

## REQUEST FOR QUOTATION

**Organization / association to design, coordinate and support the implementation of local summer schools for youth on climate action, renewable energy and energy efficiency in partnership with Hometown Associations (HTAs)**

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the “*Resilient Communities through Women’s Empowerment, phase 2*” Project, kindly requests your quotation for the **Request for Quotation no. RfQ26/03289: Organization / association to design, coordinate and support the implementation of local summer schools for youth on climate action, renewable energy and energy efficiency in partnership with Hometown Associations (HTAs)** 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

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

Time: 1:00 PM, (GMT+3, Moldova Local Time)

Date: 8<sup>th</sup> June 2026

Venue: Online Zoom Meeting

**Link:** <https://undp.zoom.us/j/85472054235>

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-01012** 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. **Please note that the access link to the 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](mailto: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](mailto: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](mailto: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 the 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

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<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 <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> 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: <a href="https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D">https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D</a></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"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>

<p><b>Supplier Code of Conduct, Fraud, Corruption,</b></p>	<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 <b>principles on labor, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
<p><b>Gifts and Hospitality</b></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, 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.</p>
<p><b>Conflict of Interest</b></p>	<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>
<p><b>Currency of Quotation</b></p>	<p>Quotations shall be quoted in the currency indicated in the portal.</p> <p><b>MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers</b></p> <p>For evaluation purposes, bids submitted in any other currencies shall be recalculated at UN Operational Rate of Exchange on the submission deadline</p>

	<p><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></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>
<b>Joint Venture, Consortium or Association</b>	<p>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.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Price variation</b>	<p>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.</p>
<b>Alternative Quotes</b>	<p>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.</p>

<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p>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.</p>
<b>Right not to accept any quotation</b>	<p>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</p>
<b>Right to vary requirement at time of award</b>	<p>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.</p>
<b>Publication of Contract Award</b>	<p>UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.</p>
<b>Policies and procedures</b>	<p>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a></p>
<b>UNGM registration</b>	<p>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 <a href="http://www.ungm.org">www.ungm.org</a>. 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.</p>

**SECTION 2: SPECIAL INSTRUCTIONS**

<p><b>General Conditions of Contract</b></p>	<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 checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<p><b>Special Conditions of Contract</b></p>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 calendar days</p> <p><input checked="" type="checkbox"/> Liquidate damages shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.</p>
<p><b>Duties and taxes</b></p>	<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"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<p><b>Eligibility</b></p>	<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>
<p><b>Language of quotation</b></p>	<p>Quotation must be in English or Romanian</p>
<p><b>Quotation validity period</b></p>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<p><b>Partial Quotes</b></p>	<p><input checked="" type="checkbox"/> Not permitted</p>
<p><b>Price variation</b></p>	<p><input checked="" type="checkbox"/> 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.</p>

<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Liquidated damages</b>	Will be imposed as follows:  Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Clarifications</b>	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.  <b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b>  Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
<b>Documents to be submitted</b>	<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"/> Task Order – detailed financial offer with breakdown of costs <input checked="" type="checkbox"/> Company Profile, including a detailed portfolio and previous corporate experience in organizing summer schools, youth camps, or similar educational programs. Particular emphasis will be placed on the applicant’s demonstrated experience in the following areas: <ul style="list-style-type: none"> <li>• Organizing summer schools, youth camps, or comparable educational initiatives for young people;</li> <li>• Implementing community development and/or local resilience projects;</li> <li>• Expertise in climate action, renewable energy, energy efficiency, and youth education.</li> </ul> <input checked="" type="checkbox"/> Brief technical concept describing the proposed approach for carrying out the assignment. The concept shall include a detailed project plan and realistic timeline, clearly outlining key milestones and deliverables. Additionally, the technical concept must demonstrate the organization’s availability and capacity to engage adequate human resources, as well as the necessary material, logistical, and technical base. This includes proven capacity for organizing public events, timely provision of accommodation, catering services, and all other logistical arrangements required for the successful implementation of the local summer schools in partnership with Hometown Associations (HTAs). <input checked="" type="checkbox"/> Copy of registration documents <input checked="" type="checkbox"/> List of completed and/or ongoing 2 contracts for similar services undertaken in the Republic of Moldova including the following information: <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of services undertaken</li> </ul> <i>Evidence (contracts) may be requested from the supplier during the technical evaluation</i>

