



REQUEST FOR PROPOSAL (RFP)

Company to develop and conduct a capacity development programme for representatives of local, regional, and national public entities in the field of green transition

RFP Reference No.: RfP25/03119

Project: **Greening the future, advancing rights and stability Moldova**

Country: Moldova, Republic of

SECTION 1: LETTER

United Nations Development Programme, through its “**Greening the future, advancing rights and stability Moldova**” Project hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP). To enable you to submit a proposal, please read the following attached documents carefully.

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Proposal Forms
 - Form A: Proposal Confirmation
 - Form B: Checklist
 - Form C: Technical Proposal Submission
 - Form D: Proposer Information
 - Form E: Joint Venture/Consortium/Association Information
 - Form F: Eligibility and Qualification
 - Form G: Format for Technical Proposal
 - Form H: Format for CV of proposed key personnel
 - Form I: Statement of Exclusivity and Availability
 - Form J: Financial Proposal Submission
 - Form K: Format for Financial Proposal

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00810**. 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/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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. 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.

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. 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	
1. Scope	<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 UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). 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>
2. Interpretation of the RFP	<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>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 UNDP Policy against fraud and other corrupt practices.</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> <ul style="list-style-type: none"> (a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
4. Eligible proposers	<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, 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</p>

	<p>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> <ol style="list-style-type: none"> 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 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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"> is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<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>
6. Publicity	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<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 Section 3: Data Sheet.</p> <p>UNDP shall endeavour 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</p>

	the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.
8. Amendment of solicitation documents	<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>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	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.
10. Language	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.
11. Documents establishing eligibility and qualifications of the proposer	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.
11.a Documents comprising the proposal	<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"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<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>
13. Financial proposal	<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>
14. Currencies	<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"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. • 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.

	<ul style="list-style-type: none"> 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: https://treasury.un.org/operationalrates/OperationalRates.php. 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.
15. Duties and taxes	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
16. Proposal validity period	<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>
17. Proposal security	<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"> If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; In the event the successful Proposer fails:

	<ul style="list-style-type: none"> ○ to sign the contract after UNDP has issued an award; or ○ 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.
18. Joint Venture, Consortium or Association	<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"> • 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 notarised agreement among the legal entities, which will be submitted along with the proposal; and • 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. <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"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <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>
19. Only one proposal	<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"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or

	<ul style="list-style-type: none"> • 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; • 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 the personnel, does not apply to subcontractors being included in more than one proposal.
20. Alternative proposals	<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>
21. Pre-proposal conference	<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>
22. Site inspection	<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 which 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"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. <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>
23. Errors or omissions	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
24. Proposers responsibility to inform themselves	<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"> • 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; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • 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; • attend any pre-proposal conference if it is mandatory under this RFP; • 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 • 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. <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>
25. No material change(s) in circumstances	<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"> • a change affecting any declaration, accreditation, license or approval; • major re-organisational 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; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<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.</p> <p>The proposal shall be submitted by the proposer or person(s) duly authorized to commit</p>

	<p>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> <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.</p>
26A. Online submission	<p>1.1 Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in Data Sheet; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. • 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 Data Sheet. <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>
27. Deadline for Submission of Proposals and Late Proposals	<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 http://www.timeanddate.com/worldclock/. 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 recognise 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>
28. Withdrawal, substitution and modification of proposals	<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>
29. Storage of proposals	<p>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.</p>
30. Proposal opening	<p>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.</p>
31. Late proposals	<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>

EVALUATION OF PROPOSALS	
32. Confidentiality	<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>
33. Evaluation of proposals	<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 on the basis of 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"> Preliminary examination Evaluation of minimum eligibility and qualification (if pre-qualification is not done) Evaluation of technical proposals Evaluation of financial proposals.
34. Preliminary examination	<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>
35. Evaluation of eligibility and qualification	<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"> 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; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with the UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and financial proposals	<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 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 combined scoring method, the formula for the rating of the proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
37. Post-qualification/Due Diligence	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; 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; 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; 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; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
38. Clarification of proposals	<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>

	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.
39. Responsiveness of proposal	<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"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <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>
40. Nonconformities, reparable errors and omission	<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"> 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; 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 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. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	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.
AWARD OF CONTRACT	
42. Award criteria	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.

43. Right to vary requirement at time of award	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.
44. Notification of award	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.
45. Debriefing	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.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	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.
48. Contract Type and General Terms and Conditions	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
49. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, 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 here. . 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>
50. Bank guarantee for advance payment	<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 bank guarantee form available at :</p> <p>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&action=default. 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>

51. Liquidated Damages	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.
52. Proposal protest	<p>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.</p> <p>The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
53. Other Provisions	<p>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.</p> <p>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.</p> <p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3: DATA SHEET (DS)

Ref. Article in Section 2	Description	Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Request for Proposal (RFP) is RfP25/03119</p> <p>The competition goal is to contract a specialized and experienced company (hereinafter “the Company”) develop and conduct a capacity development programme for representatives of local, regional, and national public entities in the field of green transition, <i>as further described in Section 5 of this RFP.</i></p>
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	<p>Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality.</p> <p>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER</p> <p>Deadline for submitting requests for clarifications / questions: 5 (five) working days before the submission deadline</p> <p>supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.</p>
4.	Language	All proposals, information, documents, and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English and/or Romanian .
5.	Partial proposals	Not allowed
6.	Currencies	<p>Prices shall be quoted only in the currency indicated in the system:</p> <ul style="list-style-type: none"> • MDL (Moldovan Leu) for local suppliers and • USD (US Dollars) for international suppliers <p>For evaluation purposes, financial proposals shall be recalculated at UN Operational Rate of Exchange on the submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php 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.</p>
7.	Duties and taxes	<p>All prices shall:</p> <p>Be exclusive of VAT and other applicable indirect taxes.</p>
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.

