



RfP26/03384: Awareness and Community Engagement Campaign for Voluntary Waste Collection Centres in Ungheni and Călărași

United Nations Development Programme, hereinafter referred to as UNDP, through "**Enabling an Inclusive Green Transition in the Republic of Moldova**" Project, hereby invites prospective proposers to submit a proposal for **awareness and Community Engagement Campaign for Voluntary Waste Collection Centres in Ungheni and Călărași** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- Section 1: This Letter of Invitation
 - Section 2: Instruction to Proposers
 - Section 3: Data Sheet
 - Section 4: Evaluation Criteria
 - Section 5: Terms of Reference
 - Section 6: Conditions of Contract and Contract Forms
 - Section 7: Proposal Forms
-
- Form A: Proposal Confirmation
 - Form B: Checklist
 - Form C: Technical Proposal Submission
 - Form D: Proposer Information
 - Form E: Joint Venture/Consortium/Association Information
 - Form F: Eligibility and Qualification



- Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key and non-key personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal

Annexes: Indicative construction and schedule for the Voluntary Waste Collection Centres in Ungheni and Călărași

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01142**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the **Supplier Portal Registration Link**: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification>.

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

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn



down any firewalls on your computers to ensure receipt of email notification.

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

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

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

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

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

We look forward to receiving your proposal.

UNDP Moldova



Table of Contents

1 Overview.....5

 1.1 General Information.....5

 1.2 Tender Timeline.....8

 1.3 Terms.....8

 1.4 Attachments.....8

2 Requirements.....10

 2.1 Section 1. General Provisions.....10

 2.2 Section 2. Evaluation Criteria - Preliminary Examination.....11

 2.3 Section 3. Evaluation Criteria - Minimum Eligibility.....12

 2.4 Section 4. Evaluation Criteria - Qualification 13

 2.5 Section 5. Technical Evaluation Criteria 16

 2.6 Section 6. Financial Evaluation.....22

 2.7 Section I-1. 22

 2.8 Section I-2. 22

3 Lines.....23

 3.1 Line Information.....23



1 Overview

1.1 General Information

Title	RfP26/03384: GT/ Awareness and Community Engagement Campaign for VWCCs
E-Mail	sc.md@undp.org
Financial Offer Sealed	Yes
Reference Number	PRC0197107/RfP26/03384
Beneficiary Country	MDA
Introduction	

RfP26/03384: Awareness and Community Engagement Campaign for Voluntary Waste Collection Centres in Ungheni and Călărași

United Nations Development Programme, hereinafter referred to as UNDP, through "**Enabling an Inclusive Green Transition in the Republic of Moldova**" Project, hereby invites prospective proposers to submit a proposal for **awareness and Community Engagement Campaign for Voluntary Waste Collection Centres in Ungheni and Călărași** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- Section 1: This Letter of Invitation
 - Section 2: Instruction to Proposers
 - Section 3: Data Sheet
 - Section 4: Evaluation Criteria
 - Section 5: Terms of Reference
 - Section 6: Conditions of Contract and Contract Forms
 - Section 7: Proposal Forms
-
- Form A: Proposal Confirmation



- Form B: Checklist
- Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key and non-key personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal

Annexes: Indicative construction and schedule for the Voluntary Waste Collection Centres in Ungheni and Călărași

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01142**. Once subscribed to the tender, you will be able to receive notifications in case of amendments



of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the **Supplier Portal Registration Link**: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification>.

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

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

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

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

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



functionality in the portal.

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

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

We look forward to receiving your proposal.

