

United Nations Development Programme



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REQUEST FOR PROPOSAL

EU4MD/ Conceptualization and development of sustainable business clusters

RFP No.: 21/02236

Project: **EU4Moldova: Focal regions**

Country: **Moldova, Republic of**

Issued on: 31 March 2021

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

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 Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to liliana.caterov@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Liliana CATEROV
Title: Procurement Coordinator
Date: **March 31, 2021**

Approved by:



Name: Corina OPREA
Title: Operations Manager
Date: **March 31, 2021**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 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</p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, 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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should 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.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. Cost of Preparation of Proposal</p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. Language</p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. Technical Proposal Format and Content</p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p>

	<p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</p>

	be available within one firm.
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this RFP; or 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 Proposal of, another Bidder regarding this RFP process; they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the</p>

	<p>RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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 proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its</p>

<p>Proposals</p>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25. Proposal Opening</p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p>D. EVALUATION OF PROPOSALS</p>	
<p>26. Confidentiality</p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27. Evaluation of Proposals</p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>28. Preliminary Examination</p>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<p>29. Evaluation of Eligibility and Qualification</p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's

	<p>list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;</p> <ul style="list-style-type: none"> b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented</p>

	<p>and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit

	<p>price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total

	<p>contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 1% Max. 5% deduction, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Liliana CATEROV, Procurement Coordinator Address: #104, Sciusev Street, Chisinau E-mail address: liliana.caterov@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code MDA10 and Event ID number 0000008878
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Your offer, comprising of Technical and Financial Proposals, shall be submitted in separate files, while the financial proposal shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. ▪ Password for financial proposal must not be disclosed unless required in written by UNDP. ▪ DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING LINE ITEM. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	June 21, 2021
19		Maximum expected duration of contract	7 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for contracts (goods and/or services) http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

OD

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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 A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 7 years of experience in the fields related to local economic development in Moldova	Form D: Qualification Form

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 Employers 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.

	At least 2 projects/assignments related to smart specialization and value chains analyses and/or identification <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form
	At least 2 projects/assignments related to cluster initiation/development/capacity building or value chain development of entrepreneur associations/patronage associations and/or other business agglomerations. <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	
Minimum Qualification Requirements	The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) TEAM Leader, • 2 (two) Local Coordinators – 1 (one) for each Focal Region (Ungheni and Cahul), • 1 (one) Legal/institutional development Consultant • 1 (one) Agri food and -tourism Consultant • 1 (one) Light Industry Consultant • 1 (one) International Cluster Consultant (to be involved in development of Task 5 and Task 6) 	Attach required documents to Form E of Section 6
Financial Standing	Minimum average annual turnover of USD 180,000 for the last 3 years. <i>(For JV/Consortium/Association, Lead Partner should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	10
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> At least 7 years of practical experience in the fields related to local economic development (<i>less than 7 years – 0 pts, 7 years - 20 pts, >7 years – 5 pts for each additional year up to max. 50 pts</i>) 	50
1.3	Relevance of: <ul style="list-style-type: none"> At least 2 projects/assignments related to smart specialization and value chains analyses and/or identification (<i>less than 2 projects – 0 pts, 2 projects - 20 pts, >2 projects – 5 pts for each additional project up to max. 35 pts</i>) At least 2 projects/assignments related to cluster initiation/ development/ capacity building or value chain development of entrepreneur associations/patronage associations and/or other business agglomerations (<i>less than 2 projects – 0 pts, 2 projects - 20 pts, >2 projects – 5 pts for each additional project up to max. 35 pts</i>) At least 3 years of experience cooperating with Public Authorities (Central, Local), Public Institutions and Public Agencies in Moldova. <i>Evidence: list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package (less than 3 years – 0 pts, 3 years - 10 pts, >3 years – 5 pts for each additional year up to max. 20 pts)</i> At least 5 years of experience cooperating with private sector and business associations. <i>Evidence: list of relevant organizations/companies the Company has been cooperating with, including the topic and year must be presented together with the application package (less than 5 years – 0 pts, 5 years - 50 pts, >5 years – 5 pts for each additional year up to max. 80 pts)</i> Work for UNDP/UN Agencies/donor funded/EU projects will be an advantage (<i>no experience - 0 pts, yes – 20 pts</i>). 	190
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does Methodology and Approach meet the ToR requirements?</p> <ul style="list-style-type: none"> <i>full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 26 to 40 pts</i> <i>satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 11 to 25 pts</i> <i>limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 10 pts</i> 	40
2.2	<p>Does the Methodology describe cluster creations processes? (<i>detailed description - 26 to 40 pts; limited description – 6 to 25 pts, no description – 0 to 5 pts</i>)</p>	40
2.3	<p>Does the Methodology and Approach include participatory and multi-stakeholder approach?</p> <ul style="list-style-type: none"> <i>participatory and multi-stakeholder approach is aligned to the ToR requirements – 31 to 50 pts</i> <i>participatory and multi-stakeholder approach is satisfactorily addressed. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 11 to 30 pts</i> <i>participatory and multi-stakeholder approach is not addressed. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts to 10 pts</i> 	50
2.4	<p>Does the Methodology does provide a list and roles of potential stakeholders to be involved? (<i>the list and roles are extensive and relevant to the Tenderer's proposed approach – 21 to 30 pts; the list and roles are satisfactory, however need improvements – 11 to 20 pts; the list and roles are missing or limited – 0 to 10 pts;</i>)</p>	30
2.5	<p>Does the Methodology describe the environmental challenges and opportunities related to cluster functionality? (<i>the Tenderer's proposed methodology provides extensive details of the challenges and opportunities - 31 to 50 pts; the challenges and opportunities are satisfactorily addressed, however may have provided more details – 11 to 30; the challenges and opportunities are missing or are superficially touched – 0 to 10 pts;</i>)</p>	50
2.6	<p>Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?</p> <ul style="list-style-type: none"> <i>the proposed Implementation Plan fully meets the ToR requirements, it is logical and correspond with the proposed methodology – 14 to 20 pts</i> <i>the proposed Implementation Plan correspond to the TOR but require some adjustments to properly address all the tasks – 6 to 13 pts</i> <i>the proposed Implementation Plan don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 5 pts</i> 	20
2.7	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> <i>the risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 14 to 20 pts;</i> <i>the risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 6 to 13 pts;</i> <i>the risk assessment and proposed mitigation measures is weak – 0 to 5 pts</i> 	20

