



REQUEST FOR PROPOSAL (RFP)

Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)

RFP Reference No.: **RfP26/03160**

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

Country: **Republic of Moldova**

Contents

SECTION 1: LETTER OF INVITATION.....	3
SECTION 2: INSTRUCTIONS TO PROPOSERS.....	5
SECTION 3: DATA SHEET (DS).....	23
SECTION 4: EVALUATION CRITERIA.....	29
SECTION 5. TERMS OF REFERENCE.....	40
SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS.....	57
SECTION 7: PROPOSAL FORMS	59
FORM A: PROPOSAL CONFIRMATION	60
FORM B: CHECKLIST	61
FORM C: TECHNICAL PROPOSAL SUBMISSION	62
FORM D: PROPOSER INFORMATION	64
FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION.....	67
FORM F: ELIGIBILITY AND QUALIFICATION	69
FORM G: FORMAT FOR TECHNICAL PROPOSAL	71
FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL.....	73
FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY	75
FORM J: FINANCIAL PROPOSAL SUBMISSION.....	76
FORM K: FORMAT FOR FINANCIAL PROPOSAL (LOT 1)	77
FORM K: FORMAT FOR FINANCIAL PROPOSAL (LOT 2)	82
FORM L: PROPOSAL SECURITY.....	87

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through “**Resilient communities through women empowerment, phase 2**” Project, hereby invites prospective proposers to submit a proposal to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area (across Moldova and left bank of Nistru (2 lots), 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

- **Form L:** Proposal Security

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

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

Time: 1:00 PM, (GMT+2, Moldova Local Time)

Date: 5th of February 2026

Venue: Online Zoom Meeting

Link: <https://undp.zoom.us/j/87199915276>

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-00903**. 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 [**Supplier Registration Link**](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

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

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

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
1. Scope	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Interpretation of the RFP	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labor, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> 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	<p>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.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>
	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> ▪ is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ▪ is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; ▪ is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and

	<u>Individuals.</u>
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

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

	<ul style="list-style-type: none"> • 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	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, <i>inter alia</i>, 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.</p>
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
17. Proposal security	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> • If the proposer withdraws its offer during the period of the proposal

	<p>validityspecified in Section 3: Data Sheet, or;</p> <ul style="list-style-type: none">• In the event the successful Proposer fails:<ul style="list-style-type: none">◦ to sign the contract after UNDP has issued an award; or◦ to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.
--	--

18. Joint Venture, Consortium or Association	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture(JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly 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. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>If a JV, Consortium or Association's proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; and Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
---	---

19. Only one proposal	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director, or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • 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;
------------------------------	---

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

22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease, or illness to, or death of, any person;
----------------------------	---

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

	Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.
26a. Online submission	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in 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. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part of 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 send 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	<p>Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.</p>

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

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

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

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: https://popp.undp.org/policy-page/general-considerations-contracting
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/document/performance-security-form , 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. 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%20a

[nd%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.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Request for Proposal (RFP) is RfP26/03160</p> <p>The services include provision of non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots) as further described in Section 5 of this RFP.</p>
2.	Eligible proposers	<p>Proposers from all countries are eligible to participate in this proposal process.</p>
3.	Clarification of solicitation documents	<p>Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality.</p> <p>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</p> <p>Deadline for submitting requests for clarifications / questions: 5 working days before the submission deadline</p> <p>Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.</p>
4.	Language	<p>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</p>
5.	Partial proposals	<p>Bidders shall be allowed to quote prices for one or more lots identified in Section 5: Terms of Reference. However, Bidders must offer 100% of the requirements specified per lot. Evaluation will be done per lot.</p>
6.	Currencies	<p>Prices shall be quoted only in the currency indicated in the system: US Dollars</p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: https://treasury.un.org/operationalrates/OperationalRates.php</p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p>
7.	Duties and taxes	<p>All prices shall:</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		Be exclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	90 days
9.	Proposal security	<p><input checked="" type="checkbox"/> Required in the amount of USD 3,000 (three thousand United States dollars) for bidders applying for both lots.</p> <p><input checked="" type="checkbox"/> Not required for Bidders applying for a single Lot only.</p> <p>The Proposal security will be in the same currency as stipulated in Article 6: Currencies.</p> <p>Acceptable forms of Proposal security:</p> <p><input checked="" type="checkbox"/> Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms</p> <p>Important Remarks:</p> <ul style="list-style-type: none"> The Proposal Security shall be valid up to 30 days after the final date of validity of bids. The Original Copy of Proposal Security documentation must be physically received by UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online bid. If Proposal security is not submitted as stipulated above, bid shall be disqualified. The address for submitting the original Proposal Security documentation is as follows: <p>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit</p>
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	<p>Will be conducted</p> <p>Time: 1:00 PM, (GMT+2, Moldova Local Time)</p> <p>Date: 5th of February 2026</p> <p>Venue: online zoom meeting</p> <p>Link: https://undp.zoom.us/j/87199915276</p> <p>Please send a message by 4th of February 2026, COB expressing your interest in participating at the pre-bidding conference to the email of the focal point indicated below.</p> <p>The UNDP focal point for the arrangement is: UNDP Procurement Unit, E-mail: sc.md@undp.org</p> <p>The Pre-proposal conference is:</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p><input checked="" type="checkbox"/> not mandatory, but highly recommended.</p> <p>Minutes of the Pre-proposal conference will be disseminated by direct communication to prospective Bidders by email and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.</p>
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the "Commercial section" of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70% - 30% (Technical proposal – Financial proposal) to be conducted for each lot separately</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of the maximum points from the technical evaluation for each lot separately.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One or more Bidders.</p> <p>Bidders may apply for one or both LOTs. Awards may be made for one or both LOTs based on the following scenarios:</p> <ol style="list-style-type: none"> 1. If the proposal of the same bidder is evaluated as the highest ranked for both LOTs, it may be awarded both LOTs provided that its capacity is deemed sufficient to implement both LOTs concurrently. To determine whether a bidder has the capacity to implement both LOTs simultaneously, the following criteria shall be reviewed: <ul style="list-style-type: none"> - Availability of dedicated experts. - Organizational capacity and workload (number of ongoing contracts, scale and complexity of current commitments). - Past performance in managing multiple, simultaneous assignments of similar scope. - Financial capacity (e.g., liquidity, turnover, ability to mobilize resources for parallel workstreams). - Implementation approach and methodology demonstrating realistic timelines for concurrent delivery. 2. If a bidder is the highest ranked for both LOTs, but its evaluated capacity is not sufficient to implement both LOTs concurrently, the bidder will be awarded only one LOT, taking into account the following order of preference: <ol style="list-style-type: none"> 1. LOT where no other responsive proposals were received; 2. LOT with the highest estimated value; 3. LOT where the bidder achieved relatively higher technical and financial scores. <p>Irrespective of the bidder's demonstrated capacity to undertake multiple LOTs, UNDP reserves the right, at its sole discretion, to award LOTs to different bidders in order to mitigate delivery risks.</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	Early March 2026
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6 for link to the contract terms.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
22.	Performance Security	Required in the amount of 5% of contract amount
23.	Advance payment	Not Allowed
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>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.</p>
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Bid:</p> <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package ▪ Certificate of Incorporation/ Business Registration ▪ Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies) ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024) ▪ 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 in the past 6 (six) 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, <u>especially the role of the expert in energy efficient solutions in consulting the localities and close monitoring of the contracted services</u> ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> ▪ List of Key Personnel and CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), clearly stipulating the relevant experience which meets the listed requirements ▪ Duly filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements ▪ Form L, representing the Proposal Security submitted in original not later than ten (10) days after the submission deadline from tender deadline at the address indicated in Article 9 ▪ 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 **1 “Pass”/ 0 “Fail” basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Security with compliant validity period (for Bidders applying for both Lots)	Duly signed and stamped compliant to validity Form L: Proposal Security 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 below.

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity.	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts¹: 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:	Documents to establish compliance
<p>Minimum six (6) years of experience in implementing assignments/ contracts in local development or businesses support (funds/grants/non-cash support administration) involving capacity building and/or procurement of goods/services/works for final beneficiaries (start-ups, SMEs, social enterprises, etc.).</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet the requirement).</i></p>	Form F: Eligibility and Qualification
<p>The bidders shall have a proven track record of implementing assignments/ contracts in local development or businesses support (funds/grants/ non-cash support administration) involving capacity building and/or procurement of goods/services/works for final beneficiaries (start-ups, SMEs, social enterprises, etc.) during the last six (6) years, as follows:</p> <ul style="list-style-type: none"> • For Bidders applying for one lot: At least three (3) contracts totalling minimum USD 600,000. • For Bidders applying for both lots: At least six (6) contracts totalling minimum USD 1,200,000. <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Form F: Eligibility and Qualification
The bidders shall demonstrate experience in implementing assignments related to energy efficiency, renewable energy, and/or climate-resilient measures, as follows:	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.

