

# **REQUEST FOR PROPOSAL (RFP)**

**Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s)  
for Companies Engaged in Waste Management and Recycling Activities**

RFP Reference No.: **RfP26/03235**

Country: Republic of Moldova

## Table of Contents

SECTION 1: LETTER OF INVITATION .....	3
SECTION 2: INSTRUCTIONS TO PROPOSERS.....	5
SECTION 3: DATA SHEET (DS).....	18
SECTION 4: EVALUATION CRITERIA.....	23
SECTION 5. TERMS OF REFERENCE .....	32
SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS.....	51
SECTION 7: PROPOSAL FORMS .....	53
<b>FORM A: PROPOSAL CONFIRMATION.....</b>	<b>54</b>
<b>FORM B: CHECKLIST.....</b>	<b>55</b>
<b>FORM C: TECHNICAL PROPOSAL SUBMISSION .....</b>	<b>56</b>
<b>FORM D: PROPOSER INFORMATION .....</b>	<b>58</b>
<b>FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION.....</b>	<b>60</b>
<b>FORM F: ELIGIBILITY AND QUALIFICATION .....</b>	<b>61</b>
<b>FORM G: FORMAT FOR TECHNICAL PROPOSAL.....</b>	<b>63</b>
<b>FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL.....</b>	<b>65</b>
<b>FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY .....</b>	<b>66</b>
<b>FORM J: FINANCIAL PROPOSAL SUBMISSION .....</b>	<b>67</b>
<b>FORM K: FORMAT FOR FINANCIAL PROPOSAL.....</b>	<b>68</b>
<b>FORM L: PROPOSAL SECURITY .....</b>	<b>71</b>

## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "**Enabling an Inclusive Green Transition in the Republic of Moldova**" Project, hereby invites prospective proposers to submit a proposal to **Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities**.

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

- **Form L:** Proposal Security

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-00978**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](#).

**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

## SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p><b>1. Scope</b></p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at <a href="#">UNDP Programme and Operations Policies and Procedures/Procurement</a>.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
<p><b>2. Interpretation of the RFP</b></p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p><b>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</b></p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labor, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>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:</p> <p><a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>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>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> <li>a) Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>b) Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, 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.</li> </ol>
<p><b>4. Eligible proposers</b></p>	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be</p>

	<p>considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting 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 services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>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>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>☐ is included in the Ineligibility List, hosted by <a href="#">UNGM</a>, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>☐ is included in the <a href="#">Consolidated United Nations Security Council Sanctions List</a>, including the <a href="#">UN Security Council Resolution 1267/1989 list</a>;</li> <li>☐ is included in the <a href="#">World Bank Corporate Procurement Listing of Non-Responsible Vendors</a> and <a href="#">World Bank Listing of Ineligible Firms and Individuals</a>.</li> </ul>
<p><b>5. Proprietary information</b></p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p><b>6. Publicity</b></p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
<p><b>SOLICITATION DOCUMENTS</b></p>	
<p><b>7. Clarification of solicitation documents</b></p>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>8. Amendment of solicitation documents</b>	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
<b>PREPARATION OF PROPOSALS</b>	
<b>9. Cost of preparation of proposal</b>	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>10. Language</b>	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
<b>11. Documents establishing eligibility and qualifications of the proposer</b>	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
<b>11.a Documents comprising the proposal</b>	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> <li>▪ Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>▪ Technical Proposal;</li> <li>▪ Financial Proposal;</li> <li>▪ Proposal Security, if required by DS;</li> <li>▪ Any attachments and/or appendices to the Proposal.</li> </ul>
<b>12. Technical proposal format and content</b>	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
<b>13. Financial proposal</b>	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>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>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>14. Currencies</b>	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> <li>• UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.</li> </ul>
	<ul style="list-style-type: none"> <li>• In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>

<b>15. Duties and taxes</b>	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
<b>16. Proposal validity period</b>	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, 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>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers 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>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
<b>17. Proposal security</b>	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>• If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</li> <li>• In the event the successful Proposer fails: <ul style="list-style-type: none"> <li>○ to sign the contract after UNDP has issued an award; or</li> <li>○ 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 proposer.</li> </ul> </li> </ul>

<p><b>18. Joint Venture, Consortium or Association</b></p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> <li>• 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, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and</li> <li>• if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>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>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities 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>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>• Those that were undertaken together by the JV, Consortium or Association; and</li> <li>• Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>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>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p><b>19. Only one proposal</b></p>	<p>The proposer (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>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>• they have at least one controlling partner, director, or shareholder in common; or</li> <li>• any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>• they have the same legal representative for purposes of this RFP; or</li> <li>• 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 proposer regarding this RFP process;</li> </ul>

	<ul style="list-style-type: none"> <li>• they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to</li> <li>• the personnel, does not apply to subcontractors being included in more than one proposal.</li> </ul>
<b>20. Alternative proposals</b>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. 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>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
<b>21. Pre-proposal conference</b>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers’ responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer’s conference or issued/posted as an amendment to RFP.</p>
<b>22. Site inspection</b>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> <li>(i) loss of or damage to any real or personal property;</li> <li>(ii) personal injury, disease, or illness to, or death of, any person;</li> </ul>