Ref. Article in Section 2	Description	Specific Instructions / Requirements
13.	Instructions for proposal submission	<p>Bidders must submit their proposal directly in the online system.</p> <ul style="list-style-type: none"> File Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review. The bidder should receive an email acknowledging email receipt from the system. 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.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
15.	Proposal Opening	Public proposal opening will NOT 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 70%-30% Technical proposal - financial proposal</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25 %</p> <p>The maximum percentage by which quantities may be decreased is 25 %</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6: for sample contract.</p>
20.	Expected date for commencement of contract	Mid-October 2025
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6.</p>
22.	Performance Security	Not Required
23..	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows:

Ref. Article in Section 2	Description	Specific Instructions / Requirements
		Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.
25.	Other information related to the RFP	<p>Please attach the following documents with your Bid:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Certificate of Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ 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 ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any ▪ Latest 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) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three years ▪ A copy of preliminary Agreement in case of Consortium ▪ 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. ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed requirements ▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements ▪ Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other civil society organization.	Form D: Proposer Information
Eligibility: 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
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is 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
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience	
At least 3 years of experience in delivering Training of Trainers (ToT) and capacity-building programs in fields such as green transition, energy efficiency, renewable energy, or local governance. <i>(For JV/Consortium/Association, TEAM Lead company should meet requirement).</i>	Form F: Eligibility and Qualification
At least 3 previous assignments relevant to the training of trainers and employees of public institutions, private sector entities, and civil society, demonstrated through completed projects, reports, or deliverables outlining the methodologies used and the results achieved. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel	
The Key personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • Team Leader / Professional Training Expert • Green Transition Specialist • Public Policy and Funding Specialist <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> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Attach required documents to Form H: Format for CV of proposed Key Personnel
Financial Standing	
Turnover: Minimum average turnover of USD 90,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification
Liquidity: 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. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1	Proposer's qualification, capacity and experience	250
2	Proposed methodology, approach and implementation plan	400
3	Management structure and key personnel	350
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing. Organization / Company profile – 25 points: <ul style="list-style-type: none"> - The company is a well-known market player with a good standing – 25 pts - The company is well-known but lacks a good standing in the field – 10 pts 	25
1.2	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. <ul style="list-style-type: none"> - Age of the legal entity (3 years – 15 pts, 2.5 pts for each additional year, up to 20 pts) - Project management support mechanism (no – 0 pts, yes – 10 pts.) - Project management controls (up to 15 pts.) 	45
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country: <ul style="list-style-type: none"> - At least 3 years of experience in delivering Training of Trainers (ToT) and capacity-building programs in fields such as green transition, energy efficiency, renewable energy, or local governance (3 years – 30 pts, with 2.5 pts for each additional year, up to 40 pts). - At least 3 previous assignments relevant to the training of trainers and employees of public institutions, private sector entities, and civil society, demonstrated through completed projects, reports, or deliverables outlining the methodologies used and the results achieved (3 contracts – 30 pts, with 2.5 pts for each additional contract, up to 50 pts). - Proven experience working with local public authorities, regional and central institutions (2 similar assignments – 10 pts, with 2.5 pts for each additional contract, up to 20 pts) - Demonstrated experience in working with UNDP and other international development partners (no experience – 0 pts, with experience – 30 pts). 	140
1.4	Quality assurance procedures and risk mitigation measures <ul style="list-style-type: none"> - Quality assurance framework and policies in place, supported by recognized certifications or accreditations (Comprehensive quality assurance framework and policies in place up to- 10 pts, Limited or no evidence of quality assurance procedures or certifications – 0 pts) Risk management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools up to- 10 pts, Limited or no evidence of risk management strategies or tools – 0 pts).	20
1.5	Organisation Commitment to Sustainability <ul style="list-style-type: none"> - Organisation is compliant with ISO 14001, ISO 14090, ISO 14064 or equivalent – 10 points - Organisation is a member of the UN Global Compact – 5 points 	20

	<ul style="list-style-type: none"> - 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 	
Total Section 1		250

