

REQUEST FOR QUOTATION NO. RFQ26/03335

Delivery of Trainings on Water Resources Protection and Sustainable Management of Reservoirs and Ponds within the Nistru River Basin District

UNDP through the Programme “Supporting the Moldovan authorities in the sustainable management of the Nistru River” (Nistru II Project) kindly requests your quotation for the Request for Quotation no. **RFQ26/03335: Delivery of Trainings on Water Resources Protection and Sustainable Management of Reservoirs and Ponds within the Nistru River Basin District** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference (in English language)

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

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

Follow the instructions in the user guide to search for the tender using search filters, namely **UNDP-MDA-01072** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

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

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

In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

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

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

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

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

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

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

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.
Deadline for the Submission of Quotation	Deadline is indicated in the online portal. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.
Method of Submission	Quotations must be submitted as follows: NextGenERP supplier portal following this link: http://supplier.nextgenerp.partneragencies.org/ using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile: Registration - Verify Email - Supplier Registration 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. ▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP. ▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review. ▪ All files must be free of viruses and not corrupted.
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti

Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
Currency of Quotation	Prices shall be quoted only in the currency indicated in the system MDL (Moldovan Leu) - applicable to local Bidders only; or USD (US Dollars) - applicable to both international and local Bidders. For evaluation purposes, bids submitted in any other currencies shall be recalculated into USD at UN Operational Rate of Exchange on the submission deadline https://treasury.un.org/operationalrates/OperationalRates.php If the contract is awarded to a local Bidder that submitted its financial offer in USD, payments will be made in MDL based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document. 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.
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.

Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Alternative Quotes	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
Contact Person for correspondence, notifications and clarifications	Must be submitted directly in the portal using the messaging functionality. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Publication of Contract Award	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

SECTION 2: SPECIAL INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section Applicable GTC: ☒ General Terms and Conditions Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days ☒ Liquidates damages shall be imposed as follows: Percentage of contract price per day of delay: 0.33% up to a maximum of 30 days, after which UNDP may terminate the contract.
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 of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section. All prices must: ☒ be exclusive of VAT and other applicable indirect taxes
Currency Quotation	MDL (Moldovan Leu) - applicable to local Bidders only; or USD (US Dollars) - applicable to both international and local Bidders.
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Language of quotation	The quotation may be submitted in English or Romanian. Training sessions, materials and reports shall be provided in Romanian.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not permitted
Alternative Quotes	☒ Not permitted
Payment Terms	☒ Payments shall be made upon satisfactory completion and written acceptance of the respective deliverables in accordance with the Contract and payment schedule.

Conditions for Release of Payment	☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Clarifications	Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal. PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL. Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated directly in the portal.
Documents to be submitted	☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and prepared in accordance with the Terms of Reference (Annex 1). ☒ Company Profile, including information on the company's institutional experience and portfolio of completed assignments relevant to the Terms of Reference. ☒ Copy of the Registration Certificate ☒ List and description of at least two (2) similar assignments implemented during the last five (5) years involving the organization and delivery of professional training or capacity-building activities in the fields of environmental protection, water resources management, climate change, natural resources management or other related sectors. For each assignment, the following information shall be provided: • Name of the assignment/contract; • Client and contact person; • Contact details (including e-mail address); • Contract value; • Period of implementation; • Description of services provided. Copies of contracts and/or completion certificates may be requested by UNDP for verification purposes. ☒ At least two (2) references or certificates of satisfactory performance from previous clients for similar assignments. ☒ Completed and signed CVs of all proposed Key Experts, accompanied by copies of relevant diplomas, certificates and qualification documents demonstrating compliance with the minimum requirements specified in the Terms of Reference. ☒ Financial Statements (Income Statements and Balance Sheets) for the last three (3) fiscal years (2023, 2024 and 2025), or equivalent financial documentation demonstrating the financial capacity of the company.
Evaluation method	☒ The Contract will be awarded to the lowest price substantially compliant offer
Evaluation criteria	The quotation will be evaluated based on the following minimum qualification and eligibility requirements: ☒ Full compliance with all requirements specified in Annex 1 – Terms of Reference. ☒ Full acceptance of the UNDP General Conditions of Contract. ☒ The Bidder is a legally registered company, organization or consortium legally authorized to provide training, consulting, capacity development or related professional services. ☒ At least five (5) years of institutional experience in organizing professional training programmes, workshops, conferences or other capacity-building events, in the fields of environmental protection, water resources management, climate change, natural resources management or other related sectors.