<ul style="list-style-type: none"> • For Bidders applying for one lot: At least one (1) completed assignment. • For Bidders applying for both lots: At least two (2) completed assignments. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
<p>The bidder shall demonstrate experience in carrying out similar assignments in left-bank communities of the Nistru River, as follows:</p> <ul style="list-style-type: none"> • For Bidders applying for one lot: At least one (1) similar assignment. • For Bidders applying for both lots: At least one (1) similar assignment. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form F: Eligibility and Qualification
<p>Minimum Key Personnel:</p> <p>The minimum personnel mandatory for the implementation of the contract:</p> <p>For Bidders applying for one lot:</p> <ul style="list-style-type: none"> • 1 (one) Project Coordinator • 1 (one) Expert in Energy-Efficient Solutions (Technical Expert) • 1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert) • 1 (one) Financial Officer / Accountant • 1 (one) Procurement Officer • 1 (one) Project Officer <p>For Bidders applying for both lots:</p> <ul style="list-style-type: none"> • 2 (two) Project Coordinators • 2 (two) Experts in Energy-Efficient Solutions (Technical Experts) • 1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert) • 1 (one) Financial Officer / Accountant • 2 (two) Procurement Officers • 1 (one) Project Officer 	<p>Documents to establish compliance</p> <p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal</p>
<p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per</i></p>	

<i>team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing:	Documents to establish compliance
<p>Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years. UNDP will check the financial accounts to compute the current ratio (CR). If CR 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.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Copy of confirmed financial statements for the last 3 (three) years. Form F: Eligibility and Qualification
<p>Turnover: The bidder shall demonstrate an average annual turnover during the last three (3) years (2022–2024), as follows:</p> <ul style="list-style-type: none"> • For Bidders applying for one lot: At least USD 600,000. • For Bidders applying for both lots: At least USD 1,200,000. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	280
2.	Proposed methodology, approach and implementation plan	420
3.	Management structure and key personnel	300
Total		1000

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of organisation and staff credibility / reliability / industry standing:</p> <p>Organization / Company profile – 35 points:</p> <ul style="list-style-type: none"> • Excellent (35 pts): The company is a well-known, top-tier market leader with an impeccable reputation for reliability and quality. Staff are recognized experts. Supported by strong, verifiable references and positive industry analysis. • Good (32 pts): The company is well-known and has a good standing in the field. There is positive evidence of reliability and staff credibility, but it may not be a top-tier leader. Supported by good references. • Satisfactory (25 pts): The company is known in the industry but may have a mixed or limited reputation. Staff credibility is adequate but not exceptional. References are satisfactory but may have minor issues. • Poor (14 pts): The company is not well-known, has a poor reputation, or lacks verifiable evidence of industry standing and staff credibility. References are weak or unavailable. Clarification may be required. • Very Poor (4 pts): The submission provides minimal or no credible information regarding the company's reputation or staff credibility and is not supported by evidence to demonstrate ability to comply with requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. <p>Financial standing – 30 pts:</p> <ul style="list-style-type: none"> • At least USD 600,000 of average annual turnover during the last three (3) years – 10 pts, each additional USD 100,000 – 5 pts, up to a maximum of 30 pts 	65
1.2	<p>General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.</p> <ul style="list-style-type: none"> • Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (6 years – 20 pts, 5 pts for each additional year, up to a maximum of 40 pts) • Project management controls (organigram) (up to 10 pts) 	50

1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</p> <ul style="list-style-type: none"> Minimum of three (3) contracts in implementing assignments in local development or business support (funds/grants/non-cash support administration) involving capacity building and/or procurement of goods, services, or works for final beneficiaries such as start-ups, SMEs, social enterprises, or LPAs during the last six years (2024–2019), totalling at least USD 600,000 (<i>3 contracts – 5 pts, each additional contract of at least USD 200,000 – 15 pts, up to a maximum of 50 pts</i>) At least three (3) completed assignments of similar nature, of which at least one (1) shall be implemented in the Republic of Moldova (<i>3 assignments, including at least 1 in the Republic of Moldova – 15 pts; each additional assignment implemented in the Republic of Moldova – 15 pts, up to a maximum of 60 pts</i>) At least two (2) assignments in implementing projects or assignments in partnership with international organizations and/or UN agencies (<i>Yes – 15 pts, No – 0 pts</i>) At least two (2) assignments in implementing projects promoting gender equality and women's empowerment (<i>Yes – 15 pts, No – 0 pts</i>) 	140
1.4	<p>Organisation Commitment to Sustainability:</p> <ul style="list-style-type: none"> Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – <i>10 pts</i> Organisation is a member of the UN Global Compact – <i>10 pts</i> 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) – <i>5 pts</i> 	25
Total Section 1		280

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> Excellent (100 pts): Demonstrates a comprehensive and deep understanding of the assignment. Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements. Good (90 pts): Demonstrates a good understanding of all key requirements. Requirements submitted and supported by good evidence of ability to support and exceed contract requirements. Satisfactory (70 pts): Demonstrates a satisfactory and adequate understanding. Core requirements are addressed, but responses may be generic or lack project-specific detail. Requirements submitted and supported by satisfactory evidence of ability to support contract requirements. Poor (40 pts): Demonstrates limited or weak understanding. Many requirements are inadequately addressed or missing. Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement. 	100

	<ul style="list-style-type: none"> • Very Poor (10 pts): Demonstrates minimal understanding. Requirements are acknowledged but not substantively addressed. The proposal raises serious doubts about the Proposer's capability. Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	
2.2	<p>Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference:</p> <ul style="list-style-type: none"> • Excellent (100 pts): The methodology fully meets all ToR requirements and adds significant value beyond the minimum scope with well-justified, context-aware activities. Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements. • Good (90 pts): The methodology is relevant and fully responds to all functional and non-functional requirements. The approach is appropriate and well-considered, meeting all core aspects of the ToR. Requirements submitted and supported by good evidence of ability to support and exceed contract requirements. • Satisfactory (70 pts): The methodology is generally adequate but requires clarifications. Requirements submitted and supported by satisfactory evidence of ability to support contract requirements. • Poor (40 pts): The methodology is not fully adequate and fails to detail how some key requirements will be met. Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement. • Very Poor (10 pts): The methodology is inadequate and does not provide confidence that the Proposer can meet the requirements. Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	100
2.3	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement:</p> <ul style="list-style-type: none"> • Excellent (50 pts): The proposed M&E methodology and tools fully respond to the task • Good (45 pts): The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder • Satisfactory (35 pts): The proposed M&E methodology requires few adjustments to address the tasks • Poor (20 pts): The proposed M&E methodology requires several adjustments to address the tasks • Very Poor (5 pts): The proposed M&E methodology requires major adjustments to address the tasks • No Submission (0 pts): Information has not been submitted or is unacceptable. 	50
2.4	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</p> <ul style="list-style-type: none"> • Excellent (100 pts): The proposed plan is clear, well-structured with a defined and realistic sequence of activities; all needed human and material resources promise efficient implementation 	100