	<input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates/Letters) 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 years (2025, 2024) <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel: <ul style="list-style-type: none"> <li>- 1 (one) Project Coordinator</li> <li>- Minimum 2 (two) Trainers</li> </ul>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<p>The <b>evaluation of quotations</b> shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of <b>consortiums</b>, all criteria listed below shall apply towards the Lead Member.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</li> <li><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</li> <li><input checked="" type="checkbox"/> Legally registered entity or consortium of firms</li> <li><input checked="" type="checkbox"/> Minimum two (2) years of experience in the area of specialization (capacity building, summer schools, youth camps, or comparable educational initiatives for young people)</li> <li><input checked="" type="checkbox"/> Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the Republic of Moldova</li> <li><input checked="" type="checkbox"/> Proposed Key personnel with the minimum required academic and professional qualifications, proven by CV submitted:  <i>Each CV must clearly indicate academic and professional qualifications as well as the level of proficiency in Romanian, Russian, including any relevant certifications, language training, or work experience in the languages speaking environment.</i></li> </ul> <p><b>1 (One) Project Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Minimum bachelor’s degree in project management, business administration, international relations, social sciences, education or a related field.</li> <li>• At least three (3) years of demonstrated experience in managing logistics and implementation of multi-stakeholder events, youth programs, summer schools, or capacity-building activities.</li> <li>• Proficiency in Romanian and Russian languages.</li> </ul> <p><b>Minimum 2 (Two) Trainers:</b></p> <ul style="list-style-type: none"> <li>• Minimum Bachelor’s degree in sociology, education, environmental sciences, climate change, renewable energy, community development, or related discipline.</li> <li>• Demonstrated experience in designing and delivering participatory, youth-focused workshops or summer schools on topics such as renewable energy, energy efficiency, climate change awareness, sustainable environmental practices, and green solutions, using interactive and inclusive methodologies (minimum of 3 workshops or similar activities successfully completed).</li> <li>• Excellent proficiency in both Romanian and Russian languages (written and spoken).</li> </ul>

<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	July 2026

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **TERMS OF REFERENCE**

**Organization / association to design, coordinate and support the implementation of local summer schools for youth on climate action, renewable energy and energy efficiency in partnership with Hometown Associations (HTAs)**

### **BACKGROUND INFORMATION**

During August 2024 – July 2028, the United Nations Development Programme (UNDP) is implementing the Project “Resilient Communities through Women Empowerment, Phase II” (ResCom 2), funded by the Governments of Sweden and Norway.

The Project aims to enhance gender-responsive climate resilience in the Republic of Moldova by integrating gender considerations into climate policies, empowering women leaders, and promoting climate-smart solutions at the local level. The project contributes to national priorities related to climate change adaptation, environmental protection and sustainable development, while strengthening the role of local communities in addressing climate-related challenges.

Building on the results achieved under the first phase of the project, ResCom 2 focuses on supporting local public authorities, community members, and women-led initiatives to advance climate action and sustainable energy practices. The project supports the development and implementation of Sustainable Energy and Climate Action Plans (SECAPs) in partner localities, promotes energy efficiency measures, and encourages the adoption of renewable energy solutions in rural communities.

An important component of the project is raising awareness and strengthening knowledge among local stakeholders, including youth, on climate change mitigation and adaptation, renewable energy and energy efficiency practices. Engaging young people in climate-related initiatives contributes to building long-term community resilience and supports the development of environmentally responsible behaviors among the next generation.

In this context, UNDP Moldova is seeking to contract a qualified organization, network or alliance to design, coordinate and support the implementation of a Summer School Programme for youth coming from 10 ResCom 2 partner communities, focused on renewable energy, energy efficiency, climate change and sustainable environmental practices.

The project aims to organize Training for Trainers and follow up activities for youth in partnership with at least 10 Hometown Associations (HTAs), coming from 10 ResCom target localities focused on climate action, renewable energy and energy efficiency. The initiative will provide young participants with an opportunity to develop both theoretical knowledge and practical skills related to sustainable energy and environmental protection. The Summer School will encourage youth engagement in local environmental initiatives and promote the role of young people as agents of change within their communities.

