

REQUEST FOR QUOTATION NO. RFQ26/03241:

Study Visit in Romania for Partner Localities involved in Implementing Sustainable Energy and Climate Action Plans (SECAPs) under the ResCom2 Project

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the „Resilient Communities through Women Empowerment, Phase 2” (ResCom2) Project, kindly requests your quotation for the **Request for Quotation no. RFQ26/03241: Study Visit in Romania for Partner Localities involved in Implementing Sustainable Energy and Climate Action Plans (SECAPs)**, as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This RFQ document generated by the online system
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00956** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile: [link](#)

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 bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, 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 bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid 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 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.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
Deadline for the Submission of Quotation	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p>https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_af.adf.ctrl-state=8godmwdd9_239&_af.afrLoop=7321111756612874&_af.afrWindowMode=0&_af.afrWindowId=null&_af.afrFS=16&_af.afrMT=screen&_af.afrMFW=1920&_af.afrMFH=880&_af.afrMFDW=1920&_af.afrMFDH=1080&_af.afrMFC=8&_af.afrMFCI=0&_af.afrMFM=0&_af.afrMFR=96&_af.afrMFG=0&_af.afrMFS=0&_af.afrMFO=0</p> <p>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.</p> <ul style="list-style-type: none"> ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>

Gifts and Hospitality	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) 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.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
Currency of Quotation	Quotations shall be quoted in the currency indicated in the portal.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.



SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section</p> <p>Applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Liquidated damages shall be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, 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 quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Language of quotation	<p>English or Romanian</p>
Quotation validity period	<p>Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.</p>
Partial Quotes	<p>Not permitted</p>
Alternative Quotes	<p>Not permitted</p>
Payment Terms	<p>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
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>

Conditions for Release of Payment	Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</p> <p>Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List of at least 2 completed and/or ongoing contracts for similar services undertaken within the past 2 (two) years including the following information: <ul style="list-style-type: none"> • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <p><i>Copies of relevant contracts provided might be requested during the evaluation process</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field <input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2023, 2024) <input checked="" type="checkbox"/> Completed and signed CV for the proposed Key Personnel
Evaluation method	The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations <input checked="" type="checkbox"/> At least 2 years of practical experience in organizing study visits, conferences, trade missions, or similar knowledge-exchange events aimed at strengthening local governance, sustainable energy and climate action, European project development, or absorption of pre-accession/EU funds, preferably in Romania and/or the Republic of Moldova. <p>Experience should include events targeting or involving local public authorities (LPAs/municipalities), regional development agencies, or similar stakeholders working on climate resilience, energy efficiency, or EU-funded project implementation</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proposed Key Personnel with the minimum required academic and professional qualifications, proven by CV submitted: <p><u>Study Visit Coordinator (one):</u></p> <ul style="list-style-type: none"> • Bachelor’s degree in Environmental Sciences, Economics, Public Administration, Law, Political Sciences, Social Sciences, or related field; • Proven experience in conducting at least 2 (two) such assignments (preferably involving public administration representatives, local authorities, or multi-stakeholder groups focused on sustainable development, energy/climate policies, or EU/pre-accession funding mechanisms) similar to the assignment. • Fluency in Romanian and English languages is required

Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet
Expected date for contract award.	May 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

Familiarization with practical knowledge, tools, and direct exposure to best practices in European project development, energy efficiency, climate adaptation and mitigation, as well as successful models of absorbing pre-accession and EU funds for the ResCom2 partner localities involved in the implementation of Sustainable Energy and Climate Action Plans (SECAPs).

A. PROJECT TITLE: “RESILIENT COMMUNITIES THROUGH WOMEN EMPOWERMENT, PHASE 2” (RESCOM 2)

B. PROJECT DESCRIPTION

General Background:

During August 2024 – July 2028, UNDP is implementing the Project “Resilient Communities through Women Empowerment, Phase 2”, 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 (ResCom1), UNDP Moldova intends: i) to enhance the understanding on climate change and gender empowerment matters, via synergetic 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.

The project is implemented by the United Nations Development Programme (UNDP) during August 2024 – December 2028 with the financial support of Sweden and Norway. For a complete description of the project scope and planned interventions, please consult the project document available here: <https://www.undp.org/moldova/projects/resilient-communities-through-women-empowerment-phase-2>.