	<ul style="list-style-type: none"> • Good (90 pts): The proposed plan is clear and structured, resources mostly sufficient for efficient implementation • Satisfactory (70 pts): The proposed plan is clear and structured with minor refinements possible, has a realistic sequence of activities if refined; resources may not be fully sufficient for implementation • Poor (40 pts): The proposed plan is partially structured, with significant gaps in activity sequence and resource allocation • Very poor (10 pts): The proposed plan is not well-structured, lacks clarity in sequence, and resources are largely missing: • No Submission (0 pts): No plan provided or completely unacceptable 	
2.5	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> • Excellent (50 pts): The proposal demonstrates an extensive and logical distribution of roles. The allocation of person-days is clearly detailed, realistic, and well-aligned with the implementation plan, ensuring all tasks are adequately resourced. Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements. • Good (45 pts): The proposal shows a good distribution of roles, but the allocation of person-days could be more detailed or better justified. The team structure is appropriate, but there may be minor questions about resource allocation. Requirements submitted and supported by good evidence of ability to support and exceed contract requirements. • Satisfactory (35 pts): The proposal provides a basic distribution of roles, but the allocation of person-days is not well-detailed or lacks clear justification. Requirements submitted and supported by satisfactory evidence of ability to support contract requirements. • Poor (20 pts): The proposal provides a limited or illogical distribution of roles and person-days. It is unclear how the team will be utilized. Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirement (Clarification may be required). • Very Poor (5 pts): The proposal provides no credible details on the distribution of roles and person-days. Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	50
2.6	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> • Excellent (20 pts): Requirements submitted and supported by excellent evidence of ability to support and exceed contract requirements. The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology. • Good (18 pts): Requirements submitted and supported by good evidence of ability to support and exceed contract requirements. • Satisfactory (14 pts): Requirements submitted and supported by satisfactory evidence of ability to support contract requirements. The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks. 	20

	<ul style="list-style-type: none"> • Poor (8 pts): Requirements submitted and supported by marginally acceptable or weak evidence of ability to support contract requirements. • Very Poor (2 pts): Requirements submitted but not supported by evidence to demonstrate ability to comply with contract requirements. • No Submission (0 pts): Information has not been submitted or is unacceptable. 	
	Total Section 2	420

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Project Coordinator(s): <ul style="list-style-type: none"> • For one lot: One (1) Project Coordinator • For both lots: Two (2) Project Coordinators, ensuring coordination for each lot <i>(scoring will be calculated as the average points of the two proposed staff)</i> 	80
	University degree in economics, public administration, project management, or relevant field (<i>Bachelor – 5 pts, Master's – 10 pts</i>)	10
	At least seven (7) years of experience in managing development or technical assistance projects. (<i>7 years – 14 pts, each additional year – 2 pts, up to a maximum of 20 pts</i>)	20
	Demonstrated experience in delivering non-cash supports and coordination of procurement processes for beneficiaries (<i>one assignment – 14 pts, each additional assignment – 2 pts, up to a maximum of 20 pts</i>)	20
	Previous work with UNDP and/or other development partners will be an asset (<i>each assignment – 5 pts, up to a maximum of 10 pts</i>)	10
	Demonstrated experience in stakeholder engagement, coordination of multi-partner initiatives, and preparation of progress and financial reports (<i>Yes – 10 pts, No – 0 pts</i>)	10
	Verbal and written fluency in Romanian, Russian and English (<i>Ro and Ru – 3 pts each, Eng – 4 pts</i>)	10
3.2	Financial Officer / Accountant: <ul style="list-style-type: none"> • For one lot: One (1) person responsible for budget control, bookkeeping, and payments to sub-contractors and vendors • For both lots: One (1) person responsible for budget control, bookkeeping, and payments to sub-contractors and vendors 	40
	University degree in Accountancy/Economy/Finance or other relevant fields (<i>Bachelor – 5 pts, Master's – 10 pts</i>)	10
	At least five (5) years of experience in financial management of donor-funded projects (<i>5 years – 14 pts, each additional year – 2 pts, up to a maximum of 20 pts</i>)	20

	Experience in similar activities with UNDP and/or other international projects are a strong advantage (each assignment – 5 points, up to a maximum of 10 pts)	10	
3.3	<p>Procurement Officer:</p> <ul style="list-style-type: none"> • For one lot: One (1) Procurement Officer responsible for market analysis, offer collection, evaluation, and contracting of goods/services • For both lots: Two (2) Procurement Officers ensuring procurement management across both lots <i>(scoring will be calculated as the average points of the two proposed staff)</i> 	40	
	University degree in Business Administration, Procurement, Supply Chain Management, or other relevant fields (Bachelor – 5 pts, Master’s – 10 pts)	10	
	At least five (5) years of experience in procurement, including preparation of tender documentation, bid evaluation, and contract management under public or donor-funded projects (5 years – 14 pts, each additional year – 2 pts, up to a maximum of 20 pts)	20	
	Experience in Moldova’s procurement environment (Yes – 5 pts, No – 0 pts)	5	
	Experience with UNDP or other international procurement principles (Yes – 5 pts, No – 0 pts)	5	
3.4	<p>Expert in Energy-Efficient Solutions (Technical Expert):</p> <ul style="list-style-type: none"> • For one lot: One (1) expert responsible for providing technical specifications, evaluation of offers, and supervision of works/goods/services • For both lots: Two (2) experts responsible for providing technical specifications, evaluation of offers, and supervision of works/goods/services covering both lots <i>(scoring will be calculated as the average points of the two proposed staff)</i> 	50	
	University degree in engineering, energy management, environmental sciences, or a related field (Bachelor – 5 pts, Master’s – 10 pts)	10	
	At least seven (7) years of relevant technical experience in energy efficiency, renewable energy, or climate-resilient infrastructure (7 years – 14 pts, each additional year – 2 pts, up to a maximum of 20 pts)	20	
	Hands-on involvement in designing and implementing renewable energy systems (e.g., photovoltaic panels, energy-efficient HVAC systems, LED lighting retrofits). (each involvement – 5 pts, up to a maximum of 10 pts)	10	
	Experience in on-site monitoring of project implementation, including verifying quality and compliance of works/goods/services In Republic of Moldova (Yes – 10 pts, No – 0 pts)	10	
3.5	<p>Expert in Climate Adaptation and Mitigation (Technical Expert):</p> <ul style="list-style-type: none"> • For one lot: One (1) expert responsible for providing technical specifications, evaluation of offers, and supervision of works/goods/services • For both lots: 	50	

	<p>One (1) expert responsible for providing technical specifications, evaluation of offers, and supervision of works/goods/services covering both lots</p> <p><i>(scoring will be calculated as the average points of the two proposed staff)</i></p>	
	University degree or equivalent in Social Sciences/Agriculture or other relevant area (<i>Bachelor – 5 pts, Master's – 10 pts</i>)	10
	At least four (4) years of practical experience and expertise in Climate Change Adaptation (<i>4 years – 19 pts, each additional year – 2 pts, up to a maximum of 25 pts</i>)	25
	Experience in similar activities in the Republic of Moldova (<i>each assignment – 5 points, up to a maximum of 10 pts</i>)	10
	Fluency in Romanian and Russian (verbal and writing), <i>each language 2.5 pts</i>	5
3.6	<p>One (1) Project Officer:</p> <ul style="list-style-type: none"> • <u>For one lot:</u> One (1) Officer responsible for day-to-day coordination, field monitoring, stakeholder engagement, and data collection/reporting for both lots • <u>For both lots:</u> One (1) Officer responsible for day-to-day coordination, field monitoring, stakeholder engagement, and data collection/reporting for both lots <p><i>(scoring will be calculated as the average points of the two proposed staff)</i></p>	40
	Education in public administration, social sciences, economics, agriculture, or related field (<i>Bachelor – 5 pts, Master's – 10 pts</i>)	10
	Relevant experience in project coordination, field monitoring, or community-level implementation (<i>3 years – 14 pts, each additional year – 2 pts, up to a maximum of 20 pts</i>)	20
	Experience in coordinating activities with LPAs, cooperatives/clusters, or donor-funded community projects in the Republic of Moldova (<i>Yes – 10 pts, No – 0 pts</i>)	10
	Total Section 3	300

SECTION 5. TERMS OF REFERENCE

Job title:	Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area (across Moldova and left bank of Nistru (2 lots)
Duty station:	Chisinau, Republic of Moldova
Reference to the projects:	Resilient Communities through Women Empowerment, Phase II (ResCom 2)
Contract type:	Contract for services
Expected duration of the assignment:	March 2026 – December 2027

I. BACKGROUND

During August 2024 – July 2028, UNDP is implementing the Project "Resilient Communities through Women Empowerment, Phase II", funded by Sweden and Norway. The Project aims to enhance gender-responsive climate resilience in Moldova by integrating gender considerations into climate policies, empowering women leaders, and promoting climate-smart solutions. It aligns with national priorities and the Moldova 2030 National Strategy, addressing climate change adaptation and environmental protection. The project also supports the Government Programme on Gender Equality (2023-2027) and contributes to energy-related objectives, enhancing domestic energy production and affordability.

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

Expected Results:

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

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

Outcome 2: National and local women's leadership in climate actions is expanded and advanced. The project achieves this by enabling education, capacity-building, and a gender-specific leadership fellowship programme. Empowering women as leaders and change-makers in climate adaptation and mitigation efforts is key to fostering inclusive and sustainable development.

