



REQUEST FOR PROPOSAL (RFP)

RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a Capacity Building Program

Project: Advancing Climate Resilience and Women's Empowerment in Moldova

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through “*Advancing Climate Resilience and Women’s Empowerment in Moldova*” (*Community Forest*) Project, hereby invites prospective proposers to submit a proposal for **developing Agroforestry Handbook and delivering a Capacity Building Program** 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-00849**. 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 <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247>.

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	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. 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. 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.
2. Interpretation of the RFP	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.
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	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 labor, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct 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. 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: http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti 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. In pursuance of this policy, UNDP: - 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; - 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	Proposers shall have the legal capacity to enter into a binding contract with UNDP. 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. 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 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. 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. Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 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. Proposers shall not be eligible to submit a proposal if at the time of proposal submission: ☐ 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	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.
6. Publicity	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	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. UNDP will provide the responses to clarifications through the method specified in

	Section 3: Data Sheet. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.
8. Amendment of solicitation documents	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. 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.
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	The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet: ▪ 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	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. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
13. Financial proposal	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. 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. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
14. Currencies	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: • 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.
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	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. 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. 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. 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. 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.
17. Proposal security	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. 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. If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal. 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. 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). The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions: - 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: - 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	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: • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • 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. 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. 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. 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. 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. A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between: • 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. 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. 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.
19. Only one proposal	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. Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following: • 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 • 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	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. 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.
21. Pre-proposal conference	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. 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. 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. 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). 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. 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.
22. Site inspection	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. If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP. 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. 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. 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: (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. 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). 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.
23. Errors or omissions	Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults. Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.
24. Proposers' responsibility to inform themselves	Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they: • 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. 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.
25. No material change(s) in circumstances	The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.

	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.
26a. Online submission	Electronic submission through online portal shall be governed as follows: • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • 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 DS. 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.
27. Deadline for Submission of Proposals	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 recognize the actual date and time that the proposal was received by UNDP. 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.
28. Withdrawal, substitution and modification of proposals	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. 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.
29. Storage of proposals	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.
30. Proposal opening	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.
31. Late proposals	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. 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.

EVALUATION OF PROPOSALS	
32. Confidentiality	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. 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.
33. Evaluation of proposals	UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely based on the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: - 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	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.
35. Evaluation of eligibility and qualification	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). In general terms, vendors that meet the following criteria may be considered qualified: - 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	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

financial proposals	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. 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. In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation. 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. When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows: <u>Rating the Technical Proposal (TP):</u> TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 <u>Rating the Financial Proposal (FP):</u> FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 <u>Total Combined Score:</u> Combined Score = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
37. Post-qualification/ DueDiligence	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: 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	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).

	UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account. 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	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: 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. 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.
40. Nonconformities, reparable errors and omission	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. 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. For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows: 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. If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.
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	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). 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.
50. Bank guarantee for advance payment	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: 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.

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	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g., General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

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

No.	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook and deliver a capacity building program. The services under the current assignment include provision of development of tailored agroforestry handbooks and delivering a gender-sensitive capacity-building program. The intervention will support the adoption of climate-smart agroforestry practices across diverse landholding types, contributing to ecosystem restoration, improved livelihoods, and long-term adaptation to climate change, as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality. ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER. Deadline for submitting requests for clarifications / questions: 3 days before the submission deadline Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English and/or Romanian .
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted in US Dollars (USD). In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: 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.
7.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.

No.	Data	Specific Instructions / Requirements
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.
13.	Instructions for proposal submission	Bidders must submit their proposal directly in Quantum. ▪ 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	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. It is the responsibility of the bidder to be informed on the tender deadline. Note that system time zone is in EST/EDT (New York) time zone.
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	Evaluation will be based on: ☒ Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal The maximum number of technical points is detailed in Section 4: Evaluation Criteria To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.
17.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is 25% The maximum percentage by which quantities may be decreased is 25%
18.	Contract award to one or more proposer	UNDP will award a contract to: One Bidder Only
19.	Type of contract to be awarded	Contract Face Sheet More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html See Section 6 for link to sample contract.

No.	Data	Specific Instructions / Requirements
20.	Expected date for commencement of contract	15 January 2025
21.	Conditions of contract to apply	UNDP General Terms and Conditions for contracts (goods and/or services) See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	▪ Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, topic and year of cooperation relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity. ▪ Certificate of Incorporation/ Business Registration ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Latest Financial Statement (Income Statement and Balance Sheet) including Auditor's Reports (for international companies) for the past 3 years (2024, 2023, 2022). ▪ At least 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 5 (five) years, by each intended participant ▪ 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 and submission of necessary supporting information and documents as per ToR. The supporting information and documents shall include but shall not be limited to project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk management, deliverable quality management, progress monitoring and reporting. ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs (signed by the envisaged person), of the Key personnel (mentioned in ToR), together with attestation certificates (if applicable/e.g., diplomas, certifications) and training certificates (if applicable) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements. ▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).