UNDP Moldova

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

1.2 Tender Timeline

Open Date 22/10/26 14:11 PM
Close Date 12/11/26 13:30 PM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

Eligible Response Currencies

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

	Response Currency	Description	Price Precision
☐	USD	US Dollar	2
☐	MDL	Moldovan Leu	2

1.4 Attachments



File Name or URL	Type	Description
Request for Proposa	File	
Annexes	File	
Guides for Suppliers.zip	File	
Proposal Forms	File	

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

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

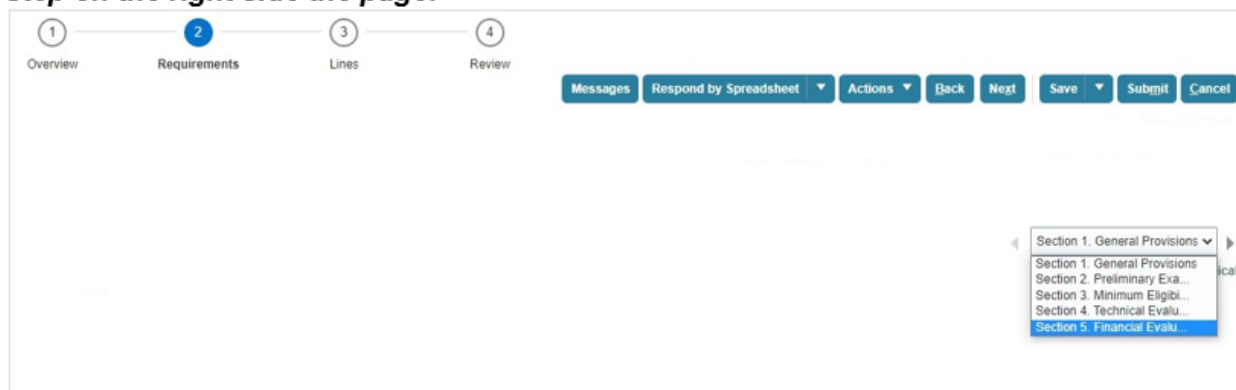
Dear supplier,

Please carefully review the requirements and questions in this section.

Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).

Kindly note that your Financial Proposal (Forms K-J) should ONLY be uploaded under Section 6 (the "Financial Evaluation" section below/ Commercial), and price should also be included in the Price Schedule on the platform under "Lines".

Please note that there are several Sections to be filled in, under the "Requirements" (2) step on the right side the page:



2.1 Section 1. General Provisions

*1. General Instructions to Proposers

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

Target: Confirm acceptance of instructions and provisions of this tender

*2. Bid Data Sheet

Section 3. Bid Data Sheet contains information and instructions specific to this Tender. Please confirm to have read, understood, and accepted such provisions, herewith attached.

Target: Have read and understood provisions in BDS

3. Evaluation will be based on:

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

The maximum number of technical points is detailed in Section 4: Evaluation Criteria.



To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.

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

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

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

*2. Proposal Validity

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

*3. Proposal Forms

Please provide Technical Proposal Forms (A-I) as per forms provided, duly signed by a legal representative of your company. **Do not provide the Financial Proposal Forms (J-K) at this stage. The Financial Proposal Forms (J-K) shall be submitted only in the "Commercial section" below. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.**

*4. Company profile

Please provide a Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.

*5. Legal documents

Please provide Certificate of Incorporation/ Business Registration.

6. List of Shareholders and Other Entities Financially Interested in the Firm

Please provide the List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register

Response attachments are optional.

7. Quality Certificate

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

*8. Financial Statement

Please provide the Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2023-2025)

Target: Financial Statements provided

*9. Statement of Satisfactory Performance

Please provide the Statements of Satisfactory Performance (references) from the Top three 3 Clients'



statements confirming satisfactory performance by the Proposer, each JV partner/Subcontractor (if the case)

Target: Statement of Satisfactory Performance provided

10. Consortium Information

Please upload the Joint Venture / Consortium / Association Information (as per Form E) or a copy of preliminary Agreement in case of Consortium, if applicable.

***11. Methodology, Approach and Implementation Plan**

Please provide a detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, applicable Monitoring and Evaluation tools, and measures to ensure sustainability, with clear distribution of roles and responsibilities of the proposed key personnel.

Target: Methodology, Approach and Implementation Plan provided

***12. Copies of contracts;**

Please provide copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)

***13. CVs and Statements of Exclusivity and Availability**

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

Where one person is proposed for two key roles, the CV shall show compliance with the requirements of both roles.

