

REQUEST FOR QUOTATION

Organization and Delivery of Eco Media Academy 2026, Environmental Education Activities in Selected High Schools, and the Entrepreneurship Contest on Water Protection in the Nistru River

Basin District SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the **Supporting the Moldovan authorities in the sustainable management of the Dniester River/Nistru 2 Project**, kindly requests your quotation for the Request for Quotation no. **RfQ26/03343** for Organization and Delivery of Eco Media Academy 2026, Environmental Education Activities in selected high schools, and the Entrepreneurship Contest on Water Protection in 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: Schedule of Requirements

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 NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01083** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow [this link](#) to register a profile. **Please note that the access link to the registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org.** 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 the last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova

SECTION 2: GENERAL INSTRUCTIONS

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: https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D 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 labor, 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_andinvestigation.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	Quotations shall be quoted in the currency indicated in the portal.

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 b) 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 / Special Conditions for Contract. 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 calendar days
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 [according to project and applicable country agreement]
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	Quotation must be in English or Romanian
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Partial Quotes	☒ Not permitted
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	☒ Not permitted

Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Liquidated damages	Will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.
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 in accordance with the Schedule of Requirements in Annex 1 ☒ Task Order – detailed financial offer with breakdown of costs ☒ Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment ☒ Brief technical concept describing the approach for carrying out the assignment, including a detailed project plan and timeline, outlining key milestones and deliverables. The concept shall also include availability and/or capacity to engage adequate human resources, material, vehicle and technical base and necessary equipment for the organization of public events, capacities for arranging timely provision of catering services, development and delivery of branded visibility materials (up to 3 pages A4). ☒ Copy of registration documents ☒ List of completed and/or ongoing contracts for similar services undertaken within the past three (3) years including the following information: • Name of previous contracts • Client & Reference Contact • Details including e-mail • Contract Value Period of activity • Types of services undertaken <i>Evidence (contracts) may be requested from the supplier during the technical evaluation</i> ☒ Statement of satisfactory Performance (Certificates/Letters) from the top 2 clients in terms of Contract value in similar field ☒ Financial Statements (Income Statements and Balance Sheets) for the past 3 years (2025, 2024, 2023) ☒ Completed and signed CVs for the proposed key Personnel: - 1 (one) Project Coordinator - 1 (one) to 2 (two) Environmental Communication Experts/Trainers - 1 (one) Communication and Visibility Expert

Evaluation method	☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	The evaluation of quotations shall be conducted in accordance with Evaluation criteria listed below. Bidders must meet all these criteria to be deemed technically qualified and responsive. In the case of consortiums, all criteria listed below shall apply towards the Lead Member. ☒ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☒ Technical responsiveness/ Full compliance to requirements and lowest price ☒ Legally registered entity or consortium of firms ☒ Minimum three (3) years of experience in the area of specialization ☒ Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past three (3) years ☒ Previous experience in working with UNDP or other UN Agencies ☒ Proposed Key personnel with the minimum required academic and professional qualifications, proven by CV submitted: <i>Each CV must clearly indicate academic and professional qualifications as well as the level of proficiency in Romanian, Russian, including any relevant certifications, language training, or work experience in the languages speaking environment.</i> 1 (one) Project Coordinator: • Minimum bachelor's degree in project management, environmental studies, communication, public relations, business administration, international relations, or a related field. • At least three (3) years of demonstrated experience in coordinating and managing communication campaigns, environmental awareness activities, educational programmes, or multi-stakeholder events. • Minimum two (2) similar projects in coordinating stakeholder engagement and communication activities, involving public institutions, educational institutions, private sector representatives, media, and community stakeholders. • Proficiency in Romanian and Russian languages. 1 (one) to 2 (two) Environmental Communication Experts/Trainers: • Minimum bachelor's degree in environmental studies, communication, journalism, education, social sciences, sustainable development, or related discipline. • At least three (3) years of practical experience as a trainer, communicator, journalist, or expert in the fields of: a. Environmental communication and public awareness; b. Water protection, sustainable resource management, or climate resilience; c. Environmental education, youth engagement, or community outreach. • Minimum two (2) similar projects involving the design and delivery of participatory workshops, educational sessions, awareness-raising campaigns,

	or other interactive learning activities for youth, students, local communities, or other stakeholder groups. • Proficiency in Romanian and Russian languages. 1 (one) Communication and Visibility Expert: • Minimum bachelor's degree in communication, journalism, public relations, marketing, media studies, or a related field. • At least three (3) years of demonstrated experience in developing and implementing communication strategies, public awareness campaigns, visibility activities, or outreach initiatives. • Minimum two (2) similar projects, in developing communication content, managing media relations, implementing social media communication activities, and producing communication and visibility materials. • Proficiency in Romanian and Russian languages.
Type of Contract to be awarded	☐ Purchase Order ☒ Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	September 2026

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

Organization and Delivery of Eco Media Academy 2026, Environmental Education Activities in Selected High Schools, and the Entrepreneurship Contest on Water Protection in the Nistru River

BACKGROUND INFORMATION

The Republic of Moldova is in the category of countries with severe water scarcity and high risk of climate change impacts. Rising temperatures, decreasing precipitation and falling water levels in the country's rivers are leading to increased risks of extreme weather and hydrological events such as prolonged droughts and severe floods caused by torrential rainfall.

