

REQUEST FOR QUOTATION NO. RfQ26/03311:

Provision of Professional Training Programme on GIS Applications, Statistical Processing of Hydrological Data and Water Resources Assessment under Different Data Availability Conditions

UNDP through the Programme “Supporting the Moldovan authorities in the sustainable management of the Nistru River” (Nistru II Project) kindly requests your quotation for the Request for Quotation no. **RfQ26/03311: Provision of Professional Training Programme on GIS Applications, Statistical Processing of Hydrological Data and Water Resources Assessment under Different Data Availability Conditions** 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: Terms of Reference (both in Romanian and English languages)

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 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 **UNDP-MDA-01031** 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:

[Registration - Verify Email - Supplier Registration](#)

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

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

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

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the 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 a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

<p>Introduction</p>	<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>
<p>Deadline for the Submission of Quotation</p>	<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>
<p>Method of Submission</p>	<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>Registration - Verify Email - Supplier Registration</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.
<p>Cost of preparation of quotation</p>	<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>Supplier Code of Conduct, Fraud, Corruption,</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 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	<p>Prices shall be quoted only in the currency indicated in the system</p> <p>MDL (Moldovan Leu) for local suppliers</p> <p>and</p> <p>USD (US Dollars) for international suppliers.</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>https://treasury.un.org/operationalrates/OperationalRates.php</p> <p>UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.</p>
Joint Venture, Consortium or Association	<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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

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 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	<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>
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

<p>General Conditions of Contract</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 Applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
<p>Special Conditions of Contract</p>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Liquidates damages shall be imposed as follows: Percentage of contract price per day of delay: 0.33% up to a maximum of 30 days, after which UNDP may terminate the contract.</p>
<p>Duties and taxes</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. All prices must: <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<p>Currency Quotation</p>	<p>MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.</p>
<p>Eligibility</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. 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. 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>Language of quotation</p>	<p>The quotation may be submitted in English or Romanian. Training sessions, materials and reports shall be provided in Romanian.</p>
<p>Quotation validity period</p>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<p>Partial Quotes</p>	<p><input checked="" type="checkbox"/> Not permitted</p>
<p>Alternative Quotes</p>	<p><input checked="" type="checkbox"/> Not permitted</p>
<p>Payment Terms</p>	<p><input checked="" type="checkbox"/> Payments shall be made upon satisfactory completion and written acceptance of the respective deliverables in accordance with the Contract and payment schedule.</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> 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 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.</p>
Documents to be submitted	<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 prepared in accordance with the Terms of Reference (Annex 1), including: <ul style="list-style-type: none"> • understanding of the assignment; • proposed training methodology and approach; • proposed structure of the training programme, including the two training blocks and main modules; • detailed implementation plan and timeline; • proposed team composition and allocation of responsibilities; • confirmation of the Contractor’s capacity to ensure the logistical and technical arrangements required for the delivery of the training programme. <input checked="" type="checkbox"/> Company Profile, including information on the company's institutional experience and portfolio of completed assignments related to hydrology, GIS applications, statistical processing of hydrological data, water resources assessment, professional capacity development and delivery of technical training programmes. <input checked="" type="checkbox"/> Copy of the Registration Certificate <input checked="" type="checkbox"/> List and description of at least two (2) relevant assignments implemented during the last five (5) years related to: <ul style="list-style-type: none"> • design and delivery of professional training programmes in hydrology, GIS applications, water resources management or related fields; • development of training curricula and technical training materials; • implementation of capacity development programmes for public institutions, technical agencies or water management authorities. <p>For each assignment, the following information shall be provided:</p> <ul style="list-style-type: none"> • Name of the assignment/contract; • Client and contact person; • Contact details (including e-mail address); • Contract value; • Period of implementation; • Description of services provided; • Beneficiary institution(s). <p>Copies of contracts and/or completion certificates may be requested by UNDP for verification purposes.</p> <input checked="" type="checkbox"/> Implementation Plan (including the indicative timeline for preparation, delivery of the two training blocks and submission of all deliverables). <input checked="" type="checkbox"/> At least two (2) references or certificates of satisfactory performance from previous clients for similar assignments.