No.	Data	Specific Instructions / Requirements
		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: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [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, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts¹: 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:	
Demonstrated capacity in designing and delivering gender-sensitive training programs in agriculture, forestry, or environmental management in at least 3 (three) records. <i>(For JV/Consortium/Association, Lead company should meet requirement)</i>	Form F: Eligibility and Qualification
At least three (3) assignments in providing consultancy services related to environmental management, sustainable land management, agroforestry, ecoservices or nature-based solutions. <i>(For JV/Consortium/Association, Lead company should meet requirement. At least two (2) assignments of the above indicated assignments for the consortium partner, in case of JV/Consortium/Association)</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
Key personnel mandatory for the implementation of the contract: • A Team Leader. • A forestry/agronomy expert. • A communication and community engagement specialist. • A capacity building and curriculum development expert. <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. Any additional staff (up to a max of 3 persons) should</i>	Attach required documents to Form H: Format for CV of proposed Key Personnel

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

<i>be included in the financial proposal under other staff but will not be evaluated technically.</i> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement. The Team Leader should be employed by the Lead company)</i>	
Financial Standing:	
Turnover: Minimum average annual turnover of USD 80,000 for the last 3 (three) years. <i>(For JV/Consortium/Association, all Parties should meet the 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. If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems. <i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</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 Forms		Points Obtainable
1.	Proposer's qualification, capacity, and experience	210
2.	Proposed Methodology, Approach, and Implementation Plan	360
3.	Management Structure and Key Personnel	430
Total		1000

	Section 1. Proposer's qualification, capacity and experience	Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing Organization / Company profile – 25 points: 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 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: Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (4 years – 15 pts, 2,5 pts for each additional year, up to 30 pts)	30
1.3	Relevance of specialized knowledge and experience: - Proven experience in developing practical handbooks and guides tailored to rural or ecological restoration contexts in at least two assignment (2 assignments – 20 pts, each additional assignment 10 pts, up to 40 pts). - Demonstrated capacity in designing and delivering gender-sensitive training programs in agriculture, forestry, or environmental management in at least 3 records (3 track records – 20 pts, each additional track record – 5 pts, up to 40 pts); - At least three (3) assignments in providing consultancy services related to environmental management, sustainable land management, agroforestry, ecoservices or nature-based solutions (3 assignments – 30 pts, each additional assignment 10 pts, up to 50 pts); - Experience working with community-based or gender-responsive projects is an asset (Yes – 10 pts; No – 0 pts);	140
1.4	Organizational Commitment to Sustainability: - Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 5 points - Organization is a member of the UN Global Compact – 5 points - 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 pts.)	15
Total Section 1		210

	Section 2. Proposed Methodology, Approach and Implementation Plan	Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another. • Important aspects of the tasks are addressed in sufficient detail and different components of the assignment are adequately weighted relative to one another – up to 90 pts; • Important aspects of the tasks are not addressed in sufficient detail and different components of the assignment are not adequately weighted – up to 65 pts; • Important aspects of the tasks are not addressed and different components of the assignment are not weighted – up to 30 pts.	90
2.2	Does the methodology and approach meet the ToR requirements? • The Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR– up to 80 pts; • The Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the ToR – up to 45 pts; • The Proposer has limited understanding of the assignment. The proposed approach and methodology does not correspond to the ToR and require major adjustment to properly address the task– up to 25 pts.	80
2.3	Details on how the different service elements shall be organized, controlled and delivered. • The proposed methodology describes well how service elements shall be organized, controlled and delivered – up to 60 pts. • The proposed methodology partially describes how service elements shall be organized, controlled and delivered – up to 35 pts. • The proposed methodology poorly describes how service elements shall be organized, controlled and delivered – 10 pts.	60
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement • The proposed M&E methodology fully responds to the engagement – up to 60 pts. • The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder – up to 40 pts. • The proposed M&E methodology requires major adjustments to address the tasks – up to 20 pts. • No M&E methodology was provided – 0 pts.	60
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic (up to max 70 pts.): • The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – up to 70 pts. • The Implementation Plan is well structured with well-defined sequence of activities but some clarification on methodology is needed – up to 40 pts. • The description is not well structured and requires major clarifications from bidder – up to 10 pts.	70
	Total Section 2	360

	Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Team Leader		110
	Master's degree or higher in environmental sciences, forestry, agriculture, or related field. (10 pts)	10	
	Minimum 7 years of professional experience in managing multi-disciplinary projects related to sustainable land management or agroforestry. (7 years – 20 pts, each additional year – 2,5 pts, up to 30 pts)	30	
	Proven experience in leading development of technical handbooks, training manuals, or knowledge products related to agroforestry, sustainable land management, ecosystems or nature-based solutions. (3 knowledge products – 20 pts, each additional knowledge products – 5 pts, up to 40 pts)	40	
	Demonstrated experience in designing and delivering capacity building programs or training workshops for diverse stakeholders (no relevant experience – 0 pts, 2 training events – 10 pts, each additional training event – 5 pts, up to 30 pts)	30	
3.2	Forestry / Agronomy expert		110
	University degree in Agronomy, Forestry agroforestry, ecology, or related field. (10 pts)	10	
	Minimum 7 years of experience in agroforestry system design and implementation (7 years – 20 pts, each additional year – 5 pts, up to 40 pts)	40	
	Minimum 3 assignments on development of Practical guides/manuals or forest/silvopastoral management plans. (3 assignments – 20 pts, each additional assignment – 5 pts, up to 40 pts)	40	
	At least two involvements in development of agroforestry or nature-based solution guidance, handbooks or knowledge products. (2 involvements – 10 pts, each additional assignment – 5 pts, up to 20 pts)	20	
3.3	Communication and community engagement specialist		100
	University degree in social sciences, community development, or related field. (10 pts)	10	
	Minimum 5 years of experience in community engagement. (5 years – 20 pts, each additional year – 5 pts, up to 40 pts)	40	
	Minimum 3 assignments involving work with rural women or vulnerable groups in environmental or agricultural contexts. (3 assignments – 15 pts, each additional project – 5 pts, up to 30 pts)	30	
	Experience in participatory planning or inclusive governance (at least 2 projects), (2 projects – 10 pts, each additional assignment – 5 pts, up to 20 pts)	20	
3.4	Capacity building and curriculum development expert		110
	University degree in education, instructional design, environmental training, or related field. (10 pts)	10	
	Minimum 5 years of experience in designing and delivering in-person training programs and developing practical training materials for rural communities, particularly in the areas of sustainable land management, agroforestry, environment or climate adaptation. (5 years – 20 pts, each additional year – 5 pts, up to 40 pts)	40	

	At least 3 assignments involving the development of gender-sensitive and climate-smart training curricula using participatory and adult learning methodologies. (3 assignments – 20 pts, each additional project –5 pts, up to 40 pts)	40	
	Demonstrated experience in facilitating field-based training sessions and engaging with rural stakeholders (e.g., farmers, local authorities, community groups), with at least 2 relevant projects. (2 projects – 10 pts, each additional project – 5 pts, up to 20 pts)	20	
	Total Section 3		430

SECTION 5: TERMS OF REFERENCE

A. Background information

Forests cover only 385,000 ha, or about 13% of Moldova's territory, (far below the European average of 30%). Furthermore, these are primarily concentrated in the central region (60% of the forest estate), with lower coverage in the northern 26% and southern regions 14%. Around 40% of forests need ecological restoration, making sustainable forest management essential for rural livelihoods. Climate change amplifies existing gender inequalities, as women are more dependent on natural resources for household management, caregiving, and food provision. In the past 10 years, the Government of Moldova has made concerted efforts to increase forest cover to 15%, with an aim to increase economic and environmental benefits to rural communities in general and reduce land degradation in particular.

According to scientific research, the current forest area is obviously insufficient to meet the ecological and socioeconomic needs of the RoM. In order to ensure a stable ecological balance and a more pronounced influence on the climatic and hydrological regime of the territory and to increase productivity of agricultural land, it is necessary that forests occupy at least 15% of the territory. This would play an extremely important role in watershed protection, while at the same time providing a number of direct and indirect economic and environmental benefits to rural communities: fuelwood, non-wood products, ravine stabilization, landscape beautification and other benefits. Dispersion and fragmentation of forest resources, their uneven distribution in the country is a negative factor in exerting beneficial eco-protective influences on the environment, creating comfortable living conditions for the population, and providing wood and non-wood products.

The current state of pastures in the Republic of Moldova is generally unsatisfactory, as they are heavily impacted by excessive, unregulated grazing throughout the year and completely lack a management system. Poor management practices have allowed harmful plant species (shrubs and weeds) to invade the pastures, largely replacing valuable plant species. Currently, the effects of pasture degradation are evident in both biodiversity structure and productivity potential. The yields from these pastures are low in both quantity and quality, averaging around 1-3 tons of dry matter per hectare, which supports a grazing load of 0.2 - 0.5 livestock units per hectare. Sustainable pasture management is essential and cannot be achieved without organized land management and pastoral planning (management plans) that incorporate both the enhancement and appropriate utilization of grass cover, as well as the necessary infrastructure and equipment for modern, sustainable use.

The climate change risks are affecting primarily the rural poor and especially women. Rural population is increasingly vulnerable to climate change impacts especially women and women-led households, who are not able to provide resources and services needed to ensure water, food, and energy supply for their families. Rural poor have limited knowledge regarding sustainable agricultural and forestry practices that would increase adaptation and resilience capacities of communities and ecosystems. Women are at higher risk of poverty, 26.3% of women are in absolute poverty, while men at 23.6% and the highest rate of absolute poverty is registered in households with three and more children (36.9%). Women are more at risk of poverty including from: (i) lower employment of women, especially mothers with pre-school children, limiting career advancement, (ii) substantially lower assets and productive ownership accentuating financial deprivation, (iii) accentuating impact of climate change consequences on the women entrepreneurs.