In addition to the visible reduction in the flow of major rivers, Moldova is increasingly confronted with the drying up of wells, particularly in rural communities where access to drinking water largely depends on groundwater resources. At the same time, many small rivers, streams and local tributaries are gradually disappearing or becoming seasonal, with significant negative impacts on aquatic ecosystems, biodiversity, agriculture and household activities.

These developments have direct consequences for public health, population safety, food security and local economic development, especially in regions where agriculture remains a primary source of income.

The situation is further aggravated by anthropogenic pressures, including water pollution, deforestation, excessive damming, unsustainable water use in agriculture and industry, inadequate waste management practices, and insufficient wastewater collection and treatment infrastructure.

Taken together, these trends indicate that the Republic of Moldova is facing an increasingly acute water crisis, requiring urgent, coordinated and well-informed action by all stakeholders - including public authorities, the private sector, civil society, young people, journalists, local communities and citizens.

In response to these challenges, the UNDP Project "Supporting the Moldovan authorities in the sustainable management of the Dniester River" (Nistru 2 Project), implemented with the financial support of Sweden, launched a **Public Information Campaign on Protection and Sustainable Use of Water Resources of 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 behaviour 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.

Through public outreach, awareness-raising, education and community mobilization activities, 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.

The campaign responds to the growing challenges related to climate change, increasing drought and flood risks, degradation of aquatic ecosystems, water pollution, unsustainable water use practices, and the gradual depletion of traditional water sources affecting communities across the Republic of Moldova. In this context, the campaign seeks to promote a stronger culture of water stewardship and increase public understanding of the direct link between water protection, public health, food security, environmental sustainability, economic development and community resilience.

UNDP Moldova is therefore seeking to contract a qualified company (hereinafter referred to as the “Service Provider”) to provide comprehensive organizational, logistical, and outreach support for a series of activities aimed at increasing awareness, strengthening public engagement, and promoting responsible behaviour among local public authorities, businesses, farmers, young people, and the general public regarding the protection and sustainable use of water resources in the Nistru River Basin District.

As part of its broader efforts to promote sustainable management and protection of water resources in the Nistru River Basin District, the Project will support activities aimed at increasing public awareness, strengthening community engagement, and encouraging responsible environmental behaviour among key stakeholder groups.

Through **Component 1**, the selected Service Provider will support the design and delivery of the Eco-Media Academy programme, aimed at strengthening the knowledge and practical skills of university students in environmental communication, journalism, and public awareness related to the protection and sustainable use of water resources, with a particular focus on the Nistru River Basin District. The programme will include the organization of ten (10) days of in-person training delivered across five universities in the Republic of Moldova-Free International University of Moldova (ULIM), Ion Creangă State Pedagogical University, Alecu Russo State University of Bălți, Bogdan Petriceicu-Hasdeu State University, and Comrat State University-with two (2) training sessions organized at each university and a total participation of approximately 100 students. The programme will also include four (4) thematic study visits and dialogue events organized in Chişinău, Bălți, Cahul, and Comrat, involving environmental authorities, experts, inspectors, media representatives, academia, and programme participants, as well as a final event to present the programme results, showcase participants’ environmental journalism products, and recognize their achievements.

Complementing this component, **Component 2** will involve the organization of fifteen (15) open lessons on water protection and environmental responsibility. The Contractor shall be responsible for selecting, in coordination with UNDP, the high schools where the open lessons will be delivered. The selection shall cover the following localities within the Nistru River Basin District: Ocniţa, Donduşeni, Soroca (2 schools), Rezina (2 schools), Şoldăneşti, Orhei, Criuleni, Dubăsari, Anenii Noi (2 schools), Ştefan Vodă (2 schools), and Chişinău.

The sessions will be designed to increase awareness among high-school students of the importance of protecting water resources, the environmental challenges affecting the Nistru River Basin, and the role of individual and community actions in promoting sustainable water use and environmental stewardship. Through interactive and age-appropriate learning approaches, the lessons will encourage active participation, foster responsible environmental behaviour, and empower young people to become informed advocates for the protection and sustainable management of water resources within their communities.

Component 3 will involve the organization and implementation of the Entrepreneurship Contest on Water Protection, aimed at recognizing and promoting environmentally responsible business practices that contribute to the protection of water resources, sustainable resource management, and climate resilience within the Nistru River Basin District. The selected Service Provider will support the promotion of the contest, encourage participation from businesses and entrepreneurs, facilitate the application process, provide organizational and logistical support for the evaluation of submitted initiatives, and organize one (1) award event to recognize the most impactful and innovative solutions. The contest will seek to highlight good practices, inspire wider adoption of sustainable business approaches, and increase public visibility of private sector contributions to environmental protection and responsible water resource management.

OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide event management, logistical coordination, communication, visibility, and operational support services for the implementation of the following activities during the period **September – November 2026**:

- 1) Eco Media Academy 2026;
- 2) Environmental education activities in selected high schools;
- 3) Entrepreneurship Contest on Water Protection.

Component 1: Eco Media Academy 2026 will include:

- A total of ten (10) days of in-person training shall be delivered across five universities in the Republic of Moldova—Free International University of Moldova (ULIM), Ion Creangă State Pedagogical University, Alecu Russo State University of Bălți, Bogdan Petriceicu-Hasdeu State University, and Comrat State University. The programme is expected to engage approximately 100 students in total across all training sessions. The Contractor shall organize and manage the participant selection process through open announcements, in coordination with UNDP, ensuring balanced gender representation and an appropriate balance between participants from urban and rural areas.
- Four (4) thematic study visits and dialogue events shall be organized in Chişinău, Bălţi, Cahul, and Comrat, with the participation of approximately 20 students per event, alongside representatives of environmental authorities, experts, inspectors, media, and academia;
- Development and Implementation of the Environmental Journalism Competition;
- A final event to present the programme results, showcase the environmental journalism products developed by participants, and recognize their achievements, bringing together approximately sixty (60) attendees, including programme participants, representatives of environmental authorities, academia, media, and other relevant stakeholders.

Logistics: Provision of all organizational and logistical services required for the successful implementation of the programme, including venue arrangements, transportation, catering, interpretation (if required), registration of participants, and coordination with the Project team throughout the participant selection and implementation process.

Visibility and outreach: Development and implementation of a communication and visibility plan for the programme, including branding of events and materials, production of visibility items, media engagement, photo

and video documentation, and dissemination of information in line with UNDP visibility requirements.

Component 2: Environmental education activities in selected high schools

Design and delivery: Development of lesson plans, educational materials, and interactive learning activities tailored to high-school students, and coordination and facilitation of a total of fifteen (15) in-person interactive educational sessions (“open lessons”) on water protection and environmental responsibility. One session shall be organized in each selected high school within the Nistru River Basin District, in collaboration with the respective educational institutions. Each session shall engage approximately 25–30 students, resulting in an estimated total of 400-450 participants. The sessions shall be delivered using participatory learning methods, including presentations, facilitated discussions, practical exercises, quizzes, and other interactive activities designed to increase students’ awareness of water resources, environmental challenges, and sustainable practices.

School selection and coordination: Identification and proposal of participating high schools by the Contractor, in coordination with UNDP, from the following localities: Ocnița, Dondușeni, Soroca (2 schools), Rezina (2 schools), Șoldănești, Orhei, Criuleni, Dubăsari, Anenii Noi (2 schools), Ștefan Vodă (2 schools), and Chișinău (to be confirmed by UNDP). Coordination with educational institutions shall include scheduling of sessions, confirmation of participants, and facilitation of communication with school representatives.

Logistics: Provision of all materials and equipment required for the delivery of the educational sessions, travel arrangements for trainers/facilitators, coordination of venues and schedules with participating schools, and any other logistical support necessary for successful implementation of the activities.

Visibility and outreach: Promotion of the educational activities through communication materials, media and social media coverage, production of branded educational materials, and documentation of the implemented sessions in accordance with project visibility requirements.

Component 3: Entrepreneurship Contest on Water Protection

The Service Provider will be responsible for the organization and implementation of the Entrepreneurship Contest on Water Protection, aimed at recognizing entrepreneurs and businesses implementing environmentally responsible practices that contribute to water protection, sustainable resource management, and climate resilience.

Design and delivery: Development of the Entrepreneurship Contest on Water Protection concept, including the contest methodology, timeline, eligibility criteria, application guidelines, online application form, evaluation criteria, and communication approach.

The Contractor shall launch and manage an open online application call targeting entrepreneurs and businesses within the Nistru River Basin District that implement environmentally responsible practices, innovative solutions, or measures contributing to water protection, sustainable resource management, pollution prevention, and climate resilience.

The Contractor shall ensure that the online application period remains open for a minimum of four (4) weeks and provide guidance and support to applicants throughout the submission process.

The Contractor shall also coordinate the evaluation process and facilitate the selection of winning initiatives in four

(4) award categories, and organize one (1) award event with the participation of approximately sixty (60) attendees to recognize the most relevant initiatives and promote good practices in sustainable business development.

Logistics: Management of the online application process, including registration and tracking of submitted applications, communication with applicants, and provision of administrative support throughout the contest period. The Contractor shall coordinate the evaluation procedure, including logistical arrangements for evaluation committee meetings (where applicable), preparation of relevant documentation, and facilitation of the selection process in accordance with the approved evaluation criteria. The Contractor shall organize the award ceremony at a location agreed with UNDP, including venue arrangements, invitations, participant registration, event moderation, technical support, and other event management services required for successful implementation.