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>To what degree does the Proposer understand the task?</p> <ul style="list-style-type: none"> - The Proposer has full understanding of the assignment. The presented conceptual framework is appropriate for the assignment, all important aspects being fully described, and requirements addressed – 61 to 90 pts - The Proposer has good but not comprehensive understanding of the assignment. The framework covers key components, but some aspects could be further elaborated or clarified – 41 to 60 pts - The Proposer has basic or partial understanding of the assignment. The conceptual framework addresses some of the requirements but lacks depth or contains inconsistencies – 16 to 40 pts - The Proposer has limited understanding of the assignment. The presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 to 15 pts 	90
2.2	<p>Is the proposed technical offer or/and methodology and tools appropriate for the task?</p> <ul style="list-style-type: none"> - The proposed approach fully meets the ToR and adds value beyond the minimum scope with well-justified, context-aware and innovative activities – 86 to 110 pts - The proposed approach and methodology fully meet the ToR requirements – 51 to 85 pts - The proposed approach and methodology are closely interlinked with ToR, but require some adjustments to properly address all the tasks – 16 to 50 pts - The proposed approach and methodology only partially meet the ToR requirements, requiring major adjustments to adequately address the tasks – 0 to 15 pts 	110
2.3	<p>Does the proposal introduce innovative, efficient or added-value elements that enhance the assignment?</p> <ul style="list-style-type: none"> - Highly innovative, context-specific, and adds significant value – 51 to 60 pts - Some innovative or added-value components are included – 21 to 50 pts - Limited innovation or generic value-add – 1 to 20 pts - No added value or innovation demonstrated – 0 pts 	60
2.4	<p>How well-structured and feasible is the implementation plan?</p> <ul style="list-style-type: none"> - The Implementation Plan is comprehensive, logically structured, and presents a clear, detailed sequence of activities with a sound methodology that requires no further clarification – 56 to 90 pts - The Implementation Plan is generally well-organized and includes a logical sequence of activities, but lacks some detail or requires minor clarifications – 21 to 55 pts - The description is not well structured and requires major clarifications – 0 to 20 pts 	90
2.5	<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"> - Extensive and logical distribution – 36 to 50 pts - To some extent – 11 to 35 pts - Limited or lack of any such details – 0 to 10 pts 	50
Total section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader / Professional Training Expert		
	University degree in education, social sciences, energy, public administration, or another related field (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts)	15	135
	At least 5 years of professional experience in designing and developing training curricula/programmes for capacity-building programs, with expertise in creating interactive and practical, training content tailored to diverse audiences (e.g., public servants, decision-makers, central authorities) (5 years – 15 pts, each additional year – 2.5 pts, up to 25 pts)	25	
	Minimum 2 previous assignments pertinent to developing curricula/programmes for capacity-building programs, demonstrated by completed curricula/programmes, training manuals, or deliverables outlining methodologies and learning outcomes (2 assignments – 15 pts, each additional assignment – 2.5 pts, up to 30 pts)	30	
	Experience in green transition or sustainable development programs is an advantage (2 assignments – 10 pts, each additional assignment - 5 pts, up to 15 pts)	20	
	Demonstrated experience collaborating with public authorities and/or international organizations (2 assignments – 10 pts, each additional assignment – 5 pts, up to 20 pts)	20	
	Experience in presenting findings and communicating results, supported by deliverables such as published reports, conference presentations, stakeholder briefing materials, or training sessions (no experience – 0 pts, 5 pts for each documented assignment, up to 15 pts) <i>Proof of documented assignment to be presented along with the CV.</i>	15	
	Proficient Romanian. Proficiency in English and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts)	15	
3.2	Green Transition Specialist		
	University degree in environmental social science, education, energy, transport, or another related field (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts)	15	115
	At least 5 years of professional experience in specific domains of the green transition (e.g., energy efficiency, renewable energy sources, climate adaptation), with proven expertise in implementing or advising on green projects and policies (5 years – 15 pts, each additional year – 5 pts, up to 25 pts)	25	
	Minimum 2 previous assignments pertinent to green transition projects, such as energy efficiency initiatives, renewable energy installations, sustainable transport systems, or climate adaptation strategies, demonstrated by completed projects, technical reports, or policy documents (2 assignments – 20 pts, each additional assignment – 5 pts, up to 30 pts)	30	
	Knowledge of Moldova's commitments under the National Integrated Energy and Climate Plan (NECP) 2025–2030 or the EU environmental acquis, evidenced by involvement in relevant projects or policy advisory roles (2 projects – 5 pts, each additional project – 2.5 pts, up to 10 pts)	10	
	Proven experience collaborating with public authorities (e.g., local public authorities, central ministries) and/or international organizations (e.g., UNDP, EU programs) on green transition initiatives, supported by project deliverables or stakeholder endorsements (2 assignments – 5 pts, each additional assignment – 2.5 pts, up to 10 pts)	10	
	Proven ability to communicate technical findings and green transition principles to diverse audiences, evidenced by deliverables such as published reports, stakeholder briefings, conference presentations, or training sessions (no experience – 0 pts, 5 pts for each documented assignment, up to 10 pts). <i>Proof of documented assignment to be presented along with the CV.</i>	10	

	Proficient English. Proficiency in Romanian and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts.)	15	
3.3	Public Policy and Funding Specialist		
	University degree in public policy, public administration, economics, finance, or another related field (bachelor's degree – 5 pts., master's degree – 10 pts, PhD- 15 pts)	15	100
	At least 5 years of professional experience in public policy development and drafting funding proposals for national and international programs, with a track record of successfully attracting investments for green initiatives. (5 years – 10 pts, each additional year – 2.5 pts, up to 20 pts)	20	
	Minimum 2 previous assignments pertinent to developing public policies or securing funding for green projects, demonstrated by completed policy documents, funding proposals, feasibility studies, or project reports outlining investment outcomes (2 assignments – 10 pts, each additional assignment – 2.5 pts, up to 20 pts)	20	
	Demonstrated experience collaborating with public authorities (e.g., ministries, local governments) and/or international organizations (e.g., EU, UNDP) on policy development or funding initiatives, supported by project deliverables or stakeholder endorsements (2 assignments – 10 pts, each additional assignment – 5 pts, up to 20 pts)	20	
	Proven ability to present policy recommendations and funding proposals to diverse audiences, evidenced by deliverables such as policy briefs, funding applications, stakeholder presentations, or training sessions on investment attraction. (no experience – 0 pts, 5 pts for each documented assignment, up to 10 pts). <i>Proof of documented assignment to be presented along with the CV.</i>	10	
	Proficient Romanian. Proficiency in English and Russian will be considered an asset. (Each language 5 pts, up to max of 15 pts.)	15	
Total section 3			350

SECTION 5: TERMS OF REFERENCE

A. PROJECT DESCRIPTION

The Republic of Moldova is firmly committed to advancing its green transition as part of its broader goal of achieving climate neutrality, reducing greenhouse gas emissions, and improving air quality, in alignment with the EU-Moldova Association Agreement, the National Integrated Energy and Climate Plan (NECP) 2025–2030, and the Covenant of Mayors for Climate and Energy. The Moldova Scoping Mission Report – *Greening the Future: Governance and Institutional Pathways for a Green and Just Transition* – Output 3.2 (February 2025) underscores critical capacity gaps among local public authorities (LPAs) in Moldova, particularly in rural and small urban areas. These gaps include limited understanding of the just green transition principles—encompassing environmental sustainability, social equity, and inclusive governance—as well as insufficient financial and technical expertise to implement green policies and projects. Additionally, challenges such as limited civic engagement, inadequate use of gender-disaggregated data, and dependency on donor funding for digital infrastructure further hinder effective local governance.