	<p><input checked="" type="checkbox"/> Completed and signed CVs of all proposed Key Experts, accompanied by copies of relevant diplomas, certificates and qualification documents demonstrating compliance with the minimum requirements specified in the Terms of Reference.</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the last three (3) fiscal years (2023, 2024 and 2025), or equivalent financial documentation demonstrating the financial capacity of the company.</p> <p><input checked="" type="checkbox"/> Confirmation that the proposed training sessions will be delivered in Romanian and that all training materials and reports will be provided in Romanian.</p> <p><input checked="" type="checkbox"/> Preliminary Training Programme and Delivery Approach (maximum 5 pages), outlining the proposed methodology, training structure, practical exercises, indicative agenda, use of free-of-charge/publicly available software tools, and approach for measuring participants' learning outcomes.</p>
Evaluation method	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p>
Evaluation criteria	<p>The quotation will be evaluated based on the following minimum qualification and eligibility requirements:</p> <p><input checked="" type="checkbox"/> Full compliance with all requirements specified in Annex 1 – Terms of Reference.</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP General Conditions of Contract.</p> <p><input checked="" type="checkbox"/> The Bidder is a legally registered company, organization or consortium legally authorized to provide training, consulting, capacity development or related professional services.</p> <p><input checked="" type="checkbox"/> At least five (5) years of institutional experience in the design and delivery of technical assignments related to hydrology, water resources management, GIS applications and/or hydrological data analysis, including professional training and capacity development programmes.</p> <p><input checked="" type="checkbox"/> Demonstrated experience in the design and delivery of at least two (2) professional technical training programmes completed within the last five (5) years in hydrology, water resources management, hydrological data analysis and/or GIS applications, of which at least one (1) included development of the training curriculum and materials (presentations, practical exercises, case studies) and in-person delivery. For each assignment the proposal shall state: assignment name, client and contact details, contract value, implementation period, and description of services provided (per Annex 2).</p> <p><input checked="" type="checkbox"/> Availability of qualified key experts meeting the minimum requirements specified below.</p> <p>Failure to demonstrate compliance with any of the mandatory qualification, experience, expert or logistical requirements may result in the quotation being considered non-responsive.</p> <p>Key Personnel Requirements</p> <p>1. Lead Trainer / Water Resources Expert</p> <ul style="list-style-type: none"> • Advanced university degree in hydrology, water resources engineering, environmental engineering, geography or a related field; • At least seven (7) years of professional experience in hydrology, water resources management or water resources assessment; • Participation in at least two (2) relevant assignments related to hydrology, water resources management, water resources assessment and/or professional technical training; • Working proficiency in Romanian; <p>2. GIS Expert</p> <ul style="list-style-type: none"> • University degree in GIS, geoinformatics, geography, environmental sciences or a related field; • At least five (5) years of professional experience in GIS applications related to environmental or water resources management; • Participation in at least two (2) relevant assignments involving GIS applications for environmental, hydrological or water resources management purposes; • Working proficiency in Romanian; <p>3. Hydrological Data Analysis and Water Resources Assessment Expert</p> <ul style="list-style-type: none"> • University degree in hydrology, water resources engineering, environmental sciences or a related field;

	<ul style="list-style-type: none"> • At least five (5) years of professional experience in hydrological analysis, statistical processing of hydrological data or water resources assessment; • Participation in at least two (2) relevant assignments involving hydrological data analysis, statistical processing of hydrological datasets and/or water resources assessment; • Working proficiency in Romanian;
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award	17 August 2026

ANNEX 1: TERMS OF REFERENCE

Title: Provision of Professional Training Programme on GIS Applications, Statistical Processing of Hydrological Data and Water Resources Assessment under Different Data Availability Conditions

Project: Supporting the Moldovan Authorities in the Sustainable Management of the Nistru River (Nistru II Project)

1. BACKGROUND

The sustainable management of water resources represents a strategic priority for the Republic of Moldova, particularly in the context of its commitments under the EU–Moldova Association Agreement and its status as an EU candidate country. Alignment with the European Union water acquis, including the Water Framework Directive (2000/60/EC) and the Floods Directive (2007/60/EC), requires strengthened institutional capacities, modern analytical tools and improved technical competencies within national water management authorities.

