REQUEST FOR PROPOSAL (RFP)

Provision of Consulting Services for the development and institutionalization of a unified methodology for public investment project portfolio management

RFP Reference No.:	**RfP26/03323**
Country:	Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites a Company to submit a proposal for the **Provision of Consulting Services for the development and institutionalization of a unified methodology for public investment project portfolio management**, in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation
Section 2: Instruction to Proposers
Section 3: Data Sheet
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Conditions of Contract and Contract Forms
Section 7: Proposal Forms
- **Form A:** Proposal confirmation
- **Form B:** Checklist
- **Form C**: Technical Proposal Submission
- **Form D:** Proposer Information
- **Form E:** Joint Venture/Consortium/Association Information
- **Form F:** Eligibility and Qualification
- **Form G:** Format for Technical Proposal
- **Form H:** Format for CV of Proposed Key Personnel
- **Form I:** Statement of Exclusivity and Availability
- **Form J**: Financial Proposal Submission
- **Form K:** Format for Financial Proposal

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01048**
Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: http://supplier.quantum.partneragencies.org/ using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the Supplier Portal Registration Link.

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

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

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

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS	
1. Scope	Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet. Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement. As part of he bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Interpretation of the RFP	Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. In pursuance of this policy, UNDP: (a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
4. Eligible proposers	Proposers shall have the legal capacity to enter into a binding contract with UNDP. A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation

	and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists. Similarly, the Bidders must disclose in their proposal their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. Proposers shall not be eligible to submit a proposal if at the time of proposal submission: • is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; • is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; • is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.
6. Publicity	During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official. UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet. UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.

8. Amendment of solicitation documents	At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers. If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet: c) Documents Establishing the Eligibility and Qualifications of the Bidder; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by DS; g) Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
13. Financial proposal	The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal.

14. Currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals: • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange. • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

15. Duties and taxes	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, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet
16. Proposal validity period	Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive. During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal. If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects. The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.
17. Proposal security	A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal. The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected. If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal. In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet. Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period). The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions: • If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; • In the event the successful Proposer fails: o to sign the contract after UNDP has issued an award; or o to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.
18. Joint Venture, Consortium or Association	If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that: • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement

	among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. If a JV, Consortium or Association's proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP. A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between: • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
19. Only one proposal	The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following: • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process. • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one proposal.

20. Alternative proposals	Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal. If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response...
21. Pre-proposal conference	When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP. If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer. UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals). The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing. Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.
22. Site inspection	When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer which does not attend the site inspection shall become ineligible to submit a proposal under this RFP. If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer. Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection. Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from: (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).

	A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.
23. Errors or omissions	Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.
24. Proposers responsibility to inform themselves	Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they: • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site Inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.
25. No material change(s) in circumstances	The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal. Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.

26 a. Online submission	1.1 Electronic submission through online portal shall be governed as follows: • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided. • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS. Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.
27. Deadline for Submission of Proposals and Late Proposals	Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognise the actual date and time that the proposal was received by UNDP. UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.
28. Withdrawal, substitution and modification of proposals	A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide. However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents. In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.
EVALUATION OF PROPOSALS	

32. Confidentiality	Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.
33. Evaluation of proposals	UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: a) Preliminary examination b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done) c) Evaluation of technical proposals d) Evaluation of financial proposals.
34. Preliminary examination	UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.
35. Evaluation of eligibility and qualification	Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers). In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and financial proposals	The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required. When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.

	In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation. The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score. When the Data Sheet specifies a **combined scoring method**, the formula for the rating of the proposals will be as follows: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)
37. Post-qualification/Due Diligence	UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
38. Clarification of proposals	UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions). UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account. Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.

39. Responsiveness of proposal	UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. **If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.**
40. Nonconformities, reparable errors and omission	Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers. Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal. For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.
41. Right to accept any proposal and to reject any or all proposals	UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions and the solicitation document.

44. Notification of award	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notices.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace, with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
48. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
49. Performance security	The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here. . UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security). Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.
50. Bank guarantee for advance payment	Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at : https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default. Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.
51. Liquidated Damages	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.

52. Proposal protest	Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal is **RfP26/03223.** The primary objective of this assignment is to support the Government of the Republic of Moldova, through the State Chancellery, in developing and institutionalizing a unified methodology for developing and managing the portfolio of public investment projects, enabling the objective assessment and prioritization of project proposals based on technical maturity, feasibility, socio-economic impact and strategic alignment Details of services to be provided are further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through **Quantum message functionality**. **ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.**
		Deadline for submitting requests for clarifications / questions: **5 (five) working days before the submission deadline**
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in **English and/or Romanian**
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: **Not allowed**
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: **MDL (Moldovan Leu) for local suppliers** and **USD (US Dollars) for international suppliers.** For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange indicated on the submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php 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.
7.	Duties and taxes	All prices shall: **Be exclusive of VAT and other applicable indirect taxes.**

Ref. Article in Section 2	Data	Specific Instructions / Requirements
8.	Proposal validity period	90 days
9.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	Will not be conducted
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	Proposals must be **submitted directly in Quantum**. Allowable manner of submitting proposals: ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ **The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the "Commercial section" of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.**
14.	Deadline for proposal submission	Deadline for proposal submission is **indicated in the portal**. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. **Note that system time zone is in EST/EDT (New York) time zone.**
15.	Proposal Opening	Public proposal opening will **NOT** be held
16.	Evaluation of technical and financial proposals	Evaluation will be based on: ☒ Lowest Priced substantially compliant proposal The maximum number of technical points is detailed in Section 4: Evaluation Criteria. To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.
17.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased is 25% The maximum percentage by which quantities may be decreased is 25%
18.	Contract award to one or more proposer	UNDP will award a contract to: **One Bidder Only**

Ref. Article in Section 2	Data	Specific Instructions / Requirements
19.	Type of contract to be awarded	**Contract Face Sheet** More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html See Section 6 for link to sample contract.
20.	Expected date for commencement of contract	**August 2026**
21.	Conditions of contract to apply	**UNDP General Terms and Conditions for contracts (goods and/or services)** See Section 6 for link to the contract terms.
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	Will be imposed as follows: Percentage of contract 0.33% per day of delay. Maximum of 30 days of delay, after which UNDP may terminate the contract.
25.	Documents to be submitted with your Proposal	▪ Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package. ▪ Certificate of Incorporation/ Business Registration ▪ Internal documents such as Company Organigram, Quality Assurance and Risk mitigation procedures, Sustainability Commitments, etc. ▪ At least 3 Clients' statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 5 (five) years, by each intended participant ▪ A copy of preliminary Agreement in case of Consortium. ▪ Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2023-2025)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, applicable Monitoring and Evaluation tools, and measures to ensure sustainability, with clear distribution of roles and responsibilities of the proposed key personnel ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ List of qualified key personnel, together with CVs and Availability (signed by the envisaged person) of the Key personnel (mentioned under in Section 5: ToR), including experience relevant to the required skills ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any **▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements.** **▪ Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received**

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	**Documents to establish compliance**
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission
Qualification Criteria	**Documents to establish compliance**
History of non-performing contracts[1]**:** Non-performance of a contract did not occur as a result of contractor default within the last 3 years[1].	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
At least five (5) years of experience in providing consulting and advisory services related to public investment management, infrastructure planning, public sector reform, and/or policy development. *(For JV/Consortium/Association, Lead Party should meet requirement).*	Form F: Eligibility and Qualification
Minimum two (2) assignments in developing methodologies, guidelines, toolkits or standardized frameworks for government or public sector institutions, completed in the last five (5) years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form F: Eligibility and Qualification
Minimum Key Personnel:	

[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

The minimum personnel mandatory for the implementation of the contract: 1. Team Leader / Senior Public Investment Expert (1) 1. Public Investment / Economic Analysis Expert (1) 2. Institutional / Governance Expert (1) *Please note: Position of Team leader can be combined with another position (but only one) listed above, if the person has the minimum qualifications required.* *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel
Financial Standing:	
Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years. If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification
Turnover: Proposers should have an annual turnover of at least USD 75,000 for the last 3 (three) years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		**Points obtainable**
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	350
	Total	**1000**

Section 1. Proposer's qualification, capacity and experience		**Points obtainable**
1.1	**Reputation of organisation and staff: credibility / reliability / industry standing:** • A company is a well-known market player in public investment management, public finance, infrastructure planning, or institutional reform, based on reference letters – up to 25 pts.	50

	• Financial statement (average annual turnover for the last three (3) years): at least USD 75,000 – 15 pts.; between USD 75,001 and USD 90,000 – 20 pts.; more than USD 90,000 – 25 pts.	
1.2	**General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted:** • Age/size of the firm (5 years – 30 pts.; each additional year over 5 – 5 pts., up to a max. of 60 pts.). • Project management controls (organigram) – up to 10 pts.	70
1.3	**Relevance of specialised knowledge and experience on similar engagements done in the region / country:** • At least 5 (five) years of experience in public investment management, public finance, infrastructure governance or related fields (5 years – 20 pts.; each additional year – 5 pts., up to a max. of 35 pts.). • At least 2 (two) demonstrated assignments involving development or application of investment methodologies, project appraisal frameworks, portfolio management systems or capital investment planning tools (3 assignments – 15 pts.; each additional assignment – 5 pts., up to a max. of 30 pts.). • At least 1 (one) demonstrated assignment specifically in conducting functional/institutional analyses and developing policy or governance recommendations (1 assignment – 15 pts.; each additional assignment – 5 pts., up to a max. of 30 pts.). • Working experience with UN Agencies and/or other international organisations (no – 0 pts.; yes – 5 pts.).	100
1.4	**Organisational Commitment to Sustainability:** • Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 10 pts. • Organisation is a member of the UN Global Compact – 10 pts. • Organisation demonstrates significant commitment to sustainability through other means (e.g. internal policies on women empowerment, renewable energies, gender mainstreaming, HRBA, diversity within the team, membership in SME-supporting Business Membership Organisations) – 10 pts.	**30**
Total Section 1		**250**

Section 2. Proposed methodology approach and implementation plan	**Points obtainable**

2.1	**To what degree does the Proposer understand the objectives, scope and requirements of the assignment?** • **Excellent Understanding (100 pts.)** The proposer demonstrates a comprehensive and in-depth understanding of the assignment, clearly reflecting all key elements of the Terms of Reference (ToR). The proposal addresses all requirements in detail and provides strong evidence of the capacity to deliver results without need for clarification. • **Good Understanding (90 pts.)** The proposer demonstrates a solid understanding of the assignment. The proposal addresses the main ToR requirements well and shows adequate alignment with expected outputs, though some elements may require minor clarification. • **Satisfactory Understanding (70 pts.)** The proposer demonstrates a general understanding of the assignment. The proposal addresses most ToR requirements but contains gaps in detail or limited evidence regarding the proposed approach or capacity to deliver. • **Poor Understanding (40 pts.)** The proposer shows limited understanding of the assignment. The proposal addresses ToR requirements only superficially and lacks clarity on key aspects such as methodology, scope or expected outputs. • **Very Poor Understanding (10 pts.)** The proposer shows very little understanding of the assignment. The proposal largely fails to address the ToR or demonstrates major inconsistencies and omissions. • **No submission (0 pts.)** No relevant information provided or proposal is incomplete or unacceptable.	100
2.2	**To what extent does the proposed approach and methodology respond to and effectively address the requirements of the Terms of Reference (ToR)?** • **Excellent (100 pts.)** The proposed approach and methodology fully demonstrate a high level of responsiveness to the ToR and clearly articulate a structured, coherent and technically sound approach to delivering the assignment. The proposal provides a comprehensive methodology covering all components, including development of a unified framework for public investment project portfolio management, such as project identification, appraisal (economic and financial), prioritisation, portfolio structuring and alignment with public finance and planning cycles. It also clearly addresses stakeholder engagement, institutional integration and practical application of the methodology. The approach is realistic, well-sequenced and demonstrates strong added value, ensuring delivery of actionable and application-ready outputs without need for further clarification.	100

	• **Good (90 pts.)** The proposed approach and methodology are generally aligned with the ToR requirements but lack detail in certain areas, such as project appraisal techniques, prioritisation criteria or portfolio management processes. Some adjustments are required to ensure full coverage of tasks. • **Satisfactory (70 pts.)** The proposed methodology partially corresponds to the ToR but presents gaps in structure, clarity or technical depth. Key elements of public investment methodology (e.g. evaluation, prioritisation, implementation framework) are insufficiently developed and require clarification or strengthening. • **Poor (40 pts.)** The proposed approach and methodology show weak alignment with the ToR. The proposal requires significant adjustments to address core components such as methodology design, analytical framework or applicability to public investment decision-making processes. • **Very Poor (10 pts.)** The proposed methodology does not correspond to the ToR and fails to address the core requirements of developing a unified public investment methodology. Major deficiencies and inconsistencies are present. • **No submission (0 pts.)** No relevant information provided or proposal is incomplete or unacceptable.	
2.3	**To what extent does the proposal include robust quality assurance procedures and effective identification and mitigation of implementation risks?** • **Excellent (100 pts.)** The proposal provides a comprehensive and well-integrated quality assurance (QA) framework, including clear procedures, tools, and checkpoints ensuring timely, high-quality and results-oriented delivery. A thorough and realistic risk analysis is presented, with well-developed, proactive mitigation strategies fully integrated into the implementation plan. • **Good (90 pts.)** The proposal presents an acceptable QA framework, but lacks detail in certain areas or does not fully demonstrate how quality will be consistently ensured. Several relevant risks are identified, with mitigation strategies that are generally appropriate but not fully developed. • **Satisfactory (70 pts.)** The QA approach is basic and partially defined, with limited clarity on tools or implementation. Risk identification is partial, and mitigation strategies are insufficiently elaborated or weakly linked to the implementation plan. • **Poor (40 pts.)** The proposal demonstrates weak QA mechanisms with unclear or inadequate procedures. Risks are poorly identified, and mitigation measures are insufficient, unrealistic or largely missing. • **Very Poor (10 pts.)**	100

	The proposal shows minimal consideration of quality assurance and risk management. QA procedures are absent or ineffective, and risks are not meaningfully identified or addressed. • **No submission (0 pts.)** No information provided regarding quality assurance or risk mitigation, or information is unacceptable.	
2.4	**To what extent does the proposal ensure institutional integration, ownership and sustainability of the unified methodology, including its adoption, capacity-building and roll-out across central, regional and local public authorities?** • **Excellent (100 pts)** The proposal demonstrates a very strong and practical approach to institutional integration and sustainability, including clear mechanisms for stakeholder engagement, capacity-building, ownership and roll-out of the methodology across central, regional and local authorities. The approach fully ensures that the methodology, scoring framework and toolkit will be adopted, mandatorily applied and sustained beyond the assignment, with clear measures for institutionalisation and knowledge transfer. • **Good (90 pts)** The proposal demonstrates a sound and realistic approach to institutional integration and sustainability of the methodology across levels of administration. Minor gaps or clarifications may be needed, but overall adoption, ownership and roll-out mechanisms are clearly addressed. • **Satisfactory (70 pts)** The proposal demonstrates an acceptable approach; however, some aspects of institutional integration, ownership or roll-out require further clarification or strengthening to ensure sustainable adoption of the methodology. • **Poor (40 pts)** The proposal presents a weak approach, with significant gaps in institutional integration, capacity-building or roll-out mechanisms, raising concerns about the adoption and sustainability of the methodology. • **Very Poor (10 pts)** The proposal does not demonstrate an adequate approach to institutional integration and sustainability of the methodology, with critical elements missing or unclear • **No submission (0 pts)** Information is missing or does not allow assessment under this criterion.	100
Total Section 2		**400**

Section 3. Management Structure and Key Personnel			**Points obtainable**
	Team Leader / Senior Public Investment Expert		120