Total Section 2

250

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	1 (one) Team Leader		100
	University degree in Economics, Management and Business Administration background. PhD is an asset. (<i>university degree/ masters - 10 pts, PhD – 15 pts</i>)	15	
	Minimum of 10 years of experience in managing projects related to economic analyses, business administration, economic research, including similar to this assignment contracts in terms of works and scope (<i>less than 10 years – 0 pts, 10 years - 20 pts, >10 years – 5 pts for each additional year up to max. 30 pts</i>)	30	
	A strong advantage represents the experience in developing strategic analysis documents for business development opportunities and strategic development plans (<i>less than 1 project/strategic paper – 0 pts, 1 project/strategic paper - 15 pts, >1 project/strategic paper – 5 pts for each additional project/strategic paper up to max. 30 pts</i>)	30	
	Work for UNDP/UN Agencies/donor funded/EU projects will be an advantage (<i>no experience - 0 pts, yes – 10 pts</i>).	10	
	Excellent written and spoken Romanian and English skills. Russian is an asset (<i>each language 5 pts</i>)	15	
3.2	1 (one) Local Coordinator for Ungheni Focal Region		90
	At least 5 years of working experience coordinating projects related to economic analyses, business administration, economic research (<i>less than 5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 35 pts</i>)	35	
	Proven experience in writing business plans, including the preparation of project applications and counselling services (<i>less than 1 project/business plan – 0 pts, 1 project/business plan - 15 pts, >1 project/business plan – 5 pts for each additional project/strategic paper up to max. 30 pts</i>)	30	
	Working experience in target focal regions / municipalities is an advantage (<i>no experience - 0 pts, yes – 10 pts</i>).	10	
	Good command of written and spoken Romanian skills. English and/or Russian an asset (<i>each language 5 pts</i>)	15	
3.3	1 (one) Local Coordinator for Cahul Focal Region		90
	At least 5 years of working experience coordinating projects related to economic analyses, business administration, economic research (<i>less than 5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 35 pts</i>)	35	
	Proven experience in writing business plans, including the preparation of project applications and counselling services (<i>less than 1 project/business plan – 0 pts, 1 project/business plan - 15 pts, >1 project/business plan – 5 pts for each additional project/strategic paper up to max. 30 pts</i>)	30	
	Working experience in target focal regions / municipalities is an advantage (<i>no experience - 0 pts, yes – 10 pts</i>).	10	