Under **Component 1** (Training of Trainers), the selected Service Provider will design and deliver a structured Training of Trainers (ToT) programme for 20 facilitators (two representatives per community – one adult local coordinator and one youth representative from the LPAs and Hometown Associations).

The ToT will equip participants with the necessary knowledge, practical tools, and facilitation skills on climate action, renewable energy, energy efficiency, and sustainable environmental practices, while providing a clear and replicable methodology for organizing local summer schools.

**The following 10 partner communities have been selected for the implementation of the local summer schools within the ResCom2 Project:**

- 1) s. Costuleni, Ungheni district
- 2) s. Hîrbovăț, Anenii Noi district
- 3) s. Lozova, Strășeni district
- 4) s. Mihăileni, Rîșcani district
- 5) s. Slobozia Mare, Cahul district
- 6) s. Vorniceni, Strășeni district
- 7) com. Geamăna, Anenii Noi district
- 8) com. Călinești, Fălești district
- 9) s. Izbiște, Criuleni district
- 10) s. Vărvăreuca, Florești district

Under **Component 2 (Implementation of Local Summer Schools)**, the trained facilitators, acting on a voluntary basis as members of the Hometown Associations (HTAs), will organize and deliver 10 local summer schools in the ResCom2 partner communities. The Service Provider will provide methodological guidance, training materials, and continuous technical support to ensure the successful implementation of these summer schools. The activities will offer young participants (aged approximately 14–16 years) the opportunity to develop both theoretical knowledge and practical skills in the fields of renewable energy, energy efficiency, climate change awareness, and sustainable environmental practices, while encouraging them to become active agents of change in their local communities.

## **OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF SERVICES**

The objective of this assignment is to design, coordinate and support the implementation of a **Summer School Programme** for youth from 10 partner communities of the ResCom 2 Project. The programme focuses on climate action, renewable energy, energy efficiency, climate change awareness and sustainable environmental practices. Its goal is to equip young people with theoretical knowledge and practical skills, while encouraging them to become active agents of change in their communities. The expected final outcome is the successful organization of 10 local summer schools, each involving 15 young participants aged 14–16 years.

**The assignment is structured around two main components:**

### **Component 1: Training of Trainers (ToT)**

A Training of Trainers (ToT) is a structured capacity-building programme designed to prepare selected individuals to independently deliver educational activities in their communities. Under this component, the Service Provider will design and deliver a **3-day Training of Trainers programme** targeting **20 facilitators** (two representatives from each of the 10 partner communities).

The Service Provider shall be responsible for the development of a clear **methodology and selection criteria** for the recruitment of the 20 facilitators (one adult local coordinator and one youth representative per community from the partner LPAs and HTAs). The proposed methodology, selection criteria, and application process must be submitted to

the UNDP ResCom2 Project team for review and approval prior to launching the call.

Following the approval of the methodology, the Service Provider will carry out the selection process in close coordination with the partner communities. The final list of selected facilitators must be submitted to the UNDP ResCom2 Project team for final review and approval.

The selected facilitators will act **on a voluntary basis, without receiving any remuneration**, and will be responsible for organizing and delivering one 3-day local summer school in their respective community under Component 2.

The selected Service Provider will review and confirm the designated facilitators to ensure they possess the necessary commitment, availability, and motivation to successfully lead the summer school programme.

The ToT will take place in Chişinău or within a maximum of 30 km from the capital.

The scope of Component 1 includes:

- **Design and Delivery:** Development of a comprehensive ToT programme, including agenda, training modules, interactive facilitation methods, and a standardized replicable methodology on climate action, renewable energy, energy efficiency and sustainable practices. The Service Provider will confirm the 20 facilitators (2 per community: 1 adult coordinator and 1 youth representative).
- **Logistics:** Full logistical support for all 20 confirmed facilitators, including venue, accommodation for 2 nights, meals, and transportation. All costs related to the ToT (accommodation, catering and transport) to be covered by the service provider according to detailed table of requirements for Component 1 and task order (the separate Excel sheet).
- **Capacity Building:** Equipping the 20 selected facilitators with the necessary knowledge, tools, and practical skills to independently organize and deliver high-quality 3-day local summer schools in their communities. **Participation in the Training of Trainers (ToT) programme is conditional upon a formal commitment from each facilitator to fully implement Component 2 by organizing and delivering one local summer school in their respective community on a voluntary basis, without receiving any remuneration.** The selected Service Provider will also provide ongoing coordination support (remote or in-person) to the volunteer facilitators throughout the organization and delivery of the 10 local summer schools.