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<b>23. Errors or omissions</b>	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
<b>24. Proposers' responsibility to inform themselves</b>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> <li>• examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;</li> <li>• review the RFP to ensure that they have a complete copy of all documents;</li> <li>• obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry;</li> <li>• verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents;</li> <li>• attend any pre-proposal conference if it is mandatory under this RFP;</li> <li>• fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and</li> <li>• form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</li> </ul> <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
<b>25. No material change(s) in circumstances</b>	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a change affecting any declaration, accreditation, license or approval;</li> <li>• major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors;</li> <li>• a change to any information on which UNDP may rely in assessing proposals.</li> </ul>
<b>SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>26. Instruction for proposal submission</b>	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>
	<p>Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.</p>

<p><b>26a. Online submission</b></p>	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> <li>• Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS;</li> <li>• <b>The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</b></li> <li>• <b>The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system.</b></li> <li>• 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 DS.</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
<p><b>27. Deadline for Submission of Proposals</b></p>	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
<p><b>28. Withdrawal, substitution and modification of proposals</b></p>	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
<p><b>29. Storage of proposals</b></p>	<p>Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.</p>
<p><b>30. Proposal opening</b></p>	<p>There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.</p>
<p><b>31. Late proposals</b></p>	<p>Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.</p>
<p><b>EVALUATION OF PROPOSALS</b></p>	
<p><b>32. Confidentiality</b></p>	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer 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 subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>

<b>33. Evaluation of proposals</b>	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely based on the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary examination;</li> <li>b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done);</li> <li>c) Evaluation of technical proposals;</li> <li>d) Evaluation of financial proposals.</li> </ol>
<b>34. Preliminary examination</b>	<p>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>
<b>35. Evaluation of eligibility and qualification</b>	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ol>
<b>36. Evaluation of technical and</b>	<p>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 Section 4: Evaluation</p>

<p><b>financial proposals</b></p>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, 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>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, 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 Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a <b>combined scoring method</b>, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 5px;"> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p><b>37. Post-qualification/ DueDiligence</b></p>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the proposer;</li> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ol>
<p><b>38. Clarification of proposals</b></p>	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

	<p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer 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>
<b>39. Responsiveness of proposal</b>	<p>UNDP's determination of a proposal's responsiveness is to 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. A material deviation, reservation, or omission is one that:</p> <ol style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or</li> <li>b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or</li> <li>c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals.</li> </ol> <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
<b>40. Nonconformities, reparable errors and omission</b>	<p>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. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, 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 proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> <li>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;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</li> <li>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.</li> </ol> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
<b>41. Right to accept any proposal and to reject any or all proposals</b>	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>AWARD OF CONTRACT</b>	
<b>42. Award criteria</b>	<p>Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.</p>
<b>43. Right to vary requirement at time of award</b>	<p>At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified 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 and the solicitation document.</p>

<b>44. Notification of award</b>	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
<b>45. Debriefing</b>	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
<b>46. Publication of contract award</b>	UNDP will publish the contract award on UNDP Procurement Notices website <a href="https://procurement-notice.undp.org/view_awards.cfm">https://procurement-notice.undp.org/view_awards.cfm</a> which is linked to the <a href="#">United Nations Global Marketplace</a> , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
<b>47. Contract Signature</b>	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 Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
<b>48. Contract Type and General Terms and Conditions</b>	The type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>49. Performance security</b>	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified here in: <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a>, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available <a href="#">here</a>. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
<b>50. Bank guarantee for advance payment</b>	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this <a href="#">bank guarantee form</a> available at: <a href="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&amp;action=default">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&amp;action=default</a>.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>
<b>51. Liquidated Damages</b>	If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.

<b>52. Proposal protest</b>	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.</p> <p>The following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>53. Other Provisions</b>	<p>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 goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>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>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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers.

