



Request for Proposal
RfP26/03199
Amendment no. 1

Ref. no. RfP26/03199

Date: 5/03/2026

Subject: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)

Dear Sir/Madam,

UNDP is hereby amending the following:

- 1. Qualification Criteria** of the Section 4 of the RFP is hereby amended as follows:

Qualification Criteria	Documents to establish compliance
History of non-performing contracts ¹ : Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History : No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience : The bidders shall demonstrate minimum of five (5) years of experience in the area of business support and development services. (For international bidders, the assessment of experience shall be based on the bidder's core business activities and demonstrated track record, as evidenced by company registration documents, portfolio descriptions, and relevant contracts or references, irrespective of the country of registration. For national bidders, the assessment shall be based on relevant assignments implemented within the country or region, as evidenced by similar documentation.) (For JV/Consortium/Association, the Lead Partner should meet requirement).	Form F: Eligibility and Qualification
For company bidding for 1 lot, minimum 2 (two) contracts with cumulative value of USD 250,000 in local development/business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship, other relevant areas) implemented within the past 5 (five) years (2025-2020). For company bidding for 2 lots, minimum 3 (three) contracts, with a cumulative value of USD 500,000, in the area of business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of	Form F: Eligibility and Qualification

<p>goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship) implemented within the past 5 (five) years (2025-2020).</p> <p>For company bidding for 3 lots, minimum 5 (five) contracts, with a cumulative value of USD 750,000, in the area of business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship) implemented within the past 5 (five) years (2025-2020).</p> <p>Collectively, the contracts submitted must demonstrate experience in both: capacity building activities, including training, coaching, and/or mentoring; and procurement and management of non-cash support, including goods, services, and/or works for final beneficiaries.</p> <p>Accordingly: - At least one (1) contract must include capacity building components; - At least one (1) contract must include procurement of goods, services, and/or works for beneficiaries; - The contracts may be presented as a mix (some focusing on capacity building, others on procurement, or a combination of both).</p> <p>At least one (1) of the submitted and described contracts must have been implemented in the Republic of Moldova, demonstrating familiarity with the national institutional, regulatory, operational context in Republic of Moldova.</p> <p>The Bidder shall provide a list and copies of relevant contracts indicating, for each contract, the title and reference, contracting authority or donor, implementation period, country of implementation, target beneficiary groups, contract value (USD), scope of services (capacity building, procurement, or both), and the Bidder's role (Lead Partner or consortium member). <i>(For JV/Consortium/Association, all partners cumulatively should meet requirement).</i></p>	
<p>Minimum Key Personnel:</p>	
<p>The minimum personnel mandatory for the implementation of the contract:</p> <ol style="list-style-type: none"> 1. Project Manager 2. Project Officer 3. Trainer/Capacity-Building Expert 4. Financial Officer 5. Procurement Officer 6. Sector-Specific Technical Expert: <p>Lot 1: RECP/energy efficiency/circularity expert.</p> <p>Lot 2: Innovation and green technology expert.</p> <p>Lot 3: Circular economy/waste management expert.</p> <p>Please note: <i>The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks. <u>Where a team member is proposed to</u></i></p>	<p>Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal</p>

cumulate two (2) roles within the same Lot, that individual shall not be assigned any additional role under another Lot, in order to ensure adequate operational capacity.

Exception: Personnel proposed for the roles of Trainer / Capacity-Building Expert and Sector-Specific Technical Expert may be assigned across multiple Lots, including all three (3) Lots, provided that the Bidder demonstrates in the Methodology adequate time allocation, relevant professional experience and technical expertise corresponding to the specific thematic requirements of each Lot and confirms that the proposed arrangement will not affect the quality and timely delivery of activities.

IMPORTANT: Companies bidding for two (2) or three (3) Lots may propose the same personnel for the following positions across all Lots: Project Manager, Trainer/Capacity-Building Expert, Financial Officer, and Sector-Specific Technical Expert. ~~However, Project Officer and Procurement Officer positions shall be proposed separately for each Lot, and dedicated personnel must be assigned per Lot to ensure adequate operational capacity and workload coverage.~~

The positions of Project Officer and Procurement Officer may be cumulated for a maximum of two (2) Lots, provided that:

- The Bidder clearly demonstrates in the Methodology the allocation of time, responsibilities, and workload per Lot;
- Adequate operational capacity is ensured to manage parallel implementation activities;
- The proposed arrangement does not compromise timely delivery, compliance with procedures, and quality of implementation.

In case a Bidder is awarded three (3) Lots, separate and dedicated Project Officer and Procurement Officer positions shall be assigned for at least one (1) of the Lots, in order to ensure sufficient workload coverage and operational efficiency. The proposed dedicated Project Officer and Procurement Officer shall have equivalent qualifications and experience to those in the original proposal.

For the positions of Project Manager, Project Officer, Trainer/Capacity-Building Expert, and Procurement Officer, Romanian language proficiency at minimum C1/C2 level (according to the CEFR) is mandatory.

Failure to comply with Minimum key personnel requirements will lead to disqualification.

(For JV/Consortium/Association all Parties should meet requirement cumulatively).

Financial Standing:

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. UNDP will check the financial accounts to compute the current ratio (CR). If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned

Copy of audited financial statements for the last 3 (three) years.
Form F: Eligibility and Qualification

parties & banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems. <i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i>	
Turnover: If the bidder applies for 1 (one) lot - Bidder should have average sales turnover of minimum USD 300,000.00 for the last 3 (three) years. If the bidder applies for 2 (two) lots - the minimum average sales annual turnover of USD 500,000 for the last 3 (three) years. If the bidder applies for 3 (three) lots - the minimum average sales annual turnover of USD 750,000 for the last 3 (three) years. <i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

2. The Terms of Reference under Section 5 of the RFP is amended as follows:

- Under **Lot 1: Targeted Support for MSMEs Transitioning to Greener Practices (Activity 3.1.1)**, the description of Activity 2 – Capacity Building, Training, and Coaching Support, specifically provision 2.3, is amended as follows:

2.3. Delivery of individual tailored coaching support sessions. This activity is dedicated to delivering a cumulative total number of ~~1060~~ customized coaching support sessions/120 hours (~~61~~ sessions of 23h per beneficiary) to address the identified needs of each of the selected beneficiaries. Building upon the insights gained from individual meetings and discussions conducted in the previous sub-activities, tailored sessions will be carried out to provide targeted assistance and guidance to enhance the capacity and capabilities of beneficiaries, including to provide support in preparing necessary documentation to access financing support.

To note: The 23-hour duration of the sessions can be divided into several smaller sessions if necessary and as decided by the mentor/coach and beneficiary.

- Under the **Responsibilities of Key Personnel, the Workload** is amended as follows:

Estimated workload:

UNDP anticipates the involvement of a specified number of personnel and corresponding allocation of working days to achieve the deliverables outlined in this solicitation. These estimates are provided as a reference to guide bidders in understanding the expected level of effort. However, bidding companies are encouraged to review these estimates and propose adjustments to the number of working days and personnel allocation, provided such changes are aligned with their technical approach and methodology. The bidders are encouraged to propose their variation to ensure timely delivery and maintain the quality of above outputs.

~~The workload of the proposed personnel will vary based on the number of lots awarded, the estimation of UNDP is full-time engagement of up to 8 specialists for a period of up to 13 months.~~

For estimation purposes, the workload of the proposed personnel in the table is presented as Full-Time Equivalent (FTE). However, the actual engagement of the experts is expected to be on a part-time basis, depending on the number of Lots awarded and the implementation needs. UNDP estimates the involvement of up to eight (8) specialists for a period of up to 14 months.

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Project Manager	1	270
Key personnel 2: Project Officer	1	270
Key personnel 3: Trainer/Capacity Building Expert	1	200
Key personnel 4: Financial Officer	1	270

Key personnel 5: Procurement Officer	1	270
Key personnel 6: Sector Specific Technical Expert	3	200

Estimated workload Lot 1:

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Project Manager	1	80
Key personnel 2: Project Officer	1	60
Key personnel 3: Trainer/Capacity-Building Expert	1	20
Key personnel 4: Financial Officer	1	30
Key personnel 5: Procurement Officer	1	60
Key personnel 6: Sector-Specific Technical Expert	1	20

Estimated workload Lot 2:

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Project Manager	1	100
Key personnel 2: Project Officer	1	90
Key personnel 3: Trainer/Capacity-Building Expert	1	25
Key personnel 4: Financial Officer	1	40
Key personnel 5: Procurement Officer	1	80
Key personnel 6: Sector-Specific Technical Expert	1	30

Estimated workload Lot 3:

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Project Manager	1	100
Key personnel 2: Project Officer	1	90
Key personnel 3: Trainer/Capacity-Building Expert	1	30
Key personnel 4: Financial Officer	1	40
Key personnel 5: Procurement Officer	1	80
Key personnel 6: Sector-Specific Technical Expert	1	30

- The deadline for submission of proposals is hereby extended until 18 March 2026, 16:30 (UTC+2).

All other terms and conditions of the solicitation documents, except as amended herein, shall remain unchanged and shall continue in full force and effect.