

## Minutes of the pre-proposal conference

**RfP25/03160: 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)**

**February 5, 2026, 13:00 AM**

Online Zoom Meeting: <https://undp.zoom.us/j/87199915276>

### Agenda:

- I. General Introduction
- II. Technical details of the Request for Proposal
- III. Questions and answers

#### I. General introduction

The Informational Session was opened by Victoria Ivancioglo, Project Manager of the “Resilient Communities through Women Empowerment” Phase II project, implemented by UNDP Moldova.

Ms. Ivancioglo welcomed the participants and provided a general introduction to the project. The “Resilient Communities through Women Empowerment” Phase II runs from 2024 to 2028, with a total budget of 10,323,729.73 USD, and is funded by Sweden and Norway. The project supports 40 localities across the Republic of Moldova (including the left bank of Nistru) in strengthening local planning and implementing concrete measures for climate change adaptation and greenhouse gas emission reduction. Communities are actively engaged in developing Sustainable Energy and Climate Action Plans (SECAPs), and upon their completion, they will launch local initiatives aligned with the identified priorities and targets. In addition to assisting local public authorities, the project provides direct support to more than 160 women involved in household-level economic activities and 40 women-led agricultural businesses, enabling them to integrate climate adaptation practices into their operations.

The assignment aims to implement non-cash support under the project (across Moldova and the left bank of Nistru – 2 lots). The expected duration of the assignment is **March 2026 – December 2027**.

Cristina Gonța, Capacity Building and Outreach Project Officer, continued the presentation with detailed information on the scope of the assignment and the two lots.

As part of this RFP, the project will provide non-cash support in the following areas:

- **Women entrepreneurs** (micro, small and medium women agri-producers): Official registered entrepreneurs (LLCs, individual enterprises, household farms, etc.) where women hold at least 50% ownership and have substantial involvement in production and management. Non-cash support will be provided for the implementation of at least 40 projects led by women.
- **Women with economic activities at household level:** Women managing small plots of land (often under two hectares) near their homes, with most production and processing occurring close to the household and surplus sold in local markets. Formal business registration is not an application requirement. Non-cash support will be provided for the implementation of at least 160 projects at household level.
- **Communities on the left bank of Dniester:** 5 communities will receive non-cash support to implement a priority action/project identified in their Sustainable Energy and Climate Action Plan (SECAP) elaborated with ResCom 2 assistance.

The assignment is divided into **two lots**:

#### **LOT 1 – Women agri-producers and communities**

Procurement of equipment/goods/works/services, coupled with on-hand consulting activities.

- Sub-activity 1: 40 women agri-producers (including 5 from the left bank of Nistru) – at least 40 projects implemented.

Total budget: 800,000 USD (20,000 USD per beneficiary).

- Sub-activity 2: 5 communities from the left bank of Nistru – at least 5 projects implemented.

Total budget: 200,000 USD (40,000 USD per community).

Beneficiary contribution: minimum 10%.

#### **LOT 2 – Women at household level**

Procurement of equipment/goods/works/services, coupled with on-hand consulting activities.

- Sub-activity 1: 160 women with economic activity at household level (including 20 projects on the left bank of Nistru).

Total budget: 960,000 USD (6,000 USD per beneficiary).

Beneficiary contribution: minimum 5%.

Cristina Gonța, Capacity Building and Outreach Project Officer, continued the presentation by outlining the main deliverables and detailed steps for the implementation of non-cash support under the assignment.

The main deliverables include: development of the Methodology of the Assignment, provision of non-cash support to beneficiaries, and summing-up activities (fact sheets, success stories, and a final report).