**Component 2: Implementation of 10 Local Summer Schools.** Under Component 2, the 20 trained facilitators, acting on a **voluntary basis without remuneration**, as members of the Hometown Associations (HTAs), will organize and implement one 3-day local summer school in each of the 10 partner communities:

- 1) s. Costuleni, r-nul Ungheni
- 2) s. Hîrbovăţ, r-nul Anenii Noi
- 3) s. Lozova, r-nul Străşeni
- 4) s. Mihăileni, r-nul Rîşcani
- 5) s. Slobozia Mare, r-nul Cahul
- 6) s. Vorniceni, r-nul Străşeni
- 7) com. Geamăna, r-nul Anenii Noi
- 8) com. Călineşti, r-nul Făleşti
- 9) s. Izbişte, r-nul Criuleni
- 10) s. Vărvăreuca, r-nul Floreşti

During each summer school, various group activities will be organized, including work in **5 working groups of 3 young participants each** (15 young people per summer school), along with other interactive and educational sessions.

The Service Provider shall be responsible for the development **of a clear methodology and selection criteria for the recruitment of young participants** (aged 14–16). The proposed methodology and selection criteria must be submitted to the UNDP ResCom2 Project team for review and approval prior to launching the selection process.

Following the approval, the Service Provider will carry out the selection in close coordination with the trained facilitators and local partners. The final list of selected participants for each summer school must be submitted to UNDP for review and formal approval before the start of the activities.

**The scope of Component 2 includes:**

- **Design and Delivery:** Provision of methodological guidance, educational materials, and continuous technical support to the trained facilitators for the successful organization and delivery of the 10 local summer schools.
- **Logistics:** All 10 partner localities have confirmed their commitment to provide suitable public venues (schools, community centers, or Houses of Culture) **free of charge** for the organization of the summer schools. The Local Public Authorities have also committed to making available basic technical equipment normally present on-site (e.g., laptop, projector or screen, speakers). The Service Provider will coordinate with the LPAs and HTAs to ensure the confirmed availability of the venues and equipment.

The Service Provider will be responsible for supplying all necessary working materials (e.g. flipchart paper, markers, and other relevant stationery) required for the activities. Catering services (meals) for all participants shall be arranged and covered by the Service Provider. No accommodation or remuneration to be provided to the local youth facilitators.

To achieve the stated objective, the Service Provider shall undertake the following key tasks:

- Develop a detailed work plan and schedule for the entire Summer School Programme in close collaboration with UNDP Moldova;
- Conceptualize the overall programme approach, including thematic focus, learning objectives, training modules, facilitation methods and structure;
- Design and develop all necessary educational and methodological materials (facilitation guides, modules, toolkits and youth-adapted resources) for both Components, the Training of Trainers and the 10 local summer schools;
- Develop a standardized methodological toolkit and guidance for local facilitators;
- Develop the methodology and selection criteria for the recruitment of the 20 facilitators and the young participants (aged 14-16). The proposed methodology and criteria shall be submitted to the UNDP ResCom2 Project team for review and approval prior to implementation. Following approval, the Service Provider shall carry out the selection process in close coordination with local partners and submit the final lists of selected facilitators and participants to UNDP for review and formal approval;
- Plan, coordinate and organize the Training of Trainers (ToT) programme, ensuring the participation of the 20 approved facilitators (two per community: one adult coordinator and one youth representative);
- Provide ongoing technical and methodological support to the 20 trained volunteer facilitators during the preparation and implementation of the 10 local summer schools, including assistance in activity planning, adaptation of materials, and problem-solving throughout the process;
- Follow-up with Local Public Authorities (LPAs) to confirm the availability of the already committed public venues and basic equipment for each summer school, and coordinate logistical aspects as needed;
- Monitor the implementation of all activities to ensure quality and inclusive participation;
- Collect feedback and document lessons learned and success stories;
- Prepare and submit a final report with recommendations for future editions.

