

United Nations Development Programme



REQUEST FOR PROPOSAL

Provision of support to women-headed households in Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region

RFP No.: **21/02224**

Project: **Sustainable and resilient communities through women empowerment**

Country: **Moldova, Republic of**

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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
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - 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 victoria.ignat@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:

Victoria Ignat

Name: Victoria IGNAT
Title: Project Manager
Date: **March 11, 2021**

Approved by:

Corina Oprea

Name: Corina OPREA
Title: Operations Manager
Date: **March 11, 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>

4. Conflict of Interests	<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>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<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>
6. Cost of Preparation of Proposal	<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>
7. Language	<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>

8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> 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.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<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>
10. Technical Proposal Format and Content	<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>
11. Financial Proposals	<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>
12. Proposal Security	<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>
13. Currencies	<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>
14. Joint Venture, Consortium or Association	<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</p>

	requirements when the spectrum of expertise and resources required may not 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> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) 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; e) 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 f) 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 endeavour 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 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> <ul 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: <ul style="list-style-type: none"> i. Bear the name and address of the bidder;

<p>Email Submission</p> <p>eTendering submission</p>	<p>ii. Be addressed to UNDP as specified in the BDS</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> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 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. 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>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. b) 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. c) 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-notices/resources/
<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 Proposals</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 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</p>

	<p>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 Cancelling, 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>
25.Proposal Opening	<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>
D. EVALUATION OF PROPOSALS	
26.Confidentiality	<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>
27.Evaluation of Proposals	<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> <ul 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
28.Preliminary Examination	<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>
29.Evaluation of Eligibility and Qualification	<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> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors'

	<p>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.
30. Evaluation of Technical and Financial Proposals	<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>
31. Due Diligence	<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 and</p>

	<p>may include, but need not be limited to, all or any combination of the following:</p> <ul 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.
32. Clarification of Proposals	<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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<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> <ul 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 price shall be corrected; 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;

	<p>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 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=de

	fault
43. Liquidated Damages	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.
44. Payment Provisions	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.
45. Vendor Protest	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
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&refer er</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	<p>Will be Conducted Time: 10:00 AM, (GMT+2, Moldova Local Time) Date: 26 March, 2021 Venue: Online Zoom Meeting</p> <p>Please send a message by March 23, COB expressing your interest in participating at the pre-bidding conference to the email of the focal point indicated below.</p> <p>The <u>UNDP focal point for the arrangement is</u>: Liuba Brinzoi, Project Associate/ResComWomEmp Project Telephone: 0037368088575 E-mail: liuba.brinzoi@undp.org</p> <p>----- <i>Only those registered will receive the access link to the ZOOM Meeting.</i></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	N/A
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:

			Percentage of contract price per day of delay: 0.05% Max. number of days of delay 30, 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: Victoria Ignat, Project Manager Address: #105, Sciusev Street, Chisinau Republic of Moldova, MD-2012 E-mail address: Victoria.ignat@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	05 April 2021, 16:00 (Moldova local time) 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 Username: event.guest Password: why2change
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code MDA10 and Event ID: 0000008728</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ 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. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively

	36		The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	May 3, 2021
19		Maximum expected duration of contract	until December 2022
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for 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 Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity ▪ Certificate of Incorporation/ Business Registration ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO 9001, ISO 20000, ISO 27001, 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 (2020, 2019 and 2018) (quick ratio could be applied) ▪ Statement of Satisfactory Performance from the top three (3) Clients in terms of Contract Value the past three (3) years ▪ A copy of preliminary Agreement in case of Consortium or sub-contracting ▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required as per the attached ToR (Section 5. Terms of Reference of this RfP document), with clear distribution of roles and responsibilities of the proposed key personnel and submission of necessary supporting information and documents as per ToR. The supporting information and documents shall include, but shall not be limited to: project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project,

			<p>including: project plan management, detailed activity planning, resource management, communication plan, change management, risk management, deliverable quality management, progress monitoring and reporting,</p> <ul style="list-style-type: none">▪ CVs (signed by the envisaged person), of the Key personnel (mentioned under Section 4: Evaluation Criteria of this RfP document), together with attestation certificates (if applicable/ e.g. diplomas, certifications) and training certificates (if applicable) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements▪ All information regarding any past and current litigation during the last three (3) 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▪ Dully filled in, signed and stamped Forms A-G. Forms F and G should be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.
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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
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria (per Lot)

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

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 5 years.	Form D: Qualification Form
Previous Experience	Up to 4 (four) contracts, with a cumulative value of 200,000 US\$, in the area of local/rural development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups,	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.

	<p>SMEs, social entrepreneurship, other relevant areas) during the last 10 years. List of contracts managed, and their value shall be included in the Proposal</p> <p><i>(For JV/Consortium/Association, all partners cumulatively should meet requirement).</i></p>	
Minimum Qualification Requirements	<p>Legally registered entity with minimum of 5 years of experience in implementing development programs, projects, capacity building activities in the areas of environment/climate change/local or rural development/economic development. Work on projects with gender equality focus will constitute an additional advantage.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	
	<p>The minimum personnel should comprise 1 (one) Project manager, 3 (three) Project Officers, 1 (one) Procurement Officer, 1 (one) Financial Officer/accountant, is mandatory team for the implementation of the contract. 1 (one) Administrative/Logistics Assistant is recommended as support staff.</p>	Attach required documents to Form B: Bidder Information Form
Financial Standing	<p>Minimum average annual turnover of USD 200,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	200
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 / Industry Standing Organization / Company profile – 20 points. <ul style="list-style-type: none"> • The company is a well-known market player with a good standing – 20 pts • The company is well-known but lacks a good standing in the field – 10 pts Financial statement – 20 pts. <ul style="list-style-type: none"> • At least \$300 000 of annual turnover for last three years – 20 pts • At least \$200 000 of annual turnover for last three years – 10 pts 	40
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> • Age of the legal entity (public/business association, public/business support organization, public/business development service provider, etc.) (<i>less than 10 years – 0 pts, 10 years – 20 pts, 5 pts for each additional year up to 40 pts</i>) • Project management controls (organigram) (<i>up to 10 pts</i>) 	50
1.3	Relevance of: <ul style="list-style-type: none"> • Minimum five (5) years of experience in implementing complex development initiatives/projects in Moldova (<i>less than 5 years – 0 points, 5 years – 20 points, 5 pts for each additional year up to 50 pts</i>); • Minimum 3 projects of supporting local and/or sustainable development (<i>no – 0 pts, 3 projects – 20 pts, 5 pts for each additional project up to 40 pts</i>); • Proven experience in working with projects promoting gender equality and women empowerment (<i>no – 0 pts, yes – 20 pts</i>) • Experience in working with LPAs, CSO, private sector (<i>no – 0 pts, yes – 20 pts</i>); • Experience in working with international organizations or UN agencies (<i>no – 0 pts, UN agencies – 10 pts, other international organizations – 10 pts</i>). 	150
1.4	Quality assurance procedures and risk mitigation measures <ul style="list-style-type: none"> • Quality assurance procedures and risk mitigation measures are well-defined and adjusted to the assignment – 40 pts • QA responds to the assignment, but the risk mitigation measures are irrelevant/missing OR the risk mitigation measures are adjusted but improper quality assurance procedures – 20 pts • No Quality Assurance procedures and Risk mitigation measures were presented – 0 pts 	40
1.5	Organizational Commitment to Sustainability (mandatory weight)	20