	Good command of written and spoken Romanian skills. English and/or Russian an asset (<i>each language 5 pts</i>)	15	
3.4	1 (one) Legal/Institutional Development Consultant		50
	At least 5 years of working experience with business development projects, providing advisory services for start-ups, SME's in area of commercial contracts, creation of entrepreneur associations/patronage associations and/or other business associations, as well as relevant activities related to promotion of economic sectors etc. (<i>less than 5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 30 pts</i>)	30	
	Prior experience with consultancy and/or projects related to business initiation, business development and strategic development (<i>less than 1 project – 0 pts, 1 project - 5 pts, >1 project – 5 pts for each additional project up to max. 20 pts</i>)	20	
3.5	1 (one) Agri-food and Tourism Consultant		50
	Minimum of 5 years of consultancy experience in the field of sustainable development of agri-food/ agritourism/ tourism management (<i>less than 5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 30 pts</i>)	30	
	Working experience in training/coaching in the areas of agrotourism and/or environmental sustainability projects is an advantage (<i>less than 1 project – 0 pts, 1 project - 5 pts, >1 project – 5 pts for each additional project up to max. 20 pts</i>)	20	
3.6	1 (one) Light Industry Consultant		50
	Minimum of 5 years of consultancy experience in the field of light industry, production and sales of goods, industrial design, promotion of handicraft production, as well as fruit and vegetable processing (<i>less than 5 years – 0 pts, 5 years - 20 pts, >5 years – 5 pts for each additional year up to max. 30 pts</i>)	30	
	Working experience in training/coaching in the areas of Circular Economy related to the production of goods through the use of labour, machines, tools, and chemical or biological processing (<i>less than 1 project – 0 pts, 1 project - 5 pts, >1 project – 5 pts for each additional project up to max. 20 pts</i>)	20	
3.7	1 (one) International Cluster Consultant (<i>to be involved in development of Task 5 and Task 6</i>)		70
	Minimum of 7 years of consultancy experience (at international level) in business development, investment management in agro-industrial and tourism sectors (<i>less than 7 years – 0 pts, 7 years - 20 pts, >7 years – 5 pts for each additional year up to max. 30 pts</i>)	30	
	Proven expertise and experience in the project preparation, clusters development, finance/local level area and knowledge of relevant EU practices, preferable working experience with EU funds for competitiveness is a strong advantage (<i>less than 2 projects – 0 pts, 2 projects - 10 pts, >2 projects – 5 pts for each additional project up to max. 20 pts</i>)	20	

	Proven expertise and experience in green technology projects and knowledge of relevant EU practices, preferable working experience with EU funds is a strong advantage (<i>less than 2 projects – 0 pts, 2 projects - 10 pts, >2 projects – 5 pts for each additional project up to max. 20 pts</i>)	20	
Total Section 3			500

Section 5. Terms of Reference

A. PROJECT TITLE: EU4MOLDOVA: FOCAL REGIONS PROGRAMME

B. PROJECT DESCRIPTION

General Background:

The EU4Moldova: Focal regions Programme (further on referred as Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favour of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and United Nations Children's Fund.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through smart, green, inclusive, sustainable and integrated local socio-economic growth as well as by improving the standards of living of the citizens in the focal regions of Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and citizen participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal-regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

Specific context

The activity under current contract envisages to help the economies of focal regions Ungheni and Cahul to embrace a smart and greener economic specialization development approach and improve the performance of key economic sectors in focal regions Ungheni and Cahul. Each focal region will be supported to improve the competitiveness of its territorial economy thorough restructuring and strengthening of its major economic sectors into strong and dynamic territorial clusters, oriented towards exporting to EU market and integrated into sustainable and high-margin value chains. The supported activities and actions will follow the most innovative methodological tools and international experiences related to the smart specialization, clustering and value chain upgrading.