	☒ Demonstrated experience in the implementation of at least two (2) assignments completed within the last five (5) years involving the organization and delivery of professional trainings, workshops or capacity-building events in the fields of environmental protection, water resources management, climate change, natural resources management or other related sectors. For each assignment, the proposal shall indicate: assignment title; client and contact details; implementation period; contract value; description of services provided. Pass/fail. ☒ Availability of qualified key experts meeting the minimum requirements specified below. Failure to demonstrate compliance with any of the mandatory qualification, experience, expert or logistical requirements may result in the quotation being considered non-responsive. Key Personnel Requirements 1 (one) Lead Trainer / Water Resources and Reservoir Management Expert • University degree in environmental sciences, water resources management, hydraulic engineering, civil engineering, natural resources management, geography or another relevant field; • At least seven (7) years of professional experience related to water resources management, environmental protection, hydraulic structures, reservoir management or closely related fields; • Experience in at least two (2) assignments involving the delivery of professional training programmes, workshops or capacity-building activities related to water resources management, environmental protection or natural resources management; • Working proficiency in Romanian. 1 (one) Event Coordinator • University degree in management, public administration, communications, environmental sciences or another relevant field; • At least five (5) years of professional experience in organizing conferences, workshops, training programmes or public events; • Experience in at least two (2) assignments involving the coordination of logistical arrangements for multi-location events, including participant registration, venue management and reporting; • Working proficiency in Romanian.
Type of Contract to be awarded	☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award	September 2026

ANNEX 1: TERMS OF REFERENCE

Title: Delivery of Trainings on Water Resources Protection and Sustainable Management of Reservoirs and Ponds within the Nistru River Basin District

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

I. BACKGROUND

The sustainable management and protection of water resources in the Nistru River Basin District is a strategic priority for the Republic of Moldova. Increasing climate variability, prolonged droughts, changing precipitation patterns and growing anthropogenic pressures continue to affect both the quantity and quality of water resources, posing significant risks to ecosystems, local communities and sustainable socio-economic development.

These challenges are further exacerbated by water pollution, inadequate wastewater management, unsustainable agricultural practices, excessive abstraction of water resources, degradation of small watercourses, and improper management of reservoirs and ponds. Together, these pressures contribute to the deterioration of surface and groundwater quality, reduced ecosystem resilience, and increased risks to public health, food security and climate resilience.

Recognizing these challenges, the Government of the Republic of Moldova continues to strengthen the national legal and institutional framework governing the protection and sustainable management of water resources, in line with the principles of Integrated Water Resources Management (IWRM) and the requirements of the European Union Water Framework Directive.

Within this context, the United Nations Development Programme (UNDP), through the Project "Supporting the Moldovan Authorities in the Sustainable Management of the Nistru River (Nistru II)", implemented with the financial support of Sweden, supports the Ministry of Environment and other national institutions in strengthening water governance, improving the regulatory framework, enhancing institutional capacities and promoting the sustainable management and protection of water resources within the Nistru River Basin District.

As part of these efforts, the Project has contributed to the development and promotion of key regulatory and practical tools supporting the sustainable management of water resources, including Government Decision No. 403 of 5 July 2024 approving the Regulation on the Use and Management of Water Fund Lands and Hydraulic Structures, as well as the ongoing revision of the Methodology for the Controlled Liquidation of Reservoirs and Ponds that no longer fulfil their intended function or pose risks to people, property and the environment.

To facilitate the practical implementation of the existing regulatory framework and strengthen compliance among water users and administrators, the Project has also developed the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds (available at: <https://www.undp.org/ro/moldova/publications/ghid-privind-exploatarea-siguranta-si-conformarea-normativa-lacurilor-de-acumulare-iazurilor-si-helesteiilor>). The Guide consolidates the applicable legal,

institutional and technical requirements governing the operation, maintenance and management of reservoirs and ponds and serves as a practical reference document for Local Public Authorities, private owners, leaseholders, administrators and other stakeholders responsible for the management and operation of these water bodies. Bidders are expected to review the Guide prior to preparing their quotations, as it constitutes the primary technical reference document for this assignment.

Recognizing that sustainable water management requires not only an enabling regulatory framework but also strengthened institutional and practical capacities, the Project is implementing a Public Information Campaign on the Protection and Sustainable Use of Water Resources in the Nistru River Basin District.