\* **Note:** *The final number of participants, logistical items (e.g., buses, conference rooms), equipment, and venue specifics may be subject to minor adjustments during implementation, in coordination with the project team.*

### COMPONENT 1. Training of Trainers (ToT)

<b>A. Design of the Training of Trainers (ToT) programme</b>			
Item	Generic description	UOM	Quantity
A.1	Development of the methodology and selection criteria for the recruitment of the 20 facilitators (one adult local coordinator and one youth representative per community). The methodology, selection criteria, and application process shall be submitted to the UNDP ResCom2 Project team for review and approval prior to launching the call.	Deliverable	1
A.2	Development of the Training of Trainers (ToT) concept, overall workplan, detailed agenda, training modules, interactive facilitation methods, and a standardized replicable methodology for the 3-day programme. The content will cover climate action, renewable energy, energy efficiency, sustainable environmental practices, and youth engagement techniques. Final agenda and structure to be agreed with UNDP.	Deliverable	1
A.3	Conducting the selection process for the 20 facilitators (one adult local coordinator and one youth representative per community) in close coordination with the partner LPAs and HTAs, in accordance with the methodology and selection criteria previously approved by the UNDP ResCom2 Project team. Submission of the final list of selected facilitators to the UNDP ResCom2 Project team for review and formal approval.	Deliverable	1
A.4	Design, coordination, organization, and of one 3-day Training of Trainers programme for 20 facilitators (two representatives per community: one adult local coordinator and one youth representative from LPAs and Hometown Associations). This includes overall team management, liaison with participants, facilitation of all sessions, and implementation oversight. The programme must integrate participatory training methodologies (e.g., role plays, simulations, group exercises, practical scenario facilitation).	Event	1
A.5	Guest speaker sessions and expert inputs (if needed) on specific technical topics such as renewable energy technologies, climate change adaptation, energy efficiency solutions, and youth-led environmental initiatives (minimum 2–3 expert sessions during the ToT).	Event	1
A.6	Conduct pre- and post- training assessments (survey-based) and collect session evaluation forms from all 20 participants. Compile and analyze the results of the assessments and evaluations.	Report	1
A.7	Prepare a comprehensive Final Report for Component 1, including the training methodology used, list of trained facilitators, photos from the ToT, key lessons learned, success stories, analysis of pre- and post-training assessments, participant feedback, and recommendations for the implementation of the 10 local summer schools.	Report	1

<b>B. Event logistics: facilities, transport, accommodation, catering and coordination</b>			
<b>B.1. Accommodation Services</b>			
<b>Item</b>	<b>Generic Description</b>	<b>Nr. of nights</b>	<b>Nr. of rooms</b>
B.1.1	Accommodation for 20 ToT facilitators (two representatives from each of the 10 partner communities) in double rooms (two single beds with private bathroom and toilet)	2	10
<b>B.2. Facilities and coordination</b>			
<b>Item</b>	<b>Generic description</b>	<b>UOM</b>	<b>Quantity</b>
B.2.1	Provision of a <b>single integrated venue</b> (hotel or training centre) offering both conference facilities and accommodation for the 3-day ToT programme. The selected venue must provide one fully equipped conference room for 25–30 persons (with projector, screen, flipcharts, and high-speed internet). The venue shall be located in Chişinău or within a maximum radius of 30 km from the capital.	Day	3
B.2.2	The Service Provider shall be responsible for the on-site coordination and logistical management of the 3-day Training of Trainers programme. This includes venue management, daily scheduling, participant registration, check-in/check-out procedures, distribution of materials, and overall organization of the event.	Person	3
<b>B.3. Catering services (nr. of persons includes facilitators, trainers, guests)</b>			
<b>Item</b>	<b>Generic description</b>	<b>Nr. of Events</b>	<b>Nr. of persons</b>
B.3.1	<b>Breakfast</b> (standard continental) <i>*If not included in the room cost</i>	3	25
B.3.2	<b>Coffee breaks</b> (2 per day). Should include minimum: <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	6	25
B.3.3	<b>Lunch.</b> Should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water. Vegetarian meals may be requested.	3	25
B.3.4	<b>Dinner.</b> Type Fourchette/Bufferet should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.	2	25
B.3.5	<b>Still water</b> in 0,5 l glass bottle.		100 pcs