This activity is intended to approach the existing local 'value chain' challenges, faced by local economies, specifically:

- i. geopolitical instability and low-margin of traditional Eastern markets,
- ii. sophisticated pre-conditions to penetrate to EU market with high-margin, with particular focus on greening and sustainability, and
- iii. small domestic market to support an economic growth

The EU4Moldova: Focal regions Programme already started, within its other components, to support the local stakeholders to elaborate and promote the Joint Economic Growth Agenda in the focal regions. Local economic groups composed of important stakeholders form local public administration, businesses, local association to start several exercises related to local economic development were created and organized. These activities provided methodological support in conducting a joint Participatory Appraisal of the Competitive Advantage (PACA) of the focal regions and setting up the Territorial Economic Development Associations (TEDA) in Cahul and Ungheni municipalities. As the result of PACA and TEDA exercise, for each Focal Region a Low Carbon Economic Development Roadmap (LCED) was developed. The Road Map developed for each Focal Region focused on the following aspects:

- Identification of economic area vs. administrative area
- Identification of key relevant value chains (4 for each Focal Region)
 - Cahul region – tourism, shepherding, table grapes, wine making
 - Ungheni region – tourism, carpet production, furniture production, strawberries
- Identification of motivated stakeholders
- Identification of bottom-up realistic initiatives
- Further steps for implementation of LED initiatives

C. SCOPE OF SERVICES

The scope of the current assignment is to support the Programme to design business cluster development interventions in Ungheni and Cahul Focal Regions.

In order to ensure adequate implementation of all planned activities, the Programme is seeking a local company (hereinafter Contractor) to provide consistent and comprehensive methodological guidance, conceptualization and development of business clusters, including Stakeholder Review, 'Joint Development Platform' Institutionalization, Cluster Mapping, Local Environmental challenges

and opportunities, and Detailed 5-year development plans.

D. KEY TASKS/ACTIVITIES AN EXPECTED OUTPUTS

The Contractor shall take full responsibility for the execution and delivery of the following tasks and outputs to achieve the objectives of the assignment as described below:

1. Task 1. Project initiation:

- Elaborate the methodology related to the conceptualization and development of business clusters, including Macro Analysis, Stakeholder Review, and `Joint Development Platform initiation, Cluster Mapping, Environmental challenges and opportunities, Detailed 5-year development plans.
- Provide a detailed work plan and timeline of activities.

2. Task 2. Macro Analyses:

- Check cluster experience at national and international level. Identify relevant interaction models for Moldova (e.g., [European online hub for industry clusters](#), [TCI Network](#), [Furniture and Woodworking Cluster Partnership](#), [European Commission Joint Research Centre](#), etc.). Identify best platforms of knowledge transfer in international clusters (Primarily European Business Associations).
- Formulate recommendations for ensuring coherence/alignment of potential clusters of the Cahul and Ungheni Focal regions to national development strategies/relevant policies Identify potential synergies of activities of Programme with national stakeholders and Government led processes.
- Describe cluster creation processes as well as required steps for each stage (e.g., Initiation; Implementation; Development, etc). Define risks and barriers related to cluster creation, mitigation measures, legal forms of business associations.

3. Task 3. Stakeholder Review:

- Identify key- economic sectors of local economies and possible value chains additionally to the ones identified in PACA. Identify 4 most promising ones (for each Focal Region), as per growth and integration to EU value chains potential.
- Identify 'nucleus-actor', analyse relations/interdependences between members, propose structure and legal form of Association per each value chain. Provide with initial identification of competitive advantage, checking hypothesis of mutual advantage. Provide support for the - 'joint development platform' creation – the embryo of future clusters.
- Identify key local/global environmental challenges (including climate change) and opportunities that are to be taken into account in each value chain.
- Organize (at least 4) dedicated meetings with cluster members (in each Focal Region) in identifying specific needs, interactions, and networking, as well as required support to

improve all actor's communication, association, and cooperation as well as preliminary action plans for each cluster.

4. Task 4. Online conference

The one-day online conference will gather circa 90 participants (from both focal regions Ungheni and Cahul), including cluster lead/nucleus actor, cluster members, at least three specific international cluster experts (two from EU and one from neighbourhood countries), business support organization and local authorities.