The need for capacity building in the green transition sector and needs for identifying, planning, and attract investment in the fields environment, energy and transport is driven by several pressing challenges and opportunities:

- **Policy and Knowledge Gaps:** LPAs lack comprehensive knowledge of integrating just green transition principles into local development plans, such as Sustainable Energy and Climate Action Plans (SECAPs), and aligning them with national frameworks like the NECP and EU environmental acquis. This includes limited expertise in areas such as energy efficiency (EE), renewable energy sources (RES), and climate adaptation strategies.
- **Financial and Technical Constraints:** LPAs face significant barriers in accessing funding from national sources (e.g., National Regional and Local Development Fund, National Environmental Fund) and international programs (e.g. cross-border and transnational project calls). Technical skills for preparing feasibility studies, managing project cycles, and developing green investment projects (e.g., renewable energy systems, energy-efficient buildings) are also limited.
- **Inclusive Governance and Gender Equity:** Effective stakeholder engagement, particularly with vulnerable groups such as women, youth, and rural communities, remains underdeveloped. Gender mainstreaming, including the use of gender-disaggregated data to address disparities, is critical for ensuring equitable outcomes in green initiatives.
- **Social and Economic Context:** High energy prices disproportionately affect vulnerable populations, particularly in rural areas, where access to modern energy infrastructure is limited. Addressing these social impacts while promoting sustainable energy solutions, such as community-level adoption of RES and EE measures, is essential for a just green transition.
- **Collaboration with the Private Sector:** The *Accelerating a Just Energy Transition in the Republic of Moldova* portfolio, supported by initiatives like the *Greening the Future, Advancing Rights and Stability* project (funded by Denmark and implemented by UNDP), emphasizes the importance of public-private partnerships. Strengthening the capacity of LPAs to collaborate with the private sector is critical for reducing investment risks in RES and EE projects and fostering innovation in green technologies, including in the transport sector.

To address these challenges, there is an urgent need to train 10 trainers who can build the capacity of public servants at national and regional level, LPA representatives (mayors, municipal councilors, administrative staff, environmental and energy local specialists) and civil society representatives to integrate just green transition principles into local governance in order to increase capacities to identify, plan, attract investments in the priority sub-sectors. These trainers will play a pivotal role in disseminating knowledge, tools, and skills to support Moldova's commitments to energy security, sustainability, and EU integration. This ToR seeks to contract a qualified entity to design and deliver a Training of Trainers (ToT) program tailored to these needs, leveraging opportunities such as digitalization, donor support, and public-private collaboration, and to pilot the developed programmes for training courses of the national public institutions at the national, regional and local level.

B. SCOPE OF WORK & EXPECTED OUTPUTS

The contracted entity's activities will be carried out in two phases:

Phase I: Training of Trainers and

Phase II: Training of officials and employees of relevant institutions at the national, regional, and local levels.

Within the **Phase I**, the primary objective of the contract is to engage a specialized entity with expertise in Training of Trainers (ToT) to develop and deliver a training program that equips **10 trainers** to build the capacity of LPAs level I and II and civil society in the field of the just green transition. Specific objectives include:

1. **Organising a public competition to identify 10 candidates** to participate in the training-of-trainers courses, according to a set of selection criteria. The selection criteria and the final list of attendees to be coordinated with UNDP.
2. **Developing trainers' competencies** to understand and communicate the principles of the just green transition, including environmental sustainability, social equity, and inclusive governance, using the KASE framework (Knowledge, Attributes, Skills, Abilities, Experience).
3. **Providing practical tools and applications** for integrating green transition principles into local development strategies, Sustainable Energy and Climate Action Plans (SECAPs), and investment projects, with an emphasis on case studies and practical exercises to enhance comprehension and retention.
4. **Enhancing capacities** to facilitate inclusive stakeholder engagement, with a focus on vulnerable groups, including women, youth, and rural communities, ensuring gender-sensitive and equitable approaches.
5. **Fostering practical experience** through in localities from Moldova, to share best practices and develop concrete skills in green transition initiatives.

For **Phase II** of the contract, the contracted entity will ensure the piloting of the capacity development program and will contribute to achieving the following objectives:

1. **Equip representatives from at least 15 institutions** (minimum 45 employees) with the knowledge and skills to integrate just green transition principles into local governance in order to increase capacities to identify, plan, attract investments in the priority sub-sectors at national, regional, and local levels, tailored to the needs of three categories of personnel (a minimum of 15 participants per group):
 - **Category I: Public servants and employees with executive functions from Level I and II LPAs** (e.g., municipal and staff responsible for development planning, budgeting, and project implementation), to enhance their technical capacity to develop and implement local policy documents, SECAPs, energy efficiency measures, and renewable energy projects.
 - **Category II: Decision-makers (mayors and local councilors) from Level I and II LPAs**, to strengthen their leadership and strategic planning skills for aligning local policies with national and EU climate goals, including NECP 2025–2030 and the Covenant of Mayors.
 - **Category III: Representatives from central public authorities** (in the fields of environment, energy, transport, infrastructure, and regional development etc.) and **regional development agencies**, to build their capacity to develop and coordinate national and regional green policies, access funding, and support local initiatives.
2. **Provide practical tools and methodologies** to mainstream green transition principles into policy development, budgeting, and project implementation, using case studies and hands-on exercises to ensure applicability across diverse institutional contexts.
3. **Enhance inclusive governance skills** to engage stakeholders, including civil society, vulnerable groups, and the private sector, with a focus on gender mainstreaming and social equity in green initiatives.
4. **Facilitate access to funding** by training participants in preparing funding proposals for national and international programs, with practical experience in drafting concept notes and financing proposals.
5. **Promote practical experience** through study visits, prioritizing exchanges between Moldovan institutions and municipalities to share best practices, to advanced green transition models.