	<ul style="list-style-type: none"> • Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 pts • Organization demonstrates significant commitment to sustainability through some other means- 10 pts, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Does the Methodological approach meet the ToR requirements?</p> <ul style="list-style-type: none"> • The proposed approach fully meets and may exceed the ToR requirements – 90 pts • The proposed approach is closely interlinked with ToR but requires some adjustments to properly address all the tasks – 60 pts • The proposed approach partly meets the ToR requirements OR requires major adjustments to address the tasks – 10 pts 	90
2.2	<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"> • The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – 70 pts • The Implementation Plan is well structured with well-defined sequence of activities but some clarification on methodology are needed – 50 pts • The description is not well structured and requires major clarifications from bidder – 10 pts 	70
2.3	<p>Is the proposed monitoring and evaluation methodology appropriate to the tasks?</p> <ul style="list-style-type: none"> • The proposed M&E methodology fully responds to the engagement – 40 pts • The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder– 25 pts • The proposed M&E methodology requires major adjustments to address the tasks – 10 pts; • No M&E methodology was provided – 0 pts 	40
Total Section 2		200

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Project Manager		150
	At least 7 years of relevant working experience in public administration/institutions and/or private sector development/consulting (7 years - 30 pts, each additional year – 5 pts, up to 50 pts)	50	
	At least 5 years of professional experience in managing and implementing local development and/or business/social entrepreneurship projects (less than 5 years – 0 points, 5 years - 20 pts, each additional year – 5 pts, up to 40 pts)	50	
	Experience working for UNDP/UN Agencies/projects/EU funded projects (yes – 30 pts; no – 0 pts)	30	
	Language Qualifications (proficiency in Romanian language – 5 pts, Russian language - 5 pts, English language – 10 pts)	20	

3.2	Project Officer, 3 (average score is introduced for all 3 candidates)		120
	At least 3 years of practical experience in offering support, consulting, organizing trainings for LPAs, NGOs, SME, social entrepreneurship (<i>less than 3 years – 0 points, 3 years - 30 pts, each additional year – 5 pts, up to 50 pts</i>)	50	
	At least 2 years of experience in reporting and performing assessments (data collection, monitoring and evaluation activities) (<i><2 years - 0 points, 2 years - 20 points, each additional year – 5 points, up to 40 pts</i>)	40	
	Experience of working with non-profit entities (Public Associations, Non-Government Organizations etc) (<i>yes - 20 pts; no – 0 pts</i>)	20	
	Language Qualifications (<i>proficiency in Romanian language – 5 pts, Russian language - 5 pts</i>)	10	
3.3	Procurement Assistant		80
	At least 3 years of practical experience in purchase/acquisitions of goods and services for 3 rd parties according to the Public Procurement Standards (<i>less than 3 years – 0 points, 3 years - 20 pts, each additional year – 10 pts, up to 60 pts</i>)	60	
	Language Qualifications (<i>proficiency in Romanian language – 10 pts, Russian language – 10 pts,</i>)	20	
3.4	Financial Officer/Accountant		100
	At least 5 years of practical experience in accounting/financial management (<i>less than 5 years – 0 points, 5 years - 30 pts, each additional year – 5 pts, up to 50 pts</i>)	50	
	Experience in managing and implementing financial tasks (payments to sub-contractors and vendors) in at least 2 donor funded projects (<i>less than 2 projects – 0 points, 2 projects - 10 pts, each additional project – 5 pts, up to 30 pts</i>)	30	
	Language Qualifications (<i>proficiency in Romanian language – 10 pts, Russian language - 10 pts,</i>)	20	
3.5	Administrative/Logistics Assistant		50
	At least 2 years of experience in performing logistics and administrative tasks (<i>less than 2 years – 0 points, 2 years - 15 pts, each additional year – 5 pts, up to 30 pts</i>)	30	
	Language Qualifications (<i>proficiency in Romanian language – 10 pts, Russian language - 10 pts</i>)	20	
Total Section 3			500

Section 5. Terms of Reference

Job title:	Provision of support to women-headed households in Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region
Duty station:	Chisinau, Moldova
Reference to the project:	"Sustainable and resilient communities through women empowerment" (in short "ResComWomEmp")
Contract type:	Professional services
Expected duration of the assignment:	May 2021 – December 2022

I. BACKGROUND

Republic of Moldova is facing many significant environmental issues triggered mainly by the unsustainable use of natural resources and agricultural practices. As a result, there is continuous degradation and loss of fertile land and biodiversity and air and water pollution from point and non-point sources due to high motorization and dumping of waste and chemicals. All these along with the pending climate change risks directly and indirectly affect the living conditions and health of the population, and especially of women, as well as the economic development of the country, contributing to further increase in poverty, especially in rural areas.

In Moldova, the poverty rate is 7.5 times higher in rural areas than in large cities. Since a significant part of the rural population is engaged in subsistence agricultural activities, the risk of falling below the poverty line is high in years of climate-related extreme events. Rural population is increasingly vulnerable to climate change impacts², especially women and women-led households, who are not able to provide resources and services needed to ensure water, food, and energy supply for their families³. Moreover, rural poor have limited knowledge regarding the sustainable and environment-friendly agricultural and forestry practices that would increase adaptation and resilience capacities of communities and ecosystems.

The **objective of the project** is to build inclusive, sustainable, and resilient communities and create an enabling environment for women's economic, social and educational empowerment. The project's objective will be achieved through **four outcomes**:

1. Sustainable, climate resilient and environmentally-sound livelihoods defined and local capacities & knowledge on environment, climate change and gender enhanced and implemented successfully;
2. NGOs capacities to provide expertise to LPAs and women in the field of resilience to climate change, sustainable development and gender mainstreaming;
3. Environment-friendly and climate resilient practices and projects implemented by women headed households, women agri-producers and communities;
4. Sustainable and climate resilient practices and business models disseminated and replicated.

The overarching **strategy of the project** is to build sustainable and inclusive resilient communities through empowering women to practice alternative livelihoods in the context of increased environmental degradation and vulnerabilities to extreme weather patterns. By shifting the focus from vulnerability to empowerment, adaptation responses have the potential to transform into gender equality opportunities. Such an approach

² 3rd National Communication under the United Nations Framework Convention on Climate Change

³ Gender Equality Strategy of Moldova 2017-2021

would overturn gender stereotypes, compounded by social and cultural norms, and will empower women to become agents of change.