The Conference aims to enhance the knowledge, build momentum and spur enthusiasm, mutual trust, and confidence of key stakeholders from each targeted cluster in value chain business model. The objective of Conference will be focused on, but not limited to the following:

- Draw lessons learned from successful value chain experiences being applied in the identified EU clusters; analyse relevant case studies.
- Enhance participants' knowledge and understanding of the whole Value chain /market system network taking place in the production system and its relation to economic development.
- Enhance participant's knowledge on key local/global environmental challenges (including climate change) and opportunities that have to be factored-in when assessing risks and economic sustainability.
- Enhance participant's knowledge on value chain management (e.g raw material acquisitions, production, distribution).
- Identify strategies for sustainable value chains and learn how to develop action plans that would enhance the implementation of 'joint development platform' activities in value chain approach.
- Identify preliminary partnerships in close collaboration with the identified EU clusters.
- Present inspirational practices (apart from "best practices") to assure a continuous process of implementation and institutionalisation of cluster promotion.
- Present relevant case studies of value chains and clusters leveraging green technology/innovation and climate resilient activities.
- Identify actors and their roles in clusters/value chains and smart specialisation efforts: Who has to play which role and how to overcome the main challenges?
- Analyse means of continuous upgrading of skills in clusters: skills instruments, fields of skills required and how to increase skills in the respective context and capacity of the local stakeholders.

The Contractor will be responsible for: conceptualisation of the conference, identification and invitation of speakers (including both international and national ones), elaboration of agenda and required presentations, identification of participants, analyses of discussions/conclusions/takeaways for further cluster development activities included in conference report. Technical support for online conference will be provided by the Programme.

5. Task 5. Cluster Mapping Analysis

The 'Cluster Mapping Analysis' will assess opportunities to enter into new business areas and will formulate recommendations for further advancing of targeted 'emerging clusters', aiming to drive the local economies towards sustainable and greener economic growth, jobs creation and prosperity for the whole focal region.

The Cluster Mapping Analysis contains, but shall not be limited to, the following elements:

- In depth analyses of cluster members, existing problems and bottlenecks, development needs and perspectives. The appraisal of interaction of cluster members to other firms and institutions.
- The relative position of the clusters products in the domestic and international value chains: strengths, weaknesses, threats and opportunities.
- Potential of EU market penetration, export, integration to international value chains.
- Key interventions to support common goal planned to all members of a cluster (product improvement, negotiations, advertising, common promotion activities)

The initiatives will be also focused to boost the efficient use of resources by moving to a clean, circular economy and to restore biodiversity and cut pollution.

6. Task 6. Detailed 5-year development plans for 8 clusters

This action will provide consultancy and technical assistance in the elaboration of 5-Year Development Plans for each of identified focal regional 'emerging clusters', with practical measures and concrete pursued results. The Development Plans will be based on the conclusions and recommendations derived from 'Cluster Mapping Analyses'. The development plans will take into consideration the identified areas for green innovation, technology transfer and smart specialization, identified together with relevant Universities and Research Institutions.

The Development Plan will be specific. It will comprise 2 types of interventions: technical assistance to cluster members (consultancy, registration, certification, promotion) and purchase of specific goods and equipment to be used by all cluster members.

It will primarily target the collective effort in upgrading the cooperation to improve the quality of the product and to upgrade the technological process and streamline the production costs. As well, the Plan will pursue the collective cooperation towards 'product labelling and branding, quality management and certification approaching of potential buyers and price policy. The plans shall cover both 'quick wins measures' and 'mid-term targets, and will be focused on:

- **Products of the clusters:** Consistent quality assurance. Different types/tasted for different markets. Certification, ISO standardization, local know how vs international standards.
- **Pricing of the products:** Possibility of product upgrade to move forward in the value chain. Packaging, storage.