The project's ultimate outcome is to increase climate resilience and gender equality in rural Moldova through the sustainable management of forest, pasture, and agricultural resources, coupled with the economic empowerment of women. The project will tackle the development challenges in rural Moldova by implementing a multifaceted approach. It will enhance climate resilience and gender equality through sustainable forest and pasture management, fostering community-based enterprises that engage women. Targeted training will empower rural women with skills in climate-smart agriculture, leadership, and business development. The project will also address barriers to education and finance, ensuring equitable access for women. By promoting inclusive governance and strengthening sex-disaggregated data collection, it will support evidence-based decision-making and policy development. These solutions are designed to build robust, resilient communities and address gender disparities in economic and environmental sectors.

The project intends to achieve the ultimate outcome through three intermediary outcomes:

1. By the end of 2029, target regions will benefit from healthier and more resilient ecosystems through the implementation of sustainable forest and pasture management practices. Both women and men will be actively engaged in these practices, supported by the establishment of community-based forest enterprises, afforestation and reforestation initiatives and training programs in climate-smart agriculture and environmental stewardship. This will contribute to increased biodiversity and improved ecosystem services.

2. By the end of 2029, rural women in selected districts will implement economic and income generated activities in climate responsive agri- and forest businesses. They will benefit from participation in community-based forest enterprises and improved roles in natural resource management. This will be supported through targeted business development assistance, financial literacy programs, and leadership training, addressing systemic barriers and promoting equitable access to economic resources and decision-making processes.

3. By the end of 2029, local public authorities (LPAs), education institutions and communities will have developed and implemented inclusive governance frameworks that promote sustainable forest and pasture management. By the end of 2029, local public authorities (LPAs) and communities will have developed and implemented inclusive governance frameworks that promote sustainable forest and pasture management. This will be achieved through collaborative policy development that ensures women's meaningful participation in decision-making processes. Additionally, specialized educational institutions will play a critical role by offering gender-sensitive, climate-smart curricula and capacity-building programs that support both community members and policymakers in integrating sustainability and gender equality into local governance and management practices.

Agroforestry offers a nature-based solution to address these challenges by integrating trees and shrubs into agricultural landscapes, improving ecosystem services, and building climate resilience. However, the adoption of agroforestry remains limited due to the lack of practical, context-specific guidance and capacity among land users and local institutions.

To support this transition, the project will develop two tailored agroforestry handbooks, one for medium and large landowners, and one for smallholders (community handbook), and deliver a gender-sensitive capacity building program. These resources will promote climate-smart agroforestry practices, support the development of forest and silvopastoral management plans, and empower rural women and communities to engage in sustainable land restoration and economic activities. By strengthening local capacities and promoting inclusive participation, the project will contribute to healthier ecosystems, improved livelihoods, and greater gender equality in rural Moldova.

B. Objectives of the assignment

The objective of the assignment is to strengthen climate resilience and promote sustainable land management in southern Moldova by developing tailored agroforestry handbooks and delivering a gender-sensitive capacity-building program. To ensure targeted and effective implementation, the project will prioritize interventions in the southern region of Moldova, focusing on 12 localities as per table beneath. These localities have been identified based on geographical criteria, following a south-to-centre progression, to maximize ecological connectivity and address the most erosion-prone and degraded areas.

No.	Locality	District
1	Giurgiulești	Cahul
2	Cîșlița-Prut	Cahul
3	Cișmichioi	UTA Gagauzia
4	Etulia	UTA Gagauzia
5	Alexandru Ioan Cuza	Cahul
6	Vulcănești (city)	UTA Gagauzia
7	Găvănoasa	Cahul
8	Nicolaevca	Cahul
9	Slobozia Mare	Cahul
10	Văleni	Cahul
11	Brînza	Cahul
12	Colibași	Cahul

The intervention will support the adoption of climate-smart agroforestry practices across diverse landholding types, contributing to ecosystem restoration, improved livelihoods, and long-term adaptation to climate change:

1. Development of Two Practical Agroforestry Handbooks

The Practical Handbook for Medium and Large Landowners will provide technical guidance for professionals, practitioners, and local authorities. It will cover agroforestry system design, species selection, planting and maintenance techniques, forest belt models, and nature-based solutions, tailored to Moldova's pedo-ecological zones. This handbook will serve as foundational reference for the development and implementation of Forest and Silvopastoral Management Plans.

The Community Handbook for Small Landowners will be designed for rural women, smallholders, and community members. Using simplified language and visuals, it will offer practical advice for household-level agroforestry, low-cost practices, compact layouts, and income-generating opportunities. It will emphasize inclusive participation and provide tools for planning, budgeting, and accessing support.