**All the aspects related to the provision of the non-cash support to beneficiaries were presented in detail, as follows:**

The call for applications will involve dedicated calls for each of the target groups (women agri-producers, women with household-level economic activities), with active support to potential beneficiaries in preparing applications. In-person information and outreach events will be organized, including 5 small-scale events for agri-producers and 1 event for communities (Lot 1), and 10 small-scale events for women at household level (Lot 2). The Contractor will receive lists of potential beneficiaries proposed by LPAs, but will also deploy additional outreach efforts through engagement of local stakeholders. Two online trainings (in Romanian and Russian) per lot, together with three regional joint in-person events for Lot 1 and five for Lot 2, will be conducted to assist at least 50 potential beneficiaries for Lot 1 and 180 for Lot 2 in correctly filling in the application documents. On-demand hands-on in-person support will also be provided throughout the application process. The Contractor is expected to collect a minimum of 50 qualitatively completed applications for Lot 1 and 170 for Lot 2.

The evaluation and selection of beneficiaries will be carried out by the Contractor, who will conduct a preliminary evaluation in line with the Evaluation Criteria (including Declarations of Co-financing) and submit to UNDP a Justification Note with a brief presentation of the finalist list. The final list of beneficiaries must be approved by the UNDP Project Board.

Initial assistance will involve on-site visits to each beneficiary prior to signing the contracts. These visits should be planned efficiently to optimize resource use by scheduling multiple beneficiaries per day. The Contractor will assist all beneficiaries in providing a clear definition of goods and services to be purchased.

The final revision of project proposals and agreement signing will include assistance to all beneficiaries in upgrading their project proposals to achieve stated goals (such as job creation and profitability increase), further clarification of goods and services to be purchased, and identification of needed trainings. One online training session will be organized on specific requirements for project implementation, assistance to be offered, and non-cash agreement conditions. The co-financing will be verified, and non-reimbursable non-cash agreements will be signed with the selected beneficiaries.

Cristina Gonța, Capacity Building and Outreach Project Officer, proceeded with a detailed overview of the procurement services, non-cash support delivery and the accompanying coaching programme that the selected company/NGO/consortium will carry out.

The Contractor will prepare, and secure endorsement of all technical documentation required

for the procurement of equipment, goods, services and works. Procurement tenders will be conducted in full compliance with the principles of transparency, accountability and efficiency. The purchase of eligible goods, services and works will be executed strictly in line with the sub-project plans, the approved implementation methodology and UNDP procurement procedures, in close coordination with the beneficiaries.

The Contractor will provide targeted advice on the optimal integration of purchased equipment into the beneficiaries' business processes. Dedicated coaching and monitoring will be provided throughout the implementation period, including at least one on-site monitoring visit per beneficiary (planned efficiently by grouping several beneficiaries per day). Individual coaching will be delivered to each beneficiary during the entire timeframe, with a minimum of two online sessions per lot. In these sessions, the Contractor's experts will offer clear, step-by-step guidance and tailored strategic advice to help beneficiaries strengthen their climate and energy resilience.

Upon completion of the procurement processes, the Contractor will ensure a proper hand-over of all goods, services and works to the beneficiaries.

Ms. Cristina Gonța continued by presenting the potential types of projects eligible for non-cash support under the assignment. For women agri-producers and women with economic activities at household level, possible project types include: organic waste management, compost production, beekeeping, animal husbandry, rainwater collection, greenhouses with drip irrigation, as well as energy efficiency and renewable energy solutions. For communities, eligible project types include: afforestation, restoration of wetlands, biomass production, waste management, as well as energy efficiency and renewable energy solutions.

## **II. Technical details of the Request for Proposal**

Subsequently, Mr. Marin Ninicu, Project Procurement Associate, presented an overview of the administrative and documentary requirements related to Proposal submission and emphasized some important aspects to take into consideration including the language of the offer, the currency, the deadline for submitting questions, the validity of the proposal, the type of contract to be signed, and the evaluation method.

Mr. Ninicu detailed the required submission package, which must include: (I) all requested documents such as eligibility and qualification forms with supporting evidence, technical proposal, key personnel CVs and availability, evidence of experience (contracts and references must be issued under the same legal entity as the bidder), and any required annexes; (II) the technical section comprising the technical proposal, eligibility and qualification evidence, key personnel CVs and availability, experience evidence and required annexes; (III) the commercial section consisting only of Form J and Form K, submitted separately per lot. He stressed that no pricing information should be included in the technical documents, as this may lead to disqualification.