- **Distribution channels:** Direct vs middleman sales to major markets, generic products to supermarkets vs in bulk sales. Identifying best distribution scenarios as per market type/national/international.
- **Promotion:** Branding, Geographical indications, PDO – Protected Designation of Origin (food and wine), PGI – Protected Geographical Indication (food and wine), GI – Geographical Indication (spirit drinks and aromatised wines).
- **International markets penetration:** Adaption of product for EU/non-EU markets Types of packaging, info/labelling. Distributors contacts. Advance contracting. Reliability of supplies.
- **Circular Economy:** Circular economy will aim to improve product durability, reusability, upgradability and reparability, increasing recycled content in products, while ensuring their performance and safety; enabling remanufacturing and high-quality recycling; reducing carbon and environmental footprints; mobilising the potential of digitalisation of product information, including solutions such as digital passports, tagging and watermarks. The stakeholder mapping and engagement to be elaborated.
- **Business development financial instruments:** e, Cluster members Capacity development programmes, non-reimbursable financial support to upgrade production processes and products, provide certification, branding, promotion to EU market, Multi-stakeholder partnership programmes, etc.

E. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

Deliverables	Indicative timeframe
Task 1. Project Initiation. 1. Methodology and detailed work plan and timeline of activities developed and agreed with UNDP/EUD.	By June 25 th , 2021
Task 2. Macro Analyses. 1. Report on best national and international practices. List of at least 5 European associations of clusters. 2. Recommendation for coherence and synergy to National strategies/Policies. 3. Detailed algorithm for cluster creation and risk mitigation. Legal forms R1. Inception Report containing the above-mentioned deliverables from T1 and T2	By July 9 th , 2021
Task 3. Stakeholder Review. 1. Identification/reconfirmation of 4 value chains, in each region (8 in total) also in light of relevant environmental challenges and trends. 2. Identification the 'nucleus-actors' for, analysis of relations, establishment of Joint Development Platform/Association for each valuer chain.	By August 16 th , 2021

Deliverables	Indicative timeframe
<p>3. Organization of 4 dedicated meetings with cluster members (in each Focal Region). Initial activity plan of each Joint Development Platform to foster joint advantage.</p> <p>R2. Stakeholder Review Report containing the above-mentioned deliverables</p>	
<p>Task 4. Online conference</p> <ol style="list-style-type: none"> 1. Agenda of the conference developed and agreed with UNDP/EUD, speakers identified and arranged, presentations elaborated. 2. The conference report with conference outcomes and analyses of takeaways for further cluster development activities. 	By August 23 rd , 2021
<p>Task 5. Cluster Mapping Analysis</p> <ol style="list-style-type: none"> 1. In depth analyses of cluster members. Interoperability to related businesses and institutions outside the value chain. 2. SWOT analyses of cluster products in in the domestic and international value chains also in light of relevant environmental challenges and trends 3. Identification of EU -market penetration. 4. Key interventions to support all members of a cluster, based on Circular economy, resource efficiency and reducing pollution. <p>R3. Cluster Mapping Report containing the above-mentioned deliverables</p>	By September 24 th , 2021
<p>Task 6. Detailed 5-year development plans for 8 clusters</p> <ol style="list-style-type: none"> 1. Technical assistance with detailed plan of trainings, certifications, cluster product registration 2. Promotional events/branding/advertising. International Events/Fairs/exhibitions to attend for specifically type of clusters. 3. Links to EU market as well as similar clusters in EU and regional countries 4. Designing circular economy stakeholder map for each emerging cluster Business development financial instruments to foster collective cluster members development. <p>R4. Detailed 5-year development plans for each cluster containing the above-mentioned deliverables</p>	By December 10 th , 2021
<p>Task 7. Final Report</p> <p>R5. The Contractor shall submit a Final report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned, and a best practice section.</p>	By December 17 th , 2021

All deliverables shall be endorsed by UNDP and provided in Romanian language (unless specified otherwise), both in hard and electronic copies.

F. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the guidance of designated Project Officer and supervised by the Business Development Project Manager, reporting to the Programme Manager. The Programme will provide all available relative documentation, facilitate first contacts and communication with stakeholders.

It is expected that the Contractor will interact with Investment Agency of Moldova, ODIMM, Ministry of Economy and Infrastructure, professional and high educational institutions, as well as Specialized Committees within Municipal Councils of Local Authorities. These institutions will not be involved in the decision-making processes, however they must be contacted in order to obtain necessary information and further involvement in the cluster-conceptualization and support.

About the Online Conference technical support, the Programme will ensure access to Zoom platform and translation. In case there will be decided to broadcast the event on other platforms (e.g. privesc.eu) the Programme will organize and cover this cost.

