RFP25/03178: Development and implementation of Environmental, Social, and Governance (ESG) policies, and facilitation of ESG adoption among Micro, Small, and Medium Enterprises (MSMEs)

United Nations Development Programme, through its **"Advanced Cross-river Capacities for Trade (AdTrade)" Project** hereby invites prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Data Sheet
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Conditions of Contract and Contract Forms
- Section 7: Proposal Forms

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

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00858**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org/ using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the Supplier Portal Registration Link.

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

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1 Overview

1.1 General Information

Title	RFP25/03178:AdTrade/Development and Implementation of ESG policies
E-Mail	sc.md@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0155096/RFP25/03178
Beneficiary Country	MDA
Introduction	

RFP25/03178: Development and implementation of Environmental, Social, and Governance (ESG) policies, and facilitation of ESG adoption among Micro, Small, and Medium Enterprises (MSMEs)

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We look forward to receiving your proposal.

UNDP Moldova

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date	17/11/25 11:05 AM
Close Date	08/12/25 14:30 PM
Time Zone	Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response	Description	Price Precision

	Currency		
☐	USD	US Dollar	2
☐	MDL	Moldovan Leu	2

1.4 Attachments

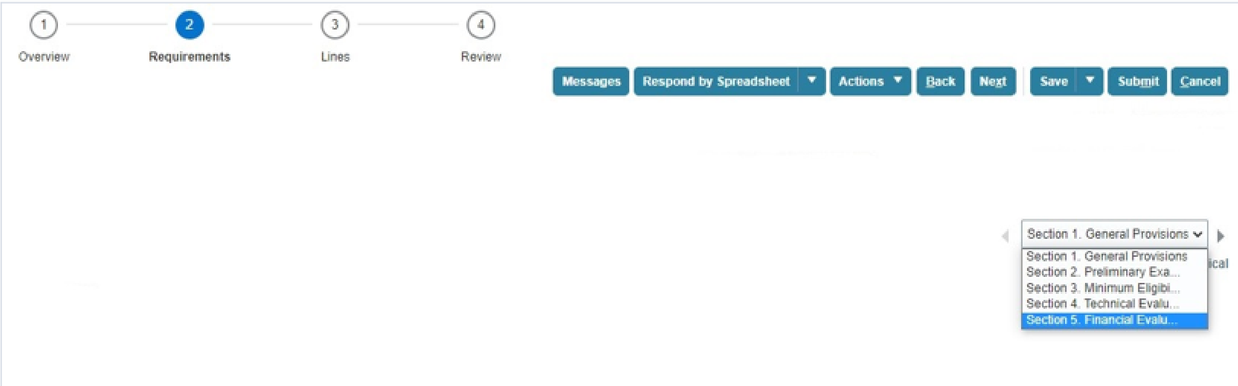
File Name or URL	Type	Description
RFP25_03178	File	
Guides_Suppliers	File	
RFP25_03178_Proposal Forms	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Dear supplier,
Please carefully review the requirements and questions in this section.
Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).
Kindly note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines".
Please note that there are several Sections to be filled in, under the "Requirements" (2) step on the right side the page:



2.1 Section 1. General Provisions

*1. **General Instructions to Proposers**
This tender is governed by the provisions in Section 2. Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

Target: Confirm acceptance of instructions and provisions of this tender

*2. **Bid Data Sheet**
Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.
Target: Have read and understood provisions in BDS

3. **Criteria for Evaluation and Contract Award**
Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively. The minimum technical score required to pass is 70%.

Technical Proposal (70%)
- Bidder's Qualification, Capacity and Experience

- Methodology, Approach and Implementation Plan
- Management Structure and Key Personnel

Financial Proposal (30%)
To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. **General Conditions of Contract**
Do you accept the General Conditions of Contract as specified in Section 6: Conditions of Contract and Contract Forms?

Target: Accept General Conditions of Contract.

*2. **Proposal Validity**
Do you accept that your proposal is valid for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

Target: Accept Proposal Validity Conditions.