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

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

Specific context:

As part of this RFP, the project will support:

- **women entrepreneurs** (micro, small and medium women agri-producers) to implement renewable energy transition solutions and apply energy efficient technologies. **Non-cash support will be provided for the implementation of at least 40 projects led by women.** Thus, the women farmers will have the opportunity to make their economic activity more efficient by implementing more climate-resilient and energy efficient practices and measures in their production process at their economic activities level.
- **women with economic activities in households** to implement climate change adaptation solutions in their activities. **Non-cash support will be provided for the implementation of at least 160 the projects at household level.** This support will enable women to carry out projects that promote energy efficiency, enhance climate change adaptation, and contribute to sustainable livelihoods.
- **5 communities from the left bank of Dniester** to implement a priority action/project identified in their Sustainable Energy and Climate Action Plan (SECAP) elaborated with ResCom 2 assistance. **5 non-cash support will be provided for the implementation of the initiatives.** These communities are currently benefiting from technical assistance aimed at guiding the participatory and inclusive elaboration of their SECAPs, with a strong emphasis on engaging vulnerable groups and ensuring equitable representation.

All the interventions will be aligned with the SECAPs developed at the local level, contributing to increased climate and energy resilience.

II. SCOPE OF WORK

One of the objectives of the above-mentioned interventions is to contribute to the climate and energy resilience of the project target localities. In this respect, UNDP Moldova is looking to engage a **company/NGO/organization, or consortium of companies/organizations to support activities under 2 lots as it follows:**

- 1) **Lot 1 - Non-cash support to 40 women agri-producers (including 5 from the left bank of Dniester), and 5 communities from the left bank of Dniester** which includes procurement of equipment/goods/works/services, coupled with on-hand consulting activities, to pilot climate-resilient and renewable energy and energy-efficient technologies (EE and RES) for the above-mentioned groups. This support will be provided based on clear methodology and action plan for

this assignment. The maximum non-cash support amount available per beneficiary is set at 20,000 USD for women agri-producers and up to 40,000 USD for five communities on the left bank of the Dniester.

Each beneficiary shall contribute with a minimum of 10% co-financing for the supported project.

2) Lot 2 - Non-cash support to 160 women with economic activity at household level (including 20 projects on the left bank of Dniestr) which includes procurement of equipment/goods/works/services, coupled with on-hand consulting activities, to pilot climate-resilient and renewable energy and energy-efficient technologies (EE and RES) for the above-mentioned groups. This support will be provided based on clear methodology and action plan for this assignment. The maximum non-cash amount per beneficiary is set at 6,000 USD.

Each beneficiary shall contribute with a minimum of 5% co-financing for the supported project.

Lot 1 – Non-cash support to women agri-producers and communities from both banks:

Sub-activity 1 - Non-cash support to women agri-producers

The sub-activity 1 consists in provision of assistance to at least **40 women-led agri-businesses** (technical assistance, mentoring and non-cash support) to enhance the climate change adaptation and energy resilience in line with the local SECAPs. The economic activity shall be legally registered.

Along with the provided equipment and/or infrastructure, the project will support the beneficiaries in strengthening their energy and climate resilience capacities to address the local agricultural vulnerabilities to climate change (CC) and expand livelihood opportunities, by co-financing energy-efficient practices and initiatives.

As part of this sub-activity at least **40 projects** with the budget of up to **20,000 USD** each shall be supported and non-cash assistance delivered. The selection of projects will be done through a competitive process competition which is to be carried out by the Company. Total budget for the non-cash scheme is **800,000 USD**.

The awarded Contractor should provide on-the ground support in process of the elaboration of applications and shall organize verification of contribution (10% from each beneficiary), adjustment of procurement and business plans (project proposals), and organization of contracts signing, provide necessary consulting, and support activities for beneficiaries of non-cash support.

The contribution and non-cash support amounts are to be directed towards acquisition of the equipment and goods necessary, as well as other relevant costs in conformity with the adjusted project proposal. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor conformity with the provisions of the project proposal and activity plan, which is to be agreed with UNDP, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support.

The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting. Specific attention shall be paid to coaching, experience, and best practice sharing in CC, EE and RES. Coaching is to be provided individually to each Beneficiary since non-cash support award till the end of the assignment.

The women agri-producers from the target areas are to be supported in building their long-term climate and energy resilience through individual tailored coaching provided by the Contractor's experts that shall be engaged in providing on-the ground support in process of the non-cash support applications and in the

form of mentoring and coaching the agricultural producers selected as non-cash support beneficiaries on the non-cash supports' projects implementation. The list of experts shall be agreed by the UNDP team. For reaching these goals, the project follows the idea that women agri-producers are to be supported, in implementing climate adaptation, green energy and energy-efficient practices, in employing their competitive advantages through a non-cash support scheme coupled with, tailored coaching and consulting provided by the contractor in joint cooperation with UNDP team - throughout the implementation of selected sub-projects.

The sub-activity 2 – Non-cash support for 5 communities from the left bank of Dniester

The sub-activity 2 refers to provision of support to five (5) communities from the left bank of Dniester (technical assistance, mentoring and non-cash support) to implement specific local interventions to enhance the climate change adaptation and energy resilience in line with the local SECAPs. These localities are currently benefiting from technical assistance aimed at guiding the participatory and inclusive elaboration of their SECAPs, with a strong emphasis on engaging vulnerable groups and ensuring equitable representation. In line with the priorities included in SECAPs each locality will implement a specific intervention to increase their climate resilience and reduce greenhouse gas emissions. It is intended to provide non-cash support to these five (5) localities.

As part of this activity, at least **5 projects** with the budget of up to **40,000 USD** each shall be supported through technical assistance, mentoring and non-cash support, including the co-financing of 5% for the supported project. The selection of projects will be done through restricted call for proposals dedicated to only 5 selected communities which is to be carried out by the Contractor. Total budget for the non-cash support is **200,000 USD**. The Contractor shall organize verification and administration of contribution (10% from each beneficiary).

Specific attention will be paid to coaching, experience and best practice sharing. Coaching is to be provided individually to each Beneficiary starting from application process and the reception of non-cash support till the end of the project.

The technical assistance on strengthening the climate resilience, energy efficiency and enabling the renewable energy solutions for the beneficiaries of the project will be ensured during the entire cycle of the implementation of the project co-financed by UNDP.

Lot 2 – Non-cash support to the women with economic activities in households

The key objective of Lot 2 is to support **at least 160 women with economic activities in households** through technical assistance, mentoring, and non-cash support in project implementation. This support aims to strengthen their capacity for climate change adaptation and energy resilience and facilitate the transition to sustainable agricultural practices in line with the local SECAPs. In addition to providing equipment and/or infrastructure, the project will help beneficiaries integrate sustainable measures into daily activity, enhance their adaptive capacity to climate change, and contribute to resilient livelihoods.

As part of this lot, at least **160 small-scale projects** with the budget of **6,000 USD** each shall be supported and non-cash assistance delivered. The selection of projects will be done through a competitive process competition which is to be carried out by the Contractor. Total budget for the non-cash support scheme is **960,000 USD**. The Contractor shall organize verification and administration of contribution (5% from each beneficiary).

The women led household projects are to be supported through individual tailored coaching provided by the Contractor's experts that shall be engaged in providing on-the ground support in process of the elaboration of applications and in the form of mentoring and coaching during the implementation of the selected projects. The list of experts shall be agreed by the UNDP team.

For reaching these goals, the project follows the idea that women are to be supported, in implementing sustainable practices, in employing their competitive advantages through a non-cash support scheme coupled with, tailored coaching and consulting provided by the Contractor - starting with the application process and throughout the implementation of selected sub-projects.

III. MILESTONES AND TASKS

The Contractor(s) will take full responsibility for the provision of required services in close cooperation with UNDP projects teams.

The General objectives identified, and scope of services defined shall be met through activities that include, but are not limited to the following:

Lot 1 and Lot 2

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

- 1) Description and sequencing of assignment phases, including the coaching sessions;
- 2) Methodology for selecting the beneficiaries and outreach activities;
- 3) Produce Application and Application Forms and endorse with the Project;
- 4) Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the implementation process.