The selected company will be responsible for the following activities:

For the Phase 1:

1. Organising a public competition to identify a minimum of 10 candidates to participate in the training-of-trainers courses, according to a set of selection criteria, ensuring gender balance in candidate selection to promote equal participation of women and men, in line with gender equality principles. The selection criteria are to be coordinated with the Project Manager.
2. Develop a ToT programme based on the modules of the training programme, incorporating additional training methodologies, effective teaching practices
 Design a comprehensive training programme for 10 trainers, taking in consideration the following needs:
 - Understanding the just green transition (environmental sustainability, social equity, inclusive governance; Moldova's commitments under NECP and the Covenant of Mayors).
 - Integrating the green transition into Local Policies (alignment with NECP 2025–2030, developing SECAPs, budgeting for green priorities).

- Designing and implementing green investment projects (project cycle management, accessing funding, feasibility studies).
- Inclusive stakeholder engagement and gender dynamics (community consultations, gender-disaggregated data, women-led initiatives).
- Facilitate interactive sessions, practical exercises, and presentations to enhance the skills and confidence of the ToT participants as trainers.
- Evaluate the performance of ToT participants through assessments, presentations, and overall participation, and provide feedback for their development as trainers.
- Collaborate with the project management team to select trainers from among the ToT participants based on their presentations and overall performance.
- Ensure the programme incorporates a gender perspective by promoting equal participation of women and men, addressing gender-specific barriers in green transition initiatives, and integrating gender-responsive approaches in policy design, project implementation, and stakeholder engagement.

3. Designing the content and methodology of the modular training programme:

- Create training agendas for diverse participant groups, outlining the content and methodology of the training sessions (including: definitions and principles of the just green transition; examples of green policies and projects (e.g., SECAPs, renewable energy initiatives); tools for community engagement and gender analysis; guides for using digital tools (e.g., GIS, M-Connect).
- Create comprehensive training booklets for each module, including exercises, case studies, and interactive learning materials, with the optional development of an online training course to enhance accessibility and facilitate remote learning.
- Develop a standard PowerPoint presentation for each module that aligns with the content and learning objectives.
- Design pre- and post-test forms to assess participants' knowledge gain and evaluate the effectiveness of the training.
- Prepare a training evaluation sheet to collect feedback from participants on the training content and methodology.
- Develop a trainer's manual that explains the training methodology, offers practical guidance for potential mentors, and encourages consistent delivery of the training programme.
- Collaborate closely with the project management team to incorporate the perspective and ensure the training programme meets the project objectives.
- Ensure that all modules, materials, and tools (e.g., agendas, booklets, presentations, evaluation forms) integrate a gender perspective by addressing gender-specific barriers, promoting equal participation of women and men, using gender-disaggregated data, and incorporating gender-responsive approaches in green policies, community engagement, and project implementation, in alignment with Moldova's commitments to gender equality.

4. Delivery of the Training Program:

- Organize training sessions for 10 trainers in-person.
- Program duration: at least 4 modules. The format, content, duration of the modules, and other organizational aspects to be detailed in the technical proposal.
- Use interactive methods: lectures, case studies, practical workshops, role-plays, and group discussions.
- Incorporate study visits to at least 2 municipalities from Moldova municipalities to observe successful green projects (e.g., renewable energy installations, electric mobility initiatives) to advanced green transition models for 10 trainers.
- The contracted company will be fully responsible for all logistical arrangements necessary for the delivery of the training sessions. This includes, but is not limited to:
 - ✓ Training venue;
 - ✓ Provision of catering services (meals, coffee breaks, drinking water, etc.);
 - ✓ Required materials and equipment (projector, flipcharts, stationery, etc.);
 - ✓ Registration and attendance management;
 - ✓ On-site coordination during training days.

For phase II:

1. Development of the Training programme

- a. Design a tailored training programme for representatives from at least **15 institutions** (minimum 45 employees, with at least 15 participants per category, ensuring gender balance in candidate selection to promote equal participation of women and men, in line with gender equality principles) addressing the specific needs of three categories:
 - **Category I: Public servants and employees with executive functions from Level I and II LPAs** (e.g., municipal staff responsible for development planning, budgeting, and project implementation), focusing on technical skills for developing and implementing local policy documents (e.g., local strategies, SECAPs), energy efficiency measures, renewable energy projects, and investment proposals in environment, energy, and transport sectors.
 - **Category II: Decision-makers (mayors and local councilors) from Level I and II LPAs**, emphasizing leadership, strategic planning, and policy alignment with national (NECP 2025–2030) and EU frameworks (e.g., Covenant of Mayors, EU environmental acquis) to attract investments in green projects.
 - **Category III: Representatives from central public authorities** (in environment, energy, transport, infrastructure, and regional development) and **regional development agencies**, focusing on coordinating national and regional green policies, accessing funding (e.g., cross-border programs), and supporting local initiatives through public-private partnerships.
 - b. Structure the programme around 4 modules adapted from Phase I, tailored to each category:
 - **Module 1:** Understanding the Just Green Transition (tailored to technical, strategic, or coordination roles).
 - **Module 2:** Integrating Green Transition into Policies and Planning (local policies for Category I and II, national/regional policies for Category III).
 - **Module 3:** Designing and Implementing Green Investment and Inclusive Financing Projects (technical skills for Category I, strategic oversight for Category II, funding coordination for Category III).
 - **Module 4:** Inclusive stakeholder engagement and gender dynamics (practical tools for all categories).
 - c. The training methodology will ensure comprehensive learning outcomes across all participant categories by addressing the following components:
 - **Knowledge:** Provide tailored content on green transition principles, national policies (NECP), and EU frameworks, addressing specific needs (e.g., technical for Category I, strategic for Category II, coordination for Category III): including:
 - ✓ Definitions and principles of the just green transition.
 - ✓ Case studies of green policies and projects (e.g., local policies, SECAPs, renewable energy, electric mobility).
 - ✓ Tools for stakeholder engagement, gender analysis, and public-private partnerships.
 - **Attributes:** Foster inclusivity, collaboration, and adaptability, emphasizing leadership for Category II and coordination for Category III.
 - **Skills:** Develop technical proficiencies (e.g., project management, digital tool usage) through hands-on exercises, such as drafting funding proposals or policy documents.
 - **Abilities:** Enable participants to apply multiple skills simultaneously, such as combining stakeholder engagement with project design or policy coordination.
 - **Experience:** Facilitate practical contact through study visits (e.g., to municipalities with SECAPs or renewable energy projects) and practical exercises (e.g., developing concept notes).
- Prioritize:
- **Case Studies:** Create practical tools (e.g., templates local development strategies, for SECAPs, funding proposals, consultation plans) customized for each category's role (technical, strategic, or coordination). Incorporate case studies, practical exercises (e.g., drafting funding proposals), and interactive sessions.
 - **Practical Applications:** Include exercises like drafting investment proposals.
 - **Study Visits/Internships:** Organize exchanges between Moldovan institutions and municipalities, to share best practices and build experience.
 - **Flexibility:** Adapt content and delivery to the specific needs of each category and institution.
- d. Provide training materials in Romanian.
- ## 2. Develop a preparatory guide or handbook for invited participants, providing relevant background information on the training program, including key concepts of the just green transition, an overview of the four modules, and preparatory materials to enhance readiness and engagement. The guide will be provided in Romanian.

