F: Eligibility and Qualification
<b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
<b>Previous Experience:</b>	
<b>Minimum 3 (three) contracts of cumulatively USD 600,000</b> in local development/business support (funds/grant administration) envisaging provision of capacity building services and/or procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 6 (six) years (2014-2019). Collectively, the contracts must demonstrate experience in both capacity building and procurement of goods/services/works. This means that: -At least one of the contracts must include capacity building services. -At least one of the contracts must include procurement of goods/services/works. -The contracts can be a mix, where some focus solely on capacity building, others on procurement, or a combination of both. List of contracts managed, and their value shall be included in the Proposal. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
<b>At least 2 (two) assignments completed (or in the final stage of completion) related to energy and climate projects</b> over the last 6 (six) years (2014-2019). These assignments should involve activities such as: -Implementation of energy efficiency projects for business or communities. -Implementation of climate smart actions or projects -Deployment of renewable energy solutions -Any other projects directly related to energy production, conservation, or climate resilience. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
<b>Minimum Key Personnel:</b>	

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

<p>The minimum personnel mandatory for the implementation of the contract:</p> <ul style="list-style-type: none"> <li>• 1 (one) Project Manager.</li> <li>• 1 (one) Expert in energy efficient solutions</li> <li>• 1 (one) Business Expert</li> <li>• 1(one) Financial Officer/Accountant</li> <li>• 1 (one) Procurement Officer</li> </ul> <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>Project Manager should be employed by the Lead Partner.</i></p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal</p>
<b>Financial Standing:</b>	
<p><b>Liquidity:</b> The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.</p> <p>If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of confirmed financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
<p><b>Turnover:</b> Proposers should have average annual sales turnover of minimum USD 200,000 for the last 3 (three) years (2022-2024).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

#### Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of organisation and staff credibility / reliability / industry standing</p> <p>Organization / Company profile – 35 points:</p> <ul style="list-style-type: none"> <li>The company is a well-known market player with a good standing – 35 pts</li> <li>The company is well-known but lacks a good standing in the field – 20 pts</li> <li>The company is not known on the market and lacks a good standing in the field - 0 pts</li> </ul> <p>Financial statement – 30 pts:</p> <ul style="list-style-type: none"> <li>At least \$400,000 or more of annual turnover for last three years – 30 pts</li> <li>At least \$300,000 of annual turnover for last three years – 20 pts</li> <li>At least \$200,000 of annual turnover for last three years – 10 pts</li> </ul>	65
1.2	<p>General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> <li>Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (6 years – 20 pts, 5 pts for each additional year, up to 40 pts)</li> <li>Project management controls (organigram) (up to 10 pts)</li> </ul>	50
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country</p> <ul style="list-style-type: none"> <li>Minimum 3 (three) contracts of cumulatively USD 600,000 in local development/business support (funds/grant administration) envisaging provision of capacity building services and/or procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 6 (six) years (2024-2019) (3 contracts totaling USD 600,000 – 5 pts, 5 pts for each additional contract of at least USD 200,000, up to 15 pts. )</li> <li>At least 2 (two) assignments completed (or in the final stage of completion) related to energy projects over the last 6 (six) years (2024-2019) (2 assignments - 5 pts, 5 pts for each additional contract, up to 15 pts)</li> <li>Minimum three (3) years of experience in implementing development programs, projects, capacity building activities in the areas of environment / agriculture / climate change / local or rural development / economic development out of which at least 2 (two) in Moldova (3 years of experience out of which less than 2 in Moldova – 0 pts, 3 years (out of which 2 in Moldova) – 30 pts, 5 pts for each additional year in Moldova or internationally, up to 50 pts)</li> <li>Minimum three (3) years of experience in working with private sector and/or Local Public Authorities (3 years – 20 points, 5 points for each additional year, up to 30 points)</li> <li>Minimum one (1) year of experience in working with international organizations or UN agencies (Yes – 15 pts, No - 0 pts)</li> <li>At least one (1) year of experience in working with projects promoting gender equality and women empowerment (Yes – 15 pts, No - 0 pts)</li> </ul>	140
1.4	<p>Quality assurance procedures and risk mitigation measures</p> <ul style="list-style-type: none"> <li>Quality assurance framework and policies in place, supported by recognized certifications or accreditations (Comprehensive quality assurance framework and</li> </ul>	20

	<p>policies in place – 10 pts, Limited or no evidence of quality assurance procedures or certifications – 0 pts)</p> <ul style="list-style-type: none"> <li>Risk management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools – 10 pts, Limited or no evidence of risk management strategies or tools – 0 pts).</li> </ul>	
1.5	<p>Organisation Commitment to Sustainability</p> <p>Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points</p> <p>Organisation is a member of the UN Global Compact – 10 points</p> <p>Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points</p>	25
<b>Total Section 1</b>		<b>300</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> <li>The proposal shows a strong understanding of the task. Most important aspects are covered in detail, and the components are generally well-balanced, with minor areas needing improvement. – up to 80 pts</li> <li>The proposal indicates a partial understanding of the task. Some important aspects are addressed, but many details are missing. The components are somewhat balanced, but significant adjustments are needed – up to 50 pts</li> <li>The proposal demonstrates a minimal understanding of the task. Very few important aspects are addressed, and most details are missing. The components are inadequately balanced, needing substantial revisions – up to 20 pts</li> </ul>	80
2.2	<p>Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</p> <ul style="list-style-type: none"> <li>The proposed approach and methodology fully meet the ToR requirements – up to 100 pts</li> <li>The proposed approach and methodology are closely interlinked with ToR but require some adjustments to properly address all the tasks – up to 70 pts</li> <li>The proposed approach and methodology partly meet the ToR requirements or require major adjustments to address the tasks – up to 30 pts</li> </ul>	100
2.3	<p>Details on how the different service elements shall be organised, controlled and delivered</p> <ul style="list-style-type: none"> <li>The proposal provides a detailed and clear plan for organizing, controlling, and delivering all service elements. It includes specific roles and responsibilities, timelines, and control mechanisms. The plan demonstrates a high level of coordination and efficiency – up to 50 pts</li> <li>The proposal outlines a good plan for organizing, controlling, and delivering service elements. Most roles, responsibilities, and timelines are clearly defined, with minor areas needing improvement. Control mechanisms are generally effective - up to 35 pts</li> </ul>	50