Visibility and outreach: Design and implementation of a promotional campaign to encourage participation in the contest, including preparation and dissemination of communication and promotional materials through relevant communication channels. The Contractor shall ensure outreach to potential applicants and relevant stakeholders, including businesses, local authorities, business support organizations, and other relevant actors. The Contractor shall provide media engagement, documentation of the contest process and award event, and dissemination of success stories highlighting environmentally responsible practices and innovative solutions contributing to water protection and climate resilience.

COMPONENT 1. Eco Media Academy 2026

A. Design and delivery of Eco Media Academy			
Item	Generic description	UOM	Quantity
A.1	Development of detailed workplans and separate agendas for each of the ten (10) days of in-person training delivered across five universities in the Republic of Moldova, with two (2) training sessions organized at each university, as well as separate agendas tailored to each of the four (4) thematic study visits and dialogue events involving environmental authorities, experts, inspectors, media representatives, academia, and programme participants.	Deliverable	1
A.2	Design, coordination, and delivery of ten (10) days of in-person training at five universities in the Republic of Moldova - Free International University of Moldova (ULIM), Ion Creanga Pedagogical University, Alecu Russo State University of Balti, Bogdan Petriceicu-Hasdeu State University, Comrat State University and organization of four (4) thematic study visits and dialogue events involving environmental authorities, experts, inspectors, media representatives in Chişinău, Bălţi, Cahul and Comrat. Each training session must integrate participatory and practice-oriented learning methodologies (e.g., case studies, group exercises, practical assignments, discussions, and	Event	14

	interactive media production activities) and involve qualified trainers and experts covering related topics.			
A.3	Development and Implementation of the Environmental Journalism Competition	Deliverable	1	
A.4	Final report for Component 1, including narrative summaries, evaluation findings, and documentation of good practices	Report	1	
B. Event logistics: facilities, transport, catering				
B.1. Facilities and coordination				
Item	Generic description	UOM	Quantity	
B.1.1	10 basic sessions conducted in offline format at Universities of Moldova (no payment is required)	Day	10	
B.1.2	Four (4) thematic study visits and dialogue events with students and Environmental inspectors at the Environmental Protection Inspectorate (no payment is required)	Day	4	
B.1.3	Rental of conference room for Final Awarding and Visibility Event (capacity: ~60 persons), fully equipped with a projector, projection screen, laptop, audio system, microphones, and Wi-Fi connectivity. Location: Chişinău, suggested The CreaTech Hub Mediacor, State University of Moldova.	Day	1	
B.1.4	Event moderation: Professional moderator services for 3 hours, including preparation and facilitation based on an agreed event scenario.	Hours	3	
B.1.5	Simultaneous interpretation services: Interpretation from Romanian into English and English into Romanian, including interpretation equipment and headsets for up to 60 participants, provided as required during the event.	Hours	3	
B.1.6	Technical support: On-site technician assistance throughout the event to ensure the proper functioning of all technical and interpretation equipment.	Day	1	
B.2. Catering services (nr. of persons includes facilitators, trainers, guests)				
Item	Generic description	Nr. of Events	Nr. of servings	Nr. of persons
B.2.1	Welcome coffee/tea for Awarding event of the EMA contest winners	1		60
B.2.2	One Swedish buffet for Awarding event of the EMA contest winners (reference: Salad; Bruschettes; Potatoes; Grilled chicken skewers; Tea; Coffee) <i>*Preventive consultation and approval on the menu</i>	1		60

B.2.3	Water for Awarding event EMA contest winners (at least 1 liter per participant sparkling/still - glass bottles)	1		60
B.2.4	Provision of bottled water and light refreshments/snacks for participants attending the (4) four thematic study visits in Chişinău, Bălţi, Cahul, and Comrat. (at least 1 liter per participant in 0,5 bottles sparkling/still - glass bottles)	4		80
B.3. Transportation services				
Item	Generic description	UOM		Quantity
B.3.1	Transportation Chisinau-Balti-Chisinau for maximum 4 facilitators	round trips		2
B.3.2	Transportation Chisinau-Cahul-Chisinau for maximum 4 facilitators	round trips		2
B.3.3	Transportation Chisinau-Comrat-Chisinau for maximum 4 facilitators	round trips		2
B.3.4	Transportation Chisinau-Balti-Chisinau for maximum 4 facilitators	round trips		1
B.3.5	Transportation Chisinau-Cahul-Chisinau for maximum 4 facilitators	round trips		1
B.3.6	Transportation Chisinau-Comrat-Chisinau for maximum 4 facilitators	round trips		1
B.3.7	Transportation cost reimbursement for participants of the award event: Balti - Chisinau-Balti	round trips		10
B.3.8	Transportation cost reimbursement for participants of the award event: Comrat - Chisinau-Comrat	round trips		10
B.3.9	Transportation cost reimbursement for participants of the award event: Cahul - Chisinau-Cahul	round trips		10
C. Visibility and outreach. Media and production/supply of branded visibility materials				
Item	Generic Description	UOM		Quantity
C.1	1 photo reportage during the award event at The CreaTech hub Mediacor, located in State University of Moldova (Alexei Mateevici St 60, Chişinău) - (day to be confirmed) Photo reportage - min. 80 edited photos	Photo reportage		1
C.2	1 photo reportage at basic sessions conducted in offline format at Universities of Moldova - (day to be confirmed) Photo reportage - min. 80 edited photos	Photo Reportage		1