<b>B.4. Transportation services</b>			
<b>Item</b>	<b>Generic description</b>	<b>UOM</b>	<b>Quantity</b>
<b>Transportation services</b>			
B.4.1	Reimbursement of round-trip travel costs (via public transportation) for all 20 ToT facilitators from their respective localities (the 10 partner communities) to the Training of Trainers venue (located in Chişinău or within a maximum radius of 30 km from the capital).	Lump Sum	1
<b>C. Visibility and outreach. Media and production/supply of branded visibility materials</b>			
<b>Item</b>	<b>Generic Description</b>	<b>UOM</b>	<b>Quantity</b>
C.1	<b>Certificates</b> of participation <i>The design of the participation certificates will be provided by UNDP</i>	Certificate	20
C.2	<b>Printed badges</b> with cord, ready to be used	Badge	20
C.3	<b>Colored markers</b>	Colored marker	20
C.4	<b>Photo Services</b>	each	3 days * 4 hrs per day (at least 50 photos per day)

## COMPONENT 2: 10 Local Summer Schools

<b>A. Design of 10 Local Summer Schools</b>			
Item	Generic Description	UOM	Quantity
A.1	Development of the overall methodological toolkit, detailed programme structure, learning objectives, session plans, and facilitation guides for the 3-day local summer schools on climate action, renewable energy, energy efficiency and sustainable practices.	Deliverable	1
A.2	Development of the methodology and selection criteria for the recruitment of young participants (aged 14–16) for the 10 local summer schools. The proposed methodology, selection criteria, and application process shall be submitted to the UNDP ResCom2 Project for review and approval prior to launching the selection process.	Deliverable	1
A.3	Implementation of the selection process for young participants in each of the 10 partner communities, in close coordination with the trained facilitators and local partners (LPAs and HTAs). Submission of the final list of selected participants for each summer school to the UNDP ResCom2 Project for review and formal approval before the start of the activities.	Deliverable	1
A.4	Design and adaptation of educational materials, practical exercises, toolkits, handouts and visual aids tailored for youth (aged 14–16), to be used in all 10 local summer schools.	Deliverable	1
A.5	Provision of continuous methodological support, guidance and mentoring to the 20 trained volunteer facilitators during the preparation and implementation of the 10 local summer schools.	Deliverable	1
A.6	Monitoring and quality assurance visits / online support for the organization and delivery of the 10 local summer schools to ensure thematic coherence, participatory approach and high-quality standards.	Visit/Session	10
A.7	Final report for Component 2, including narrative report of all 10 summer schools, participants data, feedback, lessons learned, success stories, challenges and recommendations for future editions.	Deliverable	1
<b>B. Event logistics: facilities, transport, accommodation, catering and coordination</b>			
<b>B.1. Accommodation Services</b>			
<i>*Not applicable – No overnight accommodation required</i>			
<b>B.2. Facilities and coordination</b>			

Item	Generic description	UOM	Quantity
B.2.1	Follow-up with Local Public Authorities (LPAs) to confirm the availability of the already committed public venues and basic technical equipment for each summer school, and coordinate related logistical aspects as needed	Deliverable	1
B.2.2	<p><b>Transportation services</b></p> <p><i>* Transportation services are limited, as the 20 trained facilitators are residents of the partner communities where the local summer schools will take place. No long-distance or inter-city transportation is required.</i></p> <p>Local transportation of methodological materials, toolkits, educational resources and facilitation equipment to the 10 partner communities for the organization of the local summer schools.</p>	Deliverable	1