	<ul style="list-style-type: none"> <li>The proposal presents a basic plan for organizing, controlling, and delivering service elements. Some roles, responsibilities, and timelines are defined, but several details are lacking. Control mechanisms are somewhat effective but need refinement - up to 20 pts</li> </ul>	
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <ul style="list-style-type: none"> <li>The proposed M&amp;E methodology and tools fully respond to the task – up to 50 pts</li> <li>The proposed M&amp;E methodology is well-structured and defined but requires some clarifications from bidder – up to 30 pts</li> <li>The proposed M&amp;E methodology requires major adjustments to address the tasks – up to 10 pts</li> <li>No M&amp;E methodology was provided – 0 pts</li> </ul>	50
2.5	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</p> <ul style="list-style-type: none"> <li>The Implementation Plan is well structured with a clear and logical sequence of activities, and the methodology is fully described without need for further clarification – up to 70 pts</li> <li>The Implementation Plan is generally well structured with a logical sequence of activities, though some elements of the methodology require clarification – up to 50 pts</li> <li>The Implementation Plan lacks clear structure and contains gaps in the sequence of activities, with major clarifications needed on the methodology – up to 20 pts</li> </ul>	70
2.6	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> <li>Extensive and logical distribution – up to 50 pts</li> <li>To some extent – up to 25 pts</li> <li>Limited or lack of any such details - 5 pts</li> </ul>	50
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
1	<b>Project Manager</b>		100
	- Master's degree or equivalent in Business administration/Public Administration/Law/Environment/Agriculture, or other relevant fields ( <i>Bachelor – 5 pts, Master's – 10 pts</i> ).	10	
	- At least five (5) years of experience in carrying out or leading assignments in the area of business development/administration and/or project management. Specific experience in the field of business advisory provision to the agriculture sector or energy related projects is an advantage. ( <i>5 years - 20 pts, each additional year – 5 pts, up to max 30 pts</i> ) ( <i>specific experience in agriculture or energy sector (Yes – 10 pts, No – 0 pts)</i> ).	40	
	- Demonstrated experience in conducting at least 1 assignment related to climate change/environment would constitute an advantage ( <i>one assignment – 10 pts, each additional assignment – 5 pts, up to 30 pts</i> ).	30	
	- Previous work with UNDP and/or other development partners will be an asset ( <i>each assignment – 5 pts, up to 10 pts</i> ).	10	

	- Verbal and written fluency in Romanian, Russian and English, Ro and Ru - 3 pts each, Eng - 4 pts	10	
2	<b>Financial Officer/Accountant</b>		50
	- University/Master's degree or in Accountancy/Economy/Finance or other relevant fields ( <i>Bachelor – 5 pts, Master's – 10 pts</i> ).	10	
	- At least three (3) years of experience in in accounting/financial management ( <i>3 years - 5 pts, each additional year – 5 pts, up to 25 pts</i> ).	25	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage ( <i>each assignment – 5 points, up to 10 pts</i> ).	10	
	- Verbal and written fluency in Romanian and Russian, each language 2.5 pts	5	
3	<b>Procurement Officer</b>		50
	- University/Master's degree or equivalent in Business Administration, Procurement, Supply Chain Management, or other relevant fields: ( <i>Bachelor – 5 pts, Master's – 10 pts</i> ).	10	
	- At least three (3) years of experience in design/management/evaluation of different modalities to deliver grants/non-cash support and perform tenders: ( <i>3 years – 10 pts, each additional year – 5 pts, up to 20 pts</i> ).	20	
	- At least three (3) years of practical experience in purchase/acquisitions of goods and services according to the Public Procurement Standards ( <i>3 years– 5 pts, each additional year – 5 pts, up to 15 pts</i> ).	15	
	- Verbal and written fluency in Romanian and Russian, each language 2.5 pts	5	
4	<b>Expert in energy efficient solutions (technical expert)</b>		50
	- University/Master's degree or equivalent in Energy Engineering/Environment/Agriculture or other relevant areas ( <i>Bachelor – 5 pts, Master's – 10 pts</i> ).	10	
	- At least five (5) years of practical experience and expertise on Climate Change Adaptation actions, Environmental protection ( <i>5 years - 10 pts, each additional year – 5 pts, up to 20 pts</i> ).	20	
	- Hands-on involvement in designing and implementing renewable energy systems (e.g., photovoltaic panels, energy-efficient HVAC systems, LED lighting retrofits). ( <i>each involvement– 5 pts, up to 10 pts</i> ).	10	
	- Experience in on-site monitoring of project implementation, including verifying quality and compliance of works/goods/services ( <i>Yes – 5 pts, No – 0 pts</i> ).	5	
	- Verbal and written fluency in Romanian and Russian, each language 2.5 pts	5	
5	<b>Expert in business</b>		50
	- University/Master's degree or in Accountancy/Economy/Business Administration or other relevant fields, ( <i>Bachelor – 5 pts, Master's – 10 pts</i> ).	10	
	- At least three (3) years of experience in business consulting, ( <i>3 years – 15 pts, each additional year – 5 pts, up to 25 pts</i> ).	25	
	- Experience in similar activities with UNDP and/or other international projects are a strong advantage, ( <i>each assignment – 5 points, up to 10 pts</i> ).	10	
	- Fluency in Romanian and Russian (verbal and writing), each language 2.5 pts	5	
<b>Total Section 3</b>			<b>300</b>