Overall, the project is carried out **in 4 target districts** (Nisporeni, Calarasi, Basarabeasca, Leova), the **Autonomous Territorial Unit (ATU) Gagauzia**, the **Security Zone** and **Transnistria region**.

The project is implemented by the United Nations Development Programme (UNDP) during March 2020 – March 2023 with the financial support of the Swedish International Development Cooperation Agency (SIDA). For a complete description of the project scope and planned interventions, please consult the project document available here <https://www.md.undp.org/content/moldova/en/home/projects/sustainable-resilient-communities-through-women-empowerment.html>

Key project interventions

The current district-level development strategies do not reflect sufficiently the linkage between the environment protection, climate change risks and gender which in the absence of response measures impede sustainable and resilient livelihoods. The project will support **mainstreaming of environmental protection and climate change adaptation solutions into local development policies** of the Local Public Authorities from the pilot districts of the project. The climate responsive local development strategies will be further screened through gender lens and the focus on women's needs and capabilities will be reinforced. The mainstreaming process will widely involve various stakeholders ranging from LPAs, private sector, local communities including women and vulnerable groups, into policy and decision-making over priorities that affect their well-being.

Based on the legal analysis and research and hands on experience gained during the mainstreaming process, a proper **capacity building programme on environmental and climate-related legislation for LPAs** will be designed and implemented. The capacity building programme will envisage mentoring and coaching activities as well as workshops, trainings intended to enhance the capacity of the LPAs to plan and manage in a resilient manner the local natural capital.

Considering the important role played by the **civil society organizations and NGOs** in advancing the 'green agenda' forward and influencing relevant policies, the project will provide dedicated institutional capacity development support to 6 Environmental NGOs, along with an extensive capacity building program to all interested environmental NGOs from the country, but in particular the NGOs located in the or adjacent to the 6 target regions of the Project, on climate change, environmental and gender topics. The project will strive to support regional NGOs to strengthen their capacities to engage in local environmental and climate actions, natural resources management and decision-making.

At community level, the project will contribute to the sustainable development and increased resilience to climate change of **30 communities** (around 60,000-75,000 persons comprising 20,000 to 25,000 households) from the 6 target districts/regions by building their environmental management and adaptive capacities to climate change and supporting environment-friendly and climate resilient income generation activities with the highest potential. The project will directly strengthen the adaptive capacity and reduce the vulnerability of up to **60 women headed households** (450-600 persons-indirectly) and **10 women led agriculture enterprises** (150-200 persons-indirectly) from the 6 target districts/regions by supporting climate-smart agri-practices, animal husbandry, and other related activities that would contribute to food security and income generation regardless of the changes in the rainfall patterns and extreme weather events. The replication potential of successful climate resilient practices of the pilot models and capacity development measures would indirectly benefit the entire population of the 6 districts/regions with further impacts on the other districts.

The project will also **engage with men agri-entrepreneurs**, alongside women, in building their critical environmental management and adaptation knowledge and skills required to advance the sustainable development of their communities.

II. SCOPE OF WORK

The aim of the ResComWomEmp project is to support the target areas to boost their socio-economic development with a focus on women's economic, social and educational empowerment, and to promote the environmental sustainability at the community level. To achieve these goals, the ResComWomEmp project aims, among others, to support women-headed households to pilot environment-friendly and climate change resilient practices in agriculture and other areas aligned with their economic and social needs. Environmental NGOs are expected to be engaged in providing on-the ground support in the form of mentoring and coaching to the women-headed households which will be selected under this assignment.

In this respect, the ResComWomEmp project is looking to engage a **company/organization, or consortium of companies/organizations to support women-headed households in 4 target districts (Nisporeni, Calarasi, Basarabeasca, Leova), ATU Gagauzia, the Security Zone and Transnistria region through a non-refundable non-cash support mechanism**, which includes procurement of equipment/goods/works/services, coupled with coaching, mentoring, consulting, awareness raising and promotion activities, to stimulate environment-friendly, climate resilient and income-generating agri-practices at local level. This support will be provided based on clear methodology and selection criteria, innovation inclusively.

The **key objective of this initiative** is to provide comprehensive support (non-cash assistance and capacity building) to women-headed households to promote climate-smart agri-practices that would contribute to food security at the household level and income generation regardless of the changes in the rainfall patterns and extreme weather events.

The **main activities** to be covered under this assignment cumulatively for all target districts and regions are as follows:

1. **Support women-headed households in strengthening their climate resilience capacities** – to address the local agricultural vulnerabilities to climate change and expand livelihood opportunities, by co-financing environment-friendly and climate resilient practices and initiatives (e.g. rainwater collection, greenhouses construction, drip irrigation, organic waste management, bee keeping, animal husbandry, seeds and goods storages etc.).

This activity includes the following type of support to be offered during 2021-2022:

- 1.1. **Support potential grantees in the preparation of grant applications** – to enable a larger number of potential beneficiaries to submit competitive applications through extensive consulting and other supportive measures.
- 1.2. **Select and provide non-cash support to 60 women-headed households** - through the procurement of equipment/goods/works/ services up to 3,500 USD per household.

2. **Engage environmental NGOs in coaching and mentoring of women beneficiaries** – to provide soft support to the selected women-headed households.

This activity includes the following type of support to be offered during 2021-2022:

- 2.1. **Select and engage 3 environmental NGOs in the mentoring and coaching of women-headed households** by providing grants up to 70,000 USD to all NGOs covering the entire period (i.e. 2021-2022).

For reaching these goals, ResComWomEmp project follows the idea that women-headed households are to be supported in employing environment-friendly and climate resilient practices through income generating non-cash support scheme and extensive training, consulting, coaching and mentorship - starting with the grant application process and throughout the implementation of selected sub-projects.

The multi-faceted support envisaged under this assignment will offer possibilities for women to promote environmental sustainability in their communities, on one hand, while enhancing the economic security and climate resilience capacities of their particular household and its dependants, if any. At the same time, the present initiative is innovative and unique as it brings on board NGOs to work hand-in-hand with beneficiaries piloting climate resilient practices locally, ultimately also contributing to enhancing their capacities be directly engaged in.

The Section A and B here below describe the overall mechanism to operationalize Activities 1 and 2 - to be fully managed by the selected Contractor, under the overall Guidance of the Project. Chapter III of the ToRs described the activities in more details.