He then outlined the eligibility criteria, which encompass preliminary examination criteria, minimum eligibility and qualification criteria, and technical evaluation criteria based on: (i) qualification, capacity and experience of the bidder; (ii) proposed methodology, approach

and implementation plan; (iii) management structure and key personnel. A specific reminder was made that bidders must demonstrate experience implementing similar assignments in communities on the left bank of the Nistru River.

Regarding differences when bidding for both lots, Mr. Ninicu highlighted that: proposal security is required only if bidding for both lots (USD 3,000); the turnover threshold is higher when bidding for both lots; experience thresholds (number of contracts and cumulative value) are also higher; and the capacity to implement both lots concurrently will be assessed.

Subsequently, Mr. Marin Ninicu, Project Procurement Associate, continued with an overview of the key personnel requirements and evaluation method.

The minimum key personnel required include: Project Coordinator, Project Officer, Procurement Officer, Energy Efficiency Solutions Expert, Climate Adaptation and Mitigation Expert, and Financial Officer/Accountant. Bidders must submit CVs and confirmations of availability or exclusivity for these key personnel. When bidding for both lots, capacity for parallel implementation must be demonstrated, and certain roles must be doubled (Project Coordinator, Procurement Officer, and Energy Efficiency Solutions Expert), while others (Climate Adaptation and Mitigation Expert, Financial Officer/Accountant, and Project Officer) are not required to be doubled.

The evaluation method is conducted separately per lot, combining technical (70%) and financial (30%) scores, with a minimum technical threshold applying for each lot. Technical scoring is based on: (i) qualification, capacity and experience of the bidder; (ii) proposed methodology, approach and implementation plan; (iii) management structure and key personnel.

For the financial proposal, bidders must submit Forms J and K in the commercial section only, ensuring totals match across the portal entry, Form J and Form K. A separate Form K is required per lot, with professional fees presented per position (daily rate and working days) and other costs listed separately (description, quantity, unit cost, total).

The application form together with all annexes can be accessed on the UNGM website: <https://www.ungm.org/Public/Notice/289782>.

**The deadline for submission is February 25, 2026, at 4:30 p.m. Moldova time.**

Offers must be submitted directly to the Quantum NextGenERP Supplier Portal via <http://supplier.quantum.partneragencies.org/> using an existing profile (login with username and password). If not registered, create a profile (registration – verify email – supplier registration).

**Do not create a new profile if one already exists;** use the forgotten password feature if needed. The access link to the registered profile is sent from Oracle within a maximum of 3 days. If the link is not received after 3 days, or if errors occur during registration (e.g., system indicates the supplier is already registered), contact UNDP at [sc.md@undp.org](mailto:sc.md@undp.org) for assistance.

The session aimed to provide a comprehensive understanding of the project's requirements

and expectations, ensuring that all potential participants are well-prepared for the next steps in the selection process.

Ms. Cristina Gonça encouraged everyone to ask more questions if there are any and concluded the meeting.

### III. Questions and answers

**Question 1: Would it be acceptable to participate independently in one lot and in partnership with another company in the other lot, for instance to fulfill the criteria?**

Answer: 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. It is the bidder's responsibility to determine whether to apply as a single entity or as part of a Consortium/Joint Venture per competition (not per Lot).

**Question 2: If you want to apply in separate lots, for example only in Lot 1, and for instance if you want to form a consortium with a different partner, does it have to be just one person or one entity submitting the proposal?**

Answer: 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. It is the bidder's responsibility to determine whether to apply as a single entity or as part of a Consortium/Joint Venture per competition (not per Lot).