## SECTION 5. TERMS OF REFERENCE

### TERMS OF REFERENCE

<b>Job title:</b>	Provision of support for development of cooperatives/clusters and implementing climate resilient solutions in synergic manner in ResCom partner communities.
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	“Resilient communities through women empowerment”, phase 2 (in short “ResCom 2”)
<b>Contract type:</b>	Professional services
<b>Expected duration of the assignment:</b>	October 2025 – March 2027 (18 months)

#### I. Background:

During August 2024 – July 2028, UNDP is implementing the Project “Resilient Communities through Women Empowerment, Phase 2”, funded by Sweden and Norway.

The Project aims to enhance gender-responsive climate resilience in Moldova by integrating gender considerations into climate policies, empowering women leaders, and promoting climate-smart solutions. It aligns with national priorities and the Moldova 2030 National Strategy, addressing climate change adaptation and environmental protection. The project also supports the Government Programme on Gender Equality (2023-2027) and contributes to energy-related objectives, enhancing domestic energy production and affordability.

As a continuation of the Resilient Communities Project, phase I (ResCom1), UNDP Moldova intends: i) to enhance the understanding on climate change and gender empowerment matters, via synergetic engagement of public authorities from both national and local level; ii) to expand the pool of experts on gender&climate nexus through fellowship programmes, knowledge management portal etc. and with participation of the NGOs and, iii) to foster cooperation among the main local stakeholders – LPAs, community members and women-led businesses which all contribute to addressing the same priority issues identified in the Sustainable Energy and Climate Actions Plans (SECAPs).

#### Expected Results:

The project envisions a transformed landscape where climate action and gender equality converge, resulting in stronger communities and enhanced climate resilience. This transformation is driven by a set of expected results:

**Outcome 1:** Capacities of national and local authorities to advance gender transformative climate change actions are enhanced. This result is achieved through mainstreaming climate and gender into policy frameworks and enabling multi-stakeholder engagement. It ensures that climate and gender considerations are integrated from national to local levels, fostering a comprehensive response to the challenge.

**Outcome 2:** National and local women's leadership in climate actions is expanded and advanced. The project achieves this by enabling education, capacity-building, and a gender-specific leadership fellowship

programme. Empowering women as leaders and change-makers in climate adaptation and mitigation efforts is key to fostering inclusive and sustainable development.

**Outcome 3:** Women led climate-smart solutions are identified, supported and replicated among women groups and target communities. The project supports the implementation of climate-smart activities in households and women-led agri-businesses, fostering sustainable practices and generating economic opportunities. These solutions are grounded in gender-sensitive approaches, enhancing women's resilience and community well-being.

**Outcome 4:** Women-led climate-smart solutions are disseminated, and societal awareness is raised. The project conducts information campaigns, contributes to development of the gender-sensitive climate change knowledge management portal, and ensures project visibility. By showcasing success stories and engaging multiple stakeholders, the project promotes a culture of climate awareness and gender-sensitive actions.

#### **Specific context:**

The ResCom1 project was aimed for providing dedicated support for LPAs, NGOs, women groups in defining sustainable, climate resilient and environmentally sound livelihoods and enhancing capacities & knowledge on environment, climate change and gender. As a continuation of the capacity-development effort, 30 communities, 121 women-led businesses at household level and 11 women-led agriculture enterprises from these communities were assisted to put in place climate change mitigation and adaptation measures.

Upon the foundations established in ResCom1, in the framework of ResCom2 it is proposed to work closely with authorities and women agri-producers to provide additional technical and financial assistance in:

- 1) Development and creation of cooperatives in the agricultural, social and energy sector among stakeholders of ResCom1 project beneficiary localities: **3 projects will benefit of capacity building and financial support.**
- 2) Amplifying in a synergic manner of climate resilient solutions from 3 localities that benefited from ResCom1 project: **3 projects will benefit of consultation and financial support.**

Following a closed call for concept notes among the beneficiaries of the ResCom 1 project, conducted by the UNDP project team, **6 potential cooperatives** and **6 Local Public Authorities (LPAs)** will be identified and pre-selected.

**The list of 12 pre-selected entities** will be shared with the Contractor, who will provide comprehensive support in developing full project proposals based on the submitted concept notes. The Contractor will collaborate closely with the selected beneficiaries to design feasible interventions that align with the established selection criteria and contribute to the final selection of projects for submission to the Project Board for approval.

Each project must be designed to support the overarching objectives of the ResCom 2 initiative, namely: enhancing community resilience, fostering collaboration among key local stakeholders, addressing climate change and energy crisis, promoting gender equality, and advancing sustainable development.

Subsequently, the Contractor will provide non-cash assistance of up to USD 40,000 per project to support 3 cooperatives/cluster and 3 synergistic projects.

#### **II. Scope of work**

The strategy of the Project “Resilient Communities through Women Empowerment, Phase 2” is to contribute to build the local community’s resilience through women empowerment in the context of the energy crisis, increased environmental degradation and vulnerability to extreme weather patterns.

In this respect, UNDP Moldova within the ResCom 2 project is looking to engage a company/organization, or consortium of companies/organizations to provide support for 2 components:

**Component 1:** Outlining the strategy, structure and operations for development of **6 cooperatives/clusters** and providing non-cash assistance in amount of 120,000 USD for creation and **development of 3 cooperatives** (40,000 USD per cooperative) - in energy, agricultural and social sector (1 cooperative for 1 sector);

**Component 2:** Outlining the strategy, structure, and operations for development of **6 community projects** designed in synergic manner and providing non-cash assistance in amount of 120,000 USD for implementation **of 3 of them** (40,000 per community project).