Section A

Therefore, to operationalize the Activity 1, and sub-activities 1.1. and 1.2., the selected Contractor shall be responsible to:

- a) Organize and conduct two (2) Calls for Applications for Non-cash support to select 60 women-led households from the target districts/regions of the project - 30 beneficiaries will be selected and assisted in 2021 and 30 in 2022, respectively. The 2022 beneficiaries may be selected at the end of 2021, as well, but assisted started with 2022. The beneficiaries are expected to be selected, to the possible extent, in a proportional manner from each target area, contingent also upon the number of applications received, i.e. interest expressed. Selection of beneficiaries will be guided by the Selection Criteria and Principles provided by the ResComWomEmp Project. The respective Criteria may have to be adapted and detailed by the Contractor in cooperation and consultation with the Project.
- b) Conduct a total of 14 in-person information and outreach events - one in each of the 7-target district/region of the Project under the 2 rounds of the Call for Applications. At these sessions, information will be provided to potential beneficiaries about the eligibility criteria and the application documents and process overall. At minimum, participants from the Project organized trainings for women-led households to be invited, along with LPAs from the target districts/regions, NGOs, and other relevant stakeholders to be determined in cooperation with the project. The selected contractor will assume all organizational aspects of the outreach events and ensure proper coordination with the Project and the appointed district/regional focal points.
- c) Organize two rounds of two 1-day intensive trainings (1 in Romanian and 1 in Russian/round) on how to correctly fill in the application documents for potential applicants. A total of 4 trainings days for the entire contract period shall be organized. The respective sessions shall be conducted on-line, preceded by an ample dissemination of the announcements and invitation of participants. All potential beneficiaries that took part in the outreach events, the trainings organized by the project for women-led households are expected to be invited, at minimum. The selected contractor shall assume all organizational and conceptual aspects of the trainings and ensure coordination of all relevant aspects with the Project.
- d) Provide on-demand support to potential women-headed households applicants in the application

period supporting them to correctly fill in the Application Forms and take part in the competition.

- e) Collect at least 15 dossiers from each target area, for each of the two call for applications, and pre check and score them together with the project team. The dossier with scoring will be submitted to a Selection Committee.

Selection of beneficiaries

The Contractor will establish the Selection Committee, in consultation with the Project. Representatives of the Project, as well as at least one independent environmental/rural development/agricultural/business development expert shall be secured on the Committee by the Contractor. The selection of the independent expert to be consulted with and approved by the Project. The composition of the Selection Committee shall be endorsed by the Project in coordination with UNDP CO and the donor.

The Selection Committee would use a set of objective criteria, including the declarations of in-kind contributions, for the selection of the best project proposals, pre-approved by UNDP. The project proposals would be conditional on the following considerations (i) alignment with the project's development objective; (ii) financial feasibility of proposals; (iii) ability of potential beneficiary to contribute in-kind and with works; (iv) demonstrated potential for the underlying investments to contribute to creating sustainable and replicable models. The final list of grant beneficiaries (for each of the 2 rounds) must be approved by the Project Board. The contractor will prepare a summary Note for the Board - with brief presentation of the finalist grant projects, scoring of each proposal and corresponding justification (strong and weak points of each proposal), and may be required to attend the Board meetings to present the respective info, in cooperation with the Project staff.

- f) Following selection and approval of the Beneficiaries by the Selection Committee, and as required by the Project Board, organize 2 Grant Awarding Events (one each in 2021 and 2022 corresponding to the 30 beneficiaries selected each year) in cooperation with the Project.
- g) Assume overall implementation of the Grant sub-projects (all 60) and exercise regular monitoring and ensure completion of works as per agreed schedules and specifications. Ensure engagement of NGOs (see Section B below, and Chapter III) for the monitoring and coaching of grant sub-projects. Complete the grants sub-projects and hand-over to beneficiaries.

Implementation of the grants for women-headed households

After the Selection committee decision, the Support agreement is signed with each Beneficiary. After the Award Ceremony is organized, the non-cash support amounts are to be directed towards acquisition of the equipment and goods necessary, as well as other relevant costs in conformity with the business plan. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries plan of activity, which is to be agreed with UNDP, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support. The procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting.

Specific attention will be paid to supporting the preparation of solid applications through training experience and best practice sharing. The Contractor(s) will assist the beneficiaries in the smooth and timely implementation of their projects. Additionally, on demand, up to 10 group consulting sessions are planned, targeting specialized needs of the beneficiaries (besides the coaching and mentoring to be provided by NGOs).

Section B

By following the goal to support women-headed households in the target areas and ensure their sustainability, the Contractor will engage and offer sub-grants to three (3) NGO Partners selected by the Contractor, under guidance of the Project, through a competitive process at the inception phase of the assignment.

Therefore, to operationalize Activity 2, the Contractor shall be responsible to:

- a) Develop, in consultation with the Project, the Selection Criteria for NGOs and the Application Forms. The criteria are expected to be drafted by the Contractor, refined and improved with the Project who will endorse these with the Project Board. The Application Forms to be developed by the Contractor, consulted and endorsed by the Project.
- b) Organize a Call for applications to select 3 (three) environmental NGOs which will be awarded with grants under this assignment, for the purpose of coaching and mentoring women-headed households – grant recipients, as follows:
 - 1 (one) NGO to cover the grant beneficiary households from Leova, Calarasi, Nisporeni and Basarabasca districts,
 - 1 (one) NGO to cover the grant beneficiary households from Security Zone and Transnistria Region,
 - 1 (one) NGO to cover the grant beneficiary households the ATU Gagauzia beneficiaries.

The grants thresholds for each of the 3 sub-groups of NGOs will be established at the implementation phase in cooperation and consultation with the Project.

- c) Conduct two (2) Outreach sessions for interested NGOs – one in Romanian and one in Russian. The sessions will address the application process – criteria, application forms, eligibility, etc. The sessions shall be conducted on-line, preceded by an ample information effort managed by the Contractor. The Project shall provide its database of potential NGOs from all target regions/districts, and at minimum, these shall be invited to attend the outreach events. The contractor is expected to supplement the lists with additional NGOs.
- d) Select, in cooperation with the Project, the 3 NGOs to be entrusted with the mentoring and coaching scheme implemented in the course of 2021-2022. The process of NGO selection will be determined jointly with the Project at the contract implementation stage.

Basic eligibility criteria of NGOs and their expected role

The NGO Partners to be selected under this assignment shall have more than 3 years of activity with implementing environmental and/or local economic development/rural development projects, preferably at the grassroots level. The complete eligibility and selection criteria for the NGOs to be defined by the Contractor jointly with the Project, and subsequently endorsed by the Project Board. At large, the selected NGOs will be responsible to offer individual coaching and specialized consultancy activities, implementation mentorship, etc. Coaching is to be provided individually to each women-headed household – grant Beneficiary. It is required that the NGO coaches maintain permanent contact with women-headed households grant beneficiaries, including but not limited to organizing trainings, meetings, field assistance visits with grant beneficiaries and provide them with all technical support required in the implementation of grant sub-projects, as well as identifying success stories to be communicated widely. The NGO partners will also facilitate Contractor's operational activities in the field and will be involved in the Project's activities, if and as required. NGO Partners will have the possibility to learn and assimilate the practice of managing support donor

programs as well as develop experience and capacity to offer training and coaching to local small businesses after the end of implementation of the non-cash support scheme.

- e) Organize a Grant Award Ceremony for the 3 NGOs in cooperation with the Project and Communications Specialist.
- f) Sign Grant Agreements with NGOs, award the grants as per agreed schedules and values, and ensure monitoring of NGOs activities, ensure quality control, reporting, including narrative and financial reporting on behalf of the NGOs.