3. Delivery of the Training Program

- a. Organize training sessions for representatives from at least 15 institutions (minimum 45 participants, with at least 15 per category) in-person by ensuring accessibility across national, regional, and local levels.
 - b. Program duration: at least 4 modules. The format, content, duration of the modules, and other organizational aspects will be detailed in the technical proposal.
 - c. Incorporate study visits to Moldovan municipalities to observe successful green projects (e.g., renewable energy installations, electric mobility initiatives) to advanced green transition models.
 - d. Use interactive methods tailored to each category:
 - **Category I:** Practical workshops on drafting local strategies, SECAPs, and managing project cycles.
 - **Category II:** Strategic role-plays and case studies on aligning local policies with national/EU goals and securing funding.
 - **Category III:** Policy coordination simulations and funding proposal workshops to support cross-border and national initiatives.
 - e. Deliver training in a collegial and engaging environment, with trainers fostering inclusivity and interaction.
 - f. The contracted company will be fully responsible for all logistical arrangements necessary for the delivery of the training sessions. This includes, but is not limited to:
 - Training venue;
 - **Accommodation arrangements**, where required, for participants and trainers coming from outside the training location
 - Provision of catering services (meals, coffee breaks, drinking water in glass bottles, etc.);
 - Required materials and equipment (projector, flipcharts, stationery, etc.);
 - Registration and attendance management;
 - On-site coordination during training days.
 - g. Evaluation and Monitoring
 - Implement a pre- and post-training evaluation system to measure knowledge gains, skill development, and participant satisfaction for each category, using tailored metrics (e.g., technical proficiency for Category I, strategic alignment for Category II, coordination capacity for Category III).
4. The specialized training programme is to be institutionalized or certified with the involvement of the public entity responsible for the continuous professional training and development of public administration staff.
 5. Produce a final report with participant feedback, evaluation results, and recommendations for future sessions.

C. Key deliverables and tentative timetable

The Contractor, is expected to provide the following deliverables according to the schedule below:

Key deliverables	Tentative deadline	Deliverable format
Phase I: Training of Trainers		
Deliverable 1: Inception Report The report will include a detailed workplan, outlining key activities, timelines, roles and responsibilities, as well as the methodology to be applied throughout the assignment.	October 30, 2025	1 electronic copy-in Romanian
Deliverable 2: Report on Selection of Trainer Candidates Process A detailed report documenting the public competition process for selecting a minimum of 10 candidates, including the selection criteria (coordinated with the UNDP), candidate profiles, and the final list of 10 selected trainers, delivered within 4 weeks of contract signing.	November 15, 2025	1 electronic copy-in Romanian
Deliverable 3: Training Programme for Trainers A comprehensive training programme for 10 trainers, covering the 4 modules (Understanding the Just Green Transition, Integrating Green Transition into Local Policies, Designing and Implementing Green Investment Projects, Inclusive Stakeholder Engagement and Gender Dynamics). Materials to be coordinated with UNDP prior to trainings.	November 30, 2025	1 electronic copy in Romanian
Deliverable 4: Training Sessions Delivery Report Delivery of at least 4 training modules, delivered either intensively for 10 trainers, in-person, a study visits to at least 2 Moldovan municipalities. The	December 10, 2025	1 electronic copy in Romanian

Report will also include a comprehensive information regarding the pre- and post-training evaluation results (measuring knowledge gains, skill development, and participant satisfaction), participant feedback, and recommendations for future sessions.		
Phase II: Training of Officials and Employees		
Deliverable 5: Tailored Training Programme for Phase II A tailored training programme for representatives from at least 15 institutions, covering the 4 modules adapted for the three categories (Category I: technical skills for public servants; Category II: strategic planning for decision-makers; Category III: policy coordination for central authorities and regional agencies).	February 27, 2026	1 electronic copy in Romanian
Deliverable 6: Preparatory handbook (or Guide) for invited participants Preparatory handbook (or Guide) for selected participants, providing relevant background information on the training program, including key concepts of the just green transition, an overview of the four modules, and preparatory materials to enhance readiness and engagement. Document to be coordinated with UNDP.	February 27, 2026	1 electronic copy in Romanian
Deliverable 7: Training Sessions Delivery Report Delivery of 4 training modules, in-person, including study visits to Moldovan municipalities, completed as per the agreed schedule. The Report will also include a comprehensive information regarding the pre- and post-training evaluation results (measuring knowledge gains, skill development, and participant satisfaction), participant feedback, and recommendations for future sessions.	May 31, 2026	1 electronic copy in Romanian
Deliverable 8: Institutionalization and/or official certification of the program. The contracted company entity will develop a report which will include information regarding all actions undertaken for the certification or institutionalization of training courses within the State Program, in collaboration with the national entity responsible for the continuous professional training and development of public administration (all supporting documents and necessary approvals from state institutions are to be attached to the report).	November 30, 2026	1 electronic copy in Romanian
Deliverable 9: Final Report A final report synthesizing all activities, outcomes, and impacts of the training program, including: <ul style="list-style-type: none"> - A summary of the participant selection process and profiles for each category (public servants, decision-makers, central authorities/regional agencies, gender). - An overview of the tailored programme and delivery for each category and practical exercises conducted. - Consolidated pre- and post-training evaluation results, using tailored metrics (e.g., technical proficiency for Category I, strategic alignment for Category II, coordination capacity for Category III). - Feedback from participants across all categories and recommendations for improving future capacity-building programs. - Lessons learned and best practices for capacity building in the green transition, with a focus on attracting investments in environment, energy, and transport sectors. 	December 10, 2026	1 electronic copy in Romanian and English