The campaign aims to raise awareness and strengthen the engagement of local public authorities, businesses, farmers, young people and the general public in the protection and sustainable use of water resources in the context of climate change, increasing drought and flood risks, degradation of aquatic ecosystems, pollution, and the gradual depletion of traditional water sources.

The initiative responds to the urgent need to promote responsible behavior and practical solutions for the conservation, protection and restoration of water resources, including reducing pollution, improving waste and wastewater management, adopting environmentally friendly agricultural practices, rehabilitating watercourses and wetlands, and strengthening climate resilience at community level.

A key component of the Information Campaign focuses on strengthening the capacities of local stakeholders involved in the management of reservoirs and ponds, which play an important role in maintaining water availability, supporting local livelihoods and preserving aquatic ecosystems. Through a series of dedicated face-to-face trainings, the campaign will support the dissemination and practical application of the Guide on the management of reservoirs and ponds, while increasing stakeholders' understanding of the legal framework, responsibilities and good practices related to water resource management.

The trainings will target representatives of Local Public Authorities, private owners, leaseholders, administrators and other operators of reservoirs and ponds within the Nistru River Basin District. The sessions will promote practical knowledge and experience exchange on issues such as compliance with national regulations, sustainable management of water bodies, prevention of pollution, efficient use of water resources, protection of aquatic ecosystems, and the role of local actors in ensuring long-term water security.

By strengthening cooperation between public authorities, private operators and local communities, these capacity-building activities will contribute to improved governance of small water bodies, more consistent application of environmental requirements and increased local capacity to address climate-related challenges affecting water resources.

This initiative aims to promote an active and responsible attitude towards water by encouraging:

- reducing water pollution through proper waste and wastewater management;
- adopting sustainable and environmentally friendly agricultural practices;
- planting forest strips and implementing anti-erosion measures;
- rehabilitation of small rivers and wetlands affected by anthropogenic interventions;

- developing or expanding wastewater collection and treatment systems in rural and urban settlements;
- improving the sustainable management of reservoirs and ponds through increased awareness, strengthened capacities and cooperation among responsible stakeholders.

The Campaign will contribute to fostering a stronger culture of responsible water stewardship and greater public recognition of water as a vital, limited and increasingly vulnerable natural resource. It will also support the development of informed decision-making and community-level actions aimed at protecting water resources and enhancing resilience to climate change impacts.

The present assignment represents one of the key capacity-building components of the Campaign and aims to support the dissemination and practical application of the Guide through a series of face-to-face trainings. The assignment will focus on strengthening participants' understanding of the legal framework governing reservoirs and ponds, promoting good management practices, preventing water pollution, encouraging sustainable use of water resources, and increasing awareness of the role that reservoir owners, administrators and Local Public Authorities play in protecting water resources and aquatic ecosystems.

For this purpose, the contractor will organize thirteen (13) one-day trainings in the following localities within the Nistru River Basin District: Drochia; Florești; Rezina; Criuleni; Anenii Noi; Briceni; Ocnița; Căușeni; Sângerei; Călărași; Telenești; Coșnița; Șoldănești.

Each training will bring together representatives of Local Public Authorities, private owners, leaseholders, administrators and other operators of reservoirs and ponds located within the respective districts. The trainings will promote dialogue among stakeholders, facilitate the exchange of practical experience and contribute to the consistent application of the national regulatory framework governing reservoirs and ponds.

UNDP Moldova therefore seeks to contract a qualified company (hereinafter referred to as the "Contractor") to develop a standardized training presentation based on the published Guide and to organize and deliver the thirteen (13) one-day trainings, including all logistical, organizational and reporting services necessary for the successful implementation of this assignment.

II. OBJECTIVE OF THE ASSIGNMENT

The overall objective of the assignment is to support the implementation of one of the key capacity-building components of the Public Information Campaign on the Protection and Sustainable Use of Water Resources in the Nistru River Basin District by delivering thirteen (13) one-day trainings for stakeholders involved in the management and operation of reservoirs and ponds.

More specifically, the assignment aims to:

- strengthen the knowledge and practical capacities of Local Public Authorities, private owners, leaseholders, administrators and other operators of reservoirs and ponds regarding the sustainable management of water bodies;

- improve understanding of the national legal and institutional framework governing the operation, safety and regulatory compliance of reservoirs and ponds;
- promote good practices for the protection and sustainable use of water resources, pollution prevention and climate resilience;
- facilitate the practical application of the recommendations contained in the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds;
- encourage the exchange of practical experience and dialogue among stakeholders responsible for the management and operation of reservoirs and ponds within the Nistru River Basin District.