III. MILESTONES AND TASKS

The Contractor(s) will take full responsibility for the provision of required services described in this ToRs in close consultation and cooperation with UNDP project team.

The Scope of Work shall be met through the completion of a set of Milestones with relevant sub-tasks that include, but are not limited to the following:

1. **Assignment Methodology development:** preparation of methodological approach and detailed work plan for the implementation of the entire assignment, which would include, inter alia:
 - a. Description and sequencing of assignment phases;
 - b. Methodology for selecting the NGO Partners.
 - Define Roles and Responsibilities in implementing the Coaching and Mentoring grant scheme by the NGOs.
 - Produce Application Guidelines (including evaluation criteria and scorings) and Application Forms and endorse with the Project;
 - c. Methodology for selecting women-headed households.
 - Produce Application Guidelines (including evaluation criteria and scorings) and Application Forms and endorse with the Project. Produce a simplified business plan
 - Develop Q&A on how to complete the Application forms,
 - Draft Evaluation and Selection procedures and awarding mechanism.
 - d. Concept of outreach activities, draft events plan, sample list of participants to target.
 - e. Topics and methodology for the initial trainings and support activities including coaching, individual consulting and mentorship.
 - f. Detailed description of procurement procedures and monitoring of proper use of the received goods and services as provided by the non-cash support; Mechanism to record and monitor the grant beneficiaries contribution; Provision of logistical/administrative support to beneficiaries in the grant implementation process;
 - g. Methodology for monitoring/evaluation of achieved results.
 - h. Measures to be put in place to ensure sustainability of achieved results through the grants to both household's and NGOs.
 - i. Reporting tools, including programmatic and financial reports. General requirements described in Section VI.

The proposed methodology must be approved by ResComWomEmp project at the initial phase of the contract.

2. **NGO Partners engagement:** entails the selection and sub-granting of 3 NGOs which will support the Contractor in implementing field activities and provide coaching and mentoring activities to beneficiary households. The period of provision of mentoring and coaching support will be determined in consultation with the Project at the contract implementation phase. The NGOs support to all of the 60

beneficiaries shall be completed by end of November 2022. Minimum set of tasks to be performed by the contractor under this Milestone shall include but not be limited to:

(i) Selection of 3 NGO Partners

- Based on developed Application Guidelines and Application Forms (Romanian and Russian), launch and promote widely the Call for applications and encourage potential applicants to apply;
- Organize 2 Information Sessions online with potential NGOs applicants – one in Russian and one in Romanian;
- Collect at least 3 dossiers from each target area (target area 1: Leova, Calarasi, Nisporeni and Basarabeasca districts, target area 2: the Security Zone and Transnistria Region, target area 3: ATU Gagauzia);
- Evaluate and score the dossiers against a set of criteria pre-approved by UNDP and select 1 (one) NGO Partner from each target area;
- Sign Grant Agreements with the 3 best NGO qualifying applicants;

(ii) Supporting and Monitoring the NGO Partners Activity

- Conduct one 1-day induction training for 2 coaches of each NGO Partner that will further provide individual coaching to the beneficiaries.
- Ensure the mentoring and coaching support to women household beneficiaries of grants is implemented by NGOs as per their obligations set out in the signed Grant Agreements;
- Oversee and ensure involvement of NGO Partners in all project activities, including in facilitating the outreach events to disseminate the information among the target groups;
- The NGO Partner shall assist all beneficiaries in upgrading their applications to a higher level of quality, provide clear definition of goods and services to be purchased, expected profitability projections and trainings needed;
- The NGO Partner shall ensure continuous individual coaching to all beneficiaries in the fields of accounting, law, environment-friendly best practices etc., including on-demand consultations (at minimum 4 hours per beneficiary per month, including daily calls (as required) and once in 2 months on site meetings)

- 3. Provision of non-cash support to women-headed households:** the non-cash support shall be provided to a total of 60 women-headed households, equally divided in 2021 and 2022, to be selected through 2 (two) Calls for applications. Each of the two Call for applications is expected to follow, at large, the pattern presented below:

(i) Organize two Calls for Applications and support beneficiaries in preparing applications

- a. Based on developed Application Guidelines and Application Forms (Romanian and Russian), announce the 2 Call for Applications.
- b. During the Application Period:
 - Organize 7 outreach events, one in each district/region, involving NGO Partners to promote widely the Call for non-cash support and encourage potential applicants to apply. In total - 14 outreach events to be organized covering both Calls for proposals; Outreach events for disseminating the information to be planned, women especially from vulnerable groups must be specifically and most actively reached out to and encouraged to apply. Project shall provide the lists of women-headed households who underwent training by the Project. However, the contractor shall deploy additional efforts to identify potential beneficiaries, including in cooperation with the 3 NGOs, but

also the district/regional councils and Project's focal points, local Chambers of commerce where available, extension networks, farmers' unions, etc .

- Organize two rounds (one per each call) of two 1-day intensive trainings (1 in Romanian and 1 in Russian) on how to correctly fill in the application documents for up to 50 potential beneficiaries in all target areas. A total of 4 training events (2 in Romanian and 2 in Russian) for entire contact period 2021-2022 to be organized. Representatives of the 3 the NGOs, if selected at the times, to take part in the events. The respective sessions shall be conducted on-line, preceded by an ample dissemination of the announcements and invitation of participants.
- c. Provide on-demand support to potential applicants in the application process in filling in application documents;
- d. Collect a minimum of 45 Grant Application Forms per Round (90 in total for 2021-2022)

(ii) Evaluation and selection of beneficiaries

The Contractor will pre check the collected dossiers and score them together with the assigned Project team member. Project proposals will be, at first checked for relevance to the objective of the Grant competition, completion of the dossier and eligibility of the beneficiary, and further scored in detail based on the approved evaluation criteria listed in the Application Guide.

The full dossier with scoring will be submitted to the Selection committee, which will use a set of objective criteria for the selection of the 30 best project proposals, pre-approved by UNDP. The in-kind contributions for selected proposals need to be checked. Please refer to Chapter II above.

(iii) Grant awarding events

The contractor will be responsible to organize the grant awarding events in strict coordination with UNDP. Therefore, the contractor is expected to develop the draft Agenda, list of participants, ensure venue, prepare presentations for two Grant Awarding & Signing Events, and other inputs required by the UNDP. The non-cash support agreements are to be signed shortly after event.

(iv) Procurement services

- a. Purchase the eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the sub-project plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary.
- b. Monitor the proper use of the received goods and services as provided by the non-cash support.
- c. Provide logistical/administrative support to beneficiaries.
- d. Ensure transparent procurement, record keeping and corresponding financial reporting to UNDP.

4. Summing-up

- a. Ensure compilation of data sheets of each beneficiary to be used for developing success stories.
- b. Analysis of the results achieved by the project and each beneficiary in particular and develop the Final Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions and recommendations.