C.3	1 video reportage after the Award event Duration: maximum 3:00 and minimum 2:00 minutes Format clean: Facebook post, YouTube 16:9; in format Reels (format 9:16) Interviews: with min 4 protagonists Filming location: to be selected one event in the Nistru River basin localities Subtitles: Romanian and English Style of cards, fonts: UNDP Pack shot: Ministry of Environment, Sweden, UNDP logo	video	1
C.4	1 Video Reel (Derived from base video reportage) Format: Vertical 9:16, optimized for social media platforms Source: The reel shall be edited and adapted from the main video reportage Content: key highlights and selected moments from the reportage Subtitles: Romanian and English Pack shot: Ministry of Environment, Sweden and UNDP logos	video	1
C.5	Printing Services:		
C.5.1	Diplomas/Certificates of attendance design	pcs	1
C.5.2	Diplomas/Certificates of attendance print A4 diploma, full color print, glossy coated paper, 350 gsm.	pcs	100
C.5.2	1 Roll up design	pcs	1
C.5.3	1 Roll up print Format: 80 × 200 cm Material: Frontlit Banner FF 330 g/m ² Structure assembly	pcs	1
C.6	Communication and visibility materials:		
C.6.1	Development of a general image to announce the program	pcs	1
C.6.2	Development of a cover image for registration	pcs	1
C.6.3	Event awarding branding: creation of the cover LED, Facebook event, PPT template.	package	1
C.6.4	Creating 6 posts for social media reflecting workshops	pcs	6
C.6.5	2 podcasts produce with invited persons form environment area at Eco FM Duration: minimum 30 minutes per podcast Format: recorded audio podcast with invited guests from the environmental sector (public authorities, environmental experts, academia, NGOs, or relevant stakeholders) Language: Romanian	pcs	2

	Professional audio recording and editing Broadcast on Eco FM according to the agreed schedule		
C.7	Gift certificates for winners		
C.7.1	Gift certificates for winners 2000 MDL (e.g., for the purchase of IT gadgets, appliances, books, or other relevant items)	pcs	3
C.7.2	Gift certificates for winners 1500 MDL (e.g., for the purchase of IT gadgets, appliances, books, or other relevant items)	pcs	7

COMPONENT 2: Environmental Education Programme for High Schools

A. Design and delivery of the Environmental Education Programme for High Schools			
Item	Generic Description	UOM	Quantity
A.1	Development of curricula, materials, workplans and agendas of thematic open lessons in 15 high schools in the districts located in the Nistru River basin.	Deliverable	1
A.2	Implementation of thematic open lessons in 15 high schools in the districts located in the Nistru River basin, including: 1. Open lessons 2. Thematic debates 3. Intellectual games Localities: Ocnita, Donduseni, Soroca (2), Rezina (2), Soldanesti, Orhei, Criuleni, Dubasari, Anenii Noi (2), Stefan Voda (2), Chisinau (To be confirmed in coordination with UNDP)	Event	15
A.3	Final report for component 2, including narrative summaries, evaluation findings, participant feedback and documentation of good practices	Report	1
B. Event logistics: facilities, transport			
B.1 Facilities and coordination			
Item	Generic description	UOM	Quantity
B.1	Identification of the locations for 15 lessons conducted in high schools in the districts located in the Nistru River basin on water protection in Ocnita, Donduseni, Soroca (2 schools), Rezina (2 schools),	Day	15

	Soldanesti, Orhei, Criuleni, Dubasari, Anenii Noi (2 schools), Stefan Voda (2 schools), Chisinau (To be confirmed in coordination with UNDP) (no payment is required)		
	B.2 Transportation services		
B.2.1	Transportation Chisinau-Ocnita-Chisinau for maximum 4 facilitators	round trips	1
B.2.2	Transportation Chisinau-Donduseni-Chisinau for maximum 4 facilitators	round trips	1
B.2.3	Transportation Chisinau-Soroca-Chisinau for maximum 4 facilitators	round trips	2
B.2.4	Transportation Chisinau-Rezina-Chisinau for maximum 4 facilitators	round trips	2
B.2.5	Transportation Chisinau-Soldanesti-Chisinau for maximum 4 facilitators	round trips	1
B.2.6	Transportation Chisinau-Orhei-Chisinau for maximum 4 facilitators	round trips	1
B.2.7	Transportation Chisinau-Criuleni-Chisinau for maximum 4 facilitators	round trips	1
B.2.8	Transportation Chisinau-Dubasari-Chisinau for maximum 4 facilitators	round trips	1
B.2.9	Transportation Chisinau-Anenii Noi-Chisinau for maximum 4 facilitators	round trips	2
B.2.10	Transportation Chisinau-Stefan Voda-Chisinau for maximum 4 facilitators	round trips	2
B.2.11	Transportation Chisinau-mun. Chisinau (30 km) -Chisinau for maximum 4 facilitators	round trips	1
C. Visibility and outreach. Media and production/supply of branded visibility materials			
Item	Generic Description	UOM	Quantity
C.1	Caps Material: Coton 100% Branding: 3 colors printing with logos (Ministry of the Environment, Sweden, UNDP) Color: blue	Caps	500
C.2	Pens: recycled or biodegradable Blue ink ball pen made entirely of recycled or biodegradable plastic Branding: 3 colors, two-sided printing with logos (Ministry of the Environment, Sweden, UNDP) Color: blue	Pen	500
C.3	Photo services: 1 photo reportage (during one selected lesson; date and location to be confirmed). The photo service	Photo reportage	1