2. Design and Delivery of a Gender-Sensitive Capacity Building Program

The second core activity aims to deliver a gender-sensitive capacity building program for farmers, representatives of local public authorities, rural women, and vulnerable groups to equip them with practical knowledge and skills to design, implement, and maintain climate-resilient agroforestry systems. The capacity building program will cover key topics such as soil health and fertility management, water conservation techniques, agroforestry design and maintenance, biodiversity conservation, and the integration of agriculture with ecosystem restoration. Nature-based solutions and other climate-smart practices will be emphasized throughout. The program will promote inclusive participation in environmental decision-making, ensuring that women play an active role in planning and implementing agroforestry interventions. Ultimately, this activity aims to enhance adaptive capacity, strengthen livelihoods, and build long-term resilience to climate change across southern Moldova.

C. Scope of work and expected outputs:

Under the supervision of the Project Manager, the Company/NGO/Consortium will support the implementation of two interlinked activities aimed at strengthening climate resilience and sustainable land management in southern Moldova:

Develop practical guides for sustainable agroforestry system design and implementation

A. Preparatory Research and Stakeholder Engagement

- Conduct a desk review of agroforestry systems, nature-based solutions, and gender-responsive approaches in Moldova and comparable contexts.
- Review existing interventions (e.g., FAO, IFAD, UNDP, national programs) and extract lessons learned relevant to agroforestry and sustainable land management.
- Conduct a Needs Assessment and Social Perception Study on agro-ecosystem services, guided by the UNDP Capacity Assessment Methodology, to evaluate capacity assets, gaps, and inform a tailored capacity development response.
- Establish collaboration with 12 local public authorities, as per table above, to assess existing agroforestry potential and agricultural development trends in the region.
- Develop a land size classification framework for rural landowners, medium farmers, large farmers, and LPAs, to inform the design and targeting of agroforestry interventions.
- Engage a broad range of stakeholders from south region of the country, including women, socially vulnerable groups, LPAs, forestry experts, and educational institutions, to gather insights and ensure the relevance and inclusivity of project outputs.

B. Practical Handbook Development for medium and large landowner for souths zones including Cahul, UTA Gagauzia, and steppe zones

- Define agroforestry system design principles suitable for Moldova's souths zones including Cahul, UTA Gagauzia, and steppe zones considering drought-prone soils, erosion risks, and existing land use patterns.

- Provide scalable layout guidance for medium farmers, large farmers, and communal land parcels, including
 - ✓ Spacing recommendations (tree/ha, alley width, clumps, strips, multi-row belts).
 - ✓ Orientation strategies for light optimization, wind buffering, erosion control, and water retention.
 - ✓ Integration with existing land uses: transition to mixed systems, intercropping during establishment, and livestock integration.
- Develop practical instructions for site preparation, planting techniques, protection measures, and long-term maintenance.
- Include visual layout examples and participatory planning tools for farmers and communities.
- Detail native and climate-resilient species combinations, planting densities, and spatial arrangements.
- Promote mixed species planting and vertical layering (herbaceous, shrub, tree).
- Include modules on regenerative soil practices (mulching, swales, cover crops, composting, nitrogen-fixing trees, companion planting).
- Integrate nature-based solutions for erosion control, microclimate regulation, soil fertility, and water buffering.
- Highlight income-generating opportunities (fruit, nuts, medicinal plants, timber, wood fuel, non-timber forest products, etc) and ensure inclusive participation of women and youth in planning and implementation.
- Provide forest belts models:
 - ✓ Develop multi-functional shelterbelts for wind protection, erosion control, biodiversity, water buffering, and microclimate regulation
 - ✓ Include design typologies: single-, double-, multi-row; linear, staggered, clumped.
 - ✓ Recommend species based on site and function, fast-growing for shelter, deep-rooted for slope stability, and shrubs for habitat.
 - ✓ Recommend spacing and orientation with visual layouts.
 - ✓ Integrate with land use: buffer zones, intercropping, or grazing.
 - ✓ Include maintenance: pruning, thinning, coppicing, pest monitoring, etc.
- Highlight income-generating opportunities (fruit, nuts, medicinal plants, timber, wood fuel, and Non-Timber Forest Products).
- Add basic tools or templates for cost-benefit analysis, yield forecasting, and return on investment.
- Align species combination with Strategic Agricultural Policy Program 2025-2030.
- Ensure inclusive participation of women and youth in planning and implementation.
- Ensure all drawings/illustrations included in the handbook should follow a standardized format to ensure visual consistency and clarity throughout the document.
- Provide steps for forest institutionalization by LPAs.