### B.3. Catering services (nr. of persons includes facilitators, trainers, guests)

Item	Generic description	Nr. of Events	Nr. of persons
B.3.1	<b>Breakfast</b> (standard continental)	3	150 (15 youths per each of the 10 localities)
B.3.2	<p><b>Coffee breaks</b> (2 per day). Should include minimum:</p> <ul style="list-style-type: none"> <li>• Croissants, muffins, or cookies.</li> <li>• Non-sweet pies and sandwiches</li> <li>• Seasonal fruits</li> <li>• Natural coffee and selection of tea</li> <li>• Water</li> </ul>	6	150 (15 youths per each of the 10 localities)
B.3.3	<p><b>Lunch.</b> Should include minimum of first course (soup), second course – meat/ fish, garnish, salad meal, water.</p> <p>Vegetarian meals may be requested.</p>	3	150 (15 youths per each of the 10 localities)
B.3.4	<p><b>Dinner.</b> Type Fourchette/Buffer should include minimum of meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice.</p>	2	150 (15 youths per each of the 10 localities)
B.3.5	Still water in 0,5 l glass bottle.	bottle	500 pcs

### C. Visibility and outreach. Media and production/supply of branded visibility materials

Item	Generic Description	UOM	Quantity
C.1	<p><b>Certificates</b> of participation</p> <p><i>The design of the participation certificates will be provided by UNDP</i></p>	Certificate	150
C.2	<b>Printed badges</b> with cord, ready to be used	Badge	150
C.3	<p><b>Colored markers</b></p> <p>(Colored markers will be used for group activities across 10 localities. Each activity will involve 5 working groups (3 youth per group), with 2 colored markers required per group — totaling 100</p>	Colored marker	100

colored markers.)		
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*Key Notes for Component 2:*

- Each local summer school lasts 3 days and will be organized in partner communities.
- No accommodation will be provided for the local summer schools.
- The 20 facilitators will implement the activities on a voluntary basis (no remuneration provided).
- The Service Provider shall be responsible for arranging and covering catering services (meals and coffee breaks) for all participants of the summer schools.
- The Service Provider will supply all necessary materials (e.g. flipchart paper, markers, and other relevant stationery) required for the activities.
- All 10 partner localities have confirmed their commitment to provide suitable public venues (schools, community centers or Houses of Culture) and basic technical equipment **free of charge**.

**The main scope of the services under the current assignment:**

- **Develop necessary educational and methodological materials, including facilitation guides, toolkits, handouts, and youth-friendly resources for both the Training of Trainers programme and the 10 local summer schools;**
- **Implement the Training of Trainers programme under Component 1 and facilitate 10 Local Summer Schools under Component 2.**
- **Document the entire programme, including participation data, lessons learned, and recommendations for future editions;**
- **Prepare and submit comprehensive final reports summarizing the implementation, outcomes, and impact of both Component 1 and Component 2.**

**DELIVERABLES AND INDICATIVE TIMEFRAME**

*The table below outlines the quotation summary for both components and must correspond to the total quoted price indicated in the Task Order.*

<b>Item</b>	<b>Deliverables</b>	<b>Deadline</b>
<b>Deliverable 1:</b> Inception and Programme Design	Workplan and detailed agenda for both components, including coordination of facilitation teams and training content <i>(Component 1 Category A.1 - A3 and Component 2 Category A.1 - A3)</i>	By 15 July 2026
<b>Deliverable 2:</b> Visibility and outreach materials	Visibility and outreach materials developed and produced <i>(Component 1 Category C and Component 2 Category C)</i>	By 31 July 2026
<b>Deliverable 3:</b> Capacity Building of Local Partners and Facilitators (ToT)	Training of Trainers (ToT) fully organized and delivered <i>(Component 1 Category A.4 – A.6 and Component 1 Category B)</i>	By 31 July 2026
<b>Deliverable 4:</b> Implementation of 10 Local Summer Schools	10 Local Summer Schools organized and delivered <i>(Component 2 Category A.4 – A.6 and Component 2 Category B)</i>	July – August 2026

<b>Deliverable 5: Final Reporting</b>	Comprehensive Final Reports <i>(Component 1 Category A.7 and Component 2 Category A.7)</i>	By 30 September 2026
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*\*Specific dates for each session and forum shall be proposed by the Service Provider at the beginning of the assignment and confirmed in coordination with the UNDP Project Team.*

## **INSTITUTIONAL ARRANGEMENTS**

Organizational settings: The Service Provider will work under the guidance of the UNDP Project Analyst for substantive aspects of the assignment and under the direct supervision of the UNDP Project Associate for administrative aspects.

The contractor shall take overall responsibility for the quality and timeliness of the assessment process within its competency.