	should include 4 hours of photography services. Min. 80 edited photos		
C.4	Video services: 1 video reportage covering the Award Event. Duration: minimum: 2:00 minutes and maximum 3:00 minutes Formats: Facebook (post format), YouTube (16:9), and Reels (9:16). Interviews: minimum 4 – 5 protagonists per video. Subtitles: Romanian and English. Visual identity: graphic cards, fonts, and overall style aligned with UNDP branding guidelines. Closing pack shot: Ministry of Environment, Sweden, and UNDP logos.	Video	1
C.5	1 Video Reel (Derived from base video reportage) Format: Vertical 9:16, optimized for social media platforms Source: The reel shall be edited and adapted from the main video reportage Content: key highlights and selected moments from the reportage Subtitles: Romanian and English Pack shot: Ministry of Environment, Sweden and UNDP logos	Video	1

COMPONENT 3: Entrepreneurship Contest on Water Protection and Sustainable Water Management

A. Design and delivery of the National Entrepreneurial Competition on Water Protection and Sustainable Water Management			
Item	Generic description	UOM	Quantity
A.1	Development Concept and Framework for the Entrepreneurship Contest on Water Protection including: - Contest concept, objectives, target groups, eligibility criteria, and implementation timeline; - Detailed evaluation methodology, including assessment criteria, scoring system, and procedures for the selection of winning initiatives; - Guidelines for participants, including application requirements, submission procedures, and relevant instructions for participation; Organizational arrangements and roles for the implementation of the contest and award event.	Deliverable	1

A.2	Coordination and Implementation of the Entrepreneurship Contest on Water Protection	Contest	1	
A.3	Organization of the Final Awarding and Visibility Event	Event	1	
A.4	Final report for component 3, including narrative summaries, evaluation findings, participant feedback and documentation of good practices	Report	1	
B. Event logistics: facilities, transport, catering				
B.1. Facilities and coordination				
Item	Generic description	UOM	Quantity	
B.1.1	Conference room - outside Chisinau for Final Awarding and Visibility Event (capacity: ~60 persons), fully equipped with a projector, projection screen, laptop, audio system, microphones, and Wi-Fi connectivity. Location: ~ 30 km around the Chişinău.	Day	1	
B.1.2	Event moderation: Professional moderator services for 3 hours, including preparation and facilitation based on an agreed event scenario.	Hours	3	
B.1.3	Simultaneous interpretation services: Interpretation from Romanian into English and English into Romanian, including interpretation equipment and headsets for up to 60 participants, provided as required during the event.	Hours	3	
B.1.4	Technical support: On-site technician assistance throughout the event to ensure the proper functioning of all technical and interpretation equipment.	Day	1	
B.2. Catering services Final Awarding and Visibility Event				
Item	Generic description	Nr. of Events	Nr. of servings	Nr. of persons
B.2.1	One Welcome coffee/tea	1		60
B.2.2	One Swedish buffet (reference: Salad; Bruschettes; Potatoes; Grilled chicken skewers; Tea; Coffee) <i>*Preventive consultation and approval on the menu</i>	1		60
B.2.3	Water (at least 1 liter per participant sparkling/still - glass bottles)	1		60
B.3. Transportation services				
Item	Generic description	UOM	Quantity	
B.3.1	Trip transportation for groups up to 7 persons to the award	round trip	1	