Overall reporting requirements

- One Inception Report;
- Four Progress Reports (simplified), including financial Report/Statements;
- Final report on completion of the assignment.

- Other reports as described in the Reporting section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor shall Budget the expenses required under the assignment. **The Budget should be submitted according to Annex Form G: Financial Proposal Form.**

IV. DELIVERABLES AND INDICATIVE TIMEFRAMES

Milestones and Tasks	Deliverables	Target date
Milestone 1: Methodology of the Assignment Tasks: <ul style="list-style-type: none"> • Produce the work plan and time frame for the entire assignment; • Develop the Methodology for competitive selection of the NGO Partners; • Develop the Methodology for awarding non-cash support to women headed households; • Develop Application Guidelines and Application Forms for Grants to women-headed households (RO/RU), including the template of Declaration for in-kind contribution, Evaluation Criteria and Scorings, Contract forms • Develop Application Guidelines and Application Forms for Grants to NGOs (RO/RU), Evaluation Criteria and Scorings, Grant Agreement templates; • Concept of outreach activities (both types of grants schemes); • Methodology of trainings, coaching for beneficiaries and NGO Partner capacity development; • Detailed description of procurement procedures, and monitoring of proper use of the received goods and services; • Sustainability of grants – to households and NGOs. • Methodology for monitoring/evaluation of achieved results. 	<ol style="list-style-type: none"> 1. Project Work plan with Time frame; 2. Methodology for competitive selection of the 3 NGO Partners; 3. The non-cash support awarding Methodology for women-headed households; 4. Application Guidelines and Application Forms for Grants to women-headed households (RO/RU), including the template of Declaration for in-kind contribution, Evaluation Criteria and Scorings, Contract forms; 5. Application Guidelines and Application Forms for Grants to NGOs (RO/RU), Evaluation Criteria and Scorings, Grant Agreement templates; 6. Outreach activities plan for both types of grants, List of participants, Draft Agendas; 7. Training methodology for potential women-led household applicants; 8. Methodology of Capacity building of the NGO Partners,. 9. Procurement procedures; 10. Sustainability concept for grants to households and NGOs. 11. M&E Methodology; <p>Present to UNDP the Inception Report containing the above-mentioned deliverables.</p> <p>One Inception Report (IR)</p>	<p>June 2021 IR</p>
Milestone 2: NGO Partners engagement Tasks <ul style="list-style-type: none"> • Launch the Call for Applications to select the 3 NGOs; • Organize 2 Information Sessions online with potential NGOs applicants – one in Russian and one in Romanian; • Select competitively 3 NGO Partners; 	<ol style="list-style-type: none"> 1. Grant Agreements s with 3 NGO Partners 2. All project proposals reviewed and upgraded and submitted to UNDP (2 days per project proposal); 3. One 1-day Kick-off training for 2 coaches from each NGO Partner; 4. Report on the individual coaching and mentoring support services provided by NGOs to the women- 	<p>PR1 – July/August 2021</p> <p>PR4 – April 2022</p>

Milestones and Tasks	Deliverables	Target date
<ul style="list-style-type: none"> Engage NGO partners in sourcing potential applicant to the non-cash support (i.e. grants) to women-headed households; Involve the NGO Partners in the Review of Project Proposals submitted by women-headed households; Organize and deliver 1-day Kick-off training to 6 Coachers (by 2 from each NGO Partner); Assign the NGO Partners with continuous individual consultancy, coaching and mentoring and provision of support services to the beneficiaries (minimum level of engagement: 4 hours per beneficiary per month, including daily calls (as required), technical trainings, and once in 2 months on site meetings); Engage the NGO Partners in Monitoring of the sub-project plan implementation and proper use of goods or services received; Monitor and Assess the work of the NGO Partners, timely proposing corrective measures if necessary. Inform UNDP promptly of any issues and seek timely resolution. 	<p>household beneficiaries as per minimum level of engagement defined;</p> <p>5. NGOs Beneficiaries monitored quarterly during a 12 months' period for proper use and operation of procured goods received</p> <p>6. NGO Partners' activity closely monitored and assessed.</p> <p>○ Present to UNDP First (R1) Progress Report upon completion of deliverables 1-3</p> <p>○ Present to UNDP Fourth (R4) Progress Report upon completion of deliverables 4-6</p>	
<p>Milestone 3: Provision of non-cash support to women-headed households</p> <p>Tasks:</p> <ul style="list-style-type: none"> Organize 2 (two) Calls for applications and Promotion campaign; Organize 14 Outreach events in District/regional councils' premises, schools/universities, NGO resource centres, Business and farmers associations, etc. Applications Guides and Forms presented, and distributed to participants in hard copy, and electronical submission details for on-line applications provided. Contact details provided; Organize 2 on-line Intensive trainings/round (1 RU, 1 RO), together with NGO Partners, if selected, to train applicants on correctly filling out the application documents; Provide on-demand support to potential applicants in filling in application forms and submitting proposals; Collect fill-end Applications (upon deadline coordinated to UNDP); Develop and present to UNDP a List with all the applicants with short relevant information (name, age, sex, location, field of interest, application idea, etc). 	<p>1. A total of 14 Outreach events (7 per each round) organized with project presentation and detailed presentation of Application Procedures and Documents;</p> <p>2. Two rounds of 2-day intensive training held on-line for up to 50 persons/round (total 4 training days both rounds – 2 RO and 2 RU);</p> <p>3. Collect up to 45 qualitatively completed Applications per round/. Total 90 – both rounds;</p> <p>4. Thirty (30) applications selected per round. Total 60 – both rounds</p> <ul style="list-style-type: none"> Selection Committee Created, at least 1 independent subject matter expert engaged; A total of 2 Summary Note with Finalists prepared for Project Board endorsement. <p>5. Two (2) Award Ceremonies organized supported:</p> <ul style="list-style-type: none"> Inputs for the agenda proposed list of up to 50 invitees coordinate presentations <p>7. All winning Non-cash support Award Agreements signed;</p>	<p>PR2 – September 2021</p> <p>PR3 – March 2022</p>