C. Practical Handbook Development for Small Landowners for souths zones including Cahul, UTA Gagauzia, and steppe zones

- Adapt agroforestry design principles to small plots in Moldova's southern zones, including Cahul, UTA Gagauzia, and steppe areas, with emphasis on water scarcity, soil erosion, and land fragmentation.
- Translate practical content into accessible, user-friendly language for non-specialist audiences, including visual aids and simplified terminology.
- Provide compact layout models suitable for small-scale implementation, such as backyard agroforestry, home gardens, boundary planting, mixed-use strips (e.g., fruit trees + vegetables + herbs), and vertical layering to maximize space (herbaceous, shrub, tree).

- Recommend low-cost, low-labor practices using locally available materials and manual tools for planting, maintenance, and harvesting.
- Include simplified spacing and orientation guidance to optimize sun exposure, wind protection, and water retention, adapted to small plot conditions.
- Integrate nature-based solutions such as small swales, compost pits, living fences, and greywater reuse to enhance soil health and water efficiency.
- Highlight income-generating options including surplus fruits, herbs, NTFPs (e.g., berries, mushrooms), beekeeping, poultry integration, and small-scale processing (e.g., jams, oils).
- Include visual guides and step-by-step instructions, such as illustrated planting layouts, seasonal calendars, maintenance checklists, and simple decision trees for species selection and land use planning.
- Ensure gender and youth inclusion by highlighting their roles in household-level agroforestry, promoting equitable access to training, tools, and benefits, and supporting community-level collaboration through, composting sites, marketing groups, and links to communal forest belts or cooperatives.
- Provide basic economic tools such as templates for household budgeting, input tracking, yield estimation, and simple cost-benefit examples for common agroforestry combinations.
- Ensure all drawings/illustrations included in the handbook should follow a standardized format to ensure visual consistency and clarity throughout the document.
- Include practical steps for starting agroforestry plots, maintaining them, and accessing support through local institutions, extension services, or community networks.

D. Validation and Dissemination

- Organize and facilitate stakeholder validation workshops.
- Incorporate feedback and finalize handbooks.
- Prepare handbooks for print and digital dissemination, ensuring accessibility and inclusivity.
- Print 800 copies of Practical Handbook Development for Small Landowners (format C5 envelope, soft cover, in color).

Design and Delivery of a Gender-Sensitive Capacity Building Program that empowers communities, farmers, rural vulnerable and especially women with practical knowledge and skills in climate-resilient agricultural and forestry practices

This is to empower farmers, rural women, vulnerable groups, and local authorities in southern Moldova with practical knowledge and skills in climate-resilient agroforestry and sustainable land management, ensuring inclusive participation and long-term adaptation to climate change.

A. Curriculum Development:

- Develop modular capacity building materials tailored to different audiences:
 - ✓ Technical Modules for medium/large landowners and local authorities.
 - ✓ Simplified Modules for smallholders, rural women, and vulnerable groups.
- Core topics to include:
 - ✓ Agroforestry design and maintenance
 - ✓ Soil health and fertility management
 - ✓ Water conservation techniques (e.g., swales, mulching, greywater reuse)

- ✓ Biodiversity and ecosystem restoration
- ✓ Nature-based solutions and climate-smart agriculture
- ✓ Income-generating opportunities (NTFPs, beekeeping, small-scale processing)
- ✓ Gender equity and inclusive decision-making

B. Participatory Training Delivery

- Use visual aids, storytelling, and real-life case studies to simplify technical concepts and foster engagement.
- Facilitate group discussions, peer-to-peer learning, and community reflection sessions to encourage knowledge exchange.
- Provide capacity building toolkits tailored to different user groups, including illustrated agroforestry layouts and printed practical guide.
- Use feedback mechanisms (e.g., suggestion boxes, post-training evaluations) to continuously improve training delivery.

C. Events Logistics and Implementation

To support the assignment's goal of increasing climate resilience and gender equality in rural Moldova, the following capacity building activities and information campaigns will be implemented with a strong emphasis on inclusive participation, gender responsiveness, and sex-disaggregated monitoring:

- Organize and deliver one day capacity building in forest and silvopastoral management for at least 12 Local Public Authorities to strengthen institutional knowledge and planning capacity with a focus on integrating gender-sensitive approaches in land use and forest governance. Sex-disaggregated attendance records and feedback will be collected to assess women's participation in decision-making roles.
- Organize and deliver one day capacity building event on agroforestry and nature-based solutions for at least 80 medium-sized farmers and landowners, focusing on scalable practices and integration with existing land uses. Special outreach will be conducted to ensure at least 40% female participation, and sex-disaggregated data will be collected to monitor uptake and impact.
- Organize and deliver one day capacity building event on agroforestry and NbS for at least 40 large-scale farmers and landowners, emphasizing multifunctional shelterbelts, erosion control, and economic returns. The event will include modules on gender-inclusive business models and climate-smart investments. Sex-disaggregated data will be used to track participation and post-training application of knowledge.
- Conduct targeted information campaigns reaching at least 500 small landowners, rural women, and vulnerable groups, to raise awareness on agroforestry, NbS, and economic empowerment opportunities. Campaigns will be tailored to address gender-specific barriers and will include materials accessible to women with limited formal education. Monitoring tools will capture gender-specific feedback and participation rates.
- Ensure full responsibility for participant identification and logistics (venue, catering, equipment).
- Coordinate with local authorities, community leaders, and civil society organizations to ensure inclusive outreach and representation, especially of women, youth, and marginalized groups. Gender balance will be a key criterion in participant selection, and all events will include gender equality modules.