In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is <b>RfP26/03235</b> The scope of this assignment is to contract a <b>Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities.</b>
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through <b>Quantum message functionality.</b> <b>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</b> Deadline for submitting requests for clarifications / questions: <b>5 (five) working days before the submission deadline</b> Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in <b>English and/or Romanian</b>
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: <b>Not allowed</b>
6.	Currencies	Prices shall be quoted only in the currency indicated in the system: <b>USD (US Dollars)</b> In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange valid on the date of money transfer, as per the "payment terms and conditions" stipulated in this solicitation document: <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: <b>Be exclusive of VAT and other applicable indirect taxes.</b>
8.	Proposal validity period	90 days
9.	Proposal security	<b>Required in the amount of USD 2,500 (two thousand five hundred US dollars)</b>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>The Proposal security will be in the same currency as stipulated in Article 6: Currencies.</p> <p>Acceptable forms of proposal security:</p> <p><input checked="" type="checkbox"/> Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms</p> <p><b>Important Remarks:</b></p> <p>The Proposal Security shall be valid up to <b>30 days after the final date of validity of bids</b>.</p> <p>A copy of the full Proposal Security documentation must be submitted through the Quantum system as part of the online bid. The original hard copy of the Proposal Security must then be physically received by UNDP no later than ten (10) calendar days after the deadline for submission of offers indicated in the Quantum system.</p> <p><b>If Proposal security is not submitted as stipulated above, proposal shall be disqualified.</b> The address for submitting the original Proposal Security documentation is as follows:</p> <p><b>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit with the reference RfP26/03235</b></p>
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	<p>Will be conducted:</p> <p><b>Date: 7 May 2026</b></p> <p><b>Time and time zone: 11:00, (GMT+3, Moldova Local Time)</b></p> <p><b>Zoom link:</b> <a href="https://undp.zoom.us/j/89569542812?pwd=bteG6chs6Hp4XP6uNFzh47BhZTNHtV.1">https://undp.zoom.us/j/89569542812?pwd=bteG6chs6Hp4XP6uNFzh47BhZTNHtV.1</a></p> <p><b>Zoom Meeting ID: 895 6954 2812</b></p> <p><b>Zoom Meeting Passcode: 096205</b></p> <p><u>Interested bidders should register for the conference.</u></p> <p><u>To facilitate the registration, prospective bidders are required to send the names and email addresses of their authorized representatives using the "Messages" section in Quantum no later than 6 May 2026. In case bidders face any technical difficulties with Quantum platform, they shall send the above-mentioned information to the following email address: <a href="mailto:sc.md@undp.org">sc.md@undp.org</a>.</u></p> <p><u>Please ensure that the subject of the email message is marked as 'PRE-BID CONFERENCE for RfP26/03235'.</u></p> <p><u>The Pre-bid conference is not mandatory but highly recommended.</u></p> <p><b>Minutes of the Pre-proposal conference</b> will be disseminated by:</p> <p>Direct communication to prospective Bidders by email and posting directly in Quantum and on the below tender websites: <a href="#">UNDP Moldova tenders</a>, <a href="#">UNDP Procurement Notices</a> and <a href="#">UNGM</a>.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be <b>submitted directly in Quantum</b>.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language and have length of max.45 characters.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging receipt of the proposal by the system.</li> <li>▪ <b>The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.</b></li> <li>▪ <b>Documents which are required in original (e.g. proposal security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:</b></li> </ul> <p style="text-align: center;"><b>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit</b></p>
14.	Deadline for proposal submission	<p>Deadline for proposal submission is <b>indicated in the portal</b>. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p><b>Note that system time zone is in EST/EDT (New York) time zone.</b></p>
15.	Proposal Opening	Public proposal opening will <b>NOT</b> be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	UNDP will award a contract to: <b>one bidder</b>
19.	Type of contract to be awarded	<b>Contract Face Sheet</b>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>More information can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	June 2026
21.	Conditions of contract to apply	<p><b>UNDP General Terms and Conditions for contracts (goods and/or services)</b></p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	<p>Required in the amount of 5 % of the total contract value.</p> <p><i>Performance Security shall be provided by the selected bidder within ten (10) days upon issuance of letter of intent/contract and before issuance of the notice to proceed.</i></p> <p><i>The performance security will be in the same currency as stipulated in Article 6: Currencies.</i></p> <p><i>The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6.</i></p>
23.	Advance payment	Not Allowed
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>
25.	Documents to be submitted with your Proposal	<ul style="list-style-type: none"> <li>▪ Company/Organisation Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company/Organisation has been cooperating with, including the topic and year must be presented together with the application package.</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor’s Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024)</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value per each JV partner/Subcontractor (if the case)</li> <li>▪ A copy of preliminary Agreement in case of Consortium</li> <li>▪ 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</li> <li>▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)</li> </ul>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> <li>▪ List of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), including experience relevant to the required skills</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer’s practices which contributes to the ecological sustainability of reduction of environment impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.)</li> <li>▪ <b>Duly filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements.</b></li> <li>▪ <b>Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. 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.</b></li> <li>▪ <b>Proposal Security (as per Form L) –copy to be submitted with the proposal via Quantum, submitted in original not later than 10 (ten) days after the submission deadline from tender deadline at the address indicated in Section 3 above</b></li> </ul>

## SECTION 4: EVALUATION CRITERIA

### Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Security with compliant validity period	Duly signed and stamped compliant to validity Form L: Proposal Security has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

### 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> Proposer is a legally registered entity	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, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
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<p><b>History of non-performing contracts</b><sup>1</sup>: Non-performance of a contract did not occur as a result of contractor default within the last 3 years<sup>1</sup>.</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>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.) <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>The bidder has to provide minimum 3 (three) contracts, with a cumulative value of USD 650,000, 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: <b>capacity building activities</b>, including training, coaching, and/or mentoring; and <b>procurement</b> 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><b>At least one (1) of the submitted and described contracts must have been implemented in the Republic of Moldova,</b></p>	<p>Form F: Eligibility and Qualification</p>

<sup>1</sup> 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.

<p>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).</p> <p><i>(For JV/Consortium/Association, all partners cumulatively should meet requirement, with the Lead Partner having completed at least one of the submitted contracts).</i></p>	
<p><b>Minimum Key Personnel:</b></p>	
<p>The minimum personnel mandatory for the implementation of the contract:</p> <ol style="list-style-type: none"> <li>1. <b>Project Manager</b></li> <li>2. <b>Project Officer</b></li> <li>3. <b>Trainer/Capacity-Building Expert</b></li> <li>4. <b>Financial Officer</b></li> <li>5. <b>Procurement Officer</b></li> <li>6. <b>Waste&amp;Circular Economy Technical Expert</b></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><i>(For JV/Consortium/Association all Parties should meet requirement cumulatively).</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>
<p><b>Financial Standing:</b></p>	
<p><b>Liquidity:</b> Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>UNDP will check the financial accounts to compute the current ratio (CR).</p> <p>If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; 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</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
<p><b>Turnover:</b> Bidder should have average sales annual turnover of USD 500,000 for the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

## Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer's qualification, capacity and experience	250
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	350
<b>Total:</b>		<b>1000</b>

