Minutes of the Information Session

RfP26/03375: Support Moldova's EU Accession through development of Directive- and Regulation-Specific Implementation Plans for the EU Waste Acquis

20 October 2026, 2:30 PM (GMT+3:00, Moldova local time)

Online Zoom Meeting:

https://undp.zoom.us/j/5629439706?pwd=lTKAfHXBDls0N4prRNbaeekY6EaVbr.1&omn=84763311795

Agenda:

I. General Introduction
II. Assignment Overview and technical specifications
III. Procurement and proposal submission requirements (Quantum, compliance, documentation)
IV. Questions and answers

I. General introduction

The Pre-Bid Meeting was opened by **Ms. Raisa Remhe**, Project Associate, UNDP project **"Enabling an Inclusive Green Transition in the Republic of Moldova."** On behalf of the **United Nations Development Programme (UNDP) in Moldova**, she welcomed all participants and introduced the Request for Proposal RfP26/03375 "Support Moldova's EU Accession through development of Directive and Regulation-Specific Implementation Plans for the EU Waste Acquis", launched under the Green Transition Project, financed by the European Union and implemented by UNDP Moldova. She explained that the purpose of the session was to help prospective bidders understand how to prepare and submit their proposals and how the proposals will be evaluated, in order to submit complete and competitive proposals.

Participants were informed that:

- The meeting was conducted online and recorded. The recording would be used only to prepare accurate minutes, to be shared with all prospective bidders, and by remaining in the meeting participants agreed to the recording;
- Participants were asked to indicate in the chat their name, company, country and e-mail address, for the attendance list and for the distribution of the minutes;
- Questions could be written in the chat at any time, to be answered during the Questions and Answers session, or asked aloud using the "Raise hand" function;
- The session was held for clarification purposes only. No verbal statement made during the meeting modifies the terms and conditions of the RFP. Only clarifications issued by UNDP in writing through the Quantum Supplier Portal are binding;
- All proposals must be submitted exclusively through the Quantum system;
- Any additional questions may be submitted through the Quantum system no later than five (5) working days before the deadline for submission of proposals, and all responses will be shared through the same official channel.

Ms. Remhe introduced:

- **Ms. Veronica Lopotenco,** Policy and Legal Development Manager, "Enabling an Inclusive Green Transition in the Republic of Moldova", UNDP Moldova, who led the development of the Terms of Reference and will supervise the contract on behalf of UNDP; and
- **Ms. Natalia Volcovschi,** Procurement Associate, UNDP Moldova, who supported the presentation of the procedural aspects of the RFP.

II. Assignment Overview and technical specifications

The Terms of Reference were presented by **Ms. Veronica Lopotenco**.

Context of the assignment

The Republic of Moldova was granted EU candidate status in June 2022, and accession negotiations were opened in December 2023. Moldova is aligning its legislation and institutions with the EU acquis, including Chapter 27 - Environment and Climate Change. The Green Transition Project supported the preparation of the documentation for the Chapter 27 bilateral screening held in Brussels from 30 June to 4 July 2025, covering approximately 120 EU legal acts.

In the waste sector, Moldova has established a legislative and strategic foundation, including Law No. 209/2016 on Waste, the Waste Management Strategy 2013-2027 and the National Programme on Waste Management 2023-2027. However, significant challenges remain in infrastructure, compliance, monitoring, financing and institutional capacity. Moldova has therefore requested transitional periods under several EU waste directives and regulations, which must be supported by robust, evidence-based justification.

Objective and scope

The assignment aims to develop realistic, costed and actionable implementation roadmaps for the EU waste acquis, and to provide a sound technical basis for the requested transitional periods. It covers seven EU legal acts, resulting in five Directive-Specific Implementation Plans (DSIPs) and two Regulation-Specific Implementation Plans (RSIPs):

- **DSIPs:** Waste Framework Directive 2008/98/EC; End-of-Life Vehicles Directive 2000/53/EC; Landfill Directive 1999/31/EC; WEEE Directive 2012/19/EU; Single-Use Plastics Directive (EU) 2019/904;
- **RSIPs:** Packaging and Packaging Waste Regulation (EU) 2025/40; Batteries Regulation (EU) 2023/1542.