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

2. Provision of non-cash support to beneficiaries:

Lot 1: The non-cash support shall be provided to a total of at least **40 women-led agri-businesses** (including 5 from the left bank of Dniester) **and to 5 communities from the left bank of Dniester** selected for the SECAP support program, through 2 separate Call for applications.

Lot 2: The non-cash support shall be provided to a total of at least **160 women households** (including 20 projects on the left bank of Dniestr) through a Call for application.

The Call for application is expected to follow, at large, the pattern presented below (for Lot 1 and Lot 2):

(i) Organize a Call for Applications (for each of 3 target groups) and support beneficiaries in preparing applications.

- a. Based on developed Application Guidelines and Application Forms (Romanian and Russian), announce separate **Call for Applications**.
- b. During the Application Period:
 - Organize in the target localities **in-person information and outreach events for the call of Project applications** (Lot 1 - 5 small-scale events for agri-producers a 1 event for communities, Lot 2 - 10 small-scale events for women with economic activity at household level) - to promote

widely the Call for non-cash support and encourage potential applicants to apply.² Outreach events for disseminating the information to be planned, must be specifically and most actively reached out to, and encouraged to apply potential beneficiaries.

Note: Project shall provide the lists of potential beneficiaries proposed by Local Public Authorities. However, the Contactor shall deploy additional outreach efforts to identify potential beneficiaries, through engagement of local stakeholders.

- Organize **two (2) on-line trainings (in Romanian and Russian) per each lot** and three **(3) regional joint in-person events for lot 1 and five (5) regional joint in-person events for lot 2** on how to correctly fill in the application documents for at least **50** potential beneficiaries for lot 1, and **180** potential beneficiaries for the for the lot 2 representing all target localities. The experts which will be engaged in providing on-the ground support in the form of mentoring and coaching, to take part in the events. The respective sessions shall be preceded by an ample dissemination of the announcements and invitation of participants.
- c. Provide **on-demand hands-on in-person support to potential applicants** in the application process in filling in application documents.
- d. Collect a **minimum of 50 (for lot 1), and 170 (for lot 2) qualitatively completed applications.**

(ii)Evaluation and selection of beneficiaries (for Lot 1 and Lot 2)

The Contractor(s) will conduct a preliminary evaluation and submit to UNDP a draft Justification note with brief presentation of the finalist non-cash support projects, scoring of each proposal and corresponding justification (strong and weak points of each proposal). The preliminary scorings should be in line with the **Evaluation Criteria**, including the **Declarations of Co-financing**, for the selection of the best project proposals, pre-approved by UNDP.

The final list of beneficiaries must be approved by the UNDP Project Board.

Following selection, the Contractor(s) will assume overall implementation of the non-cash support and exercise regular monitoring and ensure completion of works as per agreed schedules and specifications. Ensure engagement of technical and energy experts.

(iii) Initial Assistance (for Lot 1 and Lot 2)

The Contractor(s) will be responsible to sign the contracts with beneficiaries for each lot. Before the agreement signing, the Contractor **will visit each beneficiary on-site** and will establish if there are any changes in the submitted project, procurement plan, technical specifications and procedures adapted for the needs of the beneficiaries and will provide individual monitoring and evaluation targets for the selected beneficiaries. The visits should be planned to optimize resource use by scheduling multiple beneficiaries per day. The Contractor shall assist all beneficiaries in providing clear definition of goods and services to be purchased and expected profitability projections.

(iv) Final revision of Project Proposals and Agreements Signing Lot 1 and Lot 2

² For the purpose of estimating travel costs, please consider an average round-trip distance of approximately 200 km per one-day visit. This estimation accounts for the geographic distribution of target locations relative to Chișinău.

Based on the approved list of beneficiaries, selected under the non-reimbursable financial assistance program, the Contractor(s) shall provide the following services:

- a. Assist all beneficiaries in upgrading their project proposals to achieve stated goals (e.g new jobs creation, profitability increase), provide clear definition of goods and services to be purchased, and trainings needed.
- b. Organize 1 training session (online) on specific requirements for projects implementation, assistance to be offered, non-cash agreement conditions.
- c. The co-financing is to be checked, and non-reimbursable non-cash agreements are signed.

(v) Procurement services Provision of non-cash support and coaching programme

Lot 1 and Lot 2

Following the contracts signing between the Contractor and beneficiaries, the non-cash support amounts are to be directed towards acquisition of the equipment and necessary goods, as well as other relevant costs in conformity with the overall Project Proposal submitted by the selected beneficiaries. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries' Project Proposals/Budgets selected for funding, the Contractor's procurement procedures, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

- a. Preparation/endorsement of technical documentation for equipment/services procurement.
- b. Organize the equipment/services procurement tenders in line with the principles of transparency, accountability and efficiency.
- c. Purchase the eligible goods, services and works within the non-cash support awarded for each beneficiary in conformity with the provisions of the sub-project plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary.
- d. Advise on better integration of purchased equipment in business process.
- e. Dedicated coaching and monitoring the projects' implementation and proper use of goods or services received (on site monitoring visits for each beneficiary – at least 1 visit (organised as few beneficiaries per day during the assignment implementation). Coaching is to be provided individually to each Beneficiary during the project implementation timeframe. The beneficiaries through online sessions (during at least 2 online sessions per lot) are to be supported with clear steps and strategic advice in building their climate and energy resilience through individual tailored coaching provided by the Contractor's experts. The coaching methodology and list of experts shall be agreed by the UNDP team.
- f. Support in ensuring sustainability of the climate change adaptation and energy-efficient practices and initiatives by providing coaching and elaboration of sustainability measures of the implemented solutions in close collaboration with the beneficiaries.
- g. Ensure transparent procurement, record keeping and corresponding financial reporting to UNDP.
- h. After the finalisation of the procurement processes the company will ensure hand-over to beneficiaries.

Co-financing is to be provided by applicants from their own financial means – provided exclusively during the period of validity of the contract.

3. Summing-up

Lot 1 and Lot 2

- a. Finalise the procurement processes and the project's implementation.
- b. Ensure compilation of data sheets of each beneficiary to be used for developing success stories. The format to be coordinated with UNDP.
- c. Collection of indicators of the project implementation. Analysis of the results achieved by the project and each beneficiary and develop the Final Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions, and recommendations.

Overall reporting requirements

Lot 1 and Lot 2

- One Inception Report per each Lot.
- Four Progress Reports (simplified), including financial Report/Statements, per each Lot.
- One Final report on completion of the assignment, per each Lot.
- Other reports as described in the Reporting section.

The Contractor(s) will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor(s) shall Budget the expenses required under the assignment.

DELIVERABLES AND INDICATIVE TIMEFRAMES for Lot 1

Milestones and Tasks	Deliverables
<p>Milestone 1: Methodology of the Assignment</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Produce the work plan and time frame for the entire assignment. • Develop Application Guidelines and Application Forms for non-cash support (RO/RU), including the template for Co-financing Declaration, Contract forms. • Concept of outreach activities (both types of non-cash support beneficiaries). • Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the implementation process. 	<p>1. Description and sequencing of assignment phases, including the coaching sessions;</p> <p>2. Methodology for selecting the beneficiaries and outreach activities;</p> <p>3. Application and Application Forms endorsed with the Project;</p> <p>4. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the implementation process.</p> <p><u>Deliverable I: Inception Report</u></p> <p><i>Target Date – Within two weeks from the signing of the contract</i></p> <p><i>Deliverables 1 – 4</i></p>
<p>Milestone 2: Provision of non-cash support to beneficiaries</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Organize the Call for applications and the Promotion campaign. • Prepare Agenda, list of participants, organise the outreach events (5 small-scale events for agri-producers a 1 event for communities). 	<p>1(a) In-person Outreach events - 5 small-scale events for agri-producers and 1 event for communities, organized with project presentation and detailed presentation of Application Procedures and Documents. List of participants, agendas and proven use of at least 10 channels of dissemination and networks/platforms (ex. civic.md), including social media targeted per specific regions.</p>