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of organisation and staff credibility / reliability / industry standing</p> <p>Organization / Company profile – 20 points:</p> <ul style="list-style-type: none"> <li>• Excellent: Organization and staff have an outstanding reputation, proven reliability, and a strong company profile supported by verifiable references and achievements: 20 pts</li> <li>• Good: Organization and staff have a very good reputation and reliability, with strong references and a solid company profile: 18 pts</li> <li>• Satisfactory: Organization and staff have a good reputation and reliability, with adequate references and company profile: 14 pts</li> <li>• Poor: Organization and staff have limited reputation and reliability; references and company profile are weak or incomplete: 8 pts.</li> <li>• Very Poor: Organization and staff have very little reputation or credibility; references are minimal or questionable: 2 pts.</li> <li>• No submission: No information provided or completely unacceptable: 0 pts.</li> </ul>	20
1.2	<p>General organisational 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.</p> <ul style="list-style-type: none"> <li>• Experience in (public/business association, public/business support organization, public/business development service provider, etc.) (5 years – 20 pts, 5 pts for each additional year, up to 30 pts)</li> <li>• Project management controls and organigram (up to 10 pts.)</li> </ul>	40
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the region / country.</p> <ul style="list-style-type: none"> <li>• Relevant experience in providing consulting, business support and training, mentoring, coaching services to private sector in Moldova (less than 5 years – 0 pts, 5 years – 15 pts, 5 pts for each additional year up to maximum 40 pts);</li> <li>• Proven experience in procurement of goods and services for final beneficiaries (1 contract/project/assignment – 15 pts, 5 pts for each additional contract up to maximum 40 pts);</li> <li>• Demonstrated operational experience in delivering consulting, capacity-building, training, event management services in the context of economic development, business innovation and sustainability and private sector</li> </ul>	160

	<p>development (1 contract/project/assignment – 10 pts, 5 pts for each additional contract/project/assignment up to 40 pts).</p> <ul style="list-style-type: none"> <li>• Proven experience in integrating Gender Equality and Women’s Empowerment (GEWE) into capacity-building and/or business support programmes, ensuring that all interventions are gender-responsive and inclusive. (1 contract/project/assignment – 10 pts, 5 pts for each additional contract, up to 30 pts)</li> <li>• Previous proven experience of working with UNDP and/or other international development partners and capacity to properly manage a contract under a donor funded effort is an advantage (No – 0 pts, Yes – 10 pts)</li> </ul>	
1.4	<p>Organizational Commitment to Sustainability:</p> <ul style="list-style-type: none"> <li>• Organization is compliant with ISO 14001 or ISO 14064 or equivalent – (no – 0 pts., yes – 10 pts.);</li> <li>• Organization is a member of the UN Global Compact - (no – 0 pts., yes – 10 pts.);</li> <li>• Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, membership in Business Membership Organisations supporting SMEs sector, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant) - (no – 0 pts., yes – 10 pts.).</li> </ul>	30
<b>Total Section 1:</b>		<b>250</b>

<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points obtainable</b>
2.1	<p>To what degree does the Proposer understands the objectives, scope, and requirements of the assignment?:</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.</li> <li>• <b>Good Understanding:</b> The proposer demonstrates a good understanding of the assignment; proposal addresses ToR requirements well and provides adequate evidence of capacity to deliver. 90 pts.</li> <li>• <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.</li> <li>• <b>Poor Understanding:</b> The proposer shows limited understanding of the assignment; proposal addresses ToR requirements superficially and provides weak supporting evidence. 40 pts.</li> <li>• <b>Very poor Understanding:</b> The proposer shows very little understanding of the assignment; proposal largely fails to address ToR requirements 10 pts.</li> <li>• <b>No submission:</b> Information has not been submitted or completely unacceptable: 0 pts</li> </ul>	100
2.2	Is the proposal clear, and is the sequencing of activities logical, realistic, and conducive to efficient implementation?	100

	<ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> The proposal is clear, well structured, and presents a logical, realistic, and well-sequenced implementation plan. Human and material resources are appropriately allocated and support efficient delivery.</li> <li>• <b>Good (90 pts):</b> The proposal is clear and structured, with a generally realistic sequence of activities and adequate resource allocation. Minor adjustments could enhance efficiency.</li> <li>• <b>Satisfactory (70 pts):</b> The proposal presents an acceptable structure and activity sequence but includes gaps or assumptions that may affect efficient implementation.</li> <li>• <b>Poor (40 pts):</b> The proposal lacks clarity and coherence in activity sequencing and resource allocation, raising concerns about feasibility.</li> <li>• <b>Very Poor (10 pts):</b> The proposal is poorly structured, with unrealistic sequencing and insufficient resources.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> No implementation plan provided or submission is unacceptable.</li> </ul>	
2.3	<p>To what extent are quality assurance procedures and risk mitigation measures adequately defined?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> Quality assurance and risk mitigation mechanisms are clearly defined, comprehensive, and fully integrated into the implementation approach, addressing all relevant technical, operational, and fiduciary risks.</li> <li>• <b>Good (90 pts):</b> Quality assurance and risk mitigation measures are well defined and cover most relevant risks, with minor gaps that do not significantly affect robustness.</li> <li>• <b>Satisfactory (70 pts):</b> Quality assurance and risk mitigation measures are outlined but lack sufficient detail or coverage of key risks.</li> <li>• <b>Poor (40 pts):</b> Quality assurance and risk mitigation measures are weak, incomplete, or insufficiently linked to implementation risks.</li> <li>• <b>Very Poor (10 pts):</b> Mechanisms are largely inadequate, missing critical elements and failing to address major risks.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> No quality assurance or risk mitigation measures provided or submission is unacceptable.</li> </ul>	100
2.4	<p>To what extent does the proposal demonstrate operational capacity and feasibility for managing non-cash support and procurement in compliance with UNDP rules?</p> <ul style="list-style-type: none"> <li>• <b>Excellent (100 pts):</b> The proposal demonstrates a very strong and practical operational approach to managing non-cash support, including clear procurement workflows, roles and responsibilities, internal controls, documentation, and coordination mechanisms with beneficiaries and UNDP. The approach fully aligns with UNDP procurement rules, fiduciary standards, and risk management requirements, with clear measures to ensure transparency, accountability, and audit readiness.</li> <li>• <b>Good (90 pts):</b> The proposal demonstrates a sound and realistic operational approach to non-cash support and procurement management, aligned with UNDP rules. Minor gaps or clarifications may be needed, but overall feasibility, compliance, and control mechanisms are clearly addressed.</li> <li>• <b>Satisfactory (70 pts):</b> The proposal demonstrates an acceptable operational approach; however, some aspects of procurement management, compliance, or coordination require further clarification or strengthening to ensure full alignment with UNDP standards.</li> <li>• <b>Poor (40 pts):</b> The proposal presents a weak operational approach, with significant gaps in procurement planning, compliance mechanisms, internal controls, or beneficiary coordination, raising concerns about feasibility and fiduciary risk.</li> </ul>	100