The following points were highlighted:

- The latest versions of the legal acts in force at the start of the assignment shall be used. Where an act is under revision by the European Commission, the latest available proposed version shall be used, subject to agreement with the Ministry of Environment. This applies in particular to the End-of-Life Vehicles legislation;
- **Each directive or regulation must be covered by a separate DSIP or RSIP.** Combining several legal acts in one plan is not in line with European Commission requirements;
- Consistency across all seven plans is a fundamental requirement. Several legal acts rely on the same infrastructure, institutions, data systems, investment projects and financing sources, and shared measures and costs must not be double-counted.

Main tasks

1. **Task 1 - Inception phase and methodology:** working arrangements with UNDP, the Ministry of Environment and relevant institutions; review of legislation, strategies, studies and data (Annexes 1 and 2 to the ToR, and information provided by the Ministry); a common methodology, templates and detailed work plan; stakeholder mapping; Inception Report; and an in-person inception workshop in Chisinau.
2. **Task 2 - Assessment of the current situation and baseline sections:** an obligation-by-obligation assessment for each legal act; a common quantitative baseline with documented sources, assumptions and confidence levels; the structure and the introductory and baseline sections of the seven plans; and an in-person technical consultation meeting in Chisinau to validate the findings.

3. **Task 3 - Implementation sections (the core of the assignment):** institutional and administrative measures (including EPR and EU funds absorption capacity); strategic and planning measures; technical implementation measures; an integrated national waste-flow and capacity model by region and waste stream, with sensitivity testing; supporting measures, including measures towards the Chapter 27 closing benchmarks; for the Landfill Directive, deadlines for closing non-compliant landfills and an Integrated National Priority List for closure and rehabilitation; financial assessment; financing plan and funding sources, prepared in close cooperation with the Ministry of Finance and the Ministry of Infrastructure and Regional Development, including a multi-annual financial plan and a consolidated table of funding gaps by year, region and measure; a prioritised investment programme; a monitoring and reporting framework; justification of transitional periods; risk management; and a national stakeholder consultation workshop.
4. **Task 4 - Technical support during the consultation and finalisation process:** support to the Ministry of Environment in reviewing European Commission comments, preparing technical responses and participating in meetings, and in national inter-institutional consultations. Where requested, the Contractor will provide technical input for draft Treaty of Accession provisions on transitional periods and maintain a consolidated register of Commission questions and responses.
5. **Task 5 - Finalisation and submission:** final five DSIPs and two RSIPs with an executive summary for each, supporting annexes and all editable electronic files; one in-person capacity-building workshop in Chisinau; and one final presentation and knowledge-transfer event in Chisinau. The two events may be organised back-to-back, subject to agreement with UNDP and the Ministry of Environment.

Regarding transitional periods, Ms. Lopotenco underlined that the periods presented in **Annex 1** to the ToR are indicative only and represent the starting point for the work. They may be adjusted, extended or shortened depending on the Contractor's findings. Each proposed period must be justified in terms of necessity, proportionality and feasibility, with intermediate milestones. The Contractor provides technical analysis and advice only; the Ministry of Environment determines and approves the Republic of Moldova's negotiating position.

Deliverables

#	Deliverable	Tasks
1	Inception Report, validated through the inception workshop	1.1-1.6
2	Structure, introductory and baseline sections of the 7 DSIPs/RSIPs, validated through the in-person consultation meeting	2.1-2.6
3	Draft implementation sections of the 7 DSIPs/RSIPs, presented at the national stakeholder consultation workshop	3.1-3.12
4	Report on the support provided during the consultation process	4.1-4.4
5	Final 5 DSIPs and 2 RSIPs, with executive summaries, annexes and editable files	5.1-5.2
6	Capacity-building, final presentation and knowledge-transfer events	5.3-5.4