The Nistru River basin constitutes the country's primary water source, supplying up to 70 percent of Moldova's water demand for drinking water supply, agriculture, industry and ecosystem services. Increasing pressures related to climate variability, hydrological extremes, land-use changes and water use demands highlight the need for evidence-based planning and adaptive water resources management approaches supported by reliable hydrological analysis and spatial data interpretation.

The Nistru II Project is implemented by UNDP Moldova with financial support from Sweden, in partnership with the Ministry of Environment and its subordinate institution, the National Administration "Apele Moldovei". Under its institutional capacity development component, the project supports strengthening the technical and operational capacities of national authorities responsible for the implementation of integrated water resources management and river basin planning principles.

In particular, the project contributes to improving the ability of the National Administration "Apele Moldovei" to apply modern analytical approaches required for:

- hydrological assessment and analysis;
- water resources evaluation;
- preparation and implementation of River Basin Management Plans;
- assessment of water availability under varying hydrological conditions;
- operational support for water resources management and allocation decisions.

Despite ongoing reforms, institutional practice remains constrained by limited applied experience in the use of modern analytical and decision-support tools. Key capacity gaps include:

- insufficient practical application of Geographic Information Systems (GIS) in hydrological and environmental analysis;
- challenges in statistical processing and interpretation of hydrological monitoring data;
- limited methodological capacity to assess water resources under conditions of incomplete, uneven or insufficient monitoring datasets;

- limited practical application of analytical methods used in water resources evaluation and management documentation.

These constraints reduce the ability of specialists to translate monitoring data into operational planning decisions and to effectively implement EU-aligned water management approaches.

To address these challenges, the Nistru II Project foresees the delivery of a professional training programme targeting technical specialists of the National Administration “Apele Moldovei”.

While the primary target group of the training programme will consist of specialists from the National Administration “Apele Moldovei”, representatives of the State Hydrometeorological Service will also participate in the training programme, as coordinated with the Ministry of Environment.

The training programme will strengthen applied competencies through structured training blocks focusing on:

- GIS applications for hydrological and environmental analysis;
- statistical processing and interpretation of hydrological datasets;
- assessment of water resources under different data availability conditions;
- practical application of national methodologies and normative approaches related to water resources evaluation and management.

The training programme emphasizes practical, application-oriented learning aimed at supporting day-to-day institutional functions rather than purely theoretical knowledge transfer.

The proposed training programme is expected to contribute to measurable institutional improvements, including:

- enhanced capacity of specialists to utilize spatial and hydrological data for decision-making;
- improved analytical support for river basin management planning;
- strengthened technical basis for water allocation and water resources management decisions;
- increased institutional readiness to implement EU Water Framework Directive requirements;
- transition toward data-driven and evidence-based water management practices.

By strengthening operational competencies within the National Administration “Apele Moldovei”, the assignment will support the long-term sustainability of water governance reforms promoted under the Nistru II Project and contribute to improved management of water resources at basin level.

In this context, strengthening the analytical and practical skills of technical staff responsible for water resources monitoring and management becomes a priority. Targeted professional training programmes are an effective instrument to enhance the practical application of modern analytical tools and methodologies within national water management institutions.

Therefore, the Nistru II Project seeks to contract a specialized service provider to design and deliver a professional training programme addressing the identified institutional capacity gaps.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to design and deliver a professional training programme aimed at strengthening the technical and analytical capacities of specialists from the National Administration “Apele Moldovei” in:

- the practical application of Geographic Information Systems (GIS) tools for hydrological and environmental analysis;
- statistical processing and interpretation of hydrological datasets;
- assessment of water resources under different data availability conditions;
- application of analytical methods and normative approaches used in water resources evaluation and management.

The training programme is expected to enhance participants’ ability to process, analyse and interpret hydrological and spatial data, thereby supporting improved water resources monitoring, assessment and decision-making in line with modern analytical approaches, national regulatory requirements and integrated water resources management principles.

The assignment shall emphasize practical and application-oriented learning aimed at strengthening day-to-day operational capacities of specialists involved in water resources monitoring, assessment and management.