<ul style="list-style-type: none"> <li>• <b>Very Poor (10 pts):</b> The proposal does not demonstrate an adequate operational capacity to manage non-cash support and procurement in compliance with UNDP rules, with critical elements missing or unclear.</li> <li>• <b>No submission / Unacceptable (0 pts):</b> Information is missing or does not allow assessment under this criterion.</li> </ul>	
<b>Total Section 2</b>	<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points Obtainable</b>
<b>Project Manager</b>		<b>90</b>
University degree in business administration, marketing, finance, management, economics, project management, environmental science, or another relevant field (No - 0 pts, Bachelor's degree - 5 pts, Master's degree or higher - 10 pts)	10	
Demonstrated experience(years) managing multidisciplinary projects with relevance to SMEs development, start-ups, access to finance, economic empowerment. (3 years - 10 pts, each additional year - 5 pts, up to a maximum of 20 pts)	20	
Demonstrated experience integrating Gender Equality and Women's Empowerment (GEWE) principles into project management and programme implementation, including gender-responsive interventions, stakeholder engagement, inclusive stakeholder engagement and capacity-building. (None – 0 pts, 1 assignment/project – 10 pts, each additional assignment/project – 5 pts, up to a max. of 20 pts)	20	
Proven experience in designing and/or implementing business support programmes for MSMEs, including in areas such as circular economy, waste management, recycling, resource efficiency, green technologies, or industrial modernization. (e.g. grant programmes, technical assistance schemes, accelerator/incubator programmes, innovation challenges, MSME support schemes) (None – 0 pts, 1 contract/project/assignment – 10 pts, each additional contract/project/assignment – 5 pts, up to a max. of 20 pts)	20	
Previous experience working on projects funded by international organizations or donors (e.g. UNDP EU, World Bank, GIZ, SIDA etc.) (No – 0 pts, Yes – 10 pts)	10	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
<b>Project Officer</b>		<b>70</b>
University degree in business administration, marketing, finance, management, economics, project management, environmental science, or another relevant field (No degree - 0 pts, Bachelor's degree or higher - 10 pts)	10	
Proven experience in coordinating day-to-day project activities, including stakeholder engagement, event management, logistical support, and support to monitoring and evaluation activities. (each project/contract– 10 pts, up to a maximum of 30 pts).	30	
Relevant experience in designing or delivering capacity development initiatives within entrepreneurship, circular economy, recycling, green innovation, or MSME support programmes. (each project/contract– 10 pts, up to a maximum of 20 pts).	20	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
<b>Trainer/Capacity-Building Expert</b>		<b>50</b>

Proven experience (demonstrated through contracts) in facilitating training programmes, workshops, curriculum development, or other learning activities related to business development, entrepreneurship, MSME support, innovation, financial literacy, and/or organisational development, including—where relevant—the integration of sustainability, green solutions, eco-innovations, circular economy, climate, or resource-efficiency aspects. (each contract – 10 pts, up to a maximum of 20 pts)	20	
Ability (demonstrated through contracts) to provide personalised coaching, mentoring and practical advisory support on integrating environmental and climate considerations into business models, production processes, or organisational strategies. (each contract – 10 pts, up to a maximum of 20 pts)	20	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
<b>Financial Officer/Accountant</b>		<b>50</b>
Practical experience in accounting/financial management (3 years - 10 pts, each additional year – 5 pts, up to 15 pts)	15	
Proven experience, demonstrated through relevant contracts or assignments, in implementing financial management activities/tasks under donor-funded or public projects, including budget tracking, financial reporting, payment processing, and reconciliation. (each contract – 10 pts, up to a maximum of 20 pts)	20	
Proficiency at minimum C1/C2 level (CEFR) in Romanian, Russian, and/or English is considered an advantage. (Romanian - 5 pts, English – 5 pts, Russian – 5 pts; max 15 pts)	15	
<b>Procurement Officer</b>		<b>50</b>
Demonstrated practical experience, evidenced by relevant contracts/assignments, in procurement and acquisition of goods and services, including preparation of tender documentation, bid evaluation, contract management, and supplier coordination under public or donor-funded projects. (no contracts - 0 pts, 1 contract/project/assignment – 10 pts, each additional contract - 5 pts, up to a maximum of 20 pts)	20	
Proven experience, evidenced by relevant contracts/assignments, working within the procurement regulatory and operational framework of the Republic of Moldova, including application of national procurement rules, procedures, thresholds, and documentation requirements. (No - 0 pts; Yes - 10 pts)	10	
Demonstrated knowledge and practical application of international procurement best practices and donor procurement principles (e.g. UNDP, EU, World Bank or equivalent), evidenced by relevant contracts/assignments, including transparency, competition, value-for-money, and compliance requirements. (No - 0 pts; Yes - 10 pts)	10	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
<b>Waste&amp;Circular Economy Technical Expert</b>		<b>40</b>
University degree in engineering, environmental sciences, energy, waste management, industrial ecology, sustainability, innovation/technology, or another relevant field (No degree - 0 pts, Bachelor's degree or higher - 5 pts)	5	
Professional experience(years), demonstrated through relevant contracts or assignments, in providing technical design, implementation support, advisory services, or supervision for projects directly relevant to: - circular economy solutions across value chains;	20	