Milestones and Tasks	Deliverables
<ul style="list-style-type: none"> Organize two (2) on-line trainings (in Romanian and Russian) and three (3) regional joint in-person events on how to correctly fill in the application documents for potential beneficiaries representing all target localities. Provide on-demand hands-on in-person support to potential applicants in filling in application forms and submitting proposals. Collect fill-end Applications (upon deadline coordinated to UNDP). Develop and present to UNDP a List with all the applicants with short relevant information (name, age, sex, location, field of interest, application idea, etc). Applications evaluation and selection. Evaluate Applications according to the approved Eligibility Criteria (from Guidelines) and Scoring grid (ensuring diversity of beneficiary and territorial representation) in collaboration with and being endorsed by UNDP. Prepare a Summary Note on the finalists for the Project Board. Checking the contributions of selected applications. Visit beneficiary on-site and establish individual monitoring and evaluation targets for the selected beneficiaries. Review and elaborate the final version of the budget and procurement plan in close cooperation with non-cash support beneficiaries. Elaborate and sign non-cash support Agreements and other standardized relevant documents. Develop technical documentation for approved projects. Procurement services: carry out the procurement of eligible goods and services within the approved non-cash support packages, ensuring compliance with UNDP procurement principles. This includes preparing technical specifications and tender documents, conducting market research, collecting and evaluating offers, coordinating 	<p>2(a) Organize two (2) on-line trainings (in Romanian and Russian), on how to correctly fill in the application documents for potential beneficiaries representing all target localities and three (3) regional joint in-person events on how to correctly fill in the application documents. List of participants, agendas, photos to be attached.</p> <p>3(a) Collect a minimum of 45 qualitatively completed Applications for women agri-producers and 5 communities.</p> <p>4(a) Forty-five (45) applications selected: <ul style="list-style-type: none"> Visit all potential beneficiaries. 1 Summary Note with Finalists prepared for Project Board endorsement. </p> <p>5(a) All winning non-cash support Award Agreements signed.</p> <p>6(a) Technical documentation and final project budget prepared and approved.</p> <p>7(a) Tenders for procuring eligible goods and services launched and finalized for at least 50 % of beneficiaries of component 1.</p> <p>8(a) Tenders for procuring eligible goods and services launched and finalized for remaining 50% of beneficiaries of component 1.</p> <p>9(a) Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for 50 % of beneficiaries.</p> <p>Deliverable II: First Progress Report (R1) <i>Deliverables 1(a), 2(a), 3(a), 4(a), 5(a) completed</i> <i>Target Date – May 2026</i></p> <p>Deliverable III: Second Progress Report (R2) <i>Deliverables 6(a), 7(a) completed</i> <i>Target Date – August 2026</i></p>

Milestones and Tasks	Deliverables
<p>contracting and delivery to beneficiaries, and submitting procurement and delivery reports to UNDP.</p> <ul style="list-style-type: none"> Coordinate elaboration of technical documentation by the beneficiaries and develop all package for tender for procurement of goods and services. Purchasing of eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the project proposals, approved project implementation methodology and procurement procedures. Present invoices of products/services purchased for Beneficiaries. 	<p><u>Deliverable IV: Third progress report (PR3)</u> <i>Deliverable 8(a) and 9(a) completed</i> <i>Target Date – February 2027</i></p>
<p>Milestone 3: Summing-up</p> <p>Tasks:</p> <ul style="list-style-type: none"> Finalise any related procurement services and projects implementation issues. Fact sheets with brief info about the beneficiaries, support received, and results expected/achieved to be collected. Success stories selected in cooperation with the Communication Consultant, drafted and photo/video documented. Final Report reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the ResCom 2 Project Non-cash support Intervention. 	<p><u>Summing-up:</u> Procurement services fully completed. Non-cash support projects fully implemented, completed and handed over to 100 % of beneficiaries.</p> <p>1(a) Eligible goods and services procured accordingly, co-financing contribution received, checked accordingly and handed over to 100 % of beneficiaries.</p> <p>2(a) 45 Fact sheets with brief data about the beneficiaries collected.</p> <p>3(a) Out of the 45, at least 20 success stories selected jointly with Project's Communication Consultant, success story drafted, with high-resolution photos and/or videos produced and submitted to the Project.</p> <p>4(a) Final Report (FR) of the assignment.</p> <p><u>Deliverable V: Final Report (FR)</u></p>

DELIVERABLES AND INDICATIVE TIMEFRAMES for Lot 2

Milestones and Tasks	Deliverables
<p>Milestone 1: Methodology of the Assignment</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Produce the work plan and time frame for the entire assignment. • Develop Application Guidelines and Application Forms for non-cash support (RO/RU), including the template for Co-financing Declaration, Contract forms. • Concept of outreach activities (both types of non-cash support beneficiaries). • Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the implementation process. 	<ol style="list-style-type: none"> 1. Description and sequencing of assignment phases, including the coaching sessions; 2. Methodology for selecting the beneficiaries and outreach activities; 3. Application and Application Forms endorsed with the Project; 4. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support, mechanism to record and monitor the beneficiary's contribution, provision of logistical/administrative support to beneficiaries in the implementation process. <p><u>Deliverable I: Inception Report</u></p> <p><i>Target Date – Within two weeks from the signing of the contract</i></p> <p><i>Deliverables 1 – 4</i></p>
<p>Milestone 2: Provision of non-cash support to beneficiaries</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Organize the Call for applications and the Promotion campaign. • Prepare Agenda, list of participants, organise the outreach events (10 small-scale events for women with economic activity at household level). • Organize two (2) on-line trainings (in Romanian and Russian) and five (5) regional joint in-person events on how to correctly fill in the application documents for potential beneficiaries representing all target localities. • Provide on-demand hands-on in-person support to potential applicants in filling in application forms and submitting proposals. • Collect fill-end Applications (upon deadline coordinated to UNDP). • Develop and present to UNDP a List with all the applicants with short relevant information (name, age, sex, location, field of interest, application idea, etc). • Applications evaluation and selection • Evaluate Applications according to the approved Eligibility Criteria (from Guidelines) 	<p>1(b) In-person Outreach events - 10 small-scale events for women with economic activity at household level) organized with project presentation and detailed presentation of Application Procedures and Documents. List of participants, agendas and proven use of at least 10 channels of dissemination and networks/platforms (ex. civic.md), including social media targeted per specific regions.</p> <p>2(b) Organize two (2) on-line trainings (in Romanian and Russian), on how to correctly fill in the application documents for potential beneficiaries representing all target localities and five (5) regional joint in-person events on how to correctly fill in the application documents. List of participants, agendas, photos to be attached.</p> <p>3(b) Collect a minimum of 180 qualitatively completed Applications.</p> <p>4(b) One hundred sixty (160) applications selected: Visit all potential beneficiaries.</p> <p>1 Summary Note with Finalists prepared for Project Board endorsement.</p> <p>5(b) All winning non-cash support Award Agreements signed.</p> <p>6(b) Technical documentation and final project budget prepared and approved</p>

Milestones and Tasks	Deliverables
<p>and Scoring grid (ensuring diversity of beneficiary and territorial representation) in collaboration with and being endorsed by UNDP.</p> <ul style="list-style-type: none"> • Prepare a Summary Note on the finalists for the Project Board. • Checking the contributions of selected applications. • Visit beneficiary on-site and establish individual monitoring and evaluation targets for the selected beneficiaries. • Review and elaborate the final version of the budget and procurement plan in close cooperation with non-cash support beneficiaries. • Elaborate and sign non-cash support Agreements and other standardized relevant documents. • Develop technical documentation for approved projects. • Procurement services of carry out the procurement of eligible goods and services within the approved non-cash support packages, ensuring compliance with UNDP procurement principles. This includes preparing technical specifications and tender documents, conducting market research, collecting and evaluating offers, coordinating contracting and delivery to beneficiaries, and submitting procurement and delivery reports to UNDP. • Coordinate elaboration of technical documentation by the beneficiaries and develop all package for tender for procurement of goods and services. • Purchasing of eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the project proposals, approved project implementation methodology and procurement procedures. • Present invoices of products/services purchased for Beneficiaries. 	<p>7(b) Tenders for procuring eligible goods and services launched and finalized for at least 50 % of beneficiaries.</p> <p>8(b) Tenders for procuring eligible goods and services launched and finalized for additional 50% of beneficiaries.</p> <p>9(b) Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for 50 % of beneficiaries.</p> <p><u>Deliverable II: First Progress Report (R1)</u> <i>Deliverables 1(b), 2(b), 3(b), 4(b), 5(b) completed</i> <i>Target Date – May 2026</i></p> <p><u>Deliverable III: Second Progress Report (R2)</u> <i>Deliverables 6(b), 7(b) completed</i> <i>Target Date – August 2026</i></p> <p><u>Deliverable IV: Third progress report (PR3)</u> <i>Deliverable 8(b) and 9(b) completed</i> <i>Target Date – February 2027</i></p>
<p>Milestone 3: Summing-up</p> <p>Tasks:</p>	<p>Summing-up: Procurement services fully completed. Non-cash support projects fully</p>