The subprojects are expected to be developed basing on practices that would contribute to building of the local resilience, as implementing projects in energy efficiency measures, use of renewable energy, other environmentally friendly measures.

The main activities to be covered under this assignment, cumulatively for 6 potential cooperatives and 6 potential synergic projects, include such activities as consultation of involved parties on comprehensive development of project proposals, individual coaching, hands-on consulting activities in planning and design of the potential interventions, as well as procurement of goods and services for 3 cooperatives and 3 synergic projects and other activities. This support will be provided based on clear methodology and action plan for this assignment. A brief description of the required activities is provided below:

#### Component 1 – Cooperatives/clusters development

1. Elaboration of methodology for implementation of the component;
2. Close cooperation with representatives of 6 pre-selected potential cooperatives. The list of pre-selected beneficiaries, will be provided at a later stage.<sup>2</sup> Consultation of proposed interventions with beneficiaries, actualization in comprehensive way of project proposals for non-cash support in the amount of 40,000 USD per project from UNDP side and the minimum 10 % co-financing;
3. Jointly with UNDP ResCom2 project representatives, development of justification note for selection of final 3 potential cooperatives for further non-cash support based on the criteria approved by ResCom 2 Project Board;
4. Legal and technical assistance in creation and operationalization of 3 cooperatives/clusters;
5. Needs assessment for trainings and organisation of personalised capacity building program for each cooperative (at least 2 events per cooperative)
6. Elaboration of procurement plan. Procurement and other activities required for development of 3 cooperatives according to elaborated project proposals.
7. Monitoring of the implementation of the awarded projects

#### Component 2 – Synergic community projects development

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<sup>2</sup> When planning the travel costs, please consider the average distance to Chisinau from 7 target regions of ResCom 1 - (Nisporeni, Calarasi, Leova, Basarabeasca, UTAG, left bank of Nistru, security zone) which is approximately 78.6 km)

1. Elaboration of methodology for implementation of the component;
2. Close cooperation with 6 pre- selected LPAs for strategic development of projects in synergic manner, actualization in comprehensive way of project proposals for non-cash support in the amount of 40,000 USD per project from UNDP side and the minimum 10 % co-financing;
3. Jointly with UNDP ResCom2 project representatives, development of justification note for selection of final 3 synergic community projects for further non-cash support based on the criteria approved by ResCom 2 Project Board;
4. Elaboration of procurement plan. Procurement and other activities required for implementation of 3 synergic community projects according to elaborated project proposals;
5. Monitoring of awarded projects

### **Strategic development of cooperatives and synergic projects**

Basing on concept Project Proposals for non-cash support, that would be collected by UNDP and provided to the Contractor and in close cooperation with LPAs, businesses, households and other participants, Contractor will further develop the key project concepts and provide tailored guidance on improving the structure, sustainability, and impact of 6 cooperatives and 6 community synergic projects. In close collaboration with each participant, organizing online meetings and field visits if needed, Contractor will develop in a comprehensive way full 12 project proposals based on the submitted concept notes.

In close consultation and cooperation with UNDP project team, 3 cooperatives and 3 synergic projects will be chosen for further financial assistance and implementation according to final project proposals.

Three cooperatives that will be developed are one each in the agricultural, social, and energy sectors. The Contractor will provide legal and technical support for their establishment.

#### **Implementation of the non-cash support**

Jointly with UNDP ResCom2 project representatives, the Contractor will contribute to development of justification note for final selection of 3 cooperatives and 3 synergic projects.

Based on the list of projects approved by the UNDP, the non-cash support agreement is signed with each Beneficiary. Following this, the non-cash support amounts are to be directed towards acquisition of the equipment, material, works, services and other goods necessary, as well as other relevant costs, in conformity with the endorsed Project Proposals and Project Budgets submitted by 3 selected cooperatives and 3 groups of beneficiaries developing projects in synergic manner.

The Project Budget shall stipulate the works/services/goods to be covered from the non-cash assistance, not exceeding 40,000 USD per cooperative/per project, and the minimum 10 % co-financing.

The payments for the respective works, goods and services under the awarded non-cash assistance to LPAs shall be carried out by the Contractor in accordance with the Beneficiaries' Project Proposals/Budgets approved by the Project Boards, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

Specific attention will be paid to supporting the preparation of technical specifications and procurement plans per each locality/project. The Contractor(s) will assist the beneficiaries in the smooth and timely implementation of their projects. Moreover, The Company shall organize adjustment of procurement

plans (project proposals), and organization of contracts signing, provide necessary consulting, and support activities for beneficiaries of Non-refundable Non-cash support.

In addition to non-cash support, the Contractor will provide both legal and technical assistance for the establishment and operationalization of three cooperatives or clusters.

Furthermore, the Contractor will carry out a needs assessment to identify training requirements for each cooperative. Based on the findings, a tailored capacity-building program will be developed and implemented, including a minimum of two consultancy per cooperative.

### **III. Milestones and tasks**

The Contractor will take full responsibility for the provision of required services described in this ToR in close consultation and cooperation with UNDP project team. The Scope of Work shall be met through the completion of a set of Milestones with relevant sub-tasks that include, but are not limited to the following:

- 1. Assignment Methodology development:** preparation of methodological approach and detailed work plan for the implementation of the entire assignment, which would include:

#### ***Component 1 and 2***

- a. Description and sequencing of assignment phases.
- b. Define Roles and Responsibilities of the experts and coaches that which will be engaged in carrying out capacity building activities, supporting beneficiaries in improvement and fine-tuning of project proposals, providing support in the form of technical assistance and guidance in projects implementation.
- c. Description of the approach for capacity building activities and possible coaching for private sector beneficiaries.
- d. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the non-cash assistance beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the project's implementation process.
- e. Methodology for monitoring/evaluation of achieved results.
- f. Measures to be put in place to ensure sustainability of achieved results.
- g. Reporting tools, including programmatic and financial reports.