Target: CVs and Statements of Exclusivity and Availability provided

***14. Conflict of interest statement**

A written statement certifying that the proposed key personnel have no personal, professional, or financial conflict of interest under the envisaged contract

15. Environmental Compliance Certificates

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

2.3 Section 3. Evaluation Criteria - Minimum Eligibility

1.

Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
----------------------	-----------------------------------



Legal Status: Proposer is a legally registered entity	Form D:Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

*2. **Compliance with Minimum Eligibility Criteria**
Do you confirm that you comply with the Minimum Eligibility Criteria?

2.4 Section 4. Evaluation Criteria - Qualification

1.

Qualification Criteria	Documents to establish compliance
History of non-performing contracts[1]: Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation history: No consistent history of adverse court/arbitral awards during the last five years.	Form F: Eligibility and Qualification
Previous Experience:	
At least five (5) years of corporate experience in awareness, strategic communication, environmental	Form F: Eligibility and Qualification

education or community engagement. <i>(For a JV/Consortium/Association, the Lead Partner shall meet this requirement).</i>	
At least two (2) similar assignments successfully completed during the last five (5) years that cover one of the following areas: (1) Development of communication strategies and public information materials, and the design and implementation of public awareness, information or behaviour-change campaigns related to waste management, circular economy, environmental protection or comparable activities related to public services; (2) Community mobilization, stakeholder engagement and facilitation of participatory processes, including capacity development and the delivery of training or environmental-education programmes, involving local public authorities, public institutions, residents, youth, educational institutions, civil society organizations and/or businesses. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement, with at least one assignment to be implemented by the Lead Partner).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract: · 1 (one) Team Leader / Environmental Education Expert · 1 (one) Community Engagement & Communication Expert · 1 (one) Waste Management / Circular Economy Expert <i>Please note: The above listed roles can be cumulated by</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel

<i>certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks. A person cumulating two roles will be assessed separately against the minimum requirements and technical criteria of each role and must meet the minimum requirements of both.</i> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing:	
Liquidity: Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. UNDP will check the financial accounts to compute the current ratio (CR) for each of the years 2023- 2025. <i>If CR is less than 1: UNDP shall verify financial capacity of the bidder and have the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that contractor is not financially capable and/or has serious financial problems.</i> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited balance sheets covering the last 3 (three) years (for local Proposers, financial statements registered with the National Bureau of Statistics are acceptable). Form F: Eligibility and Qualification
Turnover: Proposers should have an average annual turnover of minimum 75,000.00 USD for the last 3 (three) years (2023-2025). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited balance sheets covering the last 3 (three) years (for local Proposers, financial statements registered with the National Bureau of Statistics are acceptable). Form F: Eligibility and Qualification

[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution

mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

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

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

2.5 Section 5. Technical Evaluation Criteria

1. Technical Evaluation Criteria

No.	Summary of technical proposal evaluation sections	Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	450
3.	Management structure and key personnel	300
	TOTAL	1000

No.	Section 1. Proposer's qualification, capacity and experience	Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing: Organization / Company profile – 30 points : - Excellent : Organization and staff have an outstanding reputation, proven reliability, and a strong company profile supported by verifiable references and achievements (30 pts) - Good : Organization and staff have a very good reputation and reliability, with strong references and a solid company profile (27 pts) - Satisfactory : Organization and staff have a good reputation and reliability, with adequate references and company profile (21 pts) - Poor : Organization and staff have limited reputation and reliability; references and company profile are weak or incomplete (12 pts) - Very Poor : Organization and staff have very little reputation or credibility; references are minimal or questionable (3 pts) - No submission : No information provided or completely unacceptable (0 pts) .	30
1.2	General organizational capability which is likely to affect implementation: management	40

	structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. - <i>Age of the legal entity: 5 years – 10 pts, 5 pts for each additional year up to max. 20 pts).</i> - <i>Project management controls (organigram) (no – 0 pts, yes – 20 pts)</i>	
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region / country: - Have at least five (5) years of experience in awareness, strategic communication, environmental education, community engagement or comparable professional services (5 years – 25 pts.; each additional year – 5 pts.; up to a maximum of 45 pts.) - Have at least two (2) similar assignments successfully completed during the last five (5) years that are covering one of the following areas: (1) Development of communication strategies and public information materials, and the design and implementation of public awareness, information or behaviour-change campaigns related to waste management, circular economy, environmental protection; (2) Community mobilization, stakeholder engagement and facilitation of participatory processes, including capacity development and the delivery of training or environmental-education programmes, involving local public authorities, public institutions, residents, youth, educational institutions, civil society organizations and/or businesses. (2 assignments – 40 pts.; each additional assignment – 10 pts.; up to a maximum of 60 pts.) - Demonstrated operational and logistical capacity to organize and coordinate field missions, community meetings, public consultations, awareness-raising events, workshops, training sessions and guided site visits throughout the Republic of Moldova (1 assignment – 10 pts.; each additional assignment – 10 pts.; up to a maximum of 40 pts.) - Demonstrated working experience with UN Agencies and/or other international organizations (no – 0 pts.; 1 assignment – 5 pts, up to a maximum of 15 pts)	160
1.4	Organisation Commitment to Sustainability - <i>Organisation is compliant with ISO 14001 or equivalent – 5 points</i> - <i>Organisation is a member of the UN Global Compact – 5 points</i> - <i>Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, climate change, renewable energies or membership of trade institutions promoting such issues) – 10 points</i>	20
TOTAL SECTION 1		250

No.	Section 2. Proposed methodology, approach and implementation plan	Points obtainable
2.1	Understanding of the assignment, local waste-management context, purpose and future operation of the VWCCs, target audiences, construction-stage sensitivities and intended behavioural results: - Excellent. The proposer demonstrates a comprehensive and deep understanding of the assignment. The requirements submitted and supported by excellent evidence of ability to support and exceed ToR requirements: 100 pts. - Good. The proposer demonstrates good understanding of the assignment and provided good evidence of ability to support the ToR requirements: 90 pts. - Satisfactory. The proposer demonstrates a general understanding of the assignment. The requirements submitted are supported by satisfactory evidence of ability to support ToR requirements: 70 pts. - Poor. The proposer shows limited understanding of the assignment. The requirements submitted are supported by marginally acceptable or weak evidence of ability to support ToR requirements: 40 pts. - Very poor. The proposer demonstrates very little understanding of the assignment. The requirements submitted but not supported by evidence to demonstrate ability to comply with ToR requirements: 10 pts. - No submission. Information has not been submitted or is unacceptable: 0 pts.	100
2.2	Is the conceptual framework adopted appropriate for the assignment? - Excellent. The conceptual framework is fully appropriate for the assignment. All requirements are comprehensively addressed. The methodology for ensuring compliance with the Terms of Reference requirements is clearly articulated: 100 pts. - Good. The conceptual framework is appropriate and addresses the requirements well. Minor refinements may be possible but are not critical: 90 pts. - Satisfactory. The conceptual framework is generally appropriate but may require some adjustments to fully incorporate all technical and performance requirements: 70 pts. - Poor. The conceptual framework requires significant adjustments to adequately address most technical and performance requirements: 40 pts. - Very poor. The conceptual framework is largely inadequate, missing critical elements necessary to ensure compliance with the ToR technical specifications: 10 pts. - No submission. No conceptual framework provided or completely unacceptable: 0 pts.	100
2.3	Details on how the different service elements shall be organised, controlled and delivered: - Excellent. The submission provides a comprehensive, clear, and well-structured explanation of how all service elements will be organised, controlled, and delivered: 60 pts. - Good. The submission provides a strong and mostly complete description of service organisation, control, and delivery: 54 pts. - Satisfactory. The submission provides an adequate but basic explanation of how service elements will be organised, controlled, and delivered: 42 pts.	60