<ul style="list-style-type: none"> <li>- waste management systems, recycling and upcycling solutions;</li> <li>- extended producer responsibility (EPR) schemes;</li> <li>- material recovery, waste reduction technologies, and circular business models;</li> <li>- circular production processes and material efficiency improvements.</li> </ul> <p>integration of waste streams into productive or commercial use.  <i>(less than 5 years - 0 pts, 5 years - 10 pts, each additional year – 5 pts, up to 20 pts).</i></p>		
<p>Proficiency at minimum C1/C2 level (CEFR) in Romanian, Russian, and/or English is considered an advantage.  (Romanian - 5 pts, English – 5 pts, Russian – 5 pts; max 15 pts)</p>	15	

## SECTION 5. TERMS OF REFERENCE

### Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities

#### I. Background Information and Rationale, Project Description

On 23 June 2022, the European Council granted the Republic of Moldova the status of EU candidate country. This represents a substantial achievement but also comes with great responsibilities and obligations. One of these obligations is the *Green Agenda and Sustainable Connectivity*, which includes the environment and climate change acquis. In this sense, meaningful reforms are expected in view of the European Green Deal targets.

The Green Transition Project takes due account of this endeavor. It will put in place enabling conditions for a green transformation in Moldova through a combination of:

- cross-sectoral decision-making in joint stakeholder platforms,
- capacity building measures,
- general education and awareness raising,
- dissemination of best policy practices,
- information sharing and networking, and
- pilot-testing green transition solutions.

These interventions will ensure that the green transition concept is well understood and implemented. The established enabling conditions and investments into green solutions will also respond to key development challenges the country is facing, such as climate change, environmental pollution, and the energy crisis.

Moldova is highly vulnerable to climate change, given limited resources and institutional capacities to address impacts. This is compounded by heavy reliance on agriculture, water scarcity, and other geographical factors. The country is advancing with national adaptation planning, including in agriculture, to build institutional, technical, and budgeting capacities. However, significant gaps remain in achieving long-term adaptation targets.

Environmental degradation is another major threat to Moldova's development agenda. The economy relies heavily on natural resources, leading to overexploitation and pollution. Inadequate waste management practices and outdated technologies in key sectors further contribute to degradation. The mainstreaming of the green agenda into economic activities remains slow.

Moldova is also experiencing increasing urbanization, with the proportion of the population living in cities expected to rise from 47% in 2010 to 60% in 2030 (UN Habitat). Municipalities have a major impact on air quality and are responsible for over 50% of total air pollution in the country.

From an energy security perspective, Moldova is highly dependent on imported energy sources and relies mainly on fossil fuels. Inefficient energy supply and consumption across sectors further exacerbate the situation. Until recently 100% dependent on Russian gas imports, the country is now actively seeking to diversify energy supplies following the war of aggression in Ukraine. Improvements in energy efficiency and the development of domestic resources – including renewables – are high on the political agenda for sustainability, competitiveness, and security. The energy sector is also the main source of GHG emissions in the country.

Against this background, the Green Transition Project aims to support the Government of Moldova to engage sustainably in a transformative green agenda by enhancing awareness, building capacities, and encouraging investments in a low-emission and resource-efficient economy.

The Project will be implemented under the following three components:

1. Socio-economic framework for gender-responsive and inclusive green transition enabled.
2. Capacity and awareness of the inclusive green transition increased among key stakeholders.

3. Additional funding is attracted by promoting and piloting investments in green and innovative technologies, while evidence-based decision-making is improved by deploying a reliable air quality monitoring system.

The implementation period is 48 months, with a total budget of EUR 10 million.

The Republic of Moldova has committed to advancing its green development agenda as a cornerstone of its EU candidacy. These commitments are enshrined in the EU Association Agreement, which emphasizes sustainable development and the promotion of a green economy. This strategic alignment underscores Moldova's determination to implement transformative reforms in environmental governance and sustainability, ensuring progress toward a resilient and inclusive future.

The Green Transition Project is a key initiative supporting Moldova's ambitions, with a focus on the following thematic areas:

- Waste Management and Circular Economy
- Green and Sustainable Mobility
- Environmental, Social, and Governance (ESG) Framework
- Green Financing
- Resource Efficiency and Clean Production
- Sustainable Business Model Development
- Capacity Building on Green Transition

To ensure effective implementation, the project will foster cooperation among a broad spectrum of stakeholders, including public authorities, private sector actors, civil society, and the general population.