Note 1: All capacity building activities to be organized at the local level or district level with physical presence.

Note 2: Ensure that all expected deliverables incorporate sex-disaggregated data and reflect gender dimensions, in alignment with the project's results framework and log frame indicators.

Note 3: The contractor shall assume full responsibility for identifying the participants and arranging all the logistics. Hence, full capacity buildings logistics costs (incl. catering costs, water, rent of training facilities, and equipment and other relevant logistics costs) shall be factored in the Bidder's Financial Proposal.

D. Key deliverables and tentative timetable

All deliverables will integrate gender dimensions and include sex-disaggregated data, in alignment with the project's log frame.

	Key deliverables	Tentative deadline
1.	Two draft Practical Handbooks	By April, 2026
2.	Final versions of two Practical Handbooks (print-ready)	By June, 2026
3.	Report on capacity building in forest and silvopastoral management for at least 12 Local Public Authorities	By September, 2026
4.	Report on information campaigns for at least 500 small landowners, rural women, and vulnerable groups with sex-disaggregated data and qualitative feedback.	By October, 2026
5.	Report on capacity building event on agroforestry and nature-based solutions for at least 80 medium-sized farmers and landowners	By October, 2026
6.	Report on capacity building event on agroforestry and NbS for at least 40 large-scale farmers and landowners	By November, 2026
7	Final Report on the assignment	By November, 2026

Note: The activities timeline, and tasks which will be deemed by UNDP and/or NIJ as requiring further details and/or clarifications, can be amended/detailed at the stage of developing the inception report which also include the methodology for the assignment. None the less the changes are not expected to impact the end date of the assignment.

Confidentiality statement

All data and information received from the UNDP for the purposes of this assignment are to be treated confidentially and only to be used for the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of UNDP.

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of the contract.

E. Institutional arrangements

The timeframe for the work of the company is tentatively planned through January – November 2026.

The Company/NGO/Consortium will work under the direct supervision of the UNDP Project Manager. Coordination with UN Women, LPAs, and community networks is expected.

The Company/NGO/Consortium will provide deliverables in Romanian in electronic copies and according to the timeframe from the deliverables table. The Project Manager should approve the deliverables.

Language requirements

All documentation related to the assignment shall be in Romanian.

All documents submitted, in Romanian, as described at Section D. Key deliverables and tentative timetable. Key deliverables and tentative timetable will be subject to proofreading and editing to ensure compliance with the language and terminology in the national legislation regulating the subject matter of the assignment, to be organized by Service Provider.

Any translation, interpretation and proof-reading costs shall be listed separately in the financial proposal.

F. Qualifications Requirements

The evaluation criteria towards the Bidder and its personnel are included in Section 4: Evaluation Criteria.

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.

The proposed team should consist of Key personnel mentioned below but could provide additional if needed.

Key personnel:

- A Team Leader
- A forestry/agroforestry expert;
- A communication and community engagement specialist;
- A capacity building and curriculum development expert;

Any additional staff should be included in the financial proposal under other staff but will not be evaluated technically.

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

Only Key staff will be subject to technical evaluation.

Bidders agree that the Key staff included into the bid will participate and will provide high quality outputs and expertise 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 resumes submitted for the Key project personnel should be detailed and comprehensive. Specifically, resumes 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.

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.

Should any changes be necessary in this regard, a formal request for the agreement of the UNDP Community Forest 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.

The bidder will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as Nonobjection letter from the employer.

Please refer to Section 4: Evaluation Criteria for detailed evaluation criteria for the applying company and proposed personnel.

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

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

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

6.2 Special Conditions of Contract

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

N/A

6.3 Contract Form

In the event of an award, the following sample Contract will be used: Contract for Goods and/or Services to UNDP.