3. SCOPE OF WORK

The Contractor shall design and deliver a professional training programme aimed at strengthening the practical technical capacities of specialists from the National Administration “Apele Moldovei” and the State Hydrometeorological Service involved in water monitoring, hydrological analysis and water resources management.

The training programme will be delivered in person in Chişinău, Republic of Moldova, and is expected to involve up to ten (10) participants, primarily specialists from the National Administration “Apele Moldovei” and the State Hydrometeorological Service.

The training sessions shall be conducted in Romanian.

The overall duration of the training programme is expected to be eight (8) training days in total, with four (4) training days allocated to each training block. The programme shall be structured into two training blocks organized according to the detailed agenda proposed by the Contractor and agreed with UNDP.

The training programme shall be based exclusively on the use of publicly available and free-of-charge software tools.

The training programme shall emphasize practical and application-oriented learning. At least 60 percent of the training time should consist of hands-on exercises, demonstrations, practical analysis of hydrological and spatial datasets, case studies and practical applications relevant to water resources management in the Republic of Moldova.

Within the framework of this assignment, the Contractor shall:

- design the overall structure of the training programme and propose a detailed training methodology and implementation plan;

- develop comprehensive training materials for all training blocks and modules, including presentations, practical datasets, case studies, practical exercises and supporting training manuals;
- coordinate and agree with UNDP the detailed training agenda and training methodology prior to delivery;
- deliver the training sessions in accordance with the approved agenda;
- ensure an interactive and practice-oriented training approach combining theoretical explanations with practical exercises;
- prepare and submit the required reports documenting the implementation of the training programme.

The training programme shall be structured around the following training blocks and modules.

Training Block 1 – GIS Applications and Statistical Processing of Hydrological Data

Duration: four (4) training days

Level: introductory

This training block shall focus on strengthening participants' practical skills in the use of Geographic Information Systems (GIS) and statistical processing of hydrological datasets for hydrological analysis, water resources assessment and water management applications in the Republic of Moldova.

The training programme shall combine theoretical explanations with extensive practical exercises based on hydrological, climatic and spatial datasets relevant to the Republic of Moldova.

Module 1 – Introduction to GIS and Spatial Data Processing

The module shall introduce participants to the fundamental principles and practical application of Geographic Information Systems (GIS) for hydrological and environmental analysis.

The training shall cover:

- fundamental GIS concepts and principles;
- spatial data models:
 - vector data (points, lines and polygons);
 - raster data (Digital Elevation Models, slopes, aspect, precipitation and temperature rasters);
- coordinate systems and map projections relevant to the Republic of Moldova, including commonly used EPSG systems;
- spatial data structures and attribute tables;
- introduction to GIS software platforms:
 - QGIS as the primary software tool;

- overview and comparative presentation of ArcMap / ArcGIS functionalities;
- use and interpretation of publicly available national and international geospatial datasets, including:
 - Copernicus datasets;
 - SRTM elevation data;
 - ERA5 climatic datasets;
 - other relevant hydrological and environmental datasets.

Practical exercises shall include:

- visualization and editing of spatial layers;
- spatial and attribute queries;
- preparation and processing of raster datasets;
- terrain analysis;
- calculation of areas, lengths and slopes;
- extraction and interpretation of hydrological and environmental spatial indicators;
- preparation of spatial datasets for hydrological modelling and water resources analysis.

Module 2 – Statistical Processing of Hydrological Data

This module shall focus on the statistical processing, interpretation and practical application of hydrological observation datasets in accordance with national hydrological methodologies, technical regulations and relevant analytical practices.

The training shall cover:

General and Regulatory Framework

- role of statistical hydrological analysis in water resources management;
- application areas including:
 - design and planning;
 - operational water management;
 - water allocation;
 - risk management;
- national hydrological standards, methodologies and technical regulations;

- relevant methodological approaches and alignment with EU water management practices where applicable.

Hydrological Data and Data Quality Requirements

- types of hydrological datasets:
 - discharge data;
 - water level data;
 - water volume data;
- hydrological observation series:
 - daily series;
 - monthly series;
 - annual series;
- quality control and validation of hydrological datasets, including:
 - homogeneity assessment;
 - consistency checks;
 - completeness verification;
- identification and correction of common hydrological data errors and inconsistencies.