**The proposed methodology must be approved by UNDP at the initial phase of the contract.**

- 2. Support in improvement and fine-tuning of project proposals for 6 cooperatives and 6 synergic projects**

#### ***Component 1 and 2***

- a. Discussion of project proposals with each of potential cooperatives and synergic projects beneficiaries, elaboration and presentation of the ways of future development of proposals into the business plans / feasibility studies.
- b. Elaboration of improved project proposals with data and specific context analysis in close cooperations with beneficiaries.

- c. Presentation of elaborated documents to UNDP team and beneficiaries.
- d. Input to Justification note for selection of cooperations/projects which will benefit from the non-cash support;

### **3. Provision of non-cash support to the selected beneficiaries/ Procurement services**

#### ***Component 1 and 2***

- a. Elaborate and sign non-cash support Agreements and other standardized relevant documents.
- b. Organization of the equipment/services procurement tenders in line with the principles of transparency, accountability and efficiency.
- c. Purchase the eligible goods, services and works within the non-cash support awarded for each beneficiary in conformity with the provisions of the project, approved project implementation methodology and procurement procedures, in coordination with the beneficiary.
- d. Advise on better integration of purchased equipment in the business process.
- e. Monitoring the projects' implementation and proper use of goods or services received.
- f. Support in ensuring sustainability of the supported interventions by providing coaching and elaboration of sustainability measures of the implemented solutions in close collaboration with the beneficiaries. The defined sustainability measures should be accepted by the beneficiary.
- g. Ensure transparent procurement, record keeping and corresponding financial reporting to UNDP.
- h. After the finalisation of the procurement processes, the company will ensure hand-over to beneficiaries.

### **4. Organisation of a Capacity building programme for the 3 selected cooperatives**

- a. Provide both legal and technical assistance for operationalization of three cooperatives or clusters.
- b. Carry out a needs assessment to identify training/expertise needs for each cooperative.
- c. Deliver a tailored capacity-building program - a minimum of two consultancy per cooperative.

### **5. Summing-up**

- a. Fact sheets with brief info about all 12 beneficiaries, support received, and results expected/achieved to be collected.
- b. Success stories drafted and photo/video-documented.
- c. Final Report reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the ResCom 2 Project Non-cash support Intervention.

#### **d. Overall reporting requirements**

- One Inception Report.
- Six Progress Reports (simplified), including financial Report/Statements.

- Final report on completion of the assignment.
- Other reports as described in the Reporting section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor shall Budget the expenses required under the assignment. **The Budget should be submitted according to FORM K: FORMAT FOR FINANCIAL PROPOSAL.**

#### IV. DELIVERABLES AND INDICATIVE TIMEFRAMES

Milestones and Tasks	Deliverables	Target date
<b>Milestone 1: Methodology of the Assignment for capacity building activities for communities</b>  <b>Tasks:</b> <ul style="list-style-type: none"> <li>• Produce the work plan and time frame for the entire assignment, including for providing capacity building activities and providing of non-cash support;</li> <li>• Detailed description of procurement procedures, and monitoring of proper use of the received works, goods and services.</li> <li>• Methodology for monitoring/evaluation of achieved results.</li> </ul>	<u>Component 1 and 2</u> 1.1. Project Work plan with Time frame and clear roles of each of the team members; 1.2. Approach for capacity building activities and possible coaching for private sector beneficiaries. 1.3. Procurement procedures 1.4. M&E Methodology.  Present to UNDP the <b>Inception Report</b> containing the above-mentioned deliverables.  <b>One Inception Report (IR)</b>	October 2025 IR
<b>Milestone 2: Support in improvement and fine-tuning of project proposals project proposals for 6 cooperatives and 6 synergic projects</b>  <b>Tasks:</b> <ul style="list-style-type: none"> <li>• Discussion of project proposals with each of potential cooperatives and synergic projects beneficiaries, elaboration and presentation of the ways of future development of proposals.</li> <li>• Presentation of jointly elaborated documents to UNDP team and beneficiaries.</li> <li>• Input to Justification note for selection of cooperations/projects which will</li> </ul>	<u>Component 1 and 2</u> 2.1. Project proposals for 6 cooperatives and 6 synergic projects upgraded and submitted to UNDP for final selection 2.2. Report on the individual assistance on project improvement for each of 6 pre-selected beneficiary provided; 2.3 Justification note for selection of cooperations/projects which will benefit from the non-cash support;  <b>Present to UNDP First (R1) Progress Report</b> (Deliverables 2.1, 2.2, 2.3 completed)	PR1 December 2025



<p><b>building programme for the 3 selected cooperatives</b></p> <ul style="list-style-type: none"> <li>• Provide both legal and technical assistance for the operationalization of three cooperatives or clusters.</li> <li>• Carry out a needs assessment to identify training/expertise needs for each cooperative.</li> <li>• Deliver a tailored capacity-building program - a minimum of two consultancy per cooperative.</li> </ul>	<p>4.1 Report on provided legal and technical assistance for the operationalization of three cooperatives or clusters.</p> <p>4.2 Report on needs assessment and delivered tailored capacity-building program</p> <p><b>Sixth' Progress Report (PR 6)</b> (Deliverables 4.1, 4.2 completed)</p>	
<p><b>Milestone 5: Summing-up and final report</b></p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Fact sheets with brief info about the beneficiaries, support received, and results expected/achieved to be collected.</li> <li>• Success stories drafted and photo/video-documented;</li> <li>• <b>Final Report</b> reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the ResCom2 Project non-cash support Intervention.</li> </ul>	<p>5.1 Six (6) Fact sheets with brief data about the beneficiaries collected.</p> <p>5.2 Six (6) success stories drafted, with high-resolution photos and/or videos produced and submitted to the Project</p> <p><b>Final Report (FR)</b> with qualitative and quantitative indicators and disaggregated data provided of the assignment. As annex to present Brief overview for each project with one-page description of each intervention.</p>	<p>March 2027 FR</p>