Specific context

To achieve the project's outcomes, a comprehensive capacity-building program is planned for key stakeholders, including local public authorities (LPAs) from the partner localities involved in the implementation of Sustainable Energy and Climate Action Plans (SECAPs). These LPAs, selected through a competitive process, represent communities across the Republic of Moldova, including those on the left bank of the Nistru River, and are committed to integrating gender-sensitive climate adaptation measures into local development planning across priority sectors.

The program aims to ensure medium- and long-term climate resilience of economic, social, and ecological systems, while promoting greenhouse gas (GHG) emission reduction, climate change mitigation, and the establishment of public-private partnerships for environmental protection and local climate resilience. In the period 2025-2026, the selected localities will receive support for developing or updating their SECAPs, followed by access to three types of assistance, including non-reimbursable funding of up to USD 40,000 per project with a 10% co-financing requirement.

In this context, UNDP Moldova, as part of the Project, will organize a study visit to Romania to enhance the capacities of LPAs in European project writing, implementation of energy and climate policies local projects, and pre-accession funds absorption. This initiative will enable participants to learn best practices from Romanian counterparts, fostering knowledge transfer on accessing EU funds, implementing climate-resilient projects, and leveraging pre-accession instruments. Through hands-on exposure, expert interactions, and site visits over three days, the study visit will equip LPAs to better prepare and manage synergistic projects, ultimately strengthening their ability to attract funding and implement transformative actions from a gender and climate perspective.

C. SCOPE OF WORK

To strengthen the capacities of local public authorities (LPAs) from the partner localities in writing and implementing European projects, accessing pre-accession and EU funds, and advancing sustainable energy and climate actions within their SECAPs, the Project will organize a thematic study visit for representatives of these LPAs. The Resilient Communities through Women Empowerment Project (ResCom2), implemented by UNDP Moldova, seeks a qualified company to organize a comprehensive 3-day study visit in Romania.

The main objective of the study visit is to provide participants with practical knowledge, tools, and direct exposure to best practices in European project development, energy efficiency, climate adaptation and mitigation, as well as successful models of absorbing pre-accession and EU funds. The study tour will enable peer learning, networking with Romanian counterparts (local authorities, regional development agencies, energy agencies, and project implementers), and transfer of replicable experiences that can be adapted to the Moldovan context.

The study visit shall be organized in Romania, preferably in a region with demonstrated success in implementing climate and energy projects funded through pre-accession instruments, EU cohesion funds, or other relevant programs (e.g., North-East or North-West Romania, or another region with strong track record in green transition implementation and EU fund absorption).

To ensure full achievement of the specific objectives and effective delivery of all planned activities, the Contractor will be responsible for developing the detailed study visit programme/agenda, managing all logistical arrangements

(accommodation, meals, local transport, professional photographer/videographer), and organizing the entire visit with a strong focus on the following interrelated thematic areas:

1) European Project Writing and Management

- Presentation of successful project proposals and implementation cycles under EU programs
- Practical guidance on project identification, logical framework approach, budgeting, eligibility rules, procurement, and reporting requirements.
- Exchange of experience on common challenges faced by Moldovan LPAs and how Romanian counterparts have overcome them.

2) Green Transition and Green Deal at Local Level

- Showcase local green transition implementation models, including integration of renewable energy, energy efficiency, climate adaptation and mitigation measures.
- Site visits to concrete projects (e.g., public buildings retrofitted for energy efficiency, solar PV installations, district heating modernization, green infrastructure).
- Discussion on mainstreaming gender-sensitive approaches in energy and climate planning.

3) Absorption of Pre-Accession and EU Funds

- Overview of Romania's experience with pre-accession funds and transition to full EU cohesion policy funding.
- Best practices in preparing and managing applications for EU grants, including partnership building, co-financing mechanisms, and monitoring/evaluation.
- Insights into regional development agencies' role in supporting municipalities and facilitating fund absorption.

4) Public-Private Partnerships and Multi-Level Governance

- Examples of successful collaboration between LPAs, private sector, NGOs, academia, and energy agencies to scale up climate-resilient and low-carbon projects.
- Models of community involvement, citizen engagement, and gender-responsive participatory planning in energy and climate initiatives.
- Networking sessions with Romanian LPAs and experts to discuss potential future cooperation and knowledge transfer opportunities.

The Contractor shall ensure that the programme includes a balanced mix of:

- institutional presentations and expert briefings,
- field visits to implemented projects,
- interactive workshops and Q&A sessions,
- structured peer-to-peer discussions and networking opportunities.

All activities must clearly demonstrate practical, replicable solutions that can be adapted by Moldovan LPAs in their SECAP implementation and future EU-funded project applications. The Contractor will also be responsible for documenting the visit (professional photos and short video clips) to support project visibility and future knowledge-sharing activities.