Statistical Processing of Hydrological Discharge Data

The training shall include:

Maximum Flows

- annual flood series;
- maximum flow analysis;
- exceedance probability and frequency analysis;
- practical applications for hydrological assessments and planning.

Mean Flows

- daily, monthly and annual average flows;
- seasonal variability analysis;
- determination of basic hydrological indicators.

Minimum Flows

- low-flow periods;
- ecological flow assessment;
- hydrological drought analysis;
- interpretation of minimum flow indicators.

Statistical Processing of Water Level Data

The training shall include:

- analysis of maximum, average and minimum water levels;
- stage–discharge relationships;
- flow duration curves;
- stability assessment of hydrological relationships over time.

Statistical Methods and Analytical Approaches

The training shall include:

- classical statistical methods used in hydrological regulations and methodologies;
- accepted probability distributions;
- parameter estimation and interpretation;
- methodological limitations and uncertainties.

Practical exercises shall include:

- calculation of characteristic hydrological indicators;
- preparation of standard hydrological tables and summaries;
- graphical representation and interpretation of hydrological datasets;
- practical interpretation of analytical results within regulatory and operational water management contexts.

Expected Learning Outcomes – Training Block 1

Upon completion of the training block, participants shall be able to:

- apply basic and intermediate GIS tools for hydrological and environmental analysis;
- process and analyse spatial datasets relevant to water resources management;
- correctly process and validate hydrological observation datasets;
- determine characteristic hydrological discharges and water levels;
- apply statistical methods for hydrological analysis;

- interpret hydrological datasets and analytical results in accordance with national methodologies and regulations;
- utilize GIS and hydrological analysis tools to support practical water management and planning activities.

Training Block 2 – Water Resources Assessment under Different Data Availability Conditions

Duration: four (4) training days

Level: intermediate

This training block shall focus on strengthening participants' practical capacities in the assessment of water resources under varying levels of hydrological data availability, using national methodologies, normative approaches and practical analytical methods relevant to water resources management in the Republic of Moldova.

The training programme shall combine theoretical explanations with practical exercises and case studies relevant to monitored and unmonitored river basins and water management systems.

Module 1 – Introduction to Water Resources Assessment

The module shall introduce participants to the principles, concepts and practical role of water resources assessment in water management and planning processes.

The training shall cover:

- definition and classification of water resources;
- natural water resources versus usable water resources;
- role of water resources assessment in:
 - planning;
 - authorization procedures;
 - water allocation;
 - integrated water resources management;
- practical application of water resources assessments in technical and administrative decision-making.

Module 2 – Water Resources Assessment under Complete Data Availability Conditions

The training shall focus on the application of hydrological datasets and statistical methods for assessing water resources in monitored basins with sufficient observation data.

The training shall include:

- use of statistically processed hydrological observation datasets;
- determination of:

- long-term average runoff;
- available water volumes;
- characteristic hydrological indicators;
- analysis of hydrological variability over time;
- preparation and interpretation of water balance assessments;
- calculation of water availability indicators.

Practical exercises shall include:

- water balance calculations;
- assessment of water availability indicators;
- practical examples from monitored river basins.

Module 3 – Water Resources Assessment under Limited Data Availability Conditions

This module shall focus on methodologies used in situations where hydrological observation datasets are incomplete or insufficient.

The training shall include:

- short hydrological observation series;
- extrapolation techniques;
- correlation with analogue hydrological stations;
- transfer of hydrological parameters;
- interpretation and validation of analytical results;
- limitations and uncertainties of applied methods.

Practical exercises shall include:

- estimation of hydrological indicators for small rivers;
- validation of extrapolated datasets;
- interpretation of methodological applicability limits.

Module 4 – Water Resources Assessment for Ungauged Basins

This module shall focus on indirect methods and regional analytical approaches for water resources assessment in ungauged basins.

The training shall include:

- indirect assessment methods;

- regionalization approaches;
- methods based on:
 - basin characteristics;
 - climatic conditions;
 - hydrological regional relationships;
- application of normative coefficients and methodologies used in technical and regulatory documentation.