The Contractor will be responsible for arranging all necessary local transportation (travel is conditioned by the circumstances dictated by the pandemic) and logistics arrangements (except were indicated that the Programme will take care of), obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties.

G. DURATION OF WORK

- a) The estimated duration of services is 7 months. The expected time of commencement of contract is mid-June 2021.
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

H. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The offers will be evaluated based on their compliance with the general requirements specified below:

1. Be a legally registered entity.
2. At least 7 years of practical experience in the fields related to local economic development in Moldova.
3. At least 2 projects/assignments related to smart specialization and value chains analyses and/or identification.
4. At least 2 projects/assignments related to cluster initiation/development/capacity building or value chain development of entrepreneur associations/patronage associations and/or other business agglomerations.

5. At least 3 years of experience cooperating with Public Authorities (Central, Local), Public Institutions and Public Agencies in Moldova. *Evidence: list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package.*
6. At least 5 years of experience cooperating with private sector and business associations. *Evidence: list of relevant organizations/companies the Company has been cooperating with, including the topic and year must be presented together with the application package.*
7. Work for UNDP/UN Agencies/donor funded/EU projects will be an advantage.
8. Average turnover for the past three (3) years shall not be below 180,000 US\$ (in case of consortium applicable for lead company only).

The **minimum key personnel** required for the contract implementation shall meet the following requirements:

TEAM Leader:

- University degree in Economics, Management and Business Administration background. PhD is an asset.
- Minimum of 10 years of experience in managing projects related to economic analyses, business administration, economic research, including similar to this assignment contracts in terms of works and scope.
- A strong advantage represents the experience in developing strategic analysis documents for business development opportunities and strategic development plans.
- Work for UNDP/UN Agencies/donor funded/EU projects will be an advantage.
- Excellent written and spoken Romanian and English skills. Russian is an asset.

2 Local Coordinators - one for each Focal Region (Ungheni and Cahul):

- At least 5 years of working experience coordinating projects related to economic analyses, business administration, economic research.
- Proven experience in writing business plans, including the preparation of project applications and counselling services.
- Working experience in target focal regions / municipalities is an advantage.
- Good command of written and spoken Romanian skills. English and/or Russian an asset.

Legal/Institutional Development Consultant:

- At least 5 years of working experience with business development projects, providing advisory services for start-ups, SME's in area of commercial contracts, creation of entrepreneur associations/patronage associations and/or other business associations, as well as relevant activities related to promotion of economic sectors etc.
- Prior experience with consultancy and/or projects related to business initiation, business development and strategic development.

Agri-food and Tourism Consultant:

- Minimum of 5 years of consultancy services in sustainable development of agri-food/ agritourism/ tourism management.
- Working experience in training/coaching in the areas of agrotourism and/or environmental sustainability projects is an advantage.

Light Industry Consultant:

- Minimum of 5 years of consultancy experience in the field of light industry, production and sales of goods, industrial design, promotion of handicraft production, as well as fruit and vegetable processing.
- Working experience in training/coaching in the areas of Circular Economy related to the production of goods through the use of labour, machines, tools, and chemical or biological processing.

International Cluster Consultant (to be involved in development of Task 5 and Task 6):

- Minimum of 7 years of consultancy experience in business development, investment management in agro-industrial and tourism sectors.
- Proven expertise and experience in the project preparation, clusters development, finance/local level area and knowledge of relevant EU practices, preferable working experience with EU funds for competitiveness is a strong advantage.
- Proven expertise and experience in green technology projects and knowledge of relevant EU practices, preferable working experience with EU funds is a strong advantage

The Contractor could consider other personnel if it is required for the successful implementation of the present assignment, however, only the above listed will be evaluated against evaluation criteria in Section 4.

Tenderers shall provide information on the Project Team proposed to manage this assignment outlining details including:

- a) Extent of experience of each of the proposed team members.
- b) Details of their respective qualifications and relevant experience.

I. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

- a) Conformity with the set time-frame;
- b) Prior coordination of activities with the Programme team;
- c) Submitted reports must present the reference to official and reliable sources used, as well as provide recommendations;
- d) Final Report with main conclusions and recommendations, as well as executive summary, will be presented in English language. While the Final Report extended version with Annexes will be presented in Romanian language.