Institutional arrangements

- The Ministry of Environment is the final beneficiary. The Contractor works under the supervision of the Policy and Legal Development Manager of the Green Transition Project, in close cooperation with the Ministry of Environment and, where necessary, the Ministry of Finance, the Ministry of Infrastructure and Regional Development and other stakeholders;

- **National waste management experts are not requested in the bidders' team.** Two national waste management experts will be engaged by UNDP through a separate procurement process and will work together with the Contractor as one team;
- For all events in Chisinau, the Contractor prepares draft invitations, agendas, presentations and materials, facilitates and moderates the meetings, and prepares the meeting reports. The Green Transition Project covers all logistical costs, including venue, equipment, interpretation/translation and printing.

Timeframe and level of effort

The implementation timeframe is 12 months, December 2026 - December 2027. The total indicative level of effort is approximately 920 expert days, around 60% for international experts and 40% for national experts. This workload is indicative, and bidders may adjust it in line with their proposed methodology.

Team composition

- **International Key Personnel (4):** Team Leader / Senior Waste Management Expert; Economic and Financial Expert; Technical Waste Infrastructure Expert; Senior Waste Legal Expert;
- **International Non-Key Personnel (6):** EPR Expert; Circular Economy and Waste Prevention Expert; Waste Monitoring and Data Management Expert; Landfill Expert; Institutional Development Expert; EU Funds Programming Expert;
- **National Non-Key Personnel (5):** Economic and Financial Expert; Data Management and Statistics Expert; GIS Expert; Local Government Expert; Stakeholder Engagement and Communication Expert.

Only the international key experts are required to provide exclusivity for the assignment. International and national non-key experts are not required to provide exclusivity.

III. Procurement and proposal submission requirements

The procurement, submission and evaluation aspects were presented by **Ms. Raisa Remhe**, with additional clarifications provided by **Ms. Natalia Volcovschi**. Bidders were reminded that this was a summary only and that they are responsible for meeting every requirement of the RFP.

Registration and submission through Quantum:

- All proposals must be submitted through the Quantum Supplier Portal. Bidders should search for **Negotiation ID UNDP-MDA-01134** and subscribe to the tender, in order to receive all amendments and notifications automatically;
- Bidders not yet registered were urged to register as soon as possible, as the access link may take up to three days to arrive. If it has not arrived after three days, bidders may write to **sc.md@undp.org**;
- This e-mail address is only for registration and technical issues. Proposals and questions on the assignment must not be sent to it; a proposal sent by e-mail will be disqualified;
- Bidders were strongly advised not to leave the submission until the last day or hours before the deadline, as UNDP may not be able to assist with system problems in time.

Key rules from the Data Sheet:

- Requests for clarification shall be submitted through the Quantum messaging function no later than five (5) working days before the submission deadline;
- The proposal and all related correspondence shall be in English;
- Prices shall be quoted in USD (international and local bidders) or MDL (local bidders only), exclusive of VAT;
- Proposals shall remain valid for 90 days;

- **Proposal security:** USD 4,500, as a bank guarantee using the Form L template, valid for 30 days beyond the proposal validity period. A scanned copy shall be uploaded in Quantum as part of the online proposal, and the original must be physically received by UNDP Moldova (131, 31 August 1989 Street, MD-2012, Chisinau, to the attention of the Procurement Unit) no later than ten (10) calendar days after the submission deadline, in an envelope marked with the RFP number and title. A proposal without the proposal security will be disqualified;
- **Separation of technical and financial proposals:** Forms J and K shall be submitted only in the Commercial section of Quantum. No rates, prices or amounts may appear anywhere in the technical proposal, including the staffing plan and CVs; non-compliance may lead to rejection. All files must be in PDF and clearly named;
- **Evaluation method:** combined scoring, 70% technical and 30% financial. Only proposals scoring at least 700 out of 1,000 technical points will have their financial proposals opened;
- **Contract:** expected to start on 10 December 2026. The selected bidder shall provide a performance security of 10% of the total contract amount within 15 days of receipt of the contract.