Practical exercises shall include:

- assessment of ungauged basins;
- preparation of technical calculations;
- development of analytical justification for technical documentation.

Module 5 – Reservoir Management and Water Availability Assessment

This module shall focus on practical approaches for reservoir operation and assessment of water availability under varying hydrological conditions.

The training shall include:

- role of reservoirs in water resources management;
- reservoir operational regimes;
- integration of reservoirs into water balance systems;
- assessment of water availability under operational conditions;
- assessment of:
 - water supply requirements;
 - ecological flow requirements;
 - operational and safety requirements;
- analysis of water deficit scenarios.

Practical exercises shall include:

- preparation and interpretation of reservoir operation curves;
- assessment of useful storage volumes;
- water balance calculations;

- operational management scenarios;
- analysis of water deficit conditions.

Module 6 – Integration of Analytical Results into Technical and Regulatory Documentation

This module shall focus on the practical integration of analytical results into hydrological studies, technical documentation and water management decision-making processes.

The training shall include:

- preparation and interpretation of hydrological studies;
- integration of analytical results into:
 - permits and authorizations;
 - water management documentation;
 - river basin management documentation;
 - technical studies and assessments;
- ensuring consistency with national technical regulations and methodologies.

Practical exercises shall include:

- preparation of analytical summaries and technical interpretations;
- review of practical documentation examples;
- integration of analytical outputs into decision-making processes.

Expected Learning Outcomes – Training Block 2

Upon completion of the training block, participants shall be able to:

- assess water resources under different hydrological data availability conditions;
- apply normative and methodological approaches for water resources assessment;
- perform hydrological calculations for monitored and unmonitored basins;
- apply analytical approaches for reservoir management and water availability assessment;
- interpret and validate hydrological assessment results;
- integrate analytical outputs into technical documentation and water management processes;
- support technical and administrative decision-making related to water resources management and allocation.

4. EXPECTED OUTPUTS AND DELIVERABLES

Deliverable	Description	Tentative Timeline
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Deliverable 1 – Training Materials for Training Block 1: GIS Applications and Statistical Processing of Hydrological Data	Comprehensive training materials developed for Training Block 1, including presentations, practical datasets for exercises, practical assignments, case studies (where applicable), step-by-step guidance for practical exercises, and supporting learning materials to be used by participants during the training sessions.	Within three (3) weeks from contract signature
Deliverable 2 – Report on Delivered Training Block 1: GIS Applications and Statistical Processing of Hydrological Data	A report documenting the delivery of Training Block 1, including: description of conducted training sessions; finalized training agenda; list of participants; summary of practical exercises conducted; results of pre- and post-training evaluation assessing knowledge improvement and participant feedback; and photo documentation of the training sessions.	Within six (6) weeks from contract signature
Deliverable 3 – Training Materials for Training Block 2: Water Resources Assessment under Different Data Availability Conditions	Comprehensive training materials developed for Training Block 2, including presentations, practical datasets for exercises, practical assignments, case studies (where applicable), step-by-step guidance for practical exercises, and supporting learning materials to be used by participants during the training sessions.	Within nine (9) weeks from contract signature
Deliverable 4 – Report on Delivered Training Block 2: Water Resources Assessment under Different Data Availability Conditions	A report documenting the delivery of Training Block 2, including: description of conducted training sessions; finalized training agenda; list of participants; summary of practical exercises conducted; results of pre- and post-training evaluation assessing knowledge improvement and participant feedback; and photo documentation of the training sessions.	Within fourteen (14) weeks from contract signature

5. INSTITUTIONAL ARRANGEMENTS

The assignment will be implemented under the supervision of the UNDP Project Manager of the Nistru II Project. The Contractor shall be fully responsible for the organization and delivery of the training programme, including all logistical and technical arrangements required for the implementation of both training blocks.

This includes, but is not limited to:

- securing a suitable training venue in Chişinău, Republic of Moldova;
- ensuring that the training venue provides stable high-speed internet access sufficient for the implementation of practical GIS exercises, use of online datasets and related analytical tools;
- ensuring the availability of the technical equipment and facilities required for the delivery of the training sessions, including projector and screen;
- ensuring availability of the necessary free-of-charge software tools, datasets and practical materials required for the implementation of hands-on exercises;
- preparation and printing of training materials for participants;
- organization of one coffee break and one lunch break per day during the training sessions.