J. DUTY STATION

While the Contractor, physically, may stay in its original duty station, please, pay attention to the fact that Task 3 requires organizing 32 dedicated meetings (at average 4 for each cluster) with cluster members (in each Focal Region – Ungheni and Cahul) aimed at identifying specific needs, interactions, and networking, as well as required support to improve all actor's communication, association, and cooperation as well as preliminary action plans for each cluster. Prior coordination of meetings with the Programme team is required.

K. PRICE AND SCHEDULE OF PAYMENTS

- a) The contract price is a fixed output-based price regardless of extension of the herein specific duration;
- b) All the costs associated with the contract implementation must be presented in Form F of Section 6, which will be part of the further Contract;
- c) UNDP will effect payments to the Contractor after acceptance by UNDP of the deliverables submitted by the Contractor upon achievement of the corresponding milestones according to the schedule below:

MILESTONE/DELIVERABLE	PERCENTAGE of the total contract price	TARGET DATE for payment
Milestone 1 (related to successful completion of Deliverables 1-2)	20%	by August 6th 2021
Milestone 2 (related to successful completion of Deliverables 3-4)	40%	by September 20th 2021
Milestone 3 (related to successful completion of Deliverables 5-7)	40%	by December 28th 2021

In case the deliverables are submitted and accepted earlier than the tentative timeframe, the disbursements will be made earlier than planned.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope:

(Must be submitted in a separate file/password protected)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNGM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Dully filled in Bidding Forms (as per Section 6) ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including portfolio of relevant brands/brandbooks, promotion campaigns to be reflected ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

- Financial Statement (Income Statement and Balance Sheet) for the past 3 years
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value
- A copy of preliminary Agreement in case of Consortium
- Implementation Plan (sequence of actions) for the services required in the ToR
- List of contracts undertaken within the last 7 years relevant to the scope of ToR
- CVs (shall be signed by the envisaged person) of the Key personnel (mentioned under point H, Section 5: ToR), including experience relevant to the required skills
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

Contract non-performance did not occur for the last 3 years

Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 7 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Current contracts commitments/Works in Progress

Complete information about all projects in progress

Name of Client	Project name and location	Contract Value	Project Start Date	Scheduled Completion Date	Completion percentage

Financial Standing

Annual Turnover for the last 3 years	Year 2019	USD
	Year 2018	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 2019	Year 2018	Year 2017
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.**
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP No.: 21/02236		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate file from the Technical Proposal as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.**

Your Financial Proposal file (comprising Forms F and G) must be password protected. The password shall not be disclosed unless required in written by UNDP.

DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING SYSTEM LINE ITEM. YOU MUST PUT PRICE AS 1\$ AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: US\$

Table 1: Cost Breakdown per Milestones

MILESTONE/DELIVERABLE	Percentage of Total Price	Price (Lump Sum, All Inclusive)
Milestone 1 (related to successful completion of Deliverables 1-2)	20%	
Milestone 2 (related to successful completion of Deliverables 3-4)	40%	
Milestone 3 (related to successful completion of Deliverables 5-7)	40%	

**Basis for payment tranches*

Table 2: Cost Breakdown by Cost Component

Description of Activity	Unit of measure (day, unit etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
		A	B	C=A*B
I. Personnel Services				
a) Team Leader	Working days			
b) Local Coordinator for Ungheni Focal Region	Working days			
c) Local Coordinator for Cahul Focal Region	Working days			

d) Legal/Institutional Development Consultant	Working days			
e) Agri-food and Tourism Consultant	Working days			
f) Light Industry Consultant	Working days			
g) International Cluster Consultant	Working days			
h) Other staff if necessary (<i>please, list down</i>)	Working days			
Subtotal Personnel Services:				
II. Out of Pocket Expenses				
a) On-line conference costs				
Speakers				
Other Costs: (<i>please specify</i>)				
b) Transportation costs				
Local transportation costs to Cahul	Trip	16		
Local transportation costs to Ungheni	Trip	16		
Subsistence allowance (<i>if the case</i>)	Day			
Other Costs: (<i>please specify</i>)				
Subtotal Out of Pocket Expenses:				
III. Other Related Costs				
Other Costs: (<i>please specify</i>)				
Subtotal Other Related Costs:				
TOTAL (all-inclusive, VAT 0%)				