### Language requirements:

The proposed thematic trainings shall be delivered in Romanian and/or in Russian languages.

All documentation related to the assignment shall be in Romanian or Russian.

All reports, methodologies, and official documentation submitted to UNDP shall be prepared and submitted **in Romanian language**.

Duration of the Assignment: July - September 2026.

## **Confidentiality statement**

All data and information received from UNDP for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.

## **QUALIFICATIONS OF THE SUCCESSFUL BIDDER AT VARIOUS LEVELS**

**The Bidder** should meet the following minimum qualifications criteria, which make the applicant technically eligible for this assignment:

- Officially registered legal entity
- Minimum two (2) years of experience in the area of specialization (capacity building, summer schools, youth camps, or comparable educational initiatives for young people)
- Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the Republic of Moldova
- Proposed key personnel with the required academic and professional qualifications, proven by CVs and valid certificates, if any.

### **1 (One) Project Coordinator:**

- Minimum bachelor's degree in project management, business administration, international relations, social sciences, education or a related field.
- At least three (3) years of demonstrated experience in managing logistics and implementation of multi-stakeholder events, youth programs, summer schools, or capacity-building activities.
- Proficiency in Romanian and Russian languages.

**Minimum 2 (Two) Trainers:**

- Minimum Bachelor's degree in sociology, education, environmental sciences, climate change, renewable energy, community development, or a related discipline.
- Demonstrated experience in designing and delivering participatory, youth-focused workshops or summer schools on topics such as renewable energy, energy efficiency, climate change awareness, sustainable environmental practices, and green solutions, using interactive and inclusive methodologies (minimum of 3 workshops or similar activities successfully completed).
- Excellent proficiency in both Romanian and Russian languages (written and spoken).

UNDP Moldova is committed to workforce diversity. Entities employing women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens, legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

## 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:	RFQ26/03289	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	<input type="checkbox"/> Yes <input type="checkbox"/> No

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>(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. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>			
<b>Previous relevant experience: minimum 2 similar (in terms of type and volume of services) contracts undertaken in the Republic of Moldova</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 AND GOODS

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:	RFQ26/03289	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.
- a brief methodology, approach and implementation plan;
- team composition and CVs 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.

**IMPORTANT:** Bidders are hereby reminded that submission in response to this Request for Quotation (RFQ) must include the duly completed and signed **Task Order**, as attached.

Please ensure that the Total Final and All-inclusive Price indicated in the table below corresponds to the total price quoted and entered in the **Task Order**.

Currency of Quotation: MDL (Moldovan Leu) for local suppliers / USD (US Dollars) for international suppliers.

Item	Deliverables	Total Price <i>(please insert currency)</i>
1	<b>Deliverable 1: Inception and Programme Design</b> Workplan and detailed agenda for both components, including coordination of facilitation teams and training content <i>(Component 1 Category A.1 - A3 and Component 2 Category A.1 - A3)</i>	
2	<b>Deliverable 2: Visibility and outreach materials</b> Visibility and outreach materials developed and produced <i>(Component 1 Category C and Component 2 Category C)</i>	
3	<b>Deliverable 3: Capacity Building of Local Partners and Facilitators (ToT)</b> Training of Trainers (ToT) fully organized and delivered <i>(Component 1 Category A.4 – A.6 and Component 1 Category B)</i>	

4	<b>Deliverable 4: Implementation of 10 Local Summer Schools</b> 10 Local Summer Schools organized and delivered (Component 2 Category A.4 – A.6 and Component 2 Category B)	
5	<b>Deliverable 5: Final Reporting</b> Comprehensive Final Reports (Component 1 Category A.7 and for Component 2 Category A.7)	
<b>Total Final and All-inclusive Price</b>		

**Breakdown of Fees**

**IMPORTANT:** The total amount in the Breakdown of Fees table shall correspond to the Total Final and All-inclusive Price.

Personnel / other elements	UOM	Qty	Unit Price	Total Price
<b>Personnel</b>				
Project Coordinator	day			
<b>Trainers</b>				
Trainer 1	day			
Trainer 2	day			
<b>Other expenses</b>				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total Final and All-inclusive Price</b>				

### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Full compliance with all requirements as specified in Annex 1	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 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 Authorized Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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