Milestones and Tasks	Deliverables	Target date
<p>Applications evaluation and selection</p> <ul style="list-style-type: none"> Evaluate Applications according to the approved Eligibility Criteria (from Guidelines) and Scoring grid (ensuring diversity of households and territorial representation) in collaboration with and being endorsed by UNDP; Form, under guidance of the Project, the Selection Committee. Contract subject-matter experts (at least 1) to serve on the Committee as an independent expert. Facilitate the meetings of the Selection Committee to result in the list of finalists to be proposed to for funding – pending final endorsement by the Project Board Prepare a Summary Note on the finalists for the Project Board (2 such notes, one each per round of 30); Checking the in-kind contributions of selected applications. <p>Award Ceremony and Agreements Signing</p> <ul style="list-style-type: none"> Inputs for Agenda, list of participants, suggest venue for each target area; Elaborate and sign Non-cash support Agreements and other standardized relevant documents; <p>Procurement services</p> <ul style="list-style-type: none"> Purchasing of eligible goods and services within the non-cash support awarded for each beneficiary in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedures; Present invoices of products/services purchased for Beneficiaries 	<p>8. Eligible goods and services procured accordingly, in-kind contribution received and checked accordingly.</p> <p>Second Progress Report (R2) following the 1st awarding cycle (All deliverables 1-8 completed at 50%)</p> <p>Third Progress Report (R3) following the 2nd awarding cycle (All deliverables 1-8 completed at remaining 50%)</p>	
<p>Milestone 4: Summing-up</p> <p><u>Tasks:</u></p> <ul style="list-style-type: none"> Fact sheets with brief info about the beneficiaries, support received, and results expected/achieved to be collected Success stories selected in cooperation with the Communication Consultant, drafted and photo/video-documented; Final Report reflecting key findings, results, value of income raised, total value of profits generated with the assistance of the ResComWomEmp Project Non-cash support Intervention. 	<ol style="list-style-type: none"> 60 Fact sheets with brief data about the beneficiaries collected Out of the 60, at least 20 success stories selected jointly with Project's Communication Consultant, success story drafted, with high-resolution photos and/or videos produced and submitted to the Project. <p>Present to UNDP the Final Report (FR) of the assignment.</p>	<p>November 2022 FR</p>

All the above will be implemented in close coordination with ResComWomEmp Project team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

V. SCHEDULE OF PAYMENTS

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by ResComWomEmp Project Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with ResComWomEmp Project upon the signing of the Agreement.

Tentative Payments Schedule (subject to negotiation with the Contractor)

Instalment	Instalment value as share of proposed amount for services	Tentative payment date	Payment due upon successful completion of Milestones
Inception report (IR)	10%	June 2021	Milestone 1
First progress report (PR1)	10%	July/August 2021	Milestone 2 (Deliverables 1-3)
Second progress report (PR2)	30%	September 2021	Milestone 3 (1 st awarding cycle)
Third Progress report (PR 3)	30%	March 2022	Milestone 3 (2 nd awarding cycle)
Fourth progress report (PR4)	15%	April 2022	Milestone 2 (Deliverables 4-6)
Final Report (FR)	5%	November 2022	Milestone 4

VI. REPORTING REQUIREMENTS

The Contractor will submit all reports according to the ResComWomEmp Project requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The ResComWomEmp Project reserves the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables under Milestone 1;
- 2) **Progress Reports** to be submitted 5 days before the end of the reporting period;
- 3) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme;
- 4) **Brief reports periodically submitted upon request of ResComWomEmp Project** in cases where it is required to get information on the progress of the project in between reporting periods;
- 5) **Financial statements**, to be presented with the progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor;
- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by ResComWomEmp Project and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress and final reports shall follow the template agreed with the ResComWomEmp Project team that includes both narrative and financial parts.

Note: The contractor will be requested to open a separate bank account under this assignment. UNDP may request at any time to provide real-time data on the account balance. Bank balance statements shall be enclosed to the Financial Reports as well.

As a quality assurance measure, the ResComWomEmp Project reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting to the ResComWomEmp Project all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

VII. COMMUNICATION AND VISIBILITY

Any public reference to the ResComWomEmp Project or UNDP and any other supporting programmes, as well to any products created under the agreements signed with benefiting households or NGOs shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the ResComWomEmp Project to be placed on goods procured in the frame of envisaged contract.

VIII. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of ResComWomEmp Project (Project Manager and Project Officers). Since the contract for services foresee reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.

All Reports to UNDP shall be written in English and be provided in English, hard and electronic copy. Other deliverables produced for the purpose of implementing the two sub-granting schemes shall be produced in Romanian and Russian only. All deliverables shall be agreed and endorsed by UNDP.

All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal. Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian and Russian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions, and establishing and maintaining of good working relationships with all involved parties.

Role of ResComWomEmp Project

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project;
- Lead the communication and visibility process of the Project by involving the Project Communications Consultant; Co-organize the logistics of the visibility events;

- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes;
- Coach the implementing partners in developing application, implementation procedures and development of required templates;
- Participate in the selection process of the NGO Partners, including development of the eligibility and selection criteria and templates for the evaluation;
- Lead the selection process of the beneficiaries, develop eligibility and selection criteria and templates for the evaluation. Approve the final list of beneficiaries with the Project Board;
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money;
- Regularly organize monitoring visits to the selected households and NGOs, identify issues and propose solutions jointly with the Contractor;
- In partnership with the implementing partners, meet the Project beneficiaries in order to assess the bottlenecks in implementation and additional capacity development needs.
- Lead the process of organizing events related to the Project. Co-organize the awarding ceremonies, final events as well as field visits of UNDP and donor representatives with the involvement of stakeholders from all regions;
- Train and coach implementing partners on gender quality, mainstreaming and gender-sensitive communication. Check and clear all Project's implementation stages towards main principles of gender balanced approach;
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

Roles and duties of the Contractor managing the non-cash support scheme:

- Allocate the proper and needed skilled personnel to deliver the results as expected;
- Be responsible of management of the current assignment including remuneration of staff, trainers, consultants, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.;
- Ensure proper reach out of beneficiaries and disseminate the calls for proposals in all target districts and regions;
- Maintain permanent contact with beneficiaries of assistance from all regions;
- Ensure the visibility of the Project by distributing the developed communications and visibility materials according to UNDP rules;
- Procure required equipment/goods/materials/services according to the approved sub-project proposals and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans;
- Implement and regularly monitor activities performed by beneficiaries (benefiting households) in regard to the implementation of their business plan;
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development;
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the sub-project activities if requested by the ResComWomEmp Project team;
- Ensure proper financial management and reporting in line with National Standards and UNDP requirements;
- Implement the Project in accordance with gender mainstreaming and transparency principles.

Roles and duties of the Contractor managing the NGOs implementing the coaching and mentoring grants scheme:

- Ensure competitive selection of the 3 NGOs. Develop all selection tools in coordination and as endorsed by UNDP;
- Draft NGO Selection Note to be endorsed by the Project Board;
- Conclude Grant Agreements with the 3 NGOs and ensure timely disbursements of funds as per Grant Agreements and correlated with the successful delivery of outputs/activities by NGOs as per agreed Work Plans;
- Provide capacity building and coaching of NGO partners in all matters conducive to successful implementation of the coaching and mentoring of beneficiaries entrusted to the NGOs, including training and coaching on reporting (narrative and financial);
- Prepare narrative and financial reporting forms for NGOs and ensure timely reporting by NGOs. Include inputs from NGO reports in the Contractor's Report to UNDP;
- Exercise close monitoring and evaluation of the activities carried-out by the NGO Partners as per agreed Work Plan to be enclosed to the Grant Agreements;
- Ensure the completion of milestones under Grant Agreements Work Plans of the sub-granted NGOs;
- Promptly flag any issues to the Project and address these on a timely and consensus-based manner;
- Implement the Project in accordance with gender equality and transparency principles.