*3. **Proposal Forms**
Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. 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.**

Target: Proposal Forms Submitted

*4. **Company profile**
Please provide a Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.

Target: Company profile provided

*5. **Legal documents**
Please provide Certificate of Incorporation/ Business Registration.

Target: Legal documents provided

6. **List of Shareholders and Other Entities Financially Interested in the Firm**
Please provide the List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register

Response attachments are optional.

7. **Official Letter of Appointment**
Please provide an Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.

Response attachments are optional.

*8. **TaxRegistration/Payment Certificate**
Please provide Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder

9. **Quality Certificates**
Please provide (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

Response attachments are optional.

*10. **Financial Statement**
Please provide the Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022, 2023, 2024)

Target: Financial Statements provided

*11. **Statement of Satisfactory Performance**
Please provide the Statements of Satisfactory Performance (references) from the Top three (3) Clients in terms of Contract Value per each JV partner/Subcontractor (if the case)

Target: Statement of Satisfactory Performance provided

12. **Consortium or Subcontracting Agreement**
Please upload a Consortium or Subcontracting Agreement or letter of intent to form a consortium or a partnership, if applicable

Response attachments are optional.

*13. **Methodology, Approach and Implementation Plan**
Please provide a 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

Target: Methodology, Approach and Implementation Plan provided

*14. **Copies of contracts**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)

*15. **CVs and Statements of Exclusivity and Availability**
Please provide list of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), including experience relevant to the required skills

Target: CVs and Statements of Exclusivity and Availability provided

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1. **Evaluation Criteria - Minimum Eligibility**
Eligibility will be evaluated on "Pass"/"Fail" basis.
If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Eligibility Criteria

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.	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

*2. **Compliance with Minimum Eligibility Criteria**

Do you confirm that you comply with the Minimum Eligibility Criteria?

2.4 Section 4. Evaluation Criteria - Qualification

1. **Evaluation Criteria - Qualification**
   Qualification will be evaluated on "Pass"/"Fail" basis.
   If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

   Qualifications Criteria

Qualification Criteria	Documents to establish compliance
History of non-performing contracts[1]: Non-performance of a contract did not occur as a result of contractor default within the last 3 years[1].	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:	
Minimum 5 (five) years of relevant experience in one or more of the following areas: sustainability, ESG or other relevant fields including sustainable business development, ESG advisory, green finance, MSME and financial-sector support with related capacity-building, offering legislative and resource mobilization support or training and capacity building activities in abovementioned fields, and piloting	Form F: Eligibility and Qualification

the assignments in financial and MSMEs related area in Republic of Moldova. *(For JV/Consortium/Association, Team Lead Company should meet requirement).*	
Minimum 3 (three) analytical studies or capacity building programs in the last 5 (five) years in the areas of sustainability, ESG integration, green finance, or private-sector development (including MSME or financial-sector support) in the Republic of Moldova. *(For JV/Consortium/Association, all Parties should meet requirement cumulatively).*	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract: • 1 (one) ESG Team	Attach required documents to Form H: Format for CV of proposed Key Personnel

Leader/Project Coordinator • 1 (one) ESG Private Sector & Capacity Building Specialist The Proposer could consider other personnel if it is required for the successful implementation of the present assignment, however, only the above listed will be evaluated against evaluation criteria in Section 4. *Please note: The above listed roles cannot be cumulated.* *(For JV/Consortium/Association, all Parties should meet requirement cumulatively)*.	
Financial Standing:	
Liquidity: The ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.	Copy of audited financial statements for the last 3 (three) years.

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. *(For JV/Consortium/Association, all Parties should meet requirement cumulatively).*	Form F: Eligibility and Qualification
Turnover: Proposers should have average sales turnover of minimum 100,000 USD for the last 3 (three) years. *(For JV/Consortium/Association, all Parties should meet requirement cumulatively).*	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

[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.

*2. **Compliance with Minimum Qualification Criteria**

Do you confirm that you comply with the Minimum Qualification Criteria?