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

SECTION 7: PROPOSAL FORMS

Form A: Proposal Confirmation

Form B: Checklist

Form C: Technical Proposal Submission

Form D: Proposer Information

Form E: Joint Venture/Consortium/Association Information

Form F: Eligibility and Qualification

Form G: Format for Technical Proposal

Form H: Format for CV of Proposed Key Personnel

Form I: Statement of Exclusivity and Availability

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

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

FORM A: PROPOSAL CONFIRMATION

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

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

From: Insert name of proposer

Subject RFP reference **RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program**

Check the appropriate box	Description
☐	YES , we intend to submit a proposal.
☐	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
☐	The requested services are not within our range of supply
☐	We are unable to submit a competitive proposal for the requested services at the moment
☐	The requested services are not available at the moment
☐	We cannot meet the requested terms of reference
☐	The information provided for proposal purposes is insufficient
☐	Your RFP is too complicated
☐	Insufficient time is allowed to prepare a proposal
☐	We cannot meet the delivery requirements
☐	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
☐	Sustainability criteria/requirements are too stringent (if applicable)
☐	We do not export
☐	We do not sell to the UN
☐	Your requirement is too small
☐	Our capacity is currently full
☐	We are closed during the holiday season
☐	We had to give priority to other clients' requests
☐	The person handling proposals is away from the office
☐	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
☐	We would like to receive future RFPs for this type of services
☐	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	☐
▪ Form D: Proposer information	☐
▪ Form E: Joint Venture/Consortium/Association Information	☐
▪ Form F: Eligibility and Qualification	☐
▪ Form G: Technical Proposal	☐
▪ 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?	☐
Have you provided the required documents in support of Form D: Proposer Information?	☐

Financial Proposal:

▪ Form J: Financial Proposal Submission	☐
▪ 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:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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	
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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);
☐	☐	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.
☐	☐	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
☐	☐	I/We understand and recognize that you are not bound to accept any proposal you receive.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program
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?	☐ Yes ☐ 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?	☐ Yes ☐ 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: ☐ Corporate Environmental Policy ☐ ISO 14001 ☐ ISO 14064 ☐ 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:

been identified in the UN Sustainable Procurement Framework? • 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.	Tick all that are attached: ☐ Formal statement ☐ Sustainability report ☐ UN Global Compact Communication on Progress ☐ Other, specify Click or tap here to enter text.
Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? <i>(If yes, please provide details and documentation)</i>	Click or tap here to enter text.
Is your company a member of the UN Global Compact?	Choose an item. If yes, please provide link to Global Compact profile: Click or tap here to enter text.
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Contact person that Click or tap here to enter text. may contact for requests for clarifications during Proposal evaluation	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.

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:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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

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

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:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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

History of Non- Performing Contracts

☐ No non-performing contracts during the last 3 years			
☐ 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)

☐ No litigation history for the last 5 years			
☐ Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 4 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 (please indicate the currency)	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

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

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

Financial Standing

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

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

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

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

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

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

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

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

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

2.2 A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

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

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

Section 3: Management Structure and Key Personnel

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

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

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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

From	To
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:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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

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

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

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

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP25/03169: Company/NGO/Consortium to develop Agroforestry Handbook, and deliver a capacity building program		

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: USD (US Dollars)

Table 1: Summary of Overall Prices

Costs	Amount, USD (excl. VAT)
Professional Fees	
Other Costs	
Total Amount of Financial Proposal	

Table 2: Cost breakdown by Cost component

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

Expenses*	Unit of measure (working day/ number of staff)	Quantity	Unit Price in USD (excl. VAT)	Total Price in USD (excl. VAT)
Team Leader	Working days			
Forestry/agronomy expert	Working days			
Communication and community engagement specialist;	Working days			
Capacity building and curriculum development expert;	Working days			
Other staff proposed	Number of staff			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit of measure	Quantity	Unit Price in USD (excl. VAT)	Total Price in USD (excl. VAT)
International flights Trip <i>(if applicable)</i>	Trip			
Subsistence allowance Day <i>(if applicable)</i>	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses <i>[please specify]</i>				
Printing of Handbooks <i>[please detail costs under this activity per separate lines]</i>				
Event Logistics for 12 Local Public Authorities <i>[please detail costs under this activity per separate lines]</i>				
Event Logistics for medium-sized farmers and landowners <i>[please detail costs under this activity per separate lines]</i>				
Event Logistics for large -sized farmers and landowners <i>[please detail costs under this activity per separate lines]</i>				
Information campaigns <i>[please detail costs under this activity per separate lines]</i>				
Other Costs <i>[please specify]</i>				
Subtotal Other Costs				

Table 4: Breakdown of Price per Deliverable / Activity

Deliverable / Milestone as per Terms of Reference	Time (person days)	Professional Fees in USD (excl. VAT)	Other Costs in USD (excl. VAT)	Total in USD (excl. VAT)
Deliverable 1: Two draft Practical Handbooks				
Deliverable 2: Final versions of two Practical Handbooks (print-ready)				
Deliverable 3: Report on capacity building in forest and silvopastoral management for at least 12 Local Public Authorities				
Deliverable 4: Report on information campaigns for at least 500 small landowners, rural women, and vulnerable groups with sex-disaggregated data and qualitative feedback.				
Deliverable 5: Report on capacity building event on agroforestry and nature-based solutions for at least 80 medium-sized farmers and landowners				
Deliverable 6: Report on capacity building event on agroforestry and NbS for at least 40 large-scale farmers and landowners				
Deliverable 7: Final Report on the assignment				
Total Amount of Financial Proposal				