A key pillar of Moldova's green transition is the shift from a traditional "business-as-usual" linear model — based on extraction, consumption, and disposal — toward a circular economy model that prioritizes waste prevention, reuse, repair, recycling, and the reintegration of materials into productive value chains. This systemic transformation is essential not only for environmental protection, but also for improving resource efficiency, strengthening economic competitiveness, and aligning with EU environmental acquis in the context of the accession process.

Although important regulatory steps have been taken in recent years, Moldova's recycling rate remains low — estimated at below 10%. The majority of municipal and commercial waste continues to be disposed of in landfills, and the domestic recycling industry does not yet cover all priority waste streams. At the same time, recycling companies face structural constraints, including outdated equipment, limited access to finance, unstable supply chains, and insufficient market demand for secondary raw materials.

The gradual introduction of Extended Producer Responsibility (EPR) schemes has started to change this dynamic. Over the past several years, EPR systems for packaging, WEEE, batteries and accumulators have contributed to a steady increase in the volume of separately collected recyclable waste. This demonstrates that regulatory and financial responsibility placed on producers can generate tangible improvements in collection performance. However, the growth in collected quantities is not yet fully matched by domestic processing capacity. In some cases, recyclable materials continue to be exported due to limited national treatment infrastructure.

The upcoming implementation of the Deposit Refund System (DRS) in 2027 will further accelerate this trend. The DRS is expected to significantly increase collection rates for beverage containers (plastic, glass and aluminum), leading to substantially higher volumes of high-quality recyclables entering the system. While this represents a major step forward in environmental policy, it will also place additional pressure on the recycling industry. Without adequate preparation, bottlenecks may emerge in sorting, storage, processing, and value recovery.

Currently, there is no dedicated national funding mechanism or targeted financial instrument designed specifically to support recycling companies in expanding capacities, upgrading technologies, or diversifying into new waste streams. As a result, the sector risks lagging behind the rapid evolution of collection systems driven by EPR and DRS reforms.

To ensure that increased collection translates into increased domestic recycling performance — rather than higher exports of raw recyclables — Moldova must proactively strengthen its recycling infrastructure. Targeted support mechanisms, including non-cash equipment grants, co-financing schemes, green finance instruments, or EPR-based investment tools, are essential to help recyclers modernize operations, scale capacities, and absorb the growing volumes of materials expected in the coming years.

In this context, strengthening the recycling industry is not only an environmental priority, but a strategic economic imperative. Aligning collection reforms with industrial preparedness will be critical to achieving a functional circular economy, increasing national recycling rates, reducing landfill dependency, and retaining added value within the country.

This assignment(s) is anchored under Component 3 of the Project and contributes directly to two outputs and three related activities:

- Output 3.1. The use of renewable energy technologies and innovative sustainable transport and mobility solutions expanded in view of contributing to the emission reduction
- *Activity 3.3.1 Increase the recycling rate via attracting additional funding for authorized recycling companies*

To achieve these outputs, UNDP is seeking a qualified company, NGO, or consortium of companies/organizations (hereinafter “the Contractor”) to design and implement a Non-Cash Support Mechanism(s).

The overarching goal of the initiative is to support authorized recycling companies in expanding their operational capacities, modernizing equipment, and introducing new recycling lines for under-served waste streams such as plastics, e-waste, used oil, tires, and other priority fractions. Beneficiary companies will provide co-financing to complement project support, ensuring ownership, sustainability, and leveraging additional private investment.

This intervention will strengthen collection and processing systems, improve operational efficiency and material recovery rates, stimulate green job creation, and contribute to the achievement of national waste management objectives aligned with EU requirements. By enhancing domestic recycling capacity, the programme will support Moldova’s transition toward a more circular, resource-efficient, and sustainable economy.

Priority will be given to companies led by women and young entrepreneurs, thereby promoting inclusive participation and equitable access to opportunities within the green transition.

By the end of the implementation of this programme, the goal is to attract at least EUR 1,000,000 in additional private investments while promoting sustainable development practices across Moldova’s economy. Key interventions will focus on enhancing resource efficiency, reducing carbon footprints, and creating business models that are both environmentally and economically sustainable, aligning Moldova with the European Green Deal and EU sustainability goals.

## II. Specific Objectives and Scope

Under the Green Transition Project, UNDP intends to establish and operationalize a **Non-Cash Support Mechanism** aimed at strengthening the technical and operational capacities of recycling companies in the Republic of Moldova.

The objective of the mechanism is to provide structured, non-refundable, non-cash support packages combined with targeted technical assistance and capacity-building support to **up to five (5) recycling companies**. The total allocation available for the non-cash support component shall not exceed **USD 500,000.00**.

Assistance will be delivered primarily through the procurement of equipment, goods, works, and specialized services necessary for upgrading production processes, expanding recycling capacities, and/or introducing new recycling lines for priority and under-served waste streams.

The mechanism shall contribute to:

- Modernization and technological upgrading of supported companies;
- Improved resource efficiency and material recovery performance;
- Increased national recycling capacity and reduced landfill dependency;
- Achievement of national waste management objectives aligned with EU circular economy requirements.

Priority consideration shall be given to proposals submitted by, or benefiting, companies led by women, youth entrepreneurs, and representatives of vulnerable groups, in line with UNDP's gender equality and social inclusion commitments.