Documents frequently missed:

- Company profile, not exceeding 15 pages;
- Audited financial statements for the last three years (2023, 2024 and 2025);
- Statements of satisfactory performance from the top three clients;
- A signed statement that the proposed key experts have no conflict of interest;
- Copies of the contracts proving similar experience, which are mandatory.

Minimum qualification criteria (pass/fail):

- **Experience:** at least five years of relevant experience. In a joint venture, the lead partner must meet this requirement;
- **Similar contracts:** at least two completed contracts within the past five years, with a cumulative value of at least USD 850,000 and at least one contract of no less than USD 500,000, in EU accession support in the environment/waste field or waste-sector strategic, policy or implementation documents for an EU Member State or candidate country. Ongoing contracts are not counted. In a joint venture, partners may combine their contracts, but at least one contract must have been implemented by the lead partner;
- **Team:** a complete team of 15 experts (4 international key, 6 international non-key and 5 national non-key). A non-key expert may cover up to two positions, provided the experience supports both;
- **Turnover:** an average annual turnover of at least USD 1,000,000 over the last three years. In a joint venture, this may be met by all parties cumulatively;
- **Liquidity:** UNDP will calculate the current ratio from the audited financial statements. In a joint venture, this applies to the lead partner.

Technical evaluation:

Section	Points
1. Proposer's qualification, capacity and experience	190
2. Proposed methodology, approach and implementation plan	410
3. Management structure and key personnel	400
Total (minimum 700 to pass)	**1,000**

Methodology is the largest section, and the implementation plan alone is worth 150 points. Bidders were advised to present a logical and realistic sequence of activities with a Gantt chart, show the dependencies between tasks, address the specific elements presented by Ms. Lopotenco rather than a generic approach, and make clear who in the team does what.

For the CVs, bidders were asked to make the evaluators' work easy: degrees, years of experience and each relevant assignment should be quick to find. For non-key experts, the scoring looks for two relevant assignments: in the EU waste acquis or accession context for international experts, and in Moldova for national experts.

Payment:

This is a lump-sum contract paid in six instalments, one per deliverable, upon acceptance by UNDP (5%, 25%, 25%, 10%, 20% and 15%). Bidders must include the cost of their travel to Chisinau in the financial proposal; venues, printing and interpretation for the events are covered by the project.

Proposal forms:

- **Forms A to I** form the technical part and are submitted in the Technical section; **Forms J and K** are submitted only in the Commercial section;
- **Joint ventures/consortia:** complete Form E. A notarised joint venture/consortium agreement will be required before contract signature;
- **Form F (Eligibility and Qualification):** Ms. Volcovschi added that bidders submitting as a consortium must also present the experience and capacity of each consortium partner;
- **Form H:** CVs for key and non-key personnel; **Form I:** Statement of Exclusivity and Availability, for key personnel only;
- **Form K:** the financial proposal shall be structured by deliverable, and any additional costs may be specified per deliverable.

IV. Questions and answers

Question 1:

The list of required personnel is quite significant. Are all non-key positions (international and national) mandatory, or is it at the bidder's discretion which non-key experts to nominate? It was also mentioned that one person can take two positions.

Answer:

All listed positions are mandatory and must be part of the proposed team. As stated in Section 4 of the RFP, international and national non-key personnel may combine more than one area of expertise, provided they have demonstrated experience, but not more than two positions. Where one person is proposed for two positions, the CV must clearly reflect the relevant experience for both positions.

Ms. Volcovschi added that the listed key and non-key personnel represent the minimum mandatory team. Based on their own approach, bidders may propose additional personnel.

Ms. Volcovschi added that CVs should be explicit and address the relevant experience to be evaluated. Personnel will be evaluated against the requirements in Section 4 of the RFP (Technical Evaluation Criteria, Section 3), so CVs should clearly indicate all relevant degrees, years of experience, number of relevant assignments, languages and other information required.

Question 2:

Are there any page limits for the technical proposal? If not, introducing them might be a good idea.

Answer:

There are no page limits for the technical proposal. Bidders were nevertheless asked to make their documents as clear and structured as possible, to facilitate the evaluation.