All costs related to the logistical and technical organization of the training programme shall be included in the financial proposal of the Contractor.

Participants shall use their own laptops during the training sessions for the implementation of practical exercises and hands-on assignments.

UNDP will support the organization of the training programme by coordinating with the participating institutions and providing the list of participants. UNDP will also provide participant kits consisting of folders, notebooks and pens.

All deliverables under the assignment shall be submitted in Romanian and provided to UNDP in electronic format.

6. 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:

- Full compliance with all requirements specified in Annex 1 – Terms of Reference.
- Full acceptance of the UNDP General Conditions of Contract.
- The Bidder is a legally registered company, organization or consortium legally authorized to provide training, consulting, capacity development or related professional services.
- At least five (5) years of institutional experience in the design and delivery of technical assignments related to hydrology, water resources management, GIS applications and/or hydrological data analysis, including professional training and capacity development programmes.
- Demonstrated experience in the design and delivery of at least two (2) professional technical training programmes completed within the last five (5) years in hydrology, water resources management, hydrological data analysis and/or GIS applications, of which at least one (1) included development of the training curriculum and materials (presentations, practical exercises, case studies) and in-person delivery. For each assignment the proposal shall state: assignment name, client and contact details, contract value, implementation period, and description of services provided (per Annex 2).
- Availability of qualified key experts meeting the minimum requirements specified below.
 1. Lead Trainer / Water Resources Expert
 2. GIS Expert
 3. Hydrological Data Analysis and Water Resources Assessment Expert

7. DURATION OF THE WORK

The expected duration of the assignment is up to four (4) months from the date of contract signature.

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:	RfQ26/03311: Provision of Professional Training Programme on GIS Applications, Statistical Processing of Hydrological Data and Water Resources Assessment under Different Data Availability Conditions	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

Yes	No	
<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.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, 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 bid 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:	RfQ26/03311: Provision of Professional Training Programme on GIS Applications, Statistical Processing of Hydrological Data and Water Resources Assessment under Different Data Availability Conditions	Date: Click or tap to enter a date.

Technical Offer

The Bidder shall provide:

- a brief description of the company's qualifications, institutional experience and technical expertise relevant to the Terms of Reference;
- a description of previous experience in the design and delivery of professional technical training programmes related to hydrology, GIS applications, hydrological data analysis and/or water resources management;
- a brief methodology, delivery approach and implementation plan;
- a Preliminary Training Programme and Delivery Approach, including:
 - indicative agenda for both training blocks;
 - proposed practical exercises and case studies;
 - proposed training methods and tools;
 - allocation of responsibilities among the proposed experts;
 - approach for measuring participants’ learning outcomes;
- description of the proposed logistical arrangements for implementation of the training programme;
- list of proposed Key Personnel and their CVs.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference for 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% (please indicate currency)
1.	Deliverable 1 – Training Materials for Training Block 1: GIS Applications and Statistical Processing of Hydrological Data	
2.	Deliverable 2 – Report on Delivered Training Block 1: GIS Applications and Statistical Processing of Hydrological Data	

3.	Deliverable 3 – Training Materials for Training Block 2: Water Resources Assessment under Different Data Availability Conditions	
4.	Deliverable 4 – Report on Delivered Training Block 2: Water Resources Assessment under Different Data Availability Conditions	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total VAT (please indicate currency)	Price 0%
I. Personnel					
Lead Trainer / Water Resources Expert	day				
GIS Expert	day				
Hydrological Data Analysis and Water Resources Assessment Expert	day				
Additional Experts, if applicable (please specify)	day				
.....					
II. Training Delivery and Logistics					
Training Venue (8 training days)	lump amount				
Coffee Breaks 1 per day	lump amount				
Lunch Breaks	lump amount				
Printing of Training Materials	lump amount				
Other Eligible Costs Directly Related to the Assignment (please specify)					
Total					

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
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 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>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>