**Question 3: How does it work technically when preparing the Documents package for submission for both lots, including the Proposal Security document? Is the Proposal Security uploaded as part of the package for the first lot and separately for the second lot, or how exactly does this process function?**

Answer: If a bidder is applying for both lots, only one proposal is required, covering both lots in a single submission (there are no two separate submissions for the same bidder applying to both lots). The Proposal Security is required only in the case of bidding for both lots (in the amount of USD 3,000), and it forms part of that single proposal package. The Proposal Security must remain valid for up to 30 days after the final date of validity of bids; the original copy of the Proposal Security documentation must be physically received by UNDP no later than ten (10) calendar days after the submission deadline indicated in the Quantum system, while a copy of the full documentation must be uploaded through the Quantum system as part of the online bid. Failure to submit the Proposal Security as stipulated (when bidding for both lots) will result in disqualification of the bid. Bidders applying for a single lot are not required to submit Proposal Security.

**Question 4: Are the beneficiaries from Phase 1 of the ResCom project eligible to participate in Phase 2?**

Answer: As a criterion of eligibility, localities supported in Phase 1 of the ResCom project are not eligible for Phase 2, so there is no possibility for the same localities to be selected as beneficiaries again. However, if the question refers to individual women beneficiaries from the ESA project (Emergency Support for Agri-producers), their participation does not overlap with the eligibility criteria of ResCom 2. They can be considered eligible provided they are located in one of the 40 partner localities of the ResCom 2 project.

**Question 5: Local banks do not provide Proposal Securities Letter in the format/template specified in the RfP. Is an alternative template issued by a local bank acceptable?**

Answer: In general, Proposal Securities are issued by banks using the template provided in the UNDP solicitation documents, and banks usually do not interfere with or refuse to use our standard template. Bidders are advised to provide the RfP template to their bank when requesting the Proposal Security, as it is the required format for compliance with the bidding conditions. Any deviation from the prescribed template may lead to non-acceptance during evaluation, so it is recommended to ensure the bank adheres to the exact wording and structure outlined in the RfP.

**Question 6: Regarding the budget, is there a fixed budget for the selected beneficiaries, and is there an additional budget that must be calculated based on your experts' efforts, daily fees, and other costs? Is there any estimate for all of these?**

Answer: There is no fixed total budget allocated for the assignment. Each bidder is expected to propose its own offer, which requires careful and detailed estimation of all costs. The budgets for the non-cash support to beneficiaries are clearly specified in the RfP (as previously presented).. All other costs related to the Contractor's services (expert fees, daily rates, other operational expenses, etc.) must be calculated and proposed by the bidder based on their own methodology and approach. The evaluation committee will assess the proposed budgets for reasonableness, efficiency and alignment with the scope of work.

**Question 7: How will the transfer of funds to the beneficiaries take place?**

Answer: The support provided under this assignment is strictly non-cash. No direct financial transfers will be made to the beneficiaries. Instead, the selected company/NGO/consortium will procure the necessary equipment, goods, services or works based on the approved sub-project plans and will deliver them directly to the beneficiaries. UNDP will make payments to the Contractor

according to the agreed Schedule of Payments/Installments outlined in the contract. Invoicing to UNDP is not done on an individual basis per beneficiary, but per deliverable (as defined in the contract), ensuring efficient and transparent financial management.

**Question 8: Regarding the localities on the left bank of the Nistru, would you recommend having a partner based on the left bank?**

Answer: It remains entirely the responsibility of the bidder to demonstrate full capacity to implement activities in those localities, whether through a subcontractor, consortium arrangement or other suitable means that ensure effective delivery and compliance with all project requirements.

**Question 9: For Sub-activity 2 under Lot 1, the supported projects should include co-financing. It was mentioned as 5% and then 10% – could you clarify the correct percentage?**

Answer: For Lot 1 (women agri-producers and communities), the required beneficiary co-financing contribution is 10%. For Lot 2 (women with economic activities at household level), the co-financing contribution is 5%. These percentages apply to the respective lots and target groups as specified in the RfP.