Roles and duties of each NGO Partner assisting contractor in the region:

- Allocate at least 2 experts/coachers during project implementation phase;
- Assist potential women-led household beneficiaries in preparing and submitting their grant proposals;
- Serve as first point of contact of Beneficiaries (women-led household);
- Effectively implement the coaching and mentoring support to assigned women-led households from the covered regions/districts (see Chapters above on the minimum Level of Effort required by NGOs in providing mentoring, coaching and assistance to women-led households beneficiaries of non-cash support);
- Offer spaces for meetings with coaches/mentors and consultants or beneficiaries;
- Involve other related staff in training sessions for applicants, beneficiaries and coaches;
- Contribute to the identification of success stories and communicate these to the Contractor and the Project;
- Promote environment sustainability and climate change awareness in the region.

IX. DURATION OF SERVICES

- a) The estimated duration of services is maximum 21 months. The expected time of commencement of contract is April 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.

X. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The technical proposal must include, inter alia, the methodological approach, as well as a clearly defined strategy of comprehensive households support services to be provided, as well as management of NGO sub-grants - corresponding to the objective and scope of work described above.

Qualifications for the company/organization, or consortium of companies/organizations

- Officially registered legal entity as per Moldovan legislation;
- For consortium of companies/organizations, the cooperation agreement shall be enclosed;
- Up to 4 (four) contracts, with a cumulative value of 200,000 US\$, in the area of local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, SMEs, social entrepreneurship, other relevant areas) during the last 10 years. List of contracts managed, and their value shall be included in the Proposal;
- At least 5 years of experience in implementing development programs, projects, capacity building activities in the areas of environment/climate change/local or rural development/economic development. Work on projects with gender equality focus will constitute an additional advantage;
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

The application should specify the exact key experts which will be involved in the activities, with clear description of their experience in environment-friendly practices, local development and funds management, with clear description of their experience in Moldova, including in the Project's target areas, where possible.

The Contractor's Project Implementation Team must consist of:

Key Personnel:

1. Project Manager – 1 person (Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. Project Officer– 3 persons (Responsibilities: implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation, monitoring of NGO Partners activity);
3. Financial Officer/Accountant – 1 person (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries);
4. Procurement Officer – 1 person (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan)

Recommended Support Staff:

1. Administrative/Logistics Assistant – 1 person (Responsibilities: logistics, administrative tasks etc.)

The recommended support staff should be in line with methodology elaborated by the Contractor. Even though the Support Staff will be partially evaluated under proposal evaluation, however, it must be coordinated in full and approved by UNDP during implementation of the project.

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:

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 (if the case)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal

(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)

▪ 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:	21/02224		

We, the undersigned, offer services for **ResComWomEmp Project/Provision of support to women-headed households in Nisporeni, Calarasi, Basarabeasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region** in accordance with your **Request for Proposal No. 21/02224** 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:

- 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;
- 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;
- have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- 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);
- 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;
- 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 UGNM 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"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of 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 (2020, 2019, 2018) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past three (3) years

- A copy of preliminary Agreement in case of Consortium or sub-contracting
- Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;
- CVs (shall be signed by the envisaged person) of the Key personnel (stated under Section 4: Evaluation Criteria and Section 5: ToR)
- Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria);
- 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
- Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	21/02224		

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 (address, telephone numbers, fax numbers, e-mail address)	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]
--	------------

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:	21/02224		

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 5 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 5 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 Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past three (3) years.

Financial Standing

Annual Turnover for the last 3 years	Year 2020	USD
	Year 2019	USD
	Year 2018	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2020	2019	2018
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the 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:	21/02224		

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.

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.

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. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be duly signed by the envisaged person.

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> ▪ 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 person 1: [Insert] Reference person 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:	21/02224		

We, the undersigned, offer services for the **ResComWomEmp Project/Provision of support to women-headed households in Nisporeni, Calarasi, Basarabasca, Leova, ATU Gagauzia, the Security Zone and Transnistria region** in accordance with your **Request for Proposal No. 20/02063** 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:	21/02224		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately 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.

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

Currency of the proposal: US\$

A. Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report (IR)	10 %	
2	First progress report (PR1)	10%	
3	Second progress report (PR2)	30%	
4	Third Progress report (PR 3)	30%	
5	Fourth progress report (PR4)	15%	
6	Final Report (FR)	5%	
	Total	100%	USD

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
I. Personnel Services (net)				
1. Core Implementation Team				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
a) Project Manager (1)	Working days			
b) Project Officer (3)	Working days			
c) Financial Officer/Accountant (1)	Working days			
d) Procurement Officer (1)	Working days			
e) Administrative/Logistics Assistant (1)	Working days			
f) Other staff (please specify)				
I.2. Taxes and fees				
Subtotal I.1				
2. Trainers, consultants, coaches, etc.				
a) Trainer on application process (1 person)	Working days			
b) Consultant/consultants on demand	Working days			
<i>Other staff, if necessary</i>				
I.2. Taxes and fees				
Subtotal I.2				
Sub-total – Personnel Services				
II. Direct costs				
1. Two 1-day induction training (on-line) for potential grantees				
a) Expert fees				
b) ICT Related expenses				
<i>Other, if relevant</i>				
Subtotal II.1				
2. 14 in-person outreach events (7 per awarding cycle, one in each region/district)				
a) Travel Costs				
b) Equipment lease				
c) Handouts				
<i>Other, if relevant</i>				
Subtotal II.2				
3. Three 1-day Kick-off trainings to NGO Partners				
a) Travel Costs				
b) Equipment lease				
c) Catering services				
d) Handouts				
<i>Other, if relevant</i>				
Subtotal II.3				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
4. Hands-on support to the women-led household grant beneficiaries in the implementation process				
a) Technical assistance to beneficiaries in grant implementation (min 2 days/ 60 beneficiaries)				
b) Site visits to beneficiaries (min 2 visits/60 households)				
<i>Other, if relevant</i>				
Subtotal II.4				
Sub-total – Direct costs				
III. Administrative Costs				
a. Utilities				
b. Communication costs (mobile packages)				
c. Office supplies/ stationaries/ sanitary protective means (masks, sanitizer, etc)				
<i>Other, if relevant</i>				
Sub-total – Administrative costs				
IV. Value of support to be provided to women beneficiaries and NGO partners**				
<i>Non-cash support to women-led households</i>	<i>agreements</i>	<i>60</i>	<i>3500</i>	<i>210,000</i>
<i>Coaching and mentoring grants to NGOs</i>	<i>agreements</i>	<i>3</i>		<i>70,000</i>
TOTAL BUDGET				

*) Please, adjust the table as per your technical proposal. You may add/delete any budget sub-categories which seem relevant to your technical proposal.

** Please include the respective amounts in the Total Budget of the Proposal.

Certificate Of Completion

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	liuba.brinzoi@undp.org
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