All the above will be implemented in close coordination with "ResCom 2" Project team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

#### **V.SCHEDULE OF PAYMENTS**

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by „ResCom 2" Project Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with „ResCom 2" Project upon the signing of the Agreement.

***Tentative Payments Schedule (subject to negotiation with the Contractor)***

Instalment	Instalment value as share of proposed amount for services	Tentative payment date	Payment due upon successful completion of Milestones
1. Inception report (IR)	5%	October 2025	Milestone 1 (Deliverables 1.1-1.4)
2. First progress report (PR1)	15%	December 2025	Milestone 2 (Deliverables 2.1- 2.3)
3. Second progress report (PR2)	15%	June 2026	Milestone 3 (Deliverables 3.1-3.6)
4. Third progress report (PR3)	15%	November 2026	Milestone 3 (Deliverables 3.7,3.8)
5. Forth progress report (PR4)	15%	June 2026	Milestone 3 (Deliverables 3.9-3.11)
6. Fifth Progress report (PR5)	15%	November 2026	Milestone 3 (Deliverables 3.1-3.11 completed)
7. Sixth Progress Report	15%	January 2027	Milestone 4 (Deliverables 4.1,4.2)
8. Final Report (FR)	5%	March 2027	Milestone 5 (Deliverables 5.1,5.2)
<b>Total</b>	<b>USD*</b>		

*\* To be adjusted upon receipt of the financial proposal*

**Note:** The offer and the contract will be in **USD**, the payments for national companies will be issued in **MDL**, based on the **UNORE (exchange rate)** on the payment date. The UNORE changes 2 times a month usually on the 1<sup>st</sup> day of each month and in the middle of each month. Therefore, to avoid differences in the exchange rate the company should issue the fiscal invoices in the dates of 1-4<sup>th</sup> or 15-18<sup>th</sup> of each month, to have sufficient time for payment processing. Otherwise, the gain/loss of conversion from USD to MDL will be the full responsibility of the contractor, and no issues can be raised to UNDP.

For international companies, both the contract and the payments will be in USD.

## VI. REPORTING REQUIREMENTS

The Contractor will submit all reports according to the “ResCom 2” Project requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The “ResCom 2” Project reserves the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables under Milestone 1.
- 2) **Progress Reports** to be submitted 5 days before the end of the reporting period.
- 3) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme.
- 4) **Brief reports periodically submitted upon request of the “ResCom 2” Project** in cases where it is required to get information on the progress of the project in between reporting periods.

- 5) **Financial statements**, to be presented with the progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor with the supporting documents as per procurement procedures (fiscal invoices, contracts, acts of receipt etc.).
- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by the “ResCom 2” Project and provide the necessary information, reports, and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress and final reports shall follow the template agreed with the “ResCom 2” Project team that includes both narrative and financial parts.

Note: The contractor will be requested to open a separate bank account under this assignment. UNDP may request at any time to provide real-time data on the account balance. Bank balance statements shall be enclosed to the Financial Reports as well.

As a quality assurance measure, the “ResCom 2” Project reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor’s work. The Contractor shall facilitate the process by presenting to the “ResCom 2” Project all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

## **VII. COMMUNICATION AND VISIBILITY**

Any public reference to the “ResCom 2” Project or UNDP and any other supporting programmes, as well as to any products created under the agreements signed with beneficiaries shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the “ResCom 2” Project to be placed on goods procured in the frame of envisaged contract.

## **VIII. INSTITUTIONAL ARRANGEMENTS**

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of the “ResCom 2” (Project Manager and Project Officers). Since the contract for services foresees reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.

All Reports to UNDP shall be written in English and be provided in English, hard and electronic copy. Other deliverables produced for the purpose of implementing the assignment shall be produced in Romanian and/or Russian based on the municipality needs. All deliverables shall be agreed and endorsed by UNDP.

**All the costs for the organization of the events shall be borne by the Contractor and budgeted for accordingly in the proposal.** Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian and/or Russian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions, and establishing and maintaining of good working relationships with all involved parties.

### ***Role of the “ResCom 2” Project***

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project.

- Lead the communication and visibility process of the Project by involving the Project Communications Officer; Co-organize the logistics of the visibility events.
- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes.
- Approve the final list of the projects for 12 localities with the Project Board.
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money.
- Regularly organize monitoring visits to the selected beneficiaries, identify issues and propose solutions jointly with the Contractor.
- In partnership with the implementing partners, meet the Project beneficiaries to assess the bottlenecks in implementation and additional capacity development needs.
- Lead the process of organizing events related to the Project. Co-organize the awarding ceremonies, final events as well as field visits of UNDP and donor representatives with the involvement of stakeholders from all regions.
- Train and coach implementing partners on gender equality, mainstreaming and gender-sensitive communication. Check and clear all Project's implementation stages towards main principles of gender balanced approach.
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

***Roles and duties of the Contractor managing the non-cash support and capacity building programme:***

- Allocate the proper and needed skilled personnel to deliver the results as expected.
- Be responsible of management of the current assignment including remuneration of staff, trainers, consultants, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.
- Maintain permanent contact with beneficiaries of assistance from all regions.
- Ensure the visibility of the Project by distributing the developed communications and visibility materials according to UNDP rules.
- Procure required equipment/goods/materials/services according to the approved project proposals and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation.
- Ensure the beneficiaries contribution is conformant to established criteria and is properly and timely allocated.
- Implement and regularly monitor activities performed by beneficiaries (LPAs) in regard to the implementation of their projects.
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development.
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the project activities if requested by the "ResCom 2" Project team.
- Ensure proper financial management and reporting in line with National Standards and UNDP requirements.
- Implement the Project in accordance with gender mainstreaming and transparency principles.