	event location for the entrepreneurs contest (to be confirmed location – outside the Chisinau - ~ 30 km around the Chişinău) category car or minibus (capacity 7 places). <i>*Number of participants may slightly vary but will not exceed 7 persons.</i>		
C. Visibility and outreach. Media and production/supply of branded visibility materials			
Item	Generic Description	UOM	Quantity
C.1	Communication and visibility package for the promotion of the Entrepreneurs' Competition on water protection, sustainability, and responsible resource management: 1. Design and adaptation of one visual cover for the award session, optimized for on-screen display during the event. 2. Design of one visual cover page for the competition, in line with the competition branding and visual identity. 3. Design of six (6) social media cards in both landscape and square formats, adapted for publication across digital platforms to promote the competition and encourage participation. 4. Paid promotion (boosting) of one (1) social media card across relevant platforms, including Facebook, LinkedIn, and Instagram, to increase the visibility and outreach of the competition. 5. Preparation, writing, and publication of four (4) good-practice stories/articles highlighting entrepreneurial initiatives focused on water protection, sustainable resource management, and environmental responsibility, while showcasing the competition and its participants.	visibility package	1
C.2	Design and printing of the Diplomas for winners	Diplomas	4
C.3	Design and production of branded recognition trophies (e.g., engraved plaques or symbolic awards) in 4 categories.	Trophies	4
C.4	Photo services: 1 photo reportage (one during the Award Event). Event should include 4 hours of photography services. <i>Min. 80 edited photos</i>	Photo reportage	1
C.5	Video services: 1 video reportage covering the Award Event. Duration: minimum 2:00 minutes and maximum 3:00 minutes Formats: Facebook (post format), YouTube (16:9), and Reels (9:16). Interviews: minimum 4 – 5 protagonists per video.	Video reportage	1

	Subtitles: Romanian and English. Visual identity: graphic cards, fonts, and overall style aligned with UNDP branding guidelines. Closing pack shot: Ministry of Environment, Sweden, and UNDP logos.		
C.6	1 Video Reel (Derived from base video reportage) Format: Vertical 9:16, optimized for social media platforms Source: The reel shall be edited and adapted from the main video reportage Content: key highlights and selected moments from the reportage Subtitles: Romanian and English Pack shot: Ministry of Environment, Sweden and UNDP logos	Video reel	1

SCOPE OF SERVICES AND EXPECTED OUTPUTS

The scope of services is to support the implementation of awareness-raising, capacity-building, and outreach activities aimed at promoting the protection and sustainable use of water resources in the Nistru River Basin District. The assignment will contribute to increasing environmental awareness, strengthening public engagement, and encouraging responsible behaviour among youth, students, businesses, and local communities.

The selected Service Provider shall be responsible for the end-to-end organization and delivery of three main components:

Component 1: Eco-Media Academy

- Organize and deliver the Eco-Media Academy programme, including ten (10) days of in-person training sessions at five universities in the Republic of Moldova, targeting approximately 100 students, with a focus on environmental communication, journalism, water protection, and sustainable resource management.
- Coordinate with the UNDP Project Team to develop detailed agendas, training content, and participatory learning methodologies, and engage qualified trainers, environmental experts, media representatives, and other relevant stakeholders.
- Organize four (4) thematic study visits and dialogue events in Chişinău, Bălţi, Cahul, and Comrat, involving environmental authorities, experts, inspectors, media representatives, academia, and programme participants.
- Organize a final event to present programme results, showcase environmental journalism products developed by participants, and recognize their achievements.
- Manage all logistical arrangements, including venue coordination, transportation, catering, participant registration, and on-site support.
- Collect participant feedback and provide narrative reports summarizing activities, results, and lessons learned.

Component 2: Environmental Education Programme for High Schools

- Organize and deliver fifteen (15) open lessons on water protection and environmental responsibility in selected high schools located within the Nistru River Basin District, targeting high-school students, **involving**

minimum 450 students.

- Coordinate with the UNDP Project Team and educational institutions to develop lesson content, educational materials, and interactive methodologies adapted to students' needs and learning context.
- Engage qualified trainers and environmental educators to deliver sessions addressing water resources protection, environmental challenges, sustainable practices, and individual responsibility.
- Manage all logistical arrangements required for the implementation of educational activities, including coordination with schools, preparation of materials, and support for facilitators.
- Document implemented activities and provide summary reports on participation, key messages delivered, and outcomes achieved.

Component 3: Entrepreneurship Contest on Water Protection and Sustainable Water Management

- Organize and implement the Entrepreneurship Contest on Water Protection aimed at recognizing and promoting environmentally responsible business practices contributing to water protection, sustainable resource management, and climate resilience.
- Develop the contest concept, application procedures, participant guidance, evaluation methodology, and selection criteria for winning initiatives.
- Promote the contest among entrepreneurs and relevant stakeholders, support the application process, and coordinate the evaluation of submitted initiatives.
- Organize one (1) award event to recognize the most relevant and innovative solutions and showcase good practices in environmental protection.
- Manage all logistical and communication arrangements related to the contest implementation and award event.
- Provide narrative reporting on contest implementation, participation, results achieved, and lessons learned.

In addition, the Service Provider shall:

- Produce high-quality visual documentation (photos) and communication materials for implemented activities.
- Ensure visibility and outreach activities for all components in line with UNDP visibility requirements.
- Provide final reporting summarizing activities, outputs, outcomes, and lessons learned.