2.5 Section 5. Technical Evaluation Criteria

1. **Technical Evaluation Criteria**
The technical proposal will be evaluated based on the criteria set here below following the maximum obtainable points set.
Evaluation team will score each criterion based on the information provided in the proposal.
To pass the technical evaluation, the proposal must score at least 70% of the maximum total obtainable points.

Summary of Technical Proposal Evaluation Forms

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

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing Organization / Company profile – 25 points: • The company is a well-known market player with a good standing – 25 pts • The company is well-known but lacks a good standing in the field – 10 pts	25
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. • Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (5 years – 15 pts, 5 pts for each additional year, up to 25 pts) • Project management support mechanism[1] (no – 0 pts, yes -20 pts.)	45

1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country • Have at least 5 (five) years of relevant experience in one or more of the following areas: sustainability, ESG or other relevant fields including sustainable business development, ESG advisory, green finance, MSME and financial-sector support with related capacity-building, offering legislative and resource mobilization support or training and capacity building activities in abovementioned fields, and piloting the assignments in financial and MSMEs related area in Republic of Moldova. (e.g. legislative analyses, capacity building programs, study visits, review of current practices in private sector financing and support, economic policy analyses and other related analytical papers) (5 years – 35 pts, 5 pts for each additional year, up to 45 pts); • Have implemented at least 3 (three) analytical studies or capacity building programs in the last 5 (five) years in the areas of sustainability, ESG integration, green finance, or private-sector development (including MSME or financial-sector support) in the Republic of Moldova. (3 studies/capacity building programs – 30 pts, 5 pts for each additional survey, up to 40 pts); • Experience in conducting specialized capacity building, legislative and or policy analyses in the field of sustainable development and/or ESG (each contract 5	130

	pts but no more than 25 pts in total); • Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract under a donor funded effort (No – 0 pts, Yes – 20 pts)		
1.4	Quality assurance procedures and risk mitigation measures: • Quality assurance framework and policies in place, supported by recognized certifications or accreditations (Comprehensive quality assurance framework and policies in place – 15 pts, Limited or no evidence of quality assurance procedures or certifications – 0 pts) • Risk management approach tailored to project lifecycle in place (Robust risk management approach with clearly defined methodologies and tools – 15 pts, Limited or no evidence of risk management strategies or tools – 0 pts).	30	
1.5	Organizational Commitment to Sustainability: • Organization is compliant with ISO 14001 or ISO 14064 or equivalent – (no – 0 pts., yes – 5 pts.);	20	

	• Organization is a member of the UN Global Compact - (no – 0 pts., yes – 5 pts.); • Organization 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, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) - (no – 0 pts., yes – 10 pts.).	
	Total Section 1	**250**

[1]Existence of dedicated team, use of PM tools/software, availability of project manuals, SOPs, etc.

Section 2. Proposed methodology approach and implementation plan		**Points obtainable**
2.1	To what degree does the Proposer understand the task? (up to max 50 pts.):	50

	• the Proposer has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 41 pts. to 50 pts; • the Proposer has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 21 pts. to 40 pts; • the Proposer has no and/or limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts. to 20 pts.		
2.2	Have the important aspects of the task been addressed in sufficient detail? (up to max 60 pts): • the important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on the proposed methodology – 46 pts. to 60 pts; • the important aspects of the task have been addressed in a manner which requires some clarification on the proposed methodology – 21 pts. to	60	

	45 pts; • the important aspects of the task have not been addressed in sufficient detail and require major clarification on the proposed methodology – 0 pts. to 20 pts.		
2.3	Are the different components of the project adequately weighted relative to one another? (up to max 40 pts.): • the different components of the assignment have been fully weighted relative to one another – 26 pts. to 40 pts; • the different components of the assignment have been partially weighted relative to one another – 11 pts. to 25 pts; • the different components of the assignment have not been weighted relative to one another – 0 pts. to 10 pts.	40	
2.4	Is the adopted conceptual framework appropriate for the task? (up to max 90 pts): • the presented conceptual framework is appropriate for the assignment, all important aspects	90	