Milestones and Tasks	Deliverables
<ul style="list-style-type: none"> Finalise any related procurement services and projects implementation issues. Fact sheets with brief info about the beneficiaries, support received, and results expected/achieved to be collected. Success stories selected in cooperation with the Communication Consultant, drafted and photo/video documented. Final Report reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the ResCom 2 Project Non-cash support Intervention. 	<p>implemented, completed and handed over to 100 % of beneficiaries.</p> <p>1(b) Eligible goods and services procured accordingly, co-financing contribution received, checked accordingly and handed over to 100 % of beneficiaries.</p> <p>2(b) 160 Fact sheets with brief data about the beneficiaries collected.</p> <p>3(b) Out of the 160, at least 30 success stories selected jointly with Project's Communication Consultant, success story drafted, with high-resolution photos and/or videos produced and submitted to the Project.</p> <p>4(b) Present to UNDP the Final Report (FR) of the assignment.</p> <p>Deliverable V: Final Report (FR)</p>

All the above will be implemented in close coordination with the ResCom2 Project team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

SCHEDULE OF PAYMENTS

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by ResCom2 Project Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with project upon the signing of the Agreement.

Tentative Payments Schedule (subject to negotiation with the Contractor) for Lot 1

Instalment	Instalment value as share of proposed amount for services	Tentative payment date	Payment due upon successful completion of Milestones
Inception report (IR)	15 %	Within two weeks from the signing of the contract, 2026	Milestone 1 Deliverables 1 – 4
First progress report (PR1)	40 %	Target Date – May 2026	Milestone 2 Deliverables 1(a), 2(a), 3(a), 4(a), 5(a)
Second progress report (PR2)	30 %	August 2026	Milestone 2 Deliverables 6(a), 7(a)

Third progress report (PR3)	10 %	February 2027	Milestone 2 Deliverable 8(a), 9(a)
Final Report (FR)	5 %	October 2027	Milestone 3 Deliverable 1(a), 2(a), 3(a), 4(a)

Tentative Payments Schedule (subject to negotiation with the Contractor) for Lot 2

Instalment	Instalment value as share of proposed amount for services	Tentative payment date	Payment due upon successful completion of Milestones
Inception report (IR)	15%	Within two weeks from the signing of the contract, 2026	Milestone 1 Deliverables 1 – 4
First progress report (PR1)	40 %	Target Date – May 2026	Milestone 2 Deliverables 1(b), 2(b), 3(b), 4(b), 5(b)
Second progress report (PR2)	30 %	August 2026	Milestone 2 Deliverables 6(b), 7(b)
Third progress report (PR3)	10 %	February 2027	Milestone 2 Deliverables 8(b), 9(b)
Final Report (FR)	5 %	October 2027	Milestone 3 Deliverable 1(b), 2(b), 3(b), 4(b)

IV. REPORTING REQUIREMENTS

The Contractor(s) will submit all reports according to the ReCom 2 Project requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The UNDP projects teams reserve the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables under Milestone 1.
- 2) **Progress Reports** to be submitted 5 days before the end of the reporting period.
- 3) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme.
- 4) **Brief reports periodically submitted upon request of the** ResCom2 Project in cases where it is required to get information on the progress of the project in between reporting periods.
- 5) **Financial statements**, to be presented with the progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor.
- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period.

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

The progress and final reports shall follow the template agreed with the ResCom2 Project that includes both narrative and financial parts.

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

As a quality assurance measure, the ResCom2 Project reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor(s) shall facilitate the process by presenting to the ResCom2 Project all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

V. COMMUNICATION AND VISIBILITY

Any public reference to the ResCom2 Project or UNDP and any other supporting programmes, as well to any products created under the agreements signed with beneficiaries shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the ResCom2 Project to be placed on goods procured in the frame of envisaged contract.

VI. INSTITUTIONAL ARRANGEMENTS

The Contractor(s) will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of the Manager of the ResCom2 Project. Since the contract is based on a fixed price linked to the successful completion of deliverables, the Contractor must be financially stable and capable of ensuring accurate financial reporting.

All Reports to UNDP shall be written in English and be provided in English, hard and electronic copy. All deliverables shall be agreed and endorsed by UNDP.

All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor(s) and budgeted for accordingly in the proposal. Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian and/or Russian.

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

Role of the UNDP Projects:

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project.
- Lead the communication and visibility process of the Project by involving the Project Communications Consultant; Co-organize the logistics of the visibility events.
- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes.
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money.
- Regularly organize monitoring visits to the selected non-cash support beneficiaries, identify issues and propose solutions jointly with the Contractor(s).

- In partnership with the implementing partners, meet the Project beneficiaries to assess the bottlenecks in implementation and additional capacity development needs.
- Lead the process of organizing events related to the Project. Co-organize the awarding ceremonies, final events as well as field visits of UNDP and donor representatives with the involvement of stakeholders from all regions.
- Train and coach implementing partners on gender equality, mainstreaming and gender-sensitive communication. Check and clear all Project's implementation stages towards main principles of gender balanced approach.
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

Roles and duties of the Contractor managing the non-cash support scheme:

- Allocate the proper and needed skilled personnel to deliver the results as expected.
- Be responsible of management of the current assignment including remuneration of staff, trainers, consultants, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.
- Ensure proper reach out of beneficiaries and disseminate the calls for proposals in all target districts and regions.
- Maintain permanent contact with beneficiaries of assistance from all regions.
- Ensure the visibility of the Project by distributing the developed communications and visibility materials according to UNDP rules.
- Procure required equipment/goods/materials/services according to the approved sub-project proposals and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans.
- Ensure the beneficiaries contribution is conformant to established criteria and is properly and timely allocated.
- Implement and regularly monitor activities performed by beneficiaries (women agri-producers) in regard to the implementation of their projects.
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development.
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the sub-project activities if requested by the ResCom2 Project team.
- Ensure proper financial management and reporting in line with National Standards and UNDP requirements.
- Implement the Project in accordance with gender mainstreaming and transparency principles.

Roles and duties of Contractor in providing coaching and support to non-cash support beneficiaries:

- Allocate at least **1** expert/coacher during project implementation phase.
- Assist potential beneficiaries in preparing and submitting their non-cash support proposals.
- Serve as first point of contact of Beneficiaries.
- Effectively implement the coaching support to assigned beneficiaries from the target localities.
- Offer spaces for meetings with the beneficiaries.
- Involve other related staff in training sessions for applicants, beneficiaries and coaches.
- Contribute to the identification of success stories and communicate these to the Contractor and the Project.
- Promote environment sustainability and climate change awareness in the region.

VII. DURATION OF SERVICES

- a) The estimated duration of services is **till 30 December 2027**. The expected time of commencement of contract is **March 2026**.
- b) UNDP will require maximum of **14** (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

VIII. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The qualifications of the company/organization, or consortium of companies/organizations, including those of the proposed key personnel, are presented in Section 4 of this document.

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

A breakdown of the 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 Proposers shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key Personnel. Any changes in the experts' team on behalf of the Contractor(s) shall occur only with UNDP's prior written approval. In such cases, the Contractor shall ensure that the replacement experts proposed have equivalent qualifications and experience to those in the original proposal. Proposers should enclose a CV for each person anticipated to be assigned to the project and should include specific information on the experience and roles.

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

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>

6.4 Performance Security

**Performance Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area (across Moldova and left bank of Nistru (2 lots)**

PERFORMANCE SECURITY No.: Click or tap here to enter text.

Dear Sirs,

WHEREAS, the United Nations Development Programme (the "Beneficiary") and **[Name of Contractor]** (the "Contractor") have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the "Contract");

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor's satisfactory compliance with its obligations under the Contract;

WHEREAS, we **[Name of the Bank]** (the "Guarantor"), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary's first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary's written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary's entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

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 L: Proposal Security** *[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]*

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	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area (across Moldova and left bank of Nistru (2 lots)	

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

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

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

Further information: [Click or tap here to enter text.](#)

<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

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

FORM B: CHECKLIST

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

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

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information (if relevant)	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
▪ Form L: Proposal Security <i>[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]</i>	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

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

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

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

We, the undersigned, offer to supply the services required for **implementing non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area (across Moldova and left bank of Nistru (2 lots))** in accordance with your Request for Proposals No. **RfP26/03160**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.