**Question 10: Could you please clarify whether, for a consortium partner, it is acceptable to demonstrate relevant experience by submitting the main contract signed by the lead partner together with the corresponding consortium or joint venture agreement that proves the partner's legal participation in the completed assignment? In other words, can experience from similar assignments previously implemented by a consortium be attributed to the current bidder if they were part of that consortium (with contracts signed by the lead partner)?**

Answer: Following this informational session and in response to questions received, the RfP was amended in the "Qualification Criteria" section under "Previous Experience." The previous wording stated: **"For JV/Consortium/Association, the Lead Partner should meet the requirement."** **This has been updated to: "For JV/Consortium/Association, all Parties cumulatively should meet the requirement."**

**Bidders are advised to consult the latest version of the RfP for the updated criteria and ensure their proposal reflects the revised provisions.** Additionally, the specific experience thresholds were also revised. The previous text required: "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:

- For Bidders applying for one lot: At least three (3) contracts totaling

minimum USD 600,000.

- For Bidders applying for both lots: At least six (6) contracts totaling minimum USD 1,200,000.

**(For JV/Consortium/Association, the Lead Partner should meet the requirement)."**

**This has been updated to: "For JV/Consortium/Association, all Parties cumulatively should meet the requirement."**

This change means that, for bidders submitting as a joint venture, consortium or association, the relevant experience (including the number of contracts and cumulative value) is now assessed cumulatively across all parties in the consortium (not just the Lead Partner).

**Question 11: If we (as the lead partner) performed a contract as part of a consortium and managed 80% of the budget while the sub-contractor handled 20%, will the full 100% of the contract value be counted as experience for the lead partner, or only the 80% portion that we managed?**

Answer: Only the portion of the contract value managed by the lead partner (in this case 80%) will be considered as experience for the purpose of meeting the previous experience criterion. The evaluation will take into account the actual share of the contract implemented by the lead partner, as evidenced in the submitted documentation (contracts, references, and any supporting agreements).

**Question 12: Will payment be made if at least 70% of the previous tranche has been spent, allowing for the next payment from the payment installments? Or does payment depend solely on deliverables?**

Answer: The financial report forms an integral part of the review process for disbursing the subsequent tranche. Payment is primarily based on the achievement and verification of deliverables as defined in the contract, but the financial report (including expenditure levels) is also considered in the overall assessment. The exact percentage of expenditure required (such as 70% or otherwise) will depend on the specific context, the stage of procurement for the grant goods/services, and the progress against the approved work plan and schedule of payments.

**Question 13: Will the necessary documents for transporting goods to the left bank of the Nistru be provided?**

Answer: UNDP does not provide any documentation for the transfer of goods to the left bank of the Nistru. The project is already registered with the Coordination Council. Once the bidder is selected and awarded, the contract will need to be registered with the Coordination Council as well, in order to facilitate access and travel to the region for implementation purposes. It remains the responsibility of the bidder to ensure all necessary arrangements and compliance for conducting activities in the left bank region.

**Question 14: If a contract has had 2–3 amendments, is it considered as one single contract or as multiple contracts for the purpose of meeting the previous experience criterion?**

Answer: A contract with amendments (regardless of the number of amendments) is considered as one single contract.

**Question 15: Do you count current (ongoing) assignments towards the previous experience requirement, or must all 3 (or 6) similar contracts be finalized/completed assignments?**

Answer: The RfP has been updated to clarify this point. Previously, the wording required only completed assignments:

- For bidders applying for one lot: at least one (1) completed assignment.
- For bidders applying for both lots: at least two (2) completed assignments.

**(For JV/Consortium/Association, all Parties cumulatively should meet the requirement).**

**The current, amended version now allows ongoing assignments to be considered, as follows:**

- For bidders applying for one lot: at least one (1) completed assignment or **an ongoing assignment that is at least 50% implemented.**
- For bidders applying for both lots: at least two (2) completed assignments **or ongoing assignments that are at least 50% implemented.**

**(For JV/Consortium/Association, all Parties cumulatively should meet the requirement).**