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by UDNP shall be the only criteria for Contractor's work being completed and eligible for payment/s.

D. REPORTING INSTRUCTIONS & INSTITUTIONAL ARRANGEMENTS

The Company will work under the guidance of and in close cooperation with the UNDP Project for both substantive and administrative aspects of the assignment. Deliverables shall be approved by the UNDP Project Manager.

The Contractor shall follow the agreed time schedule and be accountable for the delivery of quality outputs to the Project Manager, who will approve contractor's deliverables.

All documentation related to deliverables shall be provided by the Service Provider in one (1) electronic copy using the standard software products (Microsoft Office Word, Excel, SPSS/STRATA, Access, and PowerPoint).

E. DURATION OF THE WORK

The estimated duration of services is a maximum of 15 (fifteen) months. The expected time of commencement of contract is **Mid-October 2025**.

UNDP will require a maximum of 14 (fourteen) calendar days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

F. COMPANY QUALIFICATIONS AND RESOURCING REQUIREMENTS

The bidder shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services. The bidder shall include information on the volume of allocated resources to carry out the assignment.

A breakdown per working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff, supervisors and enumerators to be engaged for the fieldwork.

The proposed team should consist of but not be limited to the following members:

- Team Leader / Professional Training Expert
- Green Transition Specialist
- Public Policy and Funding Specialist

Bidders should enclose a résumé for each person anticipated to be assigned to the project and should include specific information on the experience and roles.

Bidders agree that the Key staff included into the bid will participate in the project at the level and duration specified unless agreement is provided in writing by the UNDP Project Team to allow substitutions. Descriptions of subcontractor Key staff members, if applicable, should follow the format utilized for the Bidder organization.

The résumés submitted for the Key project personnel should be detailed and comprehensive. Specifically, résumés should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Education, training and certification details;
- Contact information (name, title, organization, mailing address, phone, and email) of a minimum of three business references;
- Linguistic skills.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor's staff members, if applicable, should follow the format utilized for the Bidder organization.

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

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of the UNDP Project team to allow substitutions, shall be submitted.

UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel should non-performance happen. Replacement will be at the Service Provider expense.

Required qualifications of the Service Provider

The company should fulfill the following criteria:

- Be legally registered entity or a consortium of companies/organizations;
- At least 3 years of experience in delivering Training of Trainers (ToT) and/or capacity-building programs in fields such as green transition, energy efficiency, renewable energy, or local governance.
- At least 3 previous assignments relevant to the training of trainers and employees of public institutions, private sector entities, and civil society, demonstrated through completed projects, reports, or deliverables outlining the methodologies used and the results achieved.
- Proven experience working with local public authorities, regional and central institutions.
- Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an advantage.

Criteria for the evaluation of the management structure and key personnel:

Team Leader / Professional Training Expert (one)

Academic Qualifications:

University degree in education, social sciences, energy, public administration, or another related field.

Years and sphere of experience:

- At least 5 years of professional experience in designing and developing training curricula/programmes for capacity-building programs, with expertise in creating interactive and practical, training content tailored to diverse audiences (e.g., public servants, decision-makers, central authorities);
- Minimum 2 previous assignments pertinent to developing curricula/programmes for capacity-building programs, demonstrated by completed curricula/programmes, training manuals, or deliverables outlining methodologies and learning outcomes;
- Experience in green transition or sustainable development programs is an advantage;
- Demonstrated experience collaborating with public authorities and/or international organizations;
- Experience in presenting findings and communicating results, supported by deliverables such as published reports, conference presentations, stakeholder briefing materials, or training sessions (***Proof of documented assignment to be presented along with the CV***);
- Proficient Romanian. Proficiency in English and Russian will be considered an asset.

Green Transition Specialist (one)

Academic Qualifications:

- University degree in environmental social science, education, energy, transport, or another related field.

Years and sphere of experience:

- At least 5 years of professional experience in specific domains of the green transition (e.g., energy efficiency, renewable energy sources, climate adaptation), with proven expertise in implementing or advising on green projects and policies;
- Minimum 2 previous assignments pertinent to green transition projects, such as energy efficiency initiatives, renewable energy installations, sustainable transport systems, or climate adaptation strategies, demonstrated by completed projects, technical reports, or policy documents;
- Knowledge of Moldova's commitments under the National Integrated Energy and Climate Plan (NECP) 2025–2030 or the EU environmental acquis, evidenced by involvement in relevant projects or policy advisory roles;
- Proven experience collaborating with public authorities (e.g., local public authorities, central ministries) and/or international organizations (e.g., UNDP, EU programs) on green transition initiatives, supported by project deliverables or stakeholder endorsements;

- Proven ability to communicate technical findings and green transition principles to diverse audiences, evidenced by deliverables such as published reports, stakeholder briefings, conference presentations, or training sessions (***Proof of documented assignment to be presented along with the CV***);
- Proficient English. Proficiency in Romanian and Russian will be considered an asset.