D. KEY TASKS/ACTIVITIES AND EXPECTED OUTPUTS

The Contractor shall take full responsibility for the execution and delivery of the following tasks and outputs as described below:

Task 1. Project Initiation:

- Elaboration and coordination with the ResCom2 Project on the agenda for the study visit, which must include but not be limited to the minimum requests indicated below:
 - **Target thematic areas of the assignment** – i) European project writing and management (preparation, application, implementation, reporting); ii) Green Transition projects (local planning implementation, renewable energy, energy efficiency, climate adaptation/mitigation); iii) absorption of pre-accession and EU funds (cohesion policy, grants, eligibility, co-financing); iv) public-private partnerships and multi-level governance for climate-resilient projects; and other relevant areas as agreed with the Project.
 - **The tentative agenda for the study visit should include:** at least 5 site visits to concrete projects and institutions in the relevant fields mentioned in Section C (Scope of Work), preferably combining local authorities (municipalities with successful local climate projects), regional development agencies, energy agencies, and/or private/public partnerships; at least 1–2 visits to relevant institutions (e.g., regional development agency, energy/climate agency, ministry department, or university/research center) providing expertise, capacity building, and support for EU/pre-accession fund absorption and climate-energy project implementation.
 - **Number of participants** – representatives of the 33 partner localities (LPAs) implementing SECAPs, selected by the ResCom2 Project, plus up to 2 representatives from the ResCom2 Project team. The total number of participants is expected to be approximately 35 people.
 - **Visit and trip arrangements:**
 - ✓ Visit and trip arrangements:
 - ✓ Accommodation in a minimum 3-star hotel (3 nights, twin rooms, with breakfast included);
 - ✓ Lunch and dinner locations (3 dinners, 3 lunches);
 - ✓ Professional photographer to document the visit (photos for project visibility and reporting purposes).

Item	Generic Description	No. of days/nights	Quantity
1.	Accommodation in a minimum 3-star hotel (Twin rooms, with breakfast included)	3 nights	35
2.	Lunch and dinner – 6 meals total	4 days	35

Task 2. Study Tour Organization. The Contractor will organize and fully manage one 3-day study visit to Romania in accordance with the following requirements:

- **Study visit conducted in accordance with the agenda agreed as per Task 1**
- **Period:** July 2026 (exact dates to be agreed and confirmed with the ResCom2 Project team based on participants’ availability and host institutions’ schedules).

- **Total days required for the study tour:** maximum 4 days (including travel to and from Romania; core programme 3 full working days).

Full logistic support: hotel reservation, meals (lunch and dinner venues), assignment of a person to accompany the group of participants, preparation and distribution of informational materials (agenda, background documents, contact lists), professional photo documentation of the second and third days of the study visit, with a minimum delivery of 50 photographs per day (resulting in a total of at least 100 professional photos), facilitation of all meetings/presentations, and collection of relevant documents/handouts from the visited locations.

Task 3 Assignment Report: The Contractor will be required to deliver to the ResCom2 Project team, as well as to share with the participants:

- All study tour materials and media outputs (full agenda, list of participants, detailed daily reports/photos/videos, presentations received from hosts, contact details of institutions and experts visited);
- Evaluation form (to be designed and distributed to participants) and summary of evaluation results/feedback collected from the group;
- Narrative report on the execution of the assignment, including all supporting documents (PPTs, attendance lists etc.).

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

Deliverables	Indicative timeframe
<p>Task 1. Project Initiation</p> <ol style="list-style-type: none"> 1. Agenda of the study tour and logistics note for the participants, including preparation of database of experts and relevant locations to be visited elaborated. The agenda must cover the key thematic areas of the assignment, namely European project writing and management, Green Transition projects at local level, absorption of pre-accession and EU funds, and public-private partnerships and multi-level governance for climate-resilient projects. It shall include at least 5 site visits to concrete projects and institutions, as well as 1–2 visits to relevant supporting institutions (regional development agencies, energy/climate agencies, or research centers). 2. Appointment of the Study Visit Coordinator who will accompany the group of participants throughout the entire study visit in Romania. The Contractor shall provide one qualified Study Visit Coordinator (as defined in the Evaluation Criteria – Proposed Key Personnel), who will be responsible for the overall coordination, facilitation, and smooth implementation of the study visit. The proposed coordinator must meet the minimum required qualifications. <p>Deliverable 1: Study Visit concept, methodology, detailed agenda and logistic note provided.</p>	<p>1 week after contract signature</p>
<p>Task 2. Study Tour Organization</p>	<p>2 weeks after submission of Task 1</p>