The Contractor(s) shall be responsible for the full cycle of activities, including the design, planning, administration, management, implementation, monitoring, and reporting of the mechanism, in close coordination with UNDP and the Green Transition Project team. All activities shall be implemented in accordance with UNDP rules and procedures, ensuring transparency, competitiveness, value for money, and compliance with applicable environmental and social safeguards.

**Note:** *The identification and selection of up to five (5) beneficiaries of the non-cash support shall be carried out by UNDP Moldova / the Green Transition Project based on established eligibility and selection criteria. The final list of beneficiaries shall be approved by the Project Board and subsequently communicated to the selected Contractor for implementation under this assignment.*

*In the event of availability of additional project funds, UNDP reserves the right, subject to Project Board approval, to expand the scale of the intervention, including by increasing the total non-cash support envelope and/or the number of beneficiaries, without altering the nature or objectives of the assignment.*

**The General objectives identified, and scope of services defined shall be met through activities that include, but are not limited to the following:**

Activity 1. Strengthening the technical and operational capacities of recycling companies in the Republic of Moldova

To operationalize this activity, contracted company will be responsible to implement the following sub-activities:

- 1.1. To prepare methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:
  - a. The overall operational approach for implementing the Non-Cash Support Mechanism;
  - b. Detailed description of procurement procedures, templates and monitoring of proper use of the received goods and services as provided by the non-cash support;
  - c. Methodology for monitoring & evaluation of activities carried out and achieved results within this project;
  - d. Reporting tools, including programmatic and financial reports.

*To note: The proposed methodology must be approved by Green Transition Project at the initial phase of the contract.*

- 1.2. Prior to the signing of the Support Agreement, the Contractor shall conduct one (1) on-site visit per selected beneficiary to assess the company's current operational status, technical capacities, and business development objectives. The purpose of the visit shall validate and, where necessary, refine the proposed investment package in order to ensure technical feasibility, environmental compliance, and alignment with sustainability objectives. This shall include clarifying and finalizing the list of goods, works, and services to be procured, identifying capacity-building needs, and strengthening the overall quality, coherence, and expected impact of the proposed green development intervention.

- 1.3. To develop the template of the agreement to be signed with the beneficiaries and to sign the agreement(s) with the beneficiaries of the non-cash support. This activity involves the formalization of agreements with selected beneficiaries who will receive non-cash support as part of the project. The agreements will outline the terms and conditions of the support provided and establish the respective obligations of both parties involved. The format and content of the agreement will be coordinated with UNDP Moldova/Green Transition Project Team.

1.4. To provide support in organization of the non-cash support mechanism implementation launching meeting with all selected beneficiaries and other relevant stakeholders. This activity centres around orchestrating a comprehensive launch meeting to inaugurate the implementation phase of the non-cash support mechanism with all selected beneficiaries. The meeting is designed to sign the Support Agreements, to establish a clear understanding of projects' objectives, foster collaboration among stakeholders, and outline the roadmap for successful non-cash support mechanism execution. The Contractor is responsible to prepare the agenda, invitation, presentations and other materials necessary to coordinate the event and to meet its objectives.

*Note: The costs and expenses for the logistical aspects (venue, catering, technical etc.) of the meeting shall be covered by the Green Transition Project/UNDP.*

1.5. After the agreement signing, the contractor will carry out individual meeting with each beneficiary (1 in-person meeting per beneficiary) and will establish individual monitoring and evaluation targets, including indicators' baseline, for the selected beneficiaries, and an individual procurement plan, technical specifications and procedures adapted for the needs of the beneficiaries, as well as training needs and other relevant implementation milestones.

1.6. Following completion of the technical validation and needs assessment phase, the Contractor shall implement the approved support packages tailored to the specific operational requirements of each beneficiary company selected by UNDP. The Contractor shall engage with the selected beneficiaries to facilitate the integration of modern recycling technologies, process optimization measures, and resource-efficient solutions aimed at increasing recycling capacity, improving material recovery rates, and enabling the introduction of new or under-served waste streams.

Support shall be provided in the form of non-refundable, non-cash assistance covering eligible goods, works, and services within the scope of the approved support package. The non-cash support provided under this mechanism may cover up to 50% of the total eligible investment cost per beneficiary, with a maximum ceiling of USD 100,000 per company, subject to the overall allocation of USD 500,000 for the mechanism. Each beneficiary shall provide a minimum co-financing contribution of at least 50% of the total project value, exclusively in monetary form, to be transferred to a dedicated bank account opened and managed by the contractor. In-kind contributions shall not be considered eligible. Beneficiary co-financing commitments shall be confirmed during the Expression of Interest stage. Non-cash support agreements shall be concluded only with beneficiaries that formally commit to providing the required co-financing contribution. In the event of withdrawal or non-performance of a beneficiary, UNDP reserves the right, subject to Project Board approval, to reallocate the corresponding funds to other eligible beneficiaries, including those identified as reserve applicants.

*Note: The amount of non-cash assistance shall be fixed at up to USD 100,000, to which the beneficiary's mandatory co-financing contribution shall be added. The non-cash assistance component shall be exempt from Value Added Tax (VAT), in accordance with Government Decision No. 246/2010 on the application of customs and tax facilities related to the implementation of ongoing technical and investment assistance projects falling under international treaties to which the Republic of Moldova is a party (Official Gazette No. 131–141, Art. 437 of 05 June 2020). **The beneficiary's co-financing contribution shall not be subject to such exemption and shall be provided inclusive of all applicable taxes.***

Eