



**RfP26/03324: for the selection of a service provider support implementation of the Pilot Programme on Facilitating the Transition of Residential Building Owners' Associations from Legacy Legal Structures to Fully Compliant Condominium Owners' Associations (HoAs)**

United Nations Development Programme, through its **"Greening the Future, Advancing Rights and Stability: Spurring an Inclusive and Green Transition with Responsive Governance in the Eastern Neighbourhood Region"** Project hereby invites prospective proposers to submit a proposal 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-01058**. 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](#).

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that the 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



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## 1 Overview

### 1.1 General Information

|                               |                                                                 |
|-------------------------------|-----------------------------------------------------------------|
| <b>Title</b>                  | RfP26/03324: GTF/ Pilot Programme for Home Owners' Associations |
| <b>E-Mail</b>                 | sc.md@undp.org                                                  |
| <b>Financial Offer Sealed</b> | Yes                                                             |
| <b>Reference Number</b>       | PRC0184530/RfP26/03324                                          |
| <b>Beneficiary Country</b>    | MDA                                                             |
| <b>Introduction</b>           |                                                                 |

**RfP26/03324: Pilot Programme on Facilitating the Transition of  
Residential Building Owners' Associations from Legacy Legal  
Structures to Fully Compliant Condominium Owners' Associations  
(HoAs)**

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We look forward to receiving your proposal.

UNDP Moldova

**This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.**

**1.2 Tender Timeline**

**Open Date** 28/07/26 12:25 PM  
**Close Date** 25/08/26 13:30 PM  
**Time Zone** Coordinated Universal Time

**1.3 Terms**

**Negotiation Currency** USD (US Dollar)

**Eligible Response Currencies**

*Check the one currency in which you will enter your response.*

|                          | Response Currency | Description  | Price Precision |
|--------------------------|-------------------|--------------|-----------------|
| <input type="checkbox"/> | USD               | US Dollar    | 2               |
| <input type="checkbox"/> | MDL               | Moldovan Leu | 2               |

**1.4 Attachments**



| File Name or URL      | Type | Description |
|-----------------------|------|-------------|
| Guides for Suppliers  | File |             |
| Request for Proposals | File |             |
| Proposal Forms        | File |             |

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

**Dear supplier,**  
**Please carefully review the requirements and questions in this section.**  
**Provide answers where required (marked with \*asterisk symbol) and upload supporting documents when requested so (marked with \*asterisk symbol).**  
**Kindly note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines".**  
**Please note that there are several Sections to be filled in, under the "Requirements" (2) step on the right side the page:**

2.1 Section 1. General Provisions

- \*1. General Instructions to Proposers**  
This tender is governed by the provisions in Section 2. Instructions to Proposers herewith attached. By participating and submitting an offer you confirm to have understood and accepted such provisions.

*Target: Confirm acceptance of instructions and provisions of this tender*
- \*2. Bid Data Sheet**  
Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

*Target: Have read and understood provisions in BDS*
- 3.**  
Evaluation will be based on:

☒ The lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers.



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.

**Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.**

## 2.2 Section 2. Evaluation Criteria - Preliminary Examination

### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract as specified in Section 6: Conditions of Contract and Contract Forms?

*Target: Accept General Conditions of Contract.*

### \*2. Proposal Validity

Do you accept that your proposal is valid for 90 days as required in Section 2. General Instructions and Section 3. Bid Data Sheet sections?

*Target: Accept Proposal Validity Conditions.*

### \*3. Proposal Forms

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. 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.**

*Target: Proposal Forms Submitted*

### \*4. Company profile

Please provide a 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.

*Target: Company profile provided*

### \*5. Legal documents

Please provide Certificate of Incorporation/ Business Registration.

*Target: Legal documents provided*

### 6. Official Letter of Appointment as Local Representative

Please provide the Official Letter of Appointment as local representative, in case the Bid is submitted on behalf of an entity located outside the country.

*Response attachments are optional.*



\*7.

**Certified details of the ownership**

Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)

\*8.

**Tax Registration/Payment Certificate**

Have you provided tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder?

**9. Internal Documents**

Please provide internal documents such as Company Organigram, Quality Assurance and Risk mitigation procedures, Sustainability Commitments, etc.

**\*10. Financial Statement**

Please provide the 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, 2024, 2025)

*Target: Financial Statements provided*

**\*11. Statement of Satisfactory Performance**

Please provide 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 3 (three) years, by each intended participant

*Target: Statement of Satisfactory Performance provided*

**12. Copy of preliminary Agreement**

Please upload a Copy of preliminary Agreement in case of Consortium

*Response attachments are optional.*

**\*13. Methodology, Approach and Implementation Plan**

Please provide the Methodology (including a short description of the training sessions format, as per Task 3 of Section 5: Terms of Reference), Approach and Implementation Plan Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel and submission of necessary supporting information and documents as per ToR. The supporting information and documents shall include but shall not be limited to project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk management, deliverable quality management, progress monitoring and reporting.

*Target: Methodology, Approach and Implementation Plan provided*

\*14.

**Copies of contracts**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement



(stated under Section 4: Evaluation Criteria)

- \*15. **CVs and Statements of Exclusivity and Availability**  
Please provide list of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), including experience relevant to the required skills

*Target: CVs and Statements of Exclusivity and Availability provided*

16. **Quality Certificates**  
Please provide (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

- \*17. **Environmental Compliance Certificates, Accreditations etc.**

Please provide the Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer's practices which contributes to the ecological sustainability of reduction of environment impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.).

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1. **Evaluation Criteria - Minimum Eligibility**  
Eligibility will be evaluated on "Pass"/"Fail" basis.  
If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

| Eligibility Criteria                                                                                            | Documents to establish compliance     |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Legal Status:</b> Proposer is a legally registered entity                                                    | Form D: Proposer Information          |
| <b>Eligibility:</b> Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the | Form C: Technical Proposal Submission |



|                                                                                                                                                                                                                                                        |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| World Bank Group or any other International Organisation in accordance with Section 2 Article 4.                                                                                                                                                       |                                       |
| <b>Conflict of Interest:</b> No conflicts of interest in accordance with Section 2 Article 4.                                                                                                                                                          | Form C: Technical Proposal Submission |
| <b>Bankruptcy:</b> 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 |

\*2. Compliance with Minimum Eligibility Criteria

Do you confirm that you comply with the Minimum Eligibility Criteria?

2.4 Section 4. Evaluation Criteria - Qualification

1.

| Qualification Criteria                                                                                                                                              | Documents to establish compliance     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>History of non-performing contracts[1]:</b> Non-performance of a contract did not occur as a result of contractor default within the last 3 years <sup>1</sup> . | Form F: Eligibility and Qualification |
| <b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 5 years.                                       | Form F: Eligibility and Qualification |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Previous Experience:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                |
| <p>At least three (3) years of proven experience in implementing projects related to community development, housing management, condominium governance, legal advisory services on registration and/or establishment of new entity, including but not limited to public associations institutional capacity building, public participation.</p> <p><i>(For JV/Consortium/Association, <b>Lead Partner</b> should meet requirement).</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Form F: Eligibility and Qualification                                                          |
| <p>At least three (3) completed assignments during the last three (3) years involving one or more of the following:</p> <ul style="list-style-type: none"> <li>a. establishment or institutional strengthening of homeowners' associations, condominium associations or similar community-based organizations;</li> <li>b. legal and institutional support related to housing stock management or condominium governance;</li> <li>c. community mobilization, stakeholder engagement and facilitation of participatory decision-making processes;</li> <li>d. support in implementation of energy efficiency or other types of projects related to residential sector;</li> <li>e. capacity development and delivery of training programmes for local communities or civil society organizations.</li> </ul> <p><i>(For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement).</i></p> | Form F: Eligibility and Qualification                                                          |
| <b>Minimum Key Personnel:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                |
| The minimum personnel mandatory for the implementation of the contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• 1 (one) Team Leader / Senior Community Mobilization and Housing Governance Expert</li> <li>• 1 (one) Legal Expert on Condominium and Housing Legislation</li> <li>• 1 (one) Junior Project Coordinator / Community Support Expert</li> </ul> <p><i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i></p> <p><i>(For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement).</i></p>                                                                                                         | <p>documents, attached to Form H: Format for CV of proposed Key Personnel</p>                                          |
| <p><b>Financial Standing:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                        |
| <p><b>Liquidity:</b> 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.</p> <p>If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; 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.</p> <p><i>(For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement).</i></p> | <p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p> |
| <p><b>Turnover:</b> Proposers should have an</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Copy of audited financial</p>                                                                                       |



|                                                                                                                                                                                  |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| average annual turnover of minimum 105,000.00 USD for the last 3 (three) years.<br><br>(For JV/Consortium/Association, <b>all Parties cumulatively</b> should meet requirement). | statements for the last 3 (three) years.<br><br>Form F: Eligibility and Qualification |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

[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.

**\*2. Compliance with Minimum Qualification Criteria**

Do you confirm that you comply with the Minimum Qualification Criteria?

**2.5 Section 5. Technical Evaluation Criteria**

1.

**Technical Evaluation Criteria**

| Summary of technical proposal evaluation sections |                       |                |              | Points obtainable |
|---------------------------------------------------|-----------------------|----------------|--------------|-------------------|
| 1.                                                | Proposer's experience | qualification, | capacity and | 250               |

|    |                                                        |             |
|----|--------------------------------------------------------|-------------|
| 2. | Proposed methodology, approach and implementation plan | 450         |
| 3. | Management structure and key personnel                 | 300         |
|    | <b>Total</b>                                           | <b>1000</b> |

| Section 1. Proposer's qualification, capacity and experience |                                                                                                                                                                                                                                                                                                                                                                                                                                       | Points obtainable |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.1                                                          | <p>Reputation of organisation and staff credibility / reliability / industry standing:</p> <ul style="list-style-type: none"> <li>- A company is a well-known market player, based on reference letters – up to 15 pts.</li> <li>- Financial statement: (between \$105,000 and \$125,000 of average annual turnover for last three years – 15 pts, between \$125,001 and \$150,000 – 25 pts; more than \$150,001 – 35 pts)</li> </ul> | 50                |
| 1.2                                                          | <p>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.</p> <ul style="list-style-type: none"> <li>- Age of the legal entity 3 years – 20 pts, 10 pts for each additional year up to max. 40 pts).</li> </ul>                                          | 60                |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|     | <p>- Project management controls (organigram) (no – 0 pts, yes – 20 pts)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 1.3 | <p>Relevance of specialised knowledge and experience on similar engagements done in the region / country:</p> <p>- Have at least three (3) years of proven experience in implementing projects related to community development, housing management, condominium governance, legal advisory services on registration and/or establishment of new entity, including but not limited to public associations institutional capacity building, public participation.</p> <p>(3 years – 20 pts.; each additional year – 5 pts.; up to a maximum of 35 pts.)</p> <p>- Have successfully implemented/ completed at least three (3) assignments during the last three (3) years involving one or more of the following:</p> <div><p>a. establishment or institutional strengthening of homeowners' associations, condominium associations or similar community-based organizations;</p><p>b. legal and institutional support related to housing stock management or condominium governance;</p><p>c. community mobilization, stakeholder engagement and facilitation of participatory decision-making processes;</p><p>d. support in implementation of energy efficiency or other types of projects related to residential sector;</p><p>e. capacity development and delivery of training programmes for local communities or civil society organizations.</p></div> <p>(3 assignments – 20 pts.; each additional assignment – 10 pts.; up to a maximum of 50 pts.)</p> <p>- Demonstrated operational and logistical capacity to</p> | 120 |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                        | <p>organize field missions, meetings, General Assemblies, consultation events and training activities throughout the Republic of Moldova</p> <p><i>(1 assignment – 10 pts.; each additional assignment – 10 pts.; up to a maximum of 30 pts.)</i></p> <p>- Demonstrated working experience with UN Agencies and/or other international organizations.</p> <p><i>(no – 0 pts.; yes – 5 pts.)</i></p>                                                                             |            |
| 1.4                    | <p>Organisation Commitment to Sustainability</p> <p>- Organisation is compliant with ISO 14001 or equivalent – 5 pts.</p> <p>- Organisation is a member of the UN Global Compact – 5 pts.</p> <p>- Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, climate change, renewable energies or membership of trade institutions promoting such issues) – 10 pts.</p> | 20         |
| <b>Total Section 1</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>250</b> |

| <b>Section 2. Proposed methodology approach and implementation plan</b> |                                                                   | <b>Points obtainable</b> |
|-------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------|
| 2.                                                                      | Understanding of the Assignment and Compliance with requirements: | 100                      |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|     | <p><b>Excellent.</b> The proposer demonstrates a comprehensive and deep understanding of the assignment. The requirements submitted and supported by excellent evidence of ability to support and exceed ToR requirements: <b>100 pts.</b></p> <p><b>Good.</b> The proposer demonstrates good understanding of the assignment and provided good evidence of ability to support the ToR requirements: <b>90 pts.</b></p> <p><b>Satisfactory.</b> The proposer demonstrates a general understanding of the assignment. The requirements submitted are supported by satisfactory evidence of ability to support ToR requirements: <b>70 pts.</b></p> <p><b>Poor.</b> The proposer shows limited understanding of the assignment. The requirements submitted are supported by marginally acceptable or weak evidence of ability to support ToR requirements: <b>40 pts.</b></p> <p><b>Very poor.</b> The proposer demonstrates very little understanding of the assignment. The requirements submitted but not supported by evidence to demonstrate ability to comply with ToR requirements: <b>10 pts.</b></p> <p><b>No submission.</b> Information has not been submitted or is unacceptable: <b>0 pts.</b></p> |     |
| 2.2 | <p>Is the conceptual framework adopted appropriate for the assignment?</p> <p><b>Excellent.</b> The conceptual framework is fully appropriate for the assignment. All requirements are comprehensively addressed. The methodology for ensuring compliance with the Terms of Reference requirements is clearly articulated: <b>100 pts.</b></p> <p><b>Good.</b> The conceptual framework is appropriate and addresses the requirements well. Minor refinements may be possible but are not critical: <b>90 pts.</b></p> <p><b>Satisfactory.</b> The conceptual framework is generally appropriate but may require some adjustments to fully</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 100 |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|     | <p>incorporate all technical and performance requirements: <b>70 pts.</b></p> <p><b>Poor.</b> The conceptual framework requires significant adjustments to adequately address most technical and performance requirements: <b>40 pts.</b></p> <p><b>Very poor.</b> The conceptual framework is largely inadequate, missing critical elements necessary to ensure compliance with the ToR technical specifications: <b>10 pts.</b></p> <p><b>No submission.</b> No conceptual framework provided or completely unacceptable: <b>0 pts.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
| 2.3 | <p>Details on how the different service elements shall be organised, controlled and delivered:</p> <p><b>Excellent.</b> The submission provides a comprehensive, clear, and well-structured explanation of how all service elements will be organised, controlled, and delivered: <b>60 pts.</b></p> <p><b>Good.</b> The submission provides a strong and mostly complete description of service organisation, control, and delivery: <b>54 pts.</b></p> <p><b>Satisfactory.</b> The submission provides an adequate but basic explanation of how service elements will be organised, controlled, and delivered: <b>42 pts.</b></p> <p><b>Poor.</b> The submission provides a weak and incomplete description of service organisation, control, and delivery: <b>24 pts.</b></p> <p><b>Very poor.</b> The submission provides a very limited and unclear response: <b>6 pts.</b></p> <p><b>No Submission.</b> No details are provided or completely unacceptable: <b>0 pts.</b></p> | 60 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 60 |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|     | <p>adopted and used for a specific requirement:</p> <p><b>Excellent.</b> The submission provides a comprehensive, well-structured, and highly detailed description of performance monitoring and evaluation mechanisms and tools: <b>60 pts.</b></p> <p><b>Good.</b> The submission provides a strong and mostly complete explanation of performance monitoring and evaluation mechanisms: <b>54 pts.</b></p> <p><b>Satisfactory.</b> The submission provides an adequate but basic description of performance monitoring and evaluation mechanisms and tools: <b>42 pts.</b></p> <p><b>Poor.</b> The submission provides a weak and incomplete explanation of performance monitoring and evaluation mechanisms: <b>24 pts.</b></p> <p><b>Very poor.</b> The submission provides a very limited and unclear response: <b>6 pts.</b></p> <p><b>No Submission.</b> No details are provided or completely unacceptable: <b>0 pts.</b></p> |    |
| 2.5 | <p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic:</p> <p><b>Excellent.</b> The proposed plan is clear, well-structured with a defined and realistic sequence of activities; all needed human and material resources promise efficient implementation: <b>80 pts.</b></p> <p><b>Good.</b> The proposed plan is clear and structured, resources mostly sufficient for efficient implementation: <b>72 pts.</b></p> <p><b>Satisfactory.</b> The proposed plan is clear and structured with minor refinements possible, has a realistic sequence of activities if refined; resources may not be fully sufficient for implementation: <b>56 pts.</b></p>                                                                                                                                                                                    | 80 |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                 | <p><b>Poor.</b> The proposed plan is partially structured, with significant gaps in activity sequence and resource allocation: <b>32 pts.</b></p> <p><b>Very poor.</b> The proposed plan is not well-structured, lacks clarity in sequence, and resources are largely missing: <b>8 pts.</b></p> <p><b>No Submission.</b> No plan provided <i>or completely unacceptable</i>: <b>0 pts.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
| 2.6             | <p>Description of the quality assurance procedures and risk mitigation measures:</p> <p>- To what extent does the proposal include robust quality assurance mechanisms to ensure effective, timely, and results-oriented implementation of activities (no quality assurance mechanisms are described – 0 pts.; some quality measures are included but lack detail or consistency (10 pts.); comprehensive and realistic quality assurance system is provided (25 pts.)</p> <p>- How well are the key risks to project implementation identified, and how appropriate and realistic are the proposed mitigation strategies (No risks identified and no mitigation measures proposed – 0 pts.; Several relevant risks identified with some mitigation strategies but lacks integration or depth – 10 pts.; Risks are thoroughly analysed; mitigation strategies are well-developed, proactive, and integrated into the implementation plan – 25 pts.)</p> | 50  |
| Total Section 2 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 450 |

|                                                   |                      |
|---------------------------------------------------|----------------------|
| Section 3. Management Structure and Key Personnel | Points<br>obtainable |
|---------------------------------------------------|----------------------|



|     |                                                                                                                                                                                                                                                                                   |    | able |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------|
| 3.1 | Team Leader / Senior Community Mobilization and Housing Governance Expert                                                                                                                                                                                                         |    | 130  |
|     | University degree (Bachelor's or higher) in Public Administration, Law, Urban Planning, Social Sciences, Economics, Project Management, Community Development, Housing Management, or another relevant field.<br><br>(Bachelor's degree – 5 pts; Master – 10 pts.; PhD – 15 pts.) | 15 |      |
|     | Minimum 5 years of professional experience in project management, community development, housing governance, condominium management, urban development, or other related fields.<br><br>(5 years – 15 pts.; each additional year – 2,5 pt.; up to a maximum of 30 pts.)           | 30 |      |
|     | Minimum 3 successfully completed assignments during the last 5 years related to one or more of the following:                                                                                                                                                                     | 25 |      |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
|     | <ul style="list-style-type: none"> <li>• establishment or strengthening of homeowners' associations / condominiums or similar community-based organizations;</li> <li>• community mobilization and stakeholder engagement;</li> <li>• facilitation of public consultations, General Assemblies or participatory decision-making processes;</li> <li>• institutional development or capacity building programmes.</li> </ul> <p><i>(3 assignments – 15 pts.; each additional assignment 2,5 up to a maximum of 25 pts.)</i></p> |    |     |
|     | <p>Demonstrated experience in designing implementation methodologies, strengthening community involvement, coordinating field activities and ensuring quality assurance of project deliverables for similar projects.</p> <p><i>(3 assignments – 15 pts, each additional assignment – 5 pts, up to 30 pts)</i></p>                                                                                                                                                                                                             | 30 |     |
|     | <p>Experience with UNDP or international donors.</p> <p><i>(no experience – 0 pts, 5 pts for each documented assignment, up to 15 pts)</i></p>                                                                                                                                                                                                                                                                                                                                                                                 | 15 |     |
|     | <p>Proficient Romanian. Proficiency of English and Russian will be considered an asset.</p> <p><i>(English – 5 pts.; Romanian – 5 pts.; Russian – 5 pts.)</i></p>                                                                                                                                                                                                                                                                                                                                                              | 15 |     |
| 3.2 | <b>Legal Expert on Condominium and Housing Legislation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    | 100 |
|     | <p>University degree (Bachelor's or higher) in Law, Public Administration, Housing Management or another related field.</p>                                                                                                                                                                                                                                                                                                                                                                                                    | 15 |     |



|     |                                                                                                                                                                                                                                                                                                                                                    |    |    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|
|     | <p><i>(Bachelor's degree – 5 pts; Master – 10 pts.; PhD – 15 pts.)</i></p>                                                                                                                                                                                                                                                                         |    |    |
|     | <p>Minimum 5 years of professional experience in legal advisory services.</p> <p><i>(5 years – 15 pts.; each additional year – 2,5 pts.; up to a maximum of 30 pts.)</i></p>                                                                                                                                                                       | 30 |    |
|     | <p>Minimum 2 completed assignments during the last 5 years involving legal drafting, legal advisory services or institutional support related to housing management, condominium associations, private property, local governance or similar fields.</p> <p><i>(2 assignments – 15 pts, each additional assignment – 5 pts, up to 30 pts.)</i></p> | 30 |    |
|     | <p>Experience with UNDP or international donors.</p> <p><i>(no experience – 0 pts, 2,5 pts for each documented assignment, up to 10 pts)</i></p>                                                                                                                                                                                                   | 10 |    |
|     | <p>Fluency in Romanian language. Working knowledge of English and Russian is an asset.</p> <p><i>(English – 5 pts.; Romanian – 5 pts.; Russian – 5 pts.)</i></p>                                                                                                                                                                                   | 15 |    |
| 3.3 | <b>Junior Project Coordinator / Community Support Expert</b>                                                                                                                                                                                                                                                                                       |    |    |
|     | <p>University degree (Bachelor's or higher) in Public Administration, Social Sciences, Business Administration, Project Management, Economics, Communication or another relevant field.</p> <p><i>(Bachelor – 5 pts.; Master – 10 pts.; PhD – 15 pts.)</i></p>                                                                                     | 15 |    |
|     |                                                                                                                                                                                                                                                                                                                                                    |    | 70 |



|                 |                                                                                                                                                                                                                                                                                                                                      |    |     |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
|                 | <p>Minimum 2 years of professional experience in project coordination, project administration, community development, event management or other relevant fields.</p> <p>(2 years – 10 pts.; each additional year – 2,5 pts.; up to a maximum of 20 pts.)</p>                                                                         | 20 |     |
|                 | <p>Experience in organizing meetings, workshops, consultations, training sessions or similar events, stakeholder communication and administrative support, experience in preparing reports, maintaining project documentation and supporting implementation teams.</p> <p>(each assignment – 5 pts.; up to a maximum of 20 pts.)</p> | 20 |     |
|                 | <p>Proficient Romanian. Proficiency of English and Russian will be considered an asset.</p> <p>(Romanian – 5 pts.; English – 5 pts.; Russian – 5 pts.)</p>                                                                                                                                                                           | 15 |     |
| Total Section 3 |                                                                                                                                                                                                                                                                                                                                      |    | 300 |

2.6 Section 6. Financial Evaluation

\*1. Financial Proposal

Please provide the cost breakdown of your financial proposal as per Form K (Format for Financial Proposal) and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated line items.

Target: Cost breakdown provided

2.7 Section I-1.

2.8 Section I-2.



3 PART: Schedule of Requirement and Price Schedule

Instructions

*The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers.*

*The inclusion of any financial information in the Technical Proposal (Forms A-I) 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.*

*Kindly note that bidders are expected to complete both Form J and K and upload these forms under the Commercial Section 6 in "Requirements" as well as complete the item line pricing below including the total proposal amount.*

*The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal. The proposer shall select the applicable currency of proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.*

3.1 Line Information

| Line Description                                                                                   | Category                                          | Item | UOM | Requested Quantity | Unit Price | Total Price | Additional Attributes |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Deliverable 1: Inception Report and Selection Methodology                                        | Feasibility studies or screening of project ideas |      |     |                    |            |             |                       |
| 2-Deliverable 2: Support in selection of Beneficiary Initiative Groups and Individual Action Plans | Feasibility studies or screening of project ideas |      |     |                    |            |             |                       |
| 3-Deliverable 3: Support for Establishment and Registration of Homeowners' Associations            | Feasibility studies or screening of project ideas |      |     |                    |            |             |                       |



| Line Description                                                        | Category                                          | Item | UOM | Requested Quantity | Unit Price | Total Price | Additional Attributes |
|-------------------------------------------------------------------------|---------------------------------------------------|------|-----|--------------------|------------|-------------|-----------------------|
| 4-Deliverable 4: Capacity Building Programme for Newly Established APCs | Feasibility studies or screening of project ideas |      |     |                    |            |             |                       |
| 5-Deliverable 5: Practical Guide, Knowledge Products and Final Report   | Feasibility studies or screening of project ideas |      |     |                    |            |             |                       |

\*For Additional Attributes of lines, please review the negotiation lines from supplier portal.