DELIVERABLES AND INDICATIVE TIMEFRAME

Item	Deliverables	Deadline
1	Workplan and detailed agenda for 3 components, including coordination of facilitation teams and training content. <i>(as per Component 1: A.1, Component 2: A.1, Component 3: A.1)</i>	By 1 October 2026
2	Visibility and outreach. Media and production/supply of branded visibility materials developed and produced. <i>(as per Component 1: C, Component 2: C, Component 3: C)</i>	By 10 November 2026
3	Eco Media Academy fully organized and delivered. <i>(as per Component 1: A.2 – A.4 and B)</i>	By 10 November 2026

4	Environmental Education Programme for High Schools fully organized and delivered. (as per Component 2: A.2 – A.3 and B)	By 30 October 2026
5	Entrepreneurship Contest on Water Protection fully organized and delivered (as per Component 3: A.2 – A.4 and B)	By 10 November 2026

**Specific dates for each session and event shall be proposed by the Service Provider at the beginning of the assignment and confirmed in coordination with the Project Team.*

INSTITUTIONAL ARRANGEMENTS

Organizational settings: The Service Provider/Supplier will work under the guidance of the UNDP Project Manager for substantive aspects of the assignment and under the direct supervision of the UNDP Project Officer for administrative aspects.

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

Language requirements:

The proposed activities shall be delivered in Romanian.

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

Duration of the Assignment: September – November 2026.

Confidentiality statement

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

QUALIFICATIONS OF THE SUCCESSFUL BIDDER AT VARIOUS LEVELS

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

- Full compliance with all requirements as specified in Annex 1
- Full acceptance of the General Conditions of Contract
- Technical responsiveness/ Full compliance to requirements and lowest price
- Legally registered entity or consortium of firms
- Minimum three (3) years of experience in the area of specialization
- Minimum 2 similar (in terms of type and volume of services) contracts undertaken in the past three (3) years
- Previous experience in working with UNDP or other UN Agencies
- Proposed Key personnel with the minimum required academic and professional qualifications, proven by CV submitted:

Each CV must clearly indicate academic and professional qualifications as well as the level of proficiency in Romanian, Russian, including any relevant certifications, language training, or work experience in the languages

speaking environment.

1 (one) Project Coordinator:

- Minimum bachelor's degree in project management, environmental studies, communication, public relations, business administration, international relations, or a related field.
- At least three (3) years of demonstrated experience in coordinating and managing communication campaigns, environmental awareness activities, educational programmes, or multi-stakeholder events.
- Minimum two (2) similar projects in coordinating stakeholder engagement and communication activities, involving public institutions, educational institutions, private sector representatives, media, and community stakeholders.
- Proficiency in Romanian and Russian languages.

1 (one) to 2 (two) Environmental Communication Experts/Trainers:

- Minimum bachelor's degree in environmental studies, communication, journalism, education, social sciences, sustainable development, or a related discipline.
- At least three (3) years of practical experience as a trainer, communicator, journalist, or expert in the fields of:
 - a) Environmental communication and public awareness;
 - b) Water protection, sustainable resource management, or climate resilience;
 - c) Environmental education, youth engagement, or community outreach.
- Minimum two (2) similar projects involving the design and delivery of participatory workshops, educational sessions, awareness-raising campaigns, or other interactive learning activities for youth, students, local communities, or other stakeholder groups.
- Proficiency in Romanian and Russian languages.

1 (one) Communication and Visibility Expert:

- Minimum bachelor's degree in communication, journalism, public relations, marketing, media studies, or a related field.
- At least three (3) years of demonstrated experience in developing and implementing communication strategies, public awareness campaigns, visibility activities, or outreach initiatives.
- Minimum of two (2) similar projects, in developing communication content, managing media relations, implementing social media communication activities, and producing communication and visibility materials.
- Proficiency in Romanian and Russian languages.

During the assignment, the Service Provider's team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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:	RfQ26/03343	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) <i>(If yes, provide a Copy of the valid Certificate):</i>	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal	☐ Yes ☐ No

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.			
Previous relevant experience: two (2) contracts in the past three (3) years				
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

Yes	No	
		Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	Conflict of interest: I/We warrant that the 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, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	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 AND GOODS

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RfQ26/03343	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

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

Currency of Quotation: MDL or USD for local suppliers / USD for international suppliers

DELIVERABLES AND INDICATIVE TIMEFRAME

Item	Deliverables	Total Price <i>please indicate currency</i>
1	Workplan and detailed agenda for 3 components, including coordination of facilitation teams and training content. (Component 1: A.1, Component 2: A.1, Component 3: A.1)	
2	Visibility and outreach. Media and production/supply of branded visibility materials developed and produced. (as per Component 1: C, Component 2: C, Component 3: C)	
3	Eco Media Academy fully organized and delivered. (as per Component 1: A.2 – A.4 and B)	
4	Environmental Education Programme for High Schools fully organized and delivered. (as per Component 2: A.2 – A.3 and B)	

5	Entrepreneurship Contest on Water Protection fully organized and delivered. (as per Component 3: A.2 – A.4 and B)	
Total Final and All-inclusive Price		

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

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Project Coordinator	day			
Environmental Communication Expert(s) / Trainer(s)	day			
Visibility Expert	day			
Facilitators				
Other expenses				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with 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 the Contract	☐	☐	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click 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 Authorized Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.