#### **IX. DURATION OF SERVICES**

- a) The estimated duration of services is up to **18** months. The expected time of commencement of contract is **October 2025**.
- b) UNDP will require maximum of **14** (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

#### **X. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS**

The technical proposal must include the methodological approach, as well as a clearly defined strategy of comprehensive support for LPAs to be provided- corresponding to the objective and scope of work described above.

##### **Qualifications for the company/organization, or consortium of companies/organizations**

- Minimum 3 (three) contracts of cumulatively USD 600,000 in local development/business support (funds/grant administration) envisaging provision of capacity building services and/or procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 6 (six) years (2019-2024);
- At least 2 (two) assignments completed (or in the final stage of completion) related to energy projects over the last 6 (six) years (2019-2024);
- Minimum three (3) years of experience in implementing development programs, projects, capacity building activities in the areas of environment / agriculture / climate change / local or rural development / economic development out of which at least 2 (two) in Moldova;
- Minimum one (1) year of experience in working with international organizations or UN agencies;
- At least one (1) year of experience in working with projects promoting gender equality and women empowerment;
- Proposers should have average annual sales turnover of minimum USD 200,000 for the last 3 (three) years (2024-2022);
- The contractor has in place quality assurance procedures and risk mitigation measures
- For consortium of companies/organizations, the cooperation agreement shall be enclosed;
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

The application should specify the exact key experts (including the Experts CV) which will be involved in the activities, with clear description of their experience in energy efficiency and renewable energy use practices, local development, and funds management, with clear description of their experience in Moldova, including in the Project's target areas, where possible.

The Contractor's Project Implementation Team must consist of:

##### **Key Personnel:**

1. Project Manager – 1 person (Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. Expert in energy efficient solutions (technical expert) – 1 person (Responsibilities: provide technical requirements and specifications for tender proposals. Evaluation of the offers from the tender and close monitoring of the implementation of works/goods/services for beneficiaries.

Additionally, the expert will provide support in elaboration of the sustainability of the project and maintenance of the implemented measures in each locality).

3. Expert in business – 1 person (Responsibilities: provide technical assistance for improvement and fine-tuning of project proposals, guide the potential cooperatives in operationalisation of their activity, provide support in organisation of tenders and selection of equipment).
4. Financial Officer/Accountant – 1 person (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries);
5. Procurement Officer – 1 person (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan)

The key personnel have to correspond to the following requirements:

Expert	Experience
Project Manager	<ul style="list-style-type: none"> <li>- Master's degree or equivalent in Business administration/Public Administration/Law/Environment/Agriculture, or other relevant fields.</li> <li>- At least five (5) years of experience in carrying out or leading assignments in the area of business development/administration and/or project management. Specific experience in the field of business advisory provision to the agriculture sector or energy related projects is an advantage.</li> <li>- Demonstrated experience in conducting at least 1 assignment related to climate change/environment would constitute an advantage.</li> <li>- Previous work with UNDP and/or other development partners will be an asset.</li> <li>- Fluency in Romanian, Russian and English.</li> </ul>
Expert in energy efficient solutions (technical expert)	<ul style="list-style-type: none"> <li>- University/Master's degree or equivalent in Energy Engineering/Environment/Agriculture or other relevant areas.</li> <li>- At least five (5) years of practical experience and expertise on energy efficiency.</li> <li>- Hands-on involvement in designing and implementing renewable energy systems (e.g., photovoltaic panels, energy-efficient HVAC systems, LED lighting retrofits).</li> <li>- Experience in on-site monitoring of project implementation, including verifying quality and compliance of works/goods/services.</li> <li>- Verbal and written fluency in Romanian and Russian.</li> </ul>
Expert in business	<ul style="list-style-type: none"> <li>- University/Master's degree or in Accountancy/Economy/Business Administration or other relevant fields.</li> <li>- At least three (3) years of experience in business consulting</li> </ul>

	<ul style="list-style-type: none"> <li>- Experience in similar activities with UNDP and/or other international projects are a strong advantage.</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul>
Financial Officer/Accountant	<ul style="list-style-type: none"> <li>- University/Master's degree or in Accountancy/Economy/Finance or other relevant fields.</li> <li>- At least three (3) years of experience in in accounting/financial management.</li> <li>- Experience in similar activities with UNDP and/or other international projects are a strong advantage.</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul>
Procurement Officer	<ul style="list-style-type: none"> <li>- University/Master's degree or equivalent in Business Administration, Procurement, Supply Chain Management, or other relevant fields.</li> <li>- At least three (3) years of experience in design/management/evaluation of different modalities to deliver grants/non-cash support and perform tenders.</li> <li>- At least three (3) years of practical experience in purchase/acquisitions of goods and services according to the Public Procurement Standards.</li> <li>- Fluency in Romanian and Russian (verbal and writing).</li> </ul>

The recommended support staff should be in line with methodology elaborated by the Contractor. Even though the Support Staff will be partially evaluated under proposal evaluation, however, it must be coordinated in full and approved by UNDP during implementation of the project.

## SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

**6.1** The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

**N/A**

### **6.3 Contract Form**

In the event of an award, the following sample Contract will be used: Contract for Goods and/or Services to UNDP. The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

## SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

## FORM A: PROPOSAL CONFIRMATION

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

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference RfP25/03105

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

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

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

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

## FORM B: CHECKLIST

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

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

### Technical Proposal:

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

### Financial Proposal:

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

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

## FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

We, the undersigned, offer to supply the services required for **implementing non-cash assistance to 12 communities (Local Public Authorities further mentioned as LPAs) in implementation of local climate adaptation and disaster risk reduction projects** in accordance with your Request for Proposals No. **RfP25/03105**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposal Validity Period:</b> I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



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

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

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

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

*[Stamp with official stamp of the Proposer]*

**FORM D: PROPOSER INFORMATION**

<b>RFP Reference</b>	RfP25/03105
<b>Legal name of Proposer</b>	Click or tap here to enter text.
<b>Legal Address, City, Country</b>	Click or tap here to enter text.
<b>Website</b>	Click or tap here to enter text.
<b>Year of registration</b>	Click or tap here to enter text.
<b>Proposer's Authorized Representative information</b>	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
<b>Legal structure</b>	Choose an item.
<b>No. of full-time employees</b>	Click or tap here to enter number.
<b>No. of staff involved in similar contracts</b>	Click or tap here to enter number.
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
<b>Years of supplying to UN organisations</b>	Click or tap here to enter text.
<b>Are you a Click or tap here to enter text.vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert Vendor Number
<b>Countries of operation</b>	Click or tap here to enter text.
<b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)</b>	Click or tap here to enter text.
<b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>	Click or tap here to enter text.
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	Click or tap here to enter text.
<b>Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):</b>	Tick all that apply and <b>provide supporting documentation:</b> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
<b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have</b>	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:

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

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

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

### History of Non- Performing Contracts

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 6 years**.

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

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

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

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

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	<b>Year 2024</b>	Currency: USD	Amount
	<b>Year 2023</b>	Currency: USD	Amount
	<b>Year 2022</b>	Currency: USD	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

Financial information (state currency)	Historic information for the last 3 years		
	2022	2023	2024
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

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

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

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

**1.1** Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken. Demonstrate below your: reputation of organisation and staff credibility / reliability / industry standing.

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

**1.3** Relevance of specialised knowledge and experience on similar engagements done in the region/country. Provide details as per evaluation criteria in SECTION 4.

**1.4** Quality assurance procedures and risk mitigation measures. (Quality assurance framework and policies in place, risk management approach tailored to project lifecycle in place)

**1.5** Organization's commitment to sustainability. Provide details as per evaluation criteria in SECTION 4

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

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

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

**2.2** A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any. Also, provide details on how the different service elements shall be organised, controlled and delivered.

**2.3** A detailed description of the inclusion of the gender empowerment during the contract implementation and in the methodology overall.

**2.4** Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement

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

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

### Section 3: Management Structure and Key Personnel

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

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

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

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

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

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

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date (Day/Month/Year)

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

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

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

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

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

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

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

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

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



## FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

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

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

## FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03105		

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

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

### A. Cost Breakdown per Deliverables\*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report (IR)	5%	
2	First progress report (PR1)	15%	
3	Second progress report (PR2)	15%	
4	Third progress report (PR3)	15%	
5	Forth progress report (PR4)	15%	
6	Fifth Progress report (PR5)	15%	
7	Sixth Progress report (PR6)	15%	
8	Final Report (FR)	5%	
	<b>Total</b>	<b>100%</b>	<b>USD</b>

\*Basis for payment tranches

### B. Cost Breakdown by Cost Component

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

Expenses*	Unit of measure (working day, unit, piece, k etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
<b>I. Personnel Services (net)</b>				
<b>Core Implementation Team</b>				
1 Project Manager (1)	Working days			
2 Expert in energy efficient solutions (technical expert) (1)	Working days			
3 Expert in business (1)	Working days			
4 Financial Officer/Accountant (1)	Working days			
5 Procurement Officer (1)	Working days			
<b>Subtotal I.1</b>				
<b>I.2. Taxes and fees</b>				
<b>Subtotal I.2</b>				

<b>Sub-total – Personnel Services</b>				
<b>II. Direct costs</b>				
1. Support in upgrading project proposals for 6 cooperatives and 6 synergic projects (at least on visit per locality)				
1.Travel Costs to localities for visits (average distance to one locality is 78,6 km)				
<i>Other, if relevant</i>				
<b>Subtotal II.1</b>				
2. Provision of non-cash support to the selected beneficiaries/ Procurement services (at least 2 visits to six beneficiaries)				
1.Travel Costs to localities for visits (average distance to one locality is 78,6 km)				
<i>Other, if relevant</i>				
3. Organization of a Capacity building programme for the 3 selected cooperatives (2 visits per beneficiary)				
1. The 6 in-country study visits carried out.				
2. Report on the study visits elaborated.				
3. Catering Services				
4. Handouts				
5 Space rent				
6.Travel Costs to localities for visits (average distance to one locality is 78,6 km)				
<i>Other, if relevant</i>				
<b>Subtotal II.3</b>				
<b>Sub-total – Direct costs</b>				
<b>III. Administrative Costs</b>				
1 Utilities				
2 Office supplies/ stationaries/ etc				
<i>Other, if relevant</i>				
<b>Sub-total – Administrative costs</b>				
<b>IV. Value of support to be provided to selected cooperatives/clusters**</b>				
<i>Non-cash support to cooperatives/clusters and synergic projects</i>	<i>agreements</i>	6	40,000	240,000
<b>TOTAL BUDGET</b>				

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

**\*\* Please include the respective amounts in the Total Budget of the Proposal.**