	- Poor. The submission provides a weak and incomplete description of service organisation, control, and delivery: 24 pts. - Very poor. The submission provides a very limited and unclear response: 6 pts. - No Submission. No details are provided or completely unacceptable: 0 pts.	
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement: - Excellent. The submission provides a comprehensive, well-structured, and highly detailed description of performance monitoring and evaluation mechanisms and tools: 60 pts. - Good. The submission provides a strong and mostly complete explanation of performance monitoring and evaluation mechanisms: 54 pts. - Satisfactory. The submission provides an adequate but basic description of performance monitoring and evaluation mechanisms and tools: 42 pts. - Poor. The submission provides a weak and incomplete explanation of performance monitoring and evaluation mechanisms: 24 pts. - Very poor. The submission provides a very limited and unclear response: 6 pts. - No Submission. No details are provided or completely unacceptable: 0 pts.	60
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic: - Excellent. The proposed plan is clear, well-structured with a defined and realistic sequence of activities; all needed human and material resources promise efficient implementation: 80 pts. - Good. The proposed plan is clear and structured, resources mostly sufficient for efficient implementation: 72 pts. - Satisfactory. The proposed plan is clear and structured with minor refinements possible, has a realistic sequence of activities if refined; resources may not be fully sufficient for implementation: 56 pts. - Poor. The proposed plan is partially structured, with significant gaps in activity sequence and resource allocation: 32 pts. - Very poor. The proposed plan is not well-structured, lacks clarity in sequence, and resources are largely missing: 8 pts. - No Submission. No plan provided or completely unacceptable: 0 pts.	80
2.6	Description of the quality assurance procedures and risk mitigation measures: - To what extent does the proposal include robust quality assurance mechanisms to ensure effective, timely, and results-oriented implementation of activities (no quality assurance mechanisms are described – 0 pts.; some quality measures are included but lack detail or consistency (10 pts.); comprehensive and realistic quality assurance system is provided (25 pts.) - How well are the key risks to project implementation identified, and how appropriate and realistic are the proposed mitigation strategies (No risks identified and no mitigation measures proposed – 0 pts.; Several relevant risks identified with some mitigation strategies but lacks integration or depth – 10 pts.; Risks are thoroughly analysed; mitigation strategies are well-developed, proactive, and integrated into the implementation plan – 25 pts.)	50
TOTAL SECTION 2		450

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader / Environmental Education Expert		130
	University degree (Bachelor's or higher) in Environmental Sciences, Ecology, Environmental Engineering, Education or Pedagogy, Communications, Public Relations, Social Sciences, Community Development, Project Management, Waste Management, Circular Economy or another relevant field. <i>(Bachelor's degree – 5 pts; Master – 10 pts.; PhD – 15 pts.)</i>	15	
	Minimum five (5) years of professional experience in project or campaign management, environmental education, community engagement, public awareness and behaviour-change communication, waste management, circular economy, environmental protection or other related fields. <i>(5 years – 25 pts.; each additional year – 5 pts.; up to a maximum of 40 pts.)</i>	40	
	Minimum three (3) successfully completed assignments during the last five (5) years in a team leader, project manager or coordinator role, related to one or more of the following: • Design or implementation of public awareness, information or behaviour-change campaigns related to waste management, circular economy or environmental protection; • Environmental education or training programmes for local communities, youth, educational institutions or local public authorities; • Community mobilization, stakeholder engagement and facilitation of public consultations, community meetings or participatory processes; • Communication and community-engagement activities supporting environmental, waste-management or other public infrastructure projects; • Institutional development or capacity-building programmes for local public authorities, civil society organizations or community-based organizations. <i>(3 assignments – 30 pts.; each additional assignment- 5; up to a maximum of 45 pts.)</i>	45	
	Experience with UNDP or international donors <i>(no experience – 0 pts, 5 pts for each assignment, up to 15 pts)</i>	15	
	Proficient Romanian. Proficiency of English and Russian will be considered an asset. <i>(English – 5 pts.; Romanian – 5 pts.; Russian – 5 pts.)</i>	15	
3.2	Community Engagement & Communication Expert		100