1	Advanced university degree (Master's or higher) in Public Administration, Public Policy, Economics, Finance, Engineering, Development Studies or a related field (master's degree 15 pts., PhD. – 20 pts.)	20	
	Minimum 10 years of relevant professional experience in public investment management, infrastructure planning, public finance, or policy advisory related to capital investment planning and prioritization (10 years – 10 pts., each additional year – 5 pts., up to a max. of 30 pts.)	30	
	Proven leadership in managing multi-disciplinary teams for at least 2 (two) assignments involving development or application of public investment methodologies, project appraisal frameworks, or portfolio management systems, preferably at national level. (2 assignments – 10 pts., each additional project – 5 pts., up to max 30 pts.)	30	
	Demonstrated ability, in at least 2 (two) assignments, to develop actionable methodologies, frameworks or policy recommendations related to public investment management, including project appraisal, prioritisation or portfolio management, supported by strong analytical, drafting and facilitation skills (2 assignments – 10 pts., each additional project – 5 pts., up to max 30 pts.)	30	
	Proficiency in Romanian and English language (particularly for developing and submitting reports) (Each language - 5 pts)	10	
2	**Public Investment / Economic Analysis Expert**		120
	Advanced university degree (Master's or higher) in Economics, Finance, Public Administration, Statistics, Engineering, Development Studies or a related field (master's degree 20 pts., PhD. – 30 pts.)	30	
	At least 5 (five) years of relevant professional experience in public investment management, economic analysis, infrastructure planning, or public finance (5 years – 10 pts., each additional year – 2 pts., up to a max. of 20 pts.)	20	
	Proven experience in at least 2 (two) assignments involving economic and financial analysis of public investment projects, including cost-benefit analysis, project appraisal, prioritization or investment planning frameworks (2 assignments-10 pts., each additional assignment – 2 pts., up to a max of 20 pts.)	20	
	Demonstrated experience in applying analytical tools and methodologies for public investment decision-making, including evaluation of project feasibility, economic efficiency, and prioritization criteria, evidenced in at least 2 (two) assignments (minimum 2 assignments – 10 pts.; each additional assignment – 2 pts., up to a maximum of 20 pts.).	20	
	Demonstrated experience in supporting the development of methodologies, guidelines or analytical frameworks related to public investment management or project portfolio analysis, including drafting technical reports and analytical outputs (minimum 2 assignments – 10 pts.; each additional assignment – 2 pts., up to a maximum of 20 pts.).	20	
	Proficiency in Romanian and English language (particularly for developing and submitting reports) (Each language - 5 pts)	10	

	Institutional / Governance Expert	

3	Advanced university degree (Master's or higher) in Law, Public Administration, Public Policy, Economics or a related field (master's degree 15 pts., PhD. – 20 pts.)	20	110
	Minimum 5 years of relevant professional experience in institutional analysis, public governance, public administration reform, or policy advisory, preferably related to public investment management or infrastructure sectors (5 years – 10 pts., each additional year – 2 pt., up to a max. of 20 pts.)	20	
	Proven experience in at least 2 (two) assignments involving analysis of institutional frameworks, legal mandates and governance structures in public sector or infrastructure contexts, including identification of roles, responsibilities and coordination mechanisms (minimum 2 assignments – 10 pts., each additional assignment – 2 pts., up to a maximum of 20 pts.).	20	
	Demonstrated experience in analysing and improving institutional arrangements for public investment management, including coordination frameworks, reporting systems, decision-making processes, and inter-institutional cooperation, evidenced in at least 2 (two) assignments (minimum 2 assignments –10 pts., each additional assignment – 2 pts., up to a maximum of 20 pts.).	20	
	Demonstrated ability, in at least 2 (two) assignments, to develop actionable policy and governance recommendations, including institutional strengthening measures, regulatory adjustments or coordination mechanisms, supported by strong analytical, drafting and facilitation skills (minimum 2 assignments – 10 pts., each additional assignment – 2 pts., up to a maximum of 20 pts.).	20	
	Proficiency in Romanian and English language (particularly for developing and submitting reports) (Each language - 5 pts)	10	

Total Section 3	**350**

SECTION 5. TERMS OF REFERENCE

Title: Development of a Unified Methodology for Public Investment Project Portfolio Management

1. GENERAL BACKGROUND

The Republic of Moldova is facing increasing pressure to manage expanding public investment needs within a context of constrained national budgets and limited external financing. Infrastructure gaps, regional disparities and development pressures require significant and well-targeted investments, while fiscal space and external financing opportunities demand a more strategic and disciplined approach to public spending.

Every year, central and local public authorities generate a large volume of investment proposals, often prepared at different levels of technical maturity and analytical depth. In the absence of a unified, government-wide framework for project preparation and prioritization, public investment decisions remain fragmented, insufficiently transparent and difficult to assess against common standards. This situation undermines evidence-based decision-making, reduces efficiency in resource allocation and limits the development impact of public investments.

In parallel, the Republic of Moldova's EU accession process places increasing emphasis on the strengthening of public investment management systems, accountability and results-oriented planning, in line with European standards and international good practices. From a UNDP perspective, the ability of the Government to articulate a coherent, credible and technically mature pipeline of public investment projects is a prerequisite for enhancing absorptive capacity, mobilising external financing and ensuring that investments contribute meaningfully to inclusive and sustainable development outcomes.

By supporting the establishment of a unified methodology for public investment project preparation and prioritisation, UNDP contributes to:

- improved transparency and predictability of public investment decisions;
- stronger alignment between investments and national development priorities;
- enhanced institutional capacity and coordination across levels of government;
- increased confidence of international partners in Moldova's public investment management systems.

Such an approach is fully consistent with UNDP's role in supporting governments to maximise the development impact of public resources, strengthen governance systems and advance sustainable development in the context of European integration.
In this regard, the State Chancellery and UNDP support the development of a unified methodology for managing the portfolio of public investment projects, essential for ensuring coherence, predictability and efficiency in the allocation and use of public funds, thus contributing to maximizing the impact of investments on communities.

2. SPECIFIC PROJECT BACKGROUND

Currently, ministries, Regional Development Agencies (RDAs) and Local Public Authorities (LPAs) apply diverse and institution-specific methodologies, tools and procedures for public investment project identification, preparation and prioritization. These approaches have evolved independently over time, often in response to specific funding sources or sectoral requirements, rather than within a coherent government-wide framework.

As a result, public investment projects are prepared at uneven levels of technical and economic maturity, leading to:

- inconsistent quality of project documentation, with significant variations in scope, depth and analytical rigor;
- limited comparability between project proposals, making objective prioritization across sectors and institutions difficult;
- ad-hoc and non-transparent prioritization decisions, often influenced by short-term considerations rather than strategic impact;
- weak linkage between proposed investments and national strategic priorities, including limited alignment with multi-annual planning instruments.

These shortcomings reduce the efficiency of public investment management, increase transaction costs for both national institutions and development partners, and weaken the Government's ability to present a credible and coherent portfolio of investment projects.

To address these challenges, there is a clear need to establish a unified, government-wide methodology for managing the public investment project portfolio, with a strong focus on technical maturity, feasibility and readiness for financing. Such a methodology would introduce common standards, decision gates and evaluation criteria applicable to all public institutions, regardless of sector or administrative level.

The main advantages of the proposed methodology:
- All projects will be evaluated according to the same clear and objective criteria;
- It will reduce the waste of money on poorly prepared projects;
- The chance of accessing European funds and loans from development banks will increase;
- It will allow for more strategic planning and more efficient allocation of limited resources.

The methodology is proposed to be structured in modules, allowing for flexible application adapted to the needs, capacities and specificities of each administrative level (central, regional and local). This modular approach ensures requirements proportional to the complexity of the project, facilitating efficient implementation at both national and local levels. Also, an important part will be identifying the real barriers that prevent institutions from accessing national and European funds (including INTERREG) and proposing practical solutions to overcome them.

By applying a unified approach, the Government will be able to consolidate a transparent and prioritized pipeline of "ready-to-finance" projects, fully aligned with the Economic Growth Plan, the National Multiannual Action Programme, and other strategic frameworks. At the same time, the methodology will ensure compliance with EU and international good practices, strengthening confidence among external financing partners and enhancing the Republic of Moldova's capacity to mobilize and effectively manage public investment resources.

3. OBJECTIVE AND EXPECTED OUTPUTS

Objective
The objective of this mission is to support the Government of the Republic of Moldova, through the State Chancellery, in developing and institutionalizing a unified methodology for developing and managing the portfolio of public investment projects, which would allow for the objective assessment and prioritization of project proposals based on technical maturity, feasibility, socio-economic impact and strategic alignment.
UNDP is looking for a consulting company to provide comprehensive technical and methodological support for the development and institutionalization of a methodology for developing and managing the public investment project portfolio, with the main objective of enabling objective prioritization of project proposals based on technical maturity and degree of readiness for financing.
The assignment will require the Consulting Company to design a coherent and standardized framework applicable to all central, regional and local public authorities, ensuring that public investment projects are identified, prepared, evaluated and prioritized using uniform criteria, tools and procedures.

Expected Outputs
As a result of the assignment, the following outputs are expected:
- A unified methodology for public investment project portfolio management is developed and officially endorsed, providing a clear and standardised framework applicable to all central, regional and local public authorities.
- An objective and transparent national project prioritisation system is established, allowing projects to be compared and ranked based on technical maturity, feasibility, impact and strategic alignment, rather than ad-hoc or sector-specific criteria.
- A credible national pipeline of "ready-to-finance" public investment projects is enabled, improving the Government's capacity to:
    - allocate limited public resources more efficiently;
    - engage with international financial institutions and development partners;

    - access EU and other external funding mechanisms.
- Standardised tools and templates are institutionalised, significantly improving the quality, consistency and comparability of project documentation across institutions.
- Institutional coordination and predictability in public investment planning are strengthened, reducing fragmentation and duplication, and increasing confidence among development partners in Moldova's public investment management capacity.

4. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE

The assignment will require the completion of the following tasks and involve the provision of the following deliverables:

Key activities and deliverables	**Tentative timetable**
Task I: Review and assessment of current public investment project preparation and prioritisation practices. Conducting a comprehensive review and assessment of the existing public investment project preparation and prioritisation practices applied by line ministries, Regional Development Agencies (RDAs) and Local Public Authorities (LPAs), including the analysis of the following Funds: National Regional and Local Development Fund, National Environmental Fund, National Agricultural and Rural Development Fund, ODA financing programs, Energy Efficiency Fund in the Republic of Moldova. National Cultural Development Fund. The assessment will analyse: - institutional roles and responsibilities in project identification, preparation and prioritisation; - existing procedures, methodologies and tools used at central, regional and local levels; - the degree of standardisation and alignment across institutions; - duplication of project financing measures in several national funds and the existence of mechanisms to avoid duplication of efforts and similar projects; - gaps, overlaps, inconsistencies and bottlenecks affecting project quality, comparability and readiness for financing. The analysis will serve as the analytical foundation for the development of a unified, government-wide methodology for public investment project portfolio management. **<u>Deliverable under Task 1:</u>** Assessment Report on Current Public Investment Project Preparation and Prioritisation Practices, including: - mapping of institutional roles, procedures and tools across ministries, RDAs and LPAs; - identification of key gaps, overlaps and inconsistencies; - assessment of alignment with national strategic frameworks and international good practices; - practical recommendations to harmonise and improve current practices as input to the unified methodology.	Deliverable 1: Month 1 after signing the contract
Task 2. Development of a unified government methodology for public investment project preparation Design and elaborate a unified methodology for managing the public investment project pipeline, ensuring a common and standardised approach to project preparation across all central, regional and local public authorities. The methodology will define and standardise: - project preparation stages, from initial concept through pre-feasibility and feasibility	Deliverable 2: Month 3 after signing the contract

Key activities and deliverables	Tentative timetable
to readiness for financing; - minimum technical, economic and institutional requirements to be met at each stage of the project lifecycle; - roles and responsibilities of institutions involved in project preparation, review, validation and prioritisation, ensuring clarity and consistency across levels of administration. The methodology will establish a clear, step-by-step framework that enables projects to progress in a structured manner towards financing readiness and inclusion in the national investment pipeline. **<u>Deliverable under Task 2:</u>** Draft Unified Methodology for Public Investment Project Preparation, including: - a standardised project lifecycle framework; - clearly defined preparation stages and decision gates; - minimum content and quality requirements for each stage; - institutional roles and responsibilities mapped across central, regional and local levels.	
Task 3. Development of a national project scoring and prioritisation framework Develop a national, objective and transparent project scoring and prioritisation framework to support evidence-based decision-making in public investment planning and portfolio management. This task will include the following activities: - design a single national scoring framework enabling the systematic comparison and ranking of public investment project proposals across sectors and institutions; - define clear, measurable and weighted criteria for project prioritisation, including, but not limited to: - technical and economic maturity; - feasibility and implementation readiness; - socio-economic impact; - contribution to regional development; - alignment with national strategic priorities and policy frameworks; - establish scoring rules, thresholds and decision gates for inclusion of projects in the national investment pipeline; - ensure coherence and full compatibility between the scoring framework and the unified project preparation methodology developed under Task 2. The scoring and prioritisation framework shall be designed to support transparent, consistent and replicable prioritisation of public investment projects, reducing ad-hoc decision-making and strengthening credibility vis-à-vis external financing partners. **<u>Deliverable under Task 3:</u>** Draft National Project Scoring and Prioritisation Framework, including: - prioritisation criteria and weighting system; - scoring methodology and thresholds; - linkage with project preparation stages. - Applied Scoring Matrix, tested on sample projects and adjusted based on results.	Deliverable 3: Month 3 after signing the contract

Key activities and deliverables	Tentative timetable
Task 4. Development of standardised tools and templates for public investment project preparation and management Develop a comprehensive and standardised toolkit to support the practical implementation of the unified government methodology for public investment project preparation, scoring and prioritisation. This task will include the following activities: - develop standardised and mandatory templates to be used by all central, regional and local public authorities for the preparation of public investment projects, ensuring consistency, comparability and minimum quality standards; - define minimum content and quality requirements for project documentation at each stage of the project preparation lifecycle; - ensure full alignment of all tools and templates with the unified methodology developed under Task 2 and the scoring and prioritisation framework developed under Task 3; - design tools that are practical, user-friendly and suitable for immediate institutional application. The toolkit shall support institutions in preparing mature, high-quality and financing-ready project proposals in line with national strategic priorities and international good practices.. **<u>Deliverable under Task 4:</u>** Standardised Toolkit for Public Investment Project Preparation and Management, including: - project concept note template; - minimum content requirements and templates for pre-feasibility studies; - minimum content requirements and templates for feasibility studies; - technical-economic analysis template; - Results-Based Management (RBM) indicator framework and templates; - national standard Terms of Reference (ToR) template for feasibility studies and project documentation (including water supply and sanitation projects); - project monitoring and reporting templates.	Deliverable 4: Month 4 after signing the contract
Task 5. Pilot testing of the unified methodology, scoring framework and toolkit Testing the unified government methodology, scoring and prioritisation framework, and standardised toolkit to ensure their practical applicability, robustness and usability prior to full-scale implementation. This task will include the following activities: - select, in coordination with State Chancellery and UNDP Moldova, a representative sample of public investment projects proposed by central, regional and local public authorities; - apply the unified methodology, scoring framework and standardised templates to the selected pilot projects; - test the clarity, relevance and feasibility of: - project preparation stages and decision gates; - minimum technical and economic requirements; - scoring criteria, weights and thresholds; - templates and guidance materials; - identify operational challenges, gaps or ambiguities encountered during application by institutions;	Deliverable 5: Months 4 after signing the contract

Key activities and deliverables	Tentative timetable
- adjust and refine the methodology, scoring framework and toolkit based on pilot results and stakeholder feedback. The pilot testing process shall ensure that the developed instruments are fit for purpose, user-friendly and capable of supporting objective, consistent and transparent public investment project prioritisation. **Deliverable under Task 5:** Pilot Testing Report, including: - description of pilot projects and testing methodology; - assessment of the applicability and effectiveness of the methodology, scoring framework and toolkit; - identified challenges, risks and bottlenecks; - recommended adjustments and refinements.	
Task 6. Consolidating all elements into a National Guide and supporting its formal approval process. Consolidate, finalise and support the institutionalisation of the unified government methodology, scoring framework and toolkit, ensuring their formal adoption and sustainable application across public administration. This task will include the following activities: - consolidate the final versions of the unified project preparation methodology, national scoring and prioritisation framework, and standardised toolkit, incorporating all revisions resulting from pilot testing and calibration; - structure and compile all approved instruments into a comprehensive National Guide for Public Investment Project Pipeline Management, ensuring clarity, coherence and usability; - support in preparing the documentation required for formal validation and approval of the National Guide at Government level; - provide technical inputs and clarifications during inter-institutional consultations and approval processes, as required; - ensure that the final outputs are suitable for mandatory application by central, regional and local public authorities. The task shall ensure that the developed system is not only technically sound, but also institutionally anchored, enabling consistent and long-term application. **Deliverable under Task 6:** National Guide for Public Investment Project Pipeline Management, integrating: - the unified project preparation methodology; - the national scoring and prioritisation framework; - the full set of standardised tools and templates.	Deliverable 6: Months 5 after signing the contract

Key activities and deliverables	Tentative timetable
Task 7. Final Report The Final Report will describe the contribution provided in implementing activities, obtained results, lessons learned, accumulated best practices and recommendations for subsequent activities in this area. **Deliverable under Task 7:** ▪ Development of the Final Report on implemented activities	Deliverable 7: Month 5 after signing the contract

Note: Deliverables and the final report can be amended or specified for the purpose of the assignment. All deliverables should be agreed with UNDP and be provided in an electronic copy. Payment will be made upon the successful completion of the tasks assigned. All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

5. INSTITUTIONAL ARRANGEMENTS

The assignment will be implemented under the overall coordination of UNDP Moldova, which will guide both substantive and administrative aspects. Relevant central public authorities including the State Chancellery, will be consulted throughout the process. Deliverables shall be approved by the UNDP Project Manager.

The Company will work under the guidance of and in close cooperation with the UNDP Project for both substantive and administrative aspects of the assignment. Deliverables shall be approved by the UNDP Project Manager.

The timeframe for the work of the Consulting Company is planned for the period August – December 2026. The Contractor shall consider the consultation schedule and iterative drafting process with the State Chancellery when planning and implementing the assignment activities.

The assignment shall be performed in close coordination with the UNDP, under the guidance and supervision of the Project Manager and in coordination with the Project team. All deliverables shall be agreed and endorsed by UNDP.

The Contractor's performance will be evaluated following such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

All deliverables shall be submitted in Romanian and Analytical Reports translated in English.

6. FINANCIAL ARRANGEMENTS

The payments to the Company shall be made upon approval and acceptance of the deliverables by the UNDP project team.

7. QUALIFICATIONS AND SKILLS REQUIRED

The evaluation criteria towards the Bidder and its personnel are included in Section 4: Evaluation Criteria.

The bidder shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services. The bidder shall include information on the volume of allocated resources to carry out the assignment.
A breakdown per working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff.
The proposed team should consist of Key personnel mentioned below but could provide additional if needed.

Key personnel:

1. **Team Leader / Senior Public Investment Expert**
2. **Public Investment / Economic Analysis Expert**
3. **Institutional / Governance Expert**

<u>The Contractor could consider other personnel if it is required for the successful implementation of the present assignment, however, only the above listed will be appraised against evaluation criteria.</u>

The Bidder may propose individual experts to serve in multiple roles within the assignment, as long as they demonstrably meet the minimum qualifications and possess the required experience for each respective position. This approach must ensure that the workload is manageable and that the quality and timeliness of deliverables are not compromised. The Contractor is encouraged to include additional experts if needed to ensure the high quality of deliverables. Gender balance and local expertise will be considered an advantage in evaluating the proposed team.

UNDP anticipates the full-time involvement of a specified number of key personnel and corresponding allocation of working days to achieve the deliverables outlined in this solicitation. These estimates are provided as a reference to guide bidders in understanding the expected level of effort. However, bidding companies are encouraged to review these estimates and propose adjustments to the number of working days and personnel allocation, provided such changes are aligned with their technical approach and methodology. The bidders are encouraged to propose their variation to ensure timely delivery and maintain the quality of above outputs.

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Team Leader / Senior Public Investment Expert	1	30
Key personnel 2: Public Investment / Economic Analysis Expert	1	25
Key personnel 3: Institutional / Governance Expert	1	25

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we- buy.html

6.2 Contract Form

In the event of an award, the following sample Contract will be used: Contract for Goods and/or Services to UNDP.
The conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject Click or tap here to enter text.RFP reference

Check the appropriate box	Description
☐	**YES**, we intend to submit a proposal.
☐	**NO**, we are unable to submit a competitive proposal for the requested services at the moment

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

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

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

FORM B: CHECKLIST

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

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

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	☐
▪ Form D: Proposer information	☐
▪ Form E: Joint Venture/Consortium/Association Information	☐
▪ Form F: Eligibility and Qualification	☐
▪ Form G: Technical Proposal	☐
▪ Form H: CVs of proposed key personnel	☐
▪ Form I: Statements of exclusivity and availability for key personnel	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐
Have you provided the required documents in support of Form D: Proposer Information?	☐

Financial Proposal:

▪ Form J: Financial Proposal Submission	☐
▪ Form K: Financial Proposal	☐

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

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text.. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

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

Yes	No	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
☐	☐	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
☐	☐	**Ethics**: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	**Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	**Prohibitions and Sanctions**: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
☐	☐	**Bankruptcy**: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
☐	☐	**Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
☐	☐	I/We understand and recognize that you are not bound to accept any proposal you receive.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: ______________________________

Title: ______________________________

Date: ______________________________

Signature: ______________________________

[*Stamp with official stamp of the Proposer*]

FORM D: PROPOSER INFORMATION

RFP reference	Click or tap here to enter text.
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.**vendor?**	☐ Yes ☐ No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? *(If yes, provide a Copy of the valid Certificate):*	Tick all that apply and **provide supporting documentation**: ☐ Corporate Environmental Policy ☐ ISO 14001 ☐ ISO 14064 ☐ Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:

been identified in the UN Sustainable Procurement Framework? • **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.** • **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.** • **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.**	Tick all that are attached: ☐ Formal statement ☐ Sustainability report ☐ UN Global Compact Communication on Progress ☐ Other, specify Click or tap here to enter text.
Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? *(If yes, please provide details and documentation]*	Click or tap here to enter text.
Is your company a member of the UN Global Compact?	Choose an item. If yes, please provide link to Global Compact profile: Click or tap here to enter text.
Bank Information	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. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Contact person that Click or tap here to enter text. **may contact for requests for clarifications during Proposal evaluation**	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

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

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

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

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

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

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

Name of partner: ______________________________ Name of partner: ______________________________

Signature: ___________________________ Signature: ___________________________

Date: ______________________________ Date: ______________________________

Name of partner: ______________________________ Name of partner: ______________________________

Signature: ___________________________ Signature: ___________________________

Date: ______________________________ Date: ______________________________

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

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

History of Non- Performing Contracts

☐ No non-performing contracts during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	**Non- performed portion of contract**	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 5 years			
☐ Litigation History as indicated below			
Year of dispute	**Amount in dispute** (state currency)	**Contract Identification**	**Total Contract Amount** (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 5 (five) years**.

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

Project name & Country of Assignment	**Client & Reference Contact Details**	**Contract Value**	**Period of activity and status**	**Types of activities undertaken and role (Contractor, sub-contractor or consortium member)**

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

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

Financial Standing

Annual Turnover for the last 3 years	**Year 2025**	Currency: USD	Amount
	Year 2024	Currency: USD	Amount
	Year 2023	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	**Historic information for the last 3 years**		
	2023	**2024**	**2025**
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies.
b) Historic financial statements must be audited by a certified public accountant.
c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

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

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

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

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

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

2.1 Understanding of the objectives, scope and requirements of the assignment. Demonstrate a comprehensive understanding of the objectives, scope and requirements of the assignment as set out in the Terms of Reference, including the development and institutionalisation of a unified, government-wide methodology for public investment project portfolio management. The response should clearly reflect all key elements of the Terms of Reference and how each of them will be addressed.

2.2 Proposed approach and methodology. Provide a detailed description of the approach, conceptual framework and methodology through which the Proposer will meet or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and the project environment. The description should cover all components of the assignment, including the assessment of current project preparation and prioritisation practices, the development of the unified methodology, the national project scoring and prioritisation framework, the standardised tools and templates, pilot testing, and consolidation into the National Guide, as well as stakeholder engagement and practical institutional application. Detail how the different service elements will be organised, sequenced, controlled and delivered, and include an implementation plan with a Gantt chart or Project Schedule indicating the detailed sequence of activities and their corresponding timing.

2.3 Quality assurance procedures and risk identification and mitigation. Provide a detailed description of the Proposer's internal technical and quality assurance mechanisms, procedures, tools and checkpoints ensuring timely, high-quality and results-oriented delivery. Identify the implementation risks and describe realistic, proactive mitigation measures integrated into the implementation plan, together with the performance monitoring and evaluation mechanisms and tools to be adopted and used during the assignment.

2.4 Institutional integration, ownership and sustainability. Describe how the proposed approach will ensure institutional integration, ownership and sustainability of the unified methodology, scoring framework and toolkit, including stakeholder engagement, capacity-building and roll-out across central, regional and local public authorities, and the measures that will ensure the methodology is adopted, mandatorily applied and sustained beyond the assignment.

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

Section 3: Management Structure and Key Personnel

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

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

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

Position (as per ToR)		
Personnel Information	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
Present Employment	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
Education / Qualifications	*Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.*	
Professional Certifications	*Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.*	
References:	*Provide names, addresses, phone and email contact information for two (2) references.*	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	**To**	**Company / Project / Position / Relevant technical and management experience**

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel
Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABLITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer Click or tap here to enter text.in the above referenced RfP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP's solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other Click or tap here to enter text. solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: ____

Title: ____

Date: ____

Signature: ____

FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference	Click or tap here to enter text.		

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

Currency of the proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers, VAT exclusive

Table 1: Summary of Overall Prices

Costs	Amount (insert currency)
Professional Fees (from Table 2)	
Other Costs (from Table 2)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Price per Deliverable / Activity

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1. Assessment of current public investment project preparation and prioritisation practices	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 1					**Sub-total 2**		
	Total:								
Deliverable 2. Draft Unified Methodology for Public Investment Project Preparation	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 2					**Sub-total 2**		
	Total:								
Deliverable 3. Draft National Project Scoring and Prioritisation Framework	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 3					**Sub-total 3**		
	Total:								
Deliverable 4. Draft National Project Scoring and Prioritisation	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				

Framework	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 4				**Sub-total 4**			
	Total:								
Deliverable 5. Pilot Testing Report	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 5				**Sub-total 5**			
	Total:								
Deliverable 6. Final National Guide for Public Investment Project Pipeline Management	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 6				**Sub-total 6**			
	Total:								
Deliverable 7. Final Report	**Team Leader** / Senior Public Investment Expert				Local transportation costs (if any)				
	Public Investment / Economic Analysis Expert				Other costs (please specify)				
	Institutional / Governance Expert								
		Sub-total 7				**Sub-total 7**			
	Total:								