Deliverables	Indicative timeframe
<ol style="list-style-type: none"> 1. Organize study visit to Romania for approx. 35 participants from Moldova (maximum 4 days, including travel to and from Romania; core programme 3 full working days). 2. Logistic arrangements carried out: organize hotel accommodation (min. 3 stars, twin rooms, with breakfast included) meals (lunch and dinner) for participants. 3. Organize meetings and visits according to the requests mentioned in point C „SCOPE OF WORK” and point D „KEY TASKS/ACTIVITIES AND EXPECTED OUTPUTS” 4. Professional photo documentation of the second and third days of the study visit, with a minimum delivery of 50 photographs per day (resulting in a total of at least 100 professional photos) <p>Deliverable 2: Study Visit in Romania conducted.</p>	
<p>Task 3. Assignment Report</p> <ol style="list-style-type: none"> 1. Final Report comprising the above-mentioned deliverables, supporting materials, photos, participants’ evaluation forms to be submitted. <p>Deliverable 3: Final Report provided</p>	<p>2 weeks after submission of Task 2</p>

All deliverables should be endorsed by UNDP and shall be provided in English, electronic format.

F. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services and will work under the guidance of designated ResCom2 Project Officer and supervised by the ResCom2 Project Manager. The ResCom2 Project will provide all available relevant documentation (participants’ profile and list of participants, background information on project, support in drafting the itinerary of the study visit) for the organization of the study visits, while the Contractor will be in charge of arranging all necessary logistics arrangements, as well as establishing and maintaining of good working relationships with all involved parties. The Contractor shall budget and cover all local expenses related to the study tour for the participants: accommodation, meals (lunches and dinners), handouts and other informative materials.

The project will provide transportation for the entire visit, covering travel from the Republic of Moldova to Romania and local transport to all visit locations.

G. DURATION OF WORK

- a. Period requested for the assignment: May - July 2026.
- b. UNDP will require maximum of 5 (five) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

G. QUALIFICATION REQUIREMENTS

The assignment will be undertaken by a company/institution as per the requirements below:

1. Legally registered entity;

2. Proven experience: The Contractor must demonstrate at least 2 years of practical experience in organizing study visits, conferences, trade missions, or similar knowledge-exchange events aimed at strengthening local governance, sustainable energy and climate action, European project development, or absorption of pre-accession/EU funds, preferably in Romania and/or the Republic of Moldova.

Experience should include events targeting or involving local public authorities (LPAs/municipalities), regional development agencies, or similar stakeholders working on climate resilience, energy efficiency, or EU-funded project implementation;

3. Proposed Key Personnel with the minimum required academic and professional qualifications, proven by CV submitted:

Study Visit Coordinator (one):

- Bachelor's degree in Environmental Sciences, Economics, Public Administration, Law, Political Sciences, Social Sciences, or related field;
- Proven experience in conducting at least 2 (two) such assignments (preferably involving public administration representatives, local authorities, or multi-stakeholder groups focused on sustainable development, energy/climate policies, or EU/pre-accession funding mechanisms) similar to the assignment.
- Fluency in Romanian and English languages is required

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ26/03241	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	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.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable	<input type="checkbox"/> Yes <input type="checkbox"/> No

energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	<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>			
Previous relevant experience: Please list 2 (two) contracts within the past 2 (two) years				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder 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 Quote I/we warrant that the bidder: 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 RFQ ;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 bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	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 them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<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 Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ26/03241	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference;
- CV of key personnel.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies

Ref	Description of Deliverables	Price, (VAT 0%) <i>(please indicate currency)</i>
1.	Task 1. Project Initiation / Deliverable 1: Study Visit concept, methodology, detailed agenda and logistic note provided.	
2.	Task 2. Study Tour Organization / Deliverable 2: Study Visit in Romania conducted.	
3.	Task 3. Assignment Report / Deliverable 3: Final Report provided.	
Total Price		

Breakdown of fees

Personnel / other elements	UOM	Qty	Unit Price <i>(please indicate currency)</i>	Total Price <i>(please indicate currency)</i>
Personnel				
Study Visit Coordinator	day			
Other expenses				
Accommodation	night/person			
Lunch	lunch / person			
Dinner	dinner / person			
Travel Insurance	per person			
Photo Services	each	2 days * 50 photos per day		
Other Costs (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time, as indicated in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 calendar days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>