	University degree (Bachelor's degree or higher) in Communication, Public Relations, Journalism, Sociology, Social Work, Community Development, Public Administration, Development Studies, Environmental Studies, Education, Psychology or another relevant field. <i>(Bachelor's degree – 5 pts; Master – 10 pts.; PhD – 15 pts.)</i>	15	
	Minimum five (5) years of relevant professional experience in public or community communication, awareness-raising or behaviour-change campaigns, community mobilization, stakeholder engagement, participatory facilitation, public consultations, community development or other related fields. <i>(5 years – 15 pts.; each additional year – 2.5 pts.; up to a maximum of 30 pts.)</i>	30	
	Minimum two (2) successfully completed assignments during the last five (5) years involving community communication and outreach, community mobilization, stakeholder engagement, public consultations, participatory facilitation, awareness-raising or capacity-building activities related to environmental protection, waste management, local governance, community development or similar fields. <i>(2 assignments – 15 pts, each additional assignment – 5 pts, up to 30 pts.)</i>	30	
	Experience with UNDP or international donors. <i>(no experience – 0 pts, 2.5 pts for each documented assignment, up to 10 pts)</i>	10	
	Fluency in Romanian language. Working knowledge of English and Russian is an asset. <i>(English – 5 pts.; Romanian – 5 pts.; Russian – 5 pts.)</i>	15	
3.3	Waste Management / Circular Economy Expert		70
	University degree (Bachelor's or higher) in Environmental Sciences, Environmental Engineering, Waste Management, Circular Economy, Ecology, Natural Resources Management, Sustainable Development, Chemical, Civil or Industrial Engineering, or another relevant field. <i>(Bachelor – 5 pts.; Master – 10 pts.; PhD – 15 pts.)</i>	15	
	Minimum two (2) years of professional experience in waste management, circular economy, recycling, resource efficiency, environmental protection or implementation of related environmental projects. <i>(2 years – 10 pts.; each additional year – 2.5 pts.; up to a maximum of 20 pts.)</i>	20	
	Minimum two (2) successfully completed assignments during the last five (5) years involving the organization or technical delivery of meetings, workshops, consultations or training sessions related to waste management, circular economy or environmental protection; stakeholder communication; preparation of technical reports and materials; maintenance of project documentation; and support to implementation teams. <i>(each assignment – 5 pts.; up to a maximum of 20 pts.)</i>	20	
	Proficient Romanian. Proficiency of English and Russian will be considered	15	



	an asset. (Romanian – 5 pts.; English – 5 pts.; Russian – 5 pts.)		
TOTAL SECTION 3			300

2.6 Section 6. Financial Evaluation

*1. Financial Proposal

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

Target: Cost breakdown provided

2.7 Section I-1.

2.8 Section I-2.



3 PART: Schedule of Requirement and Price Schedule

Instructions The proposer is required to prepare the Financial Proposal following the format from Forms J and K and submit them in an envelope separate from the Technical Proposal (Forms A-I) as indicated in the Instruction to Proposers (these forms shall be duly uploaded under the Commercial Section 6 in "Requirements").

 The inclusion of any financial information in the Technical Proposal (Forms A-I) shall lead to disqualification of the Proposer.

 Additionally, the Proposer shall complete the item line pricing below including the total proposal amount. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal. The proposal shall be quoted only in the USD (US Dollars).

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-D1: Inception Report and Detailed Methodology	Mass communication services						
2-D2: Campaign strategy, toolkit and launch	Mass communication services						
3-D3: Implementation report 1	Mass communication services						
4-D4: Implementation report 2	Mass communication services						
5-D5: Local events and campaign report	Mass communication services						
6-D6: Final Report and Lessons Learnt	Mass communication services						

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