To achieve these objectives, the Contractor shall:

- develop one standardized training package for the one-day trainings, consisting of a standardized training agenda, learning objectives, a PowerPoint presentation based on the Guide, facilitator notes, participant evaluation and feedback forms; and
- organize and deliver thirteen (13) one-day trainings in the localities specified in these Terms of Reference, including all organizational, logistical and reporting services required for their successful implementation.

III. SCOPE OF WORK AND TASKS

The Contractor shall be responsible for the overall coordination and implementation of the assignment, including the development of a standardized training package and the organization and delivery of thirteen (13) one-day trainings in accordance with these Terms of Reference.

The assignment shall consist of the following tasks.

Task 1. Development of the Standardized Training Package

The Contractor shall develop a draft standardized training package to be used during all thirteen (13) trainings.

The presentation shall be developed based on the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds, available at:

<https://www.undp.org/ro/moldova/publications/ghid-privind-exploatarea-siguranta-si-conformarea-normativa-lacurilor-de-acumulare-iazurilor-si-helesteiilor>

The training package shall consist of:

- one (1) standardized training agenda;
- clearly defined learning objectives;
- one (1) standardized PowerPoint presentation;
- facilitator notes to ensure consistent delivery of the training sessions;

- participant evaluation and feedback forms.

The Contractor shall:

- review the Guide and familiarize itself with its technical content;
- develop a draft standardized training package based on the Guide and adapt its content into a practical, interactive and easy-to-follow format suitable for one-day trainings;
- ensure that the presentation places particular emphasis on:
 - sustainable management of reservoirs and ponds;
 - protection of water resources;
 - pollution prevention;
 - operational safety;
 - regulatory compliance;
 - roles and responsibilities of reservoir and pond owners, administrators and Local Public Authorities;
 - practical examples and good management practices applicable in the Republic of Moldova;
- ensure that the training package promotes active participation through practical exercises, case studies and facilitated discussions;
- revise the presentation based on comments provided by UNDP and submit the final version for approval prior to the commencement of the trainings.

Task 2. Organization and Delivery of Thirteen (13) One-day Trainings

The Contractor shall organize and deliver thirteen (13) one-day trainings for 15–17 participants per training in the following localities within the Nistru River Basin District: Drochia; Florești; Rezina; Criuleni; Anenii Noi; Briceni; Ocnița; Căușeni; Sângerei; Călărași; Telenești; Coșnița; Șoldănești.

For each training, the Contractor shall:

- identify, contact and invite the target participants, including representatives of Local Public Authorities, private owners, leaseholders, administrators and other operators of reservoirs and ponds from the respective district and neighbouring localities, as appropriate;
- secure an appropriate training venue in the respective locality, equipped with a multimedia projector and projection screen, and adequate seating capacity for approximately 15–17 participants and the trainer;

- provide one (1) extended coffee break and one (1) lunch for all participants. The coffee break shall include, as a minimum, water, tea, coffee, pastries and seasonal fruits. The lunch shall consist of a buffet or set menu including one main course, side dish, salad, bread, dessert, and water and/or soft drinks. Catering shall be reasonable, appropriate to the nature of the event, and shall not include premium or luxury food items.
- ensure the overall organization and on-site coordination of each training;
- deliver the approved training presentation through one qualified trainer, using practical examples and interactive discussions;
- facilitate the exchange of experience and discussion among participants;
- collect signed attendance sheets;
- prepare photographic documentation of each training, consisting of at least five (5) high-resolution digital photographs per training session. The photographs shall be submitted in electronic format together with the respective training report;
- submit the reports and supporting documentation specified in these Terms of Reference.

The Contractor shall ensure that all trainings are delivered using the same approved training presentation and are implemented in a consistent manner across all locations.

IV. DELIVERABLES

Deliverable	Description	Indicative Timeline
Deliverable 1	1. Draft standardized training package, including the training agenda, learning objectives, PowerPoint presentation, facilitator notes, participant evaluation and feedback forms, based on the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds.	Within two (2) weeks from contract signature
Deliverable 2	2.1. Report on the delivery of the first five (5) one-day trainings, including the final agenda for each training, participant evaluation and feedback summary, signed attendance sheets, photographic documentation, and other supporting documentation.	Within six (6) weeks from contract signature
	2.2. Report on the delivery of the remaining eight (8) one-day trainings, including the final agenda for each training, participant evaluation and feedback summary, signed attendance sheets, photographic documentation, and other supporting documentation.	Within fourteen (14) weeks from contract signature

V. INSTITUTIONAL ARRANGEMENTS

The Contractor shall work under the overall supervision of the UNDP Project Manager. All deliverables developed under this assignment shall be submitted to UNDP for review and approval prior to their acceptance. All deliverables, supporting documentation and training materials shall be prepared in Romanian, and all training sessions shall be delivered in Romanian.

Where necessary, UNDP may support the Contractor in identifying potential participants and facilitate coordination with relevant stakeholders to ensure the successful organization and delivery of the trainings.

The Contractor may propose additional experts or support personnel, as deemed necessary for the successful implementation of the assignment.

Note: UNDP will provide one (1) printed copy of the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds, one (1) folder, one (1) notebook and one (1) pen for each participant. The Contractor shall be responsible for distributing these materials to participants during each training workshop.

VI. DURATION OF THE ASSIGNMENT

The assignment is expected to be completed within fourteen (14) weeks from the date of contract signature.

The detailed implementation schedule shall be agreed between UNDP and the Contractor upon contract signature and shall ensure the timely submission of all deliverables specified in these Terms of Reference.

ANNEX 2: QUOTATION SUBMISSION FORM

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03335: Delivery of Trainings on Water Resources Protection and Sustainable Management of Reservoirs and Ponds within the Nistru River Basin District	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability	☐ Yes ☐ No

through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	
Is your company a member of the UN Global Compact	☐ Yes ☐ No
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.
At least two (2) assignments completed during the last five (5) years involving the organization and delivery of professional trainings, workshops or capacity-building events in the fields of environmental protection, water resources management, climate change, natural resources management or other related sectors	
Name of previous contracts	Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	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.

Yes	No	
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03335: Delivery of Trainings on Water Resources Protection and Sustainable Management of Reservoirs and Ponds within the Nistru River Basin District	Date: Click or tap to enter a date.

Technical Offer

The Bidder shall provide:

- a brief description of the company's qualifications, institutional experience and technical expertise relevant to the assignment;
- a description of previous experience in organizing and delivering professional training workshops or capacity-building activities in the fields of environmental protection, water resources management, climate change, natural resources management or other related sectors;
- a list of at least two (2) similar assignments implemented within the last five (5) years, including the client, implementation period, contract value, scope of services and contact details for reference;
- a brief description of the Bidder's approach to implementing the assignment, including the implementation timeline and the proposed logistical arrangements;
- a list of the proposed Key Personnel together with their CVs, demonstrating compliance with the minimum qualification requirements specified in the Evaluation Criteria;
- confirmation of the Bidder's capacity to provide all organizational and logistical arrangements specified in the Terms of Reference.

Financial Offer

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

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

Ref	Description of Deliverables	Price, VAT 0% (please indicate currency)
1.	Deliverable 1. Draft standardized training package, including the training agenda, learning objectives, PowerPoint presentation, facilitator notes, participant evaluation and feedback forms, based on the Guide on the Operation, Safety and Regulatory Compliance of Reservoirs and Ponds.	

2.	Deliverable 2.1. Report on the delivery of the first five (5) one-day trainings, including the final agenda for each training, participant evaluation and feedback summary, signed attendance sheets, photographic documentation, and other supporting documentation.	
	Deliverable 2.2. Report on the delivery of the remaining eight (8) one-day trainings, including the final agenda for each training, participant evaluation and feedback summary, signed attendance sheets, photographic documentation, and other supporting documentation.	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price (please indicate currency)
I. Personnel				
Lead Trainer / Water Resources and Reservoir Management Expert	day			
Event Coordinator	day			
Additional Experts, if applicable (please specify)	day			
.....				
II. Training Delivery and Logistics				
Training Venue (13 training days)	lump amount			
Coffee Breaks (1 per training day)	lump amount			
Lunch Breaks (1 per training day)	lump amount			
Transportation Costs	lump amount			
Other Eligible Costs Directly Related to the Assignment (please specify)				
Total				

Compliance with Requirements

Requirements	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Validity of Quotation – 90 days	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.

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