	being fully described, and requirements addressed – 61 pts. to 90 pts; • the presented conceptual framework requires some adjustments to fully incorporate all aspects and requirements of the assignment – 31 pts. to 60 pts; • the presented conceptual framework requires major adjustments to address all the aspects and requirements of the assignment – 0 pts. to 30 pts.	
2.5	Is the scope of the task well defined and does it correspond to the TOR? (up to max 90 pts.) • the scope of the task is well defined and fully corresponds to the ToR – 71 pts. to 90 pts; • the scope of the task is well defined yet does not fully correspond to the ToR – 35 pts to 70 pts • the scope of the task is not well defined and does not correspond to the ToR – 0 pts to 34 pts.	90
2.6	Is the presentation clear and is the sequence of activities and the planning	50

	logical, realistic and promise efficient implementation of the project? (up to max 50 pts.) • the presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 41 pts. to 50 pts; • the presentation is clear, well-structured with a defined yet rather unrealistic sequence of activities – 21 pts. to 40 pts; • the presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 20 pts.		
2.7	Were any quality assurance, risk mitigation measures procedures and warranty proposed? • no – 0 pts.; • up to some extent description – 10 pts.; • clearly described mechanism/existing proven certification - 20pts.	20	

Total Section 2	**400**

Section 3. Management Structure and Key Personnel		**Points obtainable**	
1	ESG Team Leader/Project Coordinator		200
	University degree in economics, social and environmental, political science studies and other relevant fields (University Degree – 10 pts, Master's Degree – 20 pts)	20	
	At least 7 years of progressive experience in planning, organizing and supervising/leading comprehensive analytical studies and other related policy research in the areas of sustainability, ESG, green finance, private-sector development, or related socio-economic fields.(7 years – 70 pts, each additional year – 10 pts, up to 100 pts)	100	
	At least 2 records of experience in the area of MSMEs financing, or delivery of support services for MSMEs (e.g. capacity building, access to markets, or business development), including ESG or related at the national level in the last 5 years. (2 projects – 45 pts, each additional project – 5 pts, up to 65 pts)	65	
	Proficiency in Romanian and English languages, Russian as advantage (Each language 5 pts, up to max of 15 pts.)	15	

2	ESG Private Sector & Capacity Building Specialist		150
	University degree in economics, social and environmental, political science studies and other relevant fields (University Degree – 10 pts, Master's Degree – 20 pts)	20	
	At least 5 (five) years of experience in conducting analytical research, capacitation of private sector companies and/or financial institutions at the national level (5 years – 20 pts, each additional year – 5 pts, up to 35 pts)	35	
	Advanced understanding, knowledge and experience (minimum 2 projects or studies) in applying ESG and sustainability approach to development and/or policymaking. (2 projects/studies – 25 pts, each additional project – 5 pts, up to 45 pts)	45	
	Proven experience in working with financial institutions ESG-related projects (e.g., sustainable finance, ESG integration, green financial instruments): (2 projects – 10 pts, each additional project – 5 pts, up to 35 pts)	35	
	Proficiency in Romanian and English languages, Russian as advantage (Each language 5 pts, up to max of 15 pts.)	15	

Total Section 3		**350**

2.6 Section 6. Financial Evaluation

*1. **Financial Proposal**
Please provide the cost breakdown of your financial proposal as per Form K (Format for Financial Proposal) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.
Target: Cost breakdown provided

2.7 Section I-1.

2.8 Section I-2.

2.9 Section I-3.

3 PART: Schedule of Requirement and Price Schedule

Instructions

The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers.

The inclusion of any financial information in the Technical Proposal (Forms A-I) 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.

Kindly note that bidders are expected to complete both Form J and K and upload these forms under the Commercial Section 6 in "Requirements" as well as complete the item line pricing below including the total proposal amount.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1. Inception Report	Environmental advisory services						
2-Deliverable 2. First Progress Report	Environmental advisory services						
3-Deliverable 3. Second Progress Report	Environmental advisory services						
4-Deliverable 4. Final Report	Environmental advisory services						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.