<p>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):</p>	<p>Tick all that apply and provide supporting documentation:</p> <p><input type="checkbox"/> Corporate Environmental Policy</p> <p><input type="checkbox"/> ISO 14001</p> <p><input type="checkbox"/> ISO 14064</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<p>Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:</p> <p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p>(If yes, please provide details and documentation)</p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>

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:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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

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

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

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

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

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

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value <i>(insert currency)</i>	Period of activity and status <i>(month, year)</i>	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

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

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

Financial Standing

Annual Turnover for the last 3 years	Year 2024	Currency: 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:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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

Section 1: Proposer's qualification, capacity and expertise

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

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

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

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

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

1.6 In case the Bidder applies for both Lots, the company shall elaborate on its capacity to implement the LOTs concurrently, covering the below:

- Availability of dedicated experts.
- Organizational capacity and workload (number of ongoing contracts, scale and complexity of current commitments).
- Past performance in managing multiple, simultaneous assignments of similar scope.
- Financial capacity (e.g., liquidity, turnover, ability to mobilize resources for parallel workstreams).
- Implementation approach and methodology demonstrating realistic timelines for concurrent delivery.

Section 2: Proposed Methodology, Approach and Implementation Plan

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

2.1 A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local

conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

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

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

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

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

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

Section 3: Management Structure and Key Personnel

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

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

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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	Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.	
Professional Certifications	Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.	
References:	Provide names, addresses, phone and email contact information for two (2) references.	

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:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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 (LOT 1)

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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

Currency of the proposal: US Dollars, VAT exclusive

A. Cost Breakdown per Deliverables* for LOT 1

SN	Deliverables	Price (Lump Sum, All Inclusive)
1	Inception report (IR): Milestone 1 Deliverables 1 – 4	
2	First progress report (PR1): Milestone 2 Deliverables 1(a), 2(a), 3(a), 4(a), 5(a)	
3	Second progress report (PR2): Milestone 2 Deliverables 6(a), 7(a)	
4	Third progress report (PR3): Milestone 2 Deliverable 8(a), 9(a)	
5	Final Report (FR): Milestone 3 Deliverable 1(a), 2(a), 3(a), 4(a)	
Total		USD

*Basis for payment tranches

B. Cost Breakdown by Cost Component

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

Milestone & Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Milestone 1: Methodology of the Assignment Deliverables 1 – 4	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy-Efficient Solutions (Technical Expert)				Office supplies				
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs				
	1 (one) Financial Officer / Accountant				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1 (one) Project Officer								
	Other experts (if any) [Please list]								
	Sub-total 1				Sub-total 2				
	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy-Efficient Solutions				Office supplies				

Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 1(a), 2(a), 3(a), 4(a), 5(a)	(Technical Expert)							
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs			
	1 (one) Financial Officer / Accountant				Communication			
	1 (one) Procurement Officer				Other costs (specify)			
	1 (one) Project Officer							
	Other experts (if any) [Please list]							
Sub-total 1				Sub-total 2				
Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 6(a), 7(a)	1 (one) Project Coordinator				License			
	1 (one) Expert in Energy-Efficient Solutions (Technical Expert)				Travel			
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Handouts			
	1 (one) Financial Officer / Accountant				Local transportation costs			

	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	Other experts (if any) <i>[Please list]</i>								
	Sub-total 1			Sub-total 2					
Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 8(a), 9(a)	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy- Efficient Solutions (Technical Expert)				Handouts				
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs				
	1 (one) Financial Officer / Accountant				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1 (one) Project Officer								
	Other experts (if any) <i>[Please list]</i>								
	Sub-total 1			Sub-total 2					
Milestone 3 Deliverables: 1(a), 2(a), 3(a), 4(a)	1 (one) Project Coordinator				Travel				
	1 (one) Expert in				Handouts				

	Energy-Efficient Solutions (Technical Expert)							
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs			
	1 (one) Financial Officer / Accountant				Communication			
	1 (one) Procurement Officer				Other costs (specify)			
	1 (one) Project Officer							
	Other experts (if any) [Please list]							
Sub-total 1				Sub-total 2				
Value of support to be provided to selected beneficiaries**	Unit of measure		Quantity		Unit Price in US\$		Total Price in US\$ per budget line	
Non-cash support to women agri-producers	agreements		40		20,000		800,000	
Non-cash support for 5 communities from the left bank of Dniester	agreements		5		40,000		200,000	
Grand Total	Total Amount of Financial Proposal							

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

** Please reflect the respective amounts in the Total Budget of the Proposal. Applicable taxes and social benefits should be included in the unit price proposed.

FORM K: FORMAT FOR FINANCIAL PROPOSAL (LOT 2)

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)		

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

Currency of the proposal: US Dollars, VAT exclusive

B. Cost Breakdown per Deliverables* for LOT 2

SN	Deliverables	Price (Lump Sum, All Inclusive)
1	Inception report (IR): Milestone 1 Deliverables 1 – 4	
2	First progress report (PR1): Milestone 2 Deliverables 1(b), 2(b), 3(b), 4(b), 5(b)	
3	Second progress report (PR2): Milestone 2 Deliverables 6(b), 7(b)	
4	Third progress report (PR3): Milestone 2 Deliverables 8(b), 9(b)	
5	Final Report (FR): Milestone 3 Deliverable 1(b), 2(b), 3(b), 4(b)	
	Total	USD

*Basis for payment tranches

C. 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.

Milestone & Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Milestone 1: Methodology of the Assignment Deliverables 1 – 4	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy-Efficient Solutions (Technical Expert)				Office supplies				
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs				
	1 (one) Financial Officer / Accountant				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1 (one) Project Officer								
	Other experts (if any) <i>[Please list]</i>								
	Sub-total 1				Sub-total 2				
	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy-				Office supplies				

Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 1(b), 2(b), 3(b), 4(b), 5(b)	Efficient Solutions (Technical Expert)							
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs			
	1 (one) Financial Officer / Accountant				Communication			
	1 (one) Procurement Officer				Other costs (specify)			
	1 (one) Project Officer							
	Other experts (if any) [Please list]							
	Sub-total 1			Sub-total 2				
Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 6(b), 7(b)	1 (one) Project Coordinator				License			
	1 (one) Expert in Energy-Efficient Solutions (Technical Expert)				Travel			
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Handouts			
	1 (one) Financial Officer / Accountant				Local transportation costs			

	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	Other experts (if any) <i>[Please list]</i>								
	Sub-total 1				Sub-total 2				
Milestone 2 Provision of non-cash support to beneficiaries Deliverables: 8(b), 9(b)	1 (one) Project Coordinator				Travel				
	1 (one) Expert in Energy-Efficient Solutions (Technical Expert)				Handouts				
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs				
	1 (one) Financial Officer / Accountant				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1 (one) Project Officer								
	Other experts (if any) <i>[Please list]</i>								
	Sub-total 1				Sub-total 2				
Milestone 3 Deliverables: 1(b), 2(b), 3(b), 4(b)	1 (one) Project Coordinator				Travel				
	1 (one) Expert in				Handouts				

	Energy-Efficient Solutions (Technical Expert)								
	1 (one) Expert in Climate Adaptation and Mitigation (Technical Expert)				Local transportation costs				
	1 (one) Financial Officer / Accountant				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1 (one) Project Officer								
	Other experts (if any) [Please list]								
Sub-total 1				Sub-total 2					
Value of support to be provided to selected beneficiaries**	Unit of measure (working day, unit, piece, k etc.)			Quantity		Unit Price in US\$		Total Price in US\$ per budget line	
Non-cash support to the women with economic activities in households	agreements			160		6,000		960,000	
Grand Total	Total Amount of Financial Proposal								

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

** Please reflect the respective amounts in the Total Budget of the Proposal. Applicable taxes and social benefits should be included in the unite price proposed.

FORM L: PROPOSAL SECURITY

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP26/03160: Company/NGO/Consortium to implement non-cash support to women agri-producers, women with economic activity at household level and communities in climate resilience, energy efficiency and protection of environment area across Moldova and left bank of Nistru (2 lots)**

WHEREAS (hereinafter called "the Proposer") has submitted a Proposal to UNDP dated [Click or tap to enter a date.](#) to execute services [Click or tap here to enter text.](#) (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____
 Name: _____
 Title: _____
 Date: _____
 Name of Bank _____
 Address _____

[Stamp with official stamp of the Bank]