Public Policy and Funding Specialist (one)

Academic Qualifications:

- University degree in public policy, public administration, economics, finance, or another related field.

Years and sphere of experience:

- At least 5 years of professional experience in public policy development and drafting funding proposals for national and international programs, with a track record of successfully attracting investments for green initiatives;
- Minimum 2 previous assignments pertinent to developing public policies or securing funding for green projects, demonstrated by completed policy documents, funding proposals, feasibility studies, or project reports outlining investment outcomes;
- Demonstrated experience collaborating with public authorities (e.g., ministries, local governments) and/or international organizations (e.g., EU, UNDP) on policy development or funding initiatives, supported by project deliverables or stakeholder endorsements;
- Proven ability to present policy recommendations and funding proposals to diverse audiences, evidenced by deliverables such as policy briefs, funding applications, stakeholder presentations, or training sessions on investment attraction (***Proof of documented assignment to be presented along with the CV***);
- Proficient Romanian. Proficiency in English and Russian will be considered an asset.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal.

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

G. SCHEDULE OF PAYMENTS

The payments to the Company shall be made upon approval and acceptance of the deliverables by the UNDP project team.

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>

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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, log in to the online portal and subscribe to this tender following the instructions in the system user guide. Please complete this form and attach as requested in the system.

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 **RFP25/03119**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO . 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: Click or tap here to enter text.	
<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:

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

Financial Proposal:

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

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:	RFP25/03119		

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

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Prohibitions and Sanctions: 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"/>	Bankruptcy: 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"/>	Proposal Validity Period: 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.



Empowered lives.
Resilient nations.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	RfP25/03119
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	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.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
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):	Tick all that apply and provide supporting documentation : <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.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as: Tick all that are attached:

<p>been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<input type="checkbox"/> Formal statement <input type="checkbox"/> Sustainability report <input type="checkbox"/> UN Global Compact Communication on Progress <input type="checkbox"/> Other, specify Click or tap here to enter text.
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</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:	RfP25/03119		

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

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

Name of leading partner (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:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

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:	RfP25/03119		

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 (USD)	Contract Identification	Total Contract Amount (USD)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last **3 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 <i>(insert currency)</i>	Period of activity and status <i>(month, year)</i>	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

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

Financial information (USD)	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:	RfP25/03119		

The proposer's proposal must be organized 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 organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

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. Demonstrate your understanding of the assignment by presenting a clear and detailed description of your overall approach. Explain how your proposed methodology addresses all key aspects of the Terms of Reference (ToR), taking into account the local context and project environment. Clearly outline how the services will be organized, managed, and delivered. A comprehensive conceptual framework reflecting a full grasp of the assignment's complexity, objectives, and constraints is expected.
- 2.2. Provide your comments and suggestions on the Terms of Reference, indicating whether all important components of the assignment are adequately described and balanced. Present your proposed methodology and tools in detail, showing how they fully respond to the ToR. Where applicable, include additional services or value-added activities that go beyond the minimum requirements. Highlight how your proposed approach is tailored to the context, and how it will contribute to successful delivery of the assignment.
- 2.3. Describe any innovative or value-added elements included in your technical offer. These may include new tools, technologies, digital solutions, context-specific adaptations, or other enhancements that improve effectiveness or efficiency. Clearly explain how these innovations are relevant and how they will strengthen the quality and impact of the assignment.
- 2.4. Present a detailed and logically structured implementation plan. Include a Gantt chart or project schedule that outlines the sequence and duration of activities, expected deliverables, and milestones. Ensure your plan demonstrates a realistic and feasible timeline, with clear linkages between tasks, responsibilities, and resources. The plan should reflect a sound understanding of the implementation process and require minimal clarification. The plan will also include the time required for the client to review the deliverables, as described in the ToR.
- 2.5. Provide a clear and logical distribution of roles and responsibilities within the proposed team. Describe how the work will be allocated among team members, indicating their specific functions and contributions to the assignment. Include an indicative allocation of person-days per expert to demonstrate the level of

effort and involvement required for each task. The distribution should reflect a coherent and efficient team structure aligned with the project's needs and timeline.

If the team will include non-key experts, please indicate their specific functions and contributions to the assignment. Include an indicative allocation of person-days per expert to demonstrate the level of effort and involvement required for each task.

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 organization 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. (***Proof of documented assignment to be presented along with the CV***),

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:	RfP25/03119		

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<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:	RfP25/03119		

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 if this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

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:	RfP25/03119		

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 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:	RfP25/03119		

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: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers, VAT exclusive

Table 1: Summary of Overall Prices

Costs	Amount (insert currency)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of days / months / hours	Total Amount (insert currency)
		<i>A</i>	<i>B</i>	<i>C=A*B</i>
	1 (one) Technical Expert			
	1 (one) Economist/Financial Expert			
	1 (one) Legal Expert			
	Other staff (if any)			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of Measure	Quantity	Unit Price (insert currency)	Total Amount (insert currency)
International flights	Return trip			
Subsistence allowance	Day			
Local transportation costs	Lump sum			
Out-of-pocket expenses				
Other costs (specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Milestone as per Terms of Reference	Time (person days)	Professional Fees (insert currency)	Other Costs (insert currency)	Total (insert currency)
Deliverable 1: Inception Report				

Deliverable 2: Report on Selection of Trainer Candidates Process				
Deliverable 3: Training Programme for Trainers				
Deliverable 4 Training Sessions Delivery Report				
Deliverable 5. Tailored Training Programme for Phase II				
Deliverable 6. Preparatory handbook (or Guide) for invited participants				
Deliverable 7: Training Sessions Delivery Report				
Deliverable 8: Institutionalization and/or official certification of the program.				
Deliverable 9: Final Report				
Total Amount of Financial Proposal (insert currency)				

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