



**RFP26/03251: Design and develop an eLearning course and implement a training programme on digital skills for civil servants**

United Nations Development Programme, hereinafter referred to as UNDP, through "**Advancing Quality Education and Lifelong Learning Opportunities for All**" Project, hereby invites prospective proposers to submit a proposal to **Design and develop an eLearning course and implement a training programme on digital skills for civil servants** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms:

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



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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00976**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the link: <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoYCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

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

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

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

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

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

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not



accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

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

We look forward to receiving your proposal.  
UNDP Moldova



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## 1 Overview

### 1.1 General Information

<b>Title</b>	RFP26/03251: EU4EDU/ Design and develop an eLearning course
<b>E-Mail</b>	sc.md@undp.org
<b>Financial Offer Sealed</b>	Yes
<b>Reference Number</b>	PRC0171556/RFP26/03251
<b>Beneficiary Country</b>	MDA

#### Introduction

**RFP26/03251: Design and develop an eLearning course and implement a training programme on digital skills for civil servants**

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We look forward to receiving your proposal.  
UNDP Moldova

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

### 1.2 Tender Timeline

**Open Date** 23/04/26 09:18 AM  
**Close Date** 14/05/26 13:30 PM  
**Time Zone** Coordinated Universal Time

### 1.3 Terms

**Negotiation Currency** USD (US Dollar)

#### Eligible Response Currencies

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

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	MDL	Moldovan Leu	2

### 1.4 Attachments

File Name or URL	Type	Description
Guides_Suppliers	File	
Proposal Forms	File	
Request for Proposal	File	

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

## 2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

*\*Response is required*

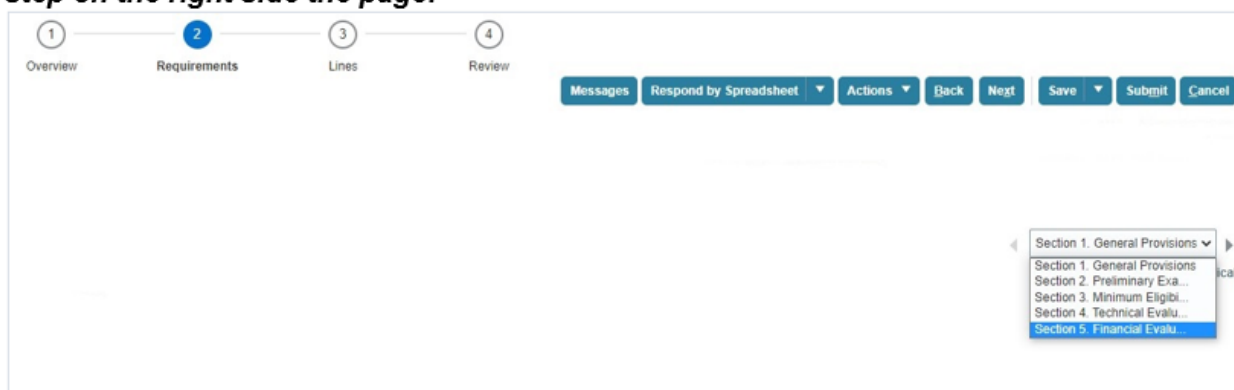
**Dear supplier,**

**Please carefully review the requirements and questions in this section.**

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

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

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



### 2.1 Section 1. General Provisions

#### \*1. General Instructions to Proposers

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

*Target: Confirm acceptance of instructions and provisions of this tender*

#### \*2. Bid Data Sheet

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

*Target: Have read and understood provisions in BDS*

#### 3. Criteria for Evaluation and Contract Award

Evaluation will be based on:

Lowest Priced substantially compliant proposal

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



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

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

## 2.2 Section 2. Evaluation Criteria - Preliminary Examination

### \*1. General Conditions of Contract

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

### \*2. Proposal Validity

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

### \*3. Proposal Forms

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

### \*4. Company profile

Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package. Management structure, company organigram and staffing capacity.

### \*5. Legal documents

Please provide Certificate of Incorporation/ Business Registration.

### 6. Quality Certificates

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

### \*7. Financial Statement

Please provide the Latest Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024)

*Target: Financial Statements provided*

### \*8. Statement of Satisfactory Performance

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

*Target: Statement of Satisfactory Performance provided*

### 9. Copy of preliminary Agreement

Please upload a Copy of preliminary Agreement in case of Consortium

*Response attachments are optional.*



**\*10. Methodology, Approach and Implementation Plan**

Please provide 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

*Target: Methodology, Approach and Implementation Plan provided*

**\*11. Copies of contracts;**

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

**\*12. CVs and Statements of Exclusivity and Availability**

Please provide CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed requirements

*Target: CVs and Statements of Exclusivity and Availability provided*

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

**1. Minimum Eligibility and Qualification Criteria**

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

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

Eligibility Criteria	Documents to establish compliance
<b>Legal Status:</b> Bidder is a legally registered entity that can ensure rapid local response (including physical presence of staff in the country) to any of the contract related requests (whether through a local branch or office, through a local consortium partner – all relationships to be documented through official documents and valid contracts submitted with the Bid).	Form D: Proposer Information
<b>Eligibility:</b> Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Conflict of Interest:</b> No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
<b>Bankruptcy:</b> The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission



**\*2. Compliance with Minimum Eligibility Criteria**

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

**2.4 Section 4. Evaluation Criteria - Qualification**

**1. Minimum Qualification Criteria.**

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

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

Qualification Criteria	Documents to establish compliance
<p><b>History of non-performing contracts [1]</b> : Non-performance of a contract did not occur as a result of contractor default within the last 3 years.</p>	<p>Form F: Eligibility and Qualification</p>
<p><b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.</p>	<p>Form F: Eligibility and Qualification</p>
<p><b>Previous Experience</b></p>	
<p>Minimum 1 year of relevant experience in eLearning course and training programs development <i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>Minimum 2 assignments in developing eLearning courses (either part of a single contract or multiple contracts) <i>(For JV/Consortium/Association, <b>TEAM Lead</b> company should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p><b>Minimum Key Personnel</b></p>	



<p>The Key personnel mandatory for the implementation of the contract:</p> <ol style="list-style-type: none"> <li>1. One Project/Task Manager</li> <li>2. One Digital Skills Subject Matter Expert</li> <li>3. One Instructional Designer</li> <li>4. One eLearning Developer (SCORM Specialist)</li> <li>5. One Graphic Designer (illustrations/diagrams)</li> <li>6. One Multimedia Creator (video/audio/screen recordings)</li> </ol> <p><b>Please note:</b> <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.</i></p> <p><b>Non Key Personnel:</b> <i>Trainers, Voiceover artists etc. to be proposed by each proposer based on the submitted methodology.</i>  <i>(For JV/Consortium/Association, <b>all Parties</b> cumulatively should meet requirement).</i></p>	<p>Attach required documents to Form H: Format for CV of proposed Key Personnel</p>
<p><b>Financial Standing</b></p>	
<p>Minimum average annual turnover of USD 120,000,000 for the last 3 years.  <i>(For JV/Consortium/Association, <b>All Parties</b> cumulatively should meet requirement).</i></p>	<p><b>Form F: Eligibility and Qualification</b></p>
<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  <i>(For JV/Consortium/Association, <b>All Parties</b> cumulatively should meet requirement).</i></p>	<p><b>Form F: Eligibility and Qualification</b></p>

[1] Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the



respective contract and where all appeal instances available to the Bidder have been exhausted.

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

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

**2.5 Section 5. Technical Evaluation Criteria**

1.

**Technical Evaluation Criteria**

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	200
2.	Proposed methodology, approach and implementation plan	500
3.	Management structure and key personnel	300
<b>Total:</b>		<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.	<p>Organization / Company profile. General organisational capability which is likely to affect implementation: financial stability and project financing capacity, extent to which any work would be subcontracted – 40 points:</p> <ul style="list-style-type: none"> <li>• Age of the legal entity:                             <ul style="list-style-type: none"> <li>o 1 year – 5 pts;</li> <li>o 2,5 pts for each additional year, up to 10 pts.</li> </ul> </li> <li>• Financial stability and capacity:                             <ul style="list-style-type: none"> <li>o strong financial standing, clear ability to pre-finance, turnover clearly above USD 120,000 for the last 3 years – 10 pts;</li> <li>o meets minimum threshold (USD 120,000) – 7 pts;</li> </ul> </li> <li>• Subcontracting approach for this assignment                             <ul style="list-style-type: none"> <li>o No Subcontracting - 20 pts</li> <li>o Minimal or well-justified subcontracting (up to 25%) with clear accountability – 10 pts;</li> <li>o Reasonable subcontracting (up to 40%) with defined oversight – 7 pts;</li> <li>o High or excessive subcontracting (over 60%) – 0 pts;</li> </ul> </li> </ul>	40
2.	<p>Organization/Company experience in eLearning course development assignments - 50 pts: Only eLearning courses that meet all following conditions are to be</p>	50



	<p>counted/considered: (i) the course is hosted on a Learning Management System, (ii) comprising structured learning content, including video-based materials, and (iii) interactive components (such as quizzes, simulations, gamified elements, or other interactive components).</p> <ul style="list-style-type: none"> <li>· Minimum 2 assignments in development of eLearning courses (minimum met) - 30 pts</li> <li>· Each additional compliant eLearning course assignment completed - 10 pts, up to 50 pts total</li> </ul>	
3.	<p>Organization/Company years of experience in developing eLearning courses – 40 pts:</p> <ul style="list-style-type: none"> <li>· Each year of experience in developing eLearning courses equals to 5 pts, up to 40 pts total</li> </ul>	40
4.	<p>Organization/Company experience in delivering training programmes – 40 pts:</p> <p>Only training programmes that meet all four conditions are to be counted/considered: (i) direct contact training of minimum 22 hours; (ii) flipped classroom approach; (iii) large outreach: delivered to over 200 total beneficiaries, non-cascade format; (iv) delivered by a team of trainers simultaneously.</p> <ul style="list-style-type: none"> <li>· Each compliant training programme assignment completed - 10 pts, up to 40 pts total</li> </ul>	40
5.	<p>Previous proven experience of working with UNDP and other international development partners and capacity to properly manage a contract/subcontract under a donor funded effort is an advantage)</p> <ul style="list-style-type: none"> <li>· no experience – 0 pts,</li> <li>· Yes - 20 pts.</li> </ul>	20
6.	<p>Sustainable Criteria / Gender equality and diversity commitments in proposed assignment:</p> <ul style="list-style-type: none"> <li>· Overall gender balance in the team (5 pts);</li> <li>· Appointment of women to managerial positions in the team (5 pts).</li> </ul>	10
<b>Total Section 1</b>		<b>200</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
1	<p>To what degree does the Proposer understand the task? (up to max 100 pts.):</p> <ul style="list-style-type: none"> <li>· <b>Excellent Understanding:</b> The proposer demonstrates a comprehensive and in-depth understanding of the assignment, objectives, and expected results; proposal fully reflects ToR requirements and provides strong evidence of the ability to meet and exceed them 100 pts. (100 %)</li> <li>· <b>Good Understanding:</b> The proposer demonstrates a good understanding</li> </ul>	100



	<p>of the assignment; proposal addresses ToR requirements well and provides adequate evidence of capacity to deliver. 90 pts. (90%)</p> <p>· <b>Satisfactory Understanding:</b> The proposer demonstrates a general understanding of the assignment; proposal addresses most ToR requirements but with some gaps or limited supporting evidence. 70 pts. (70%) · <b>Poor Understanding:</b> The proposer shows limited understanding of the assignment; proposal addresses ToR requirements superficially and provides weak supporting evidence. 40 pts. (40%) · <b>Very poor Understanding:</b> The proposer shows very little understanding of the assignment; proposal largely fails to address ToR requirements 10 pts. (10%) · <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</p>	
2	<p>To what degree does the Proposer present a coherent methodology for conducting the Learning Needs Assessment, including appropriate selection of data collection tools, a sound understanding of data analysis, and a clear approach to translating findings into a structured Learning Needs Matrix? (up to max 80 pts.):</p> <p>· <b>Excellent:</b> The proposer demonstrates a comprehensive and in-depth understanding of Learning Needs Assessment methodologies, including highly appropriate selection of data collection tools, a robust and well-justified analytical framework, and a clearly structured approach to transforming findings into a Learning Needs Matrix. The proposal fully reflects ToR requirements and provides strong evidence of the ability to generate accurate, reliable, and actionable training needs insights. 80 pts (100 %) · <b>Good:</b> The proposer demonstrates a good understanding of Learning Needs Assessment approaches; the proposed methodology is sound, the selection of data collection tools is appropriate, and the approach to analysis and Learning Needs Matrix development is well explained with adequate evidence of capacity to deliver. 72 pts. (90%) · <b>Satisfactory:</b> The proposer demonstrates a general understanding of Learning Needs Assessment; the proposal addresses most requirements, including data collection and analysis, but some gaps exist in methodological depth, triangulation, or clarity of the Learning Needs Matrix development approach. 56 pts. (70%) · <b>Poor:</b> The proposer shows limited understanding of Learning Needs Assessment; the proposed approach is superficial, with weak justification of data collection tools, limited clarity on analysis, and insufficient explanation of how findings will be translated into a structured Learning Needs Matrix. 32 pts. (40%) · <b>Very poor:</b> The proposer shows very little understanding of Learning Needs Assessment; the proposal largely fails to address required methodologies for data collection, analysis, and learning needs structuring. 8 pts. (10%) · <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</p>	80



<p>3</p>	<p>To what extent are the proposed instructional design and interactive learning approaches well-justified, effective, and aligned with the course objectives? (up to max 80 pts.):</p> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> The proposer demonstrates a comprehensive and in-depth understanding of instructional design and interactive learning methodologies, with a highly effective, well-justified, and innovative approach. The proposed design fully aligns with course objectives and demonstrates strong capability in selecting and applying appropriate interaction types to support knowledge acquisition, skills development, and real-world application. 80 pts. (100 %)</li> <li>• <b>Good:</b> The proposer demonstrates a good understanding of instructional design principles; the proposed approaches are appropriate, well-justified, and aligned with course objectives, with clear evidence of effective use of interactive learning methods. 72 pts. (90%)</li> <li>• <b>Satisfactory:</b> The proposer demonstrates a general understanding of instructional design; the proposal includes relevant approaches and interactions, but justification and alignment with learning outcomes are partially developed or inconsistently explained. 56 pts. (70%)</li> <li>• <b>Poor:</b> The proposer shows limited understanding of instructional design; the proposed approaches are generic, weakly justified, and only partially aligned with course objectives, with limited use of effective interactive learning methods. 32 pts. (40%)</li> <li>• <b>Very poor:</b> The proposer shows very little understanding of instructional design; the proposal lacks coherent design methodology and fails to demonstrate meaningful alignment with learning objectives or effective interactivity. 8 pts. (10%)</li> <li>• <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</li> </ul>	<p>80</p>
<p>4</p>	<p>To what extent does the Proposer present a feasible, well-structured, and effective training delivery model that ensures successful implementation within the required timeframe? (up to max 80 pts.):</p> <ul style="list-style-type: none"> <li>• <b>Excellent:</b> The proposer demonstrates a comprehensive and in-depth understanding of large-scale training delivery design, presenting a highly feasible, well-structured, and efficient implementation model. The proposal clearly defines staffing, grouping, session design, and scheduling, and provides strong evidence that successful delivery within the required timeframe will be achieved. 80 pts. (100 %)</li> <li>• <b>Good:</b> The proposer demonstrates a good understanding of training delivery requirements; the proposed model is feasible, well-structured, and adequately detailed, with appropriate planning for trainers, groups, sessions, and timeline. 72 pts. (90%)</li> <li>• <b>Satisfactory:</b> The proposer demonstrates a general understanding of training delivery; the proposal covers key elements such as structure and scheduling, but some aspects (e.g., staffing logic, grouping strategy, or timeline feasibility) are not fully developed. 56 pts. (70%)</li> <li>• <b>Poor:</b> The</li> </ul>	<p>80</p>



	<p>proposer shows limited understanding of training delivery design; the proposed model lacks sufficient detail, has weak feasibility, and does not convincingly demonstrate the ability to deliver within the required timeframe. 32 pts. (40%) · <b>Very poor:</b> The proposer shows very little understanding of training delivery requirements; the proposal is unclear, unstructured, and not feasible for implementation within the given constraints. 8 pts. (10%) · <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</p>	
5	<p>To what extent does the proposed Gantt chart present a logical, realistic, and well-sequenced implementation plan, with clearly defined responsibilities and time allocations that ensure efficient and timely delivery of all project activities? (up to max 80 pts.):  <b>Excellent:</b> The proposed Gantt chart presents a highly coherent, logical, and realistic sequence of activities with clearly defined responsibilities and well-balanced timelines. Dependencies are correctly identified and managed, demonstrating strong understanding of implementation dynamics and ensuring efficient, risk-mitigated, and timely delivery of all outputs within the project duration. 80 pts. (100 %) <b>Good:</b> The proposed Gantt chart is well-structured and generally logical, with appropriate sequencing of activities and clear assignment of responsibilities. Timelines are realistic and support timely implementation, with only minor gaps in dependency management or level of detail. 72 pts. (90%)  <b>Satisfactory:</b> The proposed Gantt chart demonstrates a generally acceptable implementation plan; activities are mostly logically sequenced and responsibilities are identified, but some inconsistencies exist in timing, dependencies, or level of detail, which may affect efficiency. 56 pts. (70%) <b>Poor:</b> The proposed Gantt chart shows limited coherence; sequencing of activities is partially unclear or unrealistic, responsibilities are not well defined, and timelines appear overly optimistic or insufficiently justified, raising concerns about timely implementation. 32 pts. (40%) <b>Very poor:</b> The proposed Gantt chart is poorly structured or largely incomplete; sequencing is illogical, responsibilities are unclear or missing, and timelines are unrealistic, making effective implementation unlikely. 8 pts. (10%) <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</p>	80
6	<p>To what extent does the proposed Gantt chart present a logical, realistic, and well-sequenced implementation plan, with clearly defined responsibilities and time allocations that ensure efficient and timely delivery of all project activities? (up to max 80 pts.):  <b>Excellent:</b> The proposed Gantt chart presents a highly coherent, logical, and realistic sequence of activities with clearly defined responsibilities and well-balanced timelines. Dependencies are correctly identified and managed, demonstrating strong</p>	80



	<p>understanding of implementation dynamics and ensuring efficient, risk-mitigated, and timely delivery of all outputs within the project duration. 80 pts. (100 %) <b>Good:</b> The proposed Gantt chart is well-structured and generally logical, with appropriate sequencing of activities and clear assignment of responsibilities. Timelines are realistic and support timely implementation, with only minor gaps in dependency management or level of detail. 72 pts. (90%) <b>Satisfactory:</b> The proposed Gantt chart demonstrates a generally acceptable implementation plan; activities are mostly logically sequenced and responsibilities are identified, but some inconsistencies exist in timing, dependencies, or level of detail, which may affect efficiency. 56 pts. (70%) <b>Poor:</b> The proposed Gantt chart shows limited coherence; sequencing of activities is partially unclear or unrealistic, responsibilities are not well defined, and timelines appear overly optimistic or insufficiently justified, raising concerns about timely implementation. 32 pts. (40%) <b>Very poor:</b> The proposed Gantt chart is poorly structured or largely incomplete; sequencing is illogical, responsibilities are unclear or missing, and timelines are unrealistic, making effective implementation unlikely. 8 pts. (10%) <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</p>	
<b>Total section 2</b>		<b>500</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
1	<b>Project/Task Manager</b>		
	University degree in Project Management, Business Administration, IT, Public Administration, Pedagogy, Sociology, Psychology or another related field (5 pts)	5	
	Years of progressive experience in planning, organizing and/or supervising/leading educational programmes (less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 2,5 pts, up to 20 pts)	20	
	Experience as Project/Task Manager in at least 2 similar projects involving eLearning content development, and/or digital skills training programmes (less than 2 projects – 0 pts, 2 projects – 10 pts, each additional project – 5 pts, up to 20 pts)	20	50
	Professional proficiency in Romanian; B1 level of English and/or Russian languages is an advantage (Romanian language 3 pts, English language 1 pts, and Russian – 1 pts)	5	

2	<b>Digital Skills Subject Matter Expert</b>		50
	University degree in ICT, Computer Science, Educational Technology, or related field (5 pts)	5	
	Years of experience in digital skills course and curriculum development (less than 5 years – 0 pts, 5 years – 10 pts, each additional year – 1 pt, up to 15 pts)	15	
	Similar assignments/contracts related to development of digital skills curriculum and course content (less than 2 contracts – 0 pts, 2 contracts – 10 pts, each additional contract – 2,5 pts, up to 15 pts)	15	
	Experience in developing, adapting, or aligning learning materials to any of the DigComp frameworks is considered a strong advantage (no experience – 0 pts, up to 1 project – 5 pts, more than 1 project – 10 pts)	10	
	Proficiency in Romanian language. B1 level of Russian and/or English languages is an advantage (Romanian language 3 pts, each additional language – 1 pt up to max of 5 pts.)	5	
3	<b>Instructional Designer</b>		50
	University degree in Education, Instructional Design, Psychology, Pedagogy, IT or related field (5 pts)	5	
	Years of experience in instructional design for eLearning, job responsibilities that include designing learner-centered and competency-based content, creating storyboards, scripts, and assessment questions. (less than 3 years – 0 pts, 3 years – 10 pts, each additional year – 2,5 pts, up to 15 pts)	15	
	Completed eLearning courses designed (portfolio demonstrating storyboards, scripts and final product access link), (less than 2 courses – 0 pts, 2 courses – 10 pts, each additional course – 2,5 pts, up to 15 pts)	15	
	Experience in designing and structuring interactive eLearning content using industry-standard tools such as Articulate Storyline or Adobe Captivate or any similar tool is considered a strong advantage (no experience – 0 pts, up to 1 project – 5 pts, more than 1 project – 10 pts)	10	
	Proficiency in Romanian language. B1 level of Russian and/or English languages is an advantage (Romanian language 3 pts, each additional language – 1 pt up to max of 5 pts.)	5	
4	<b>eLearning Developer (SCORM Specialist)</b>		50
	University degree in IT, Multimedia, Computer Science, or related field (or equivalent practical experience) - 5 pts	5	

	Experience in eLearning development (less than 1 year – 0 pts, 1 year – 10 pts, each additional year – 2,5 pts, up to 15 pts)	15	
	Similar projects involving interactive course development and implementation of SCORM or equivalent LMS-compatible packages (less than 2 contracts – 0 pts, 2 contracts – 10 pts, each additional contract – 2,5 pts, up to 15 pts)	15	
	Experience in working with the following tools: Articulate Storyline; Adobe Captivate; HTML5-based development or any similar tool is considered a strong advantage (portfolio-based evidence or certification) (no experience – 0 pts, up to 2 tools – 8 pts, each additional tool – 1 pt, up to 10 pts)	10	
	Proficiency in Romanian language. B1 level of Russian and/or English languages is an advantage (Romanian language 3 pts, each additional language – 1 pt up to max of 5 pts.)	5	
	<b>Graphic Designer</b>		
	University degree in Graphic Design, Visual Arts, Multimedia, or related field - 5 pts	5	
	Years of experience in graphic design (less than 3 years – 0 pts, 3 years – 5 pts, each additional year – 2,5 pts, up to 15 pts)	15	
	Similar projects involving educational projects or digital course content design (less than 3 contracts – 0 pts, 3 contracts – 10 pts, each additional contract – 2,5 pts, up to 15 pts)	15	
5	Experience in working with at least 2 of the following tools: Adobe Photoshop, Illustrator, InDesign, Figma (portfolio-based evidence or certification) (no experience – 0 pts, up to 2 tools – 5 pts, each additional tool – 2,5 pts, up to 10 pts)	10	50
	Proficiency in Romanian language. B1 level of Russian and/or English languages is an advantage (Romanian language 3 pts, each additional language – 1 pt up to max of 5 pts.)	5	
	<b>Multimedia Creator</b>		
	University degree in Multimedia, Film Production, Animation, or related field - 5 pts	5	
6	Years of experience in multimedia production (less than 3 years – 0 pts, 3 years – 7,5 pts, each additional year – 2,5 pts, up to 15 pts)	15	50
	Similar projects involving video/audio content for	15	



	education or digital platforms (less than 2 projects – 0 pts, 2 projects – 10 pts, each additional project – 2,5 pts, up to 15 pts)		
	Experience in working with the following tools: Adobe Premiere Pro, After Effects, or equivalent tools (portfolio-based evidence or certification) (no experience – 0 pts, up to 2 tools – 5 pts, each additional tool – 2,5 pts, up to 10 pts)	10	
	Proficiency in Romanian language. B1 level of Russian and/or English languages is an advantage (Romanian language 3 pts, each additional language – 1 pt up to max of 5 pts.)	5	
<b>Total Section 3</b>			<b>300</b>

**2.6 Section 6. Financial Evaluation**

**\*1. Financial Proposal**

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

*Target: Cost breakdown provided*

**2.7 Section I-1.**

**2.8 Section I-2.**



### 3 PART: Schedule of Requirement and Price Schedule

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

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

Additionally, the Proposer shall complete the item line pricing below including the total proposal amount. The Financial Proposal should align with the requirements of the Terms of Reference and the proposer's Technical Proposal. The proposer shall select the applicable currency of proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers.

#### 3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1. Learning Needs Assessment	Education support services						
2-Deliverable 2. Course Blueprint and Assessment Methodology Development	Education support services						
3-Deliverable 3. Content Development	Education support services						
4-Deliverable 4. Video Production	Education support services						
5-Deliverable 5. Assessment Test Development	Education support services						
6-Deliverable 6. Content Management & Course Upload on Platform	Education support services						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
7-Deliverable 7. Pilot Training Programme	Education al support services						
8-Deliverable 8. Feedback Collection & Course Improvement	Education al support services						
9-Deliverable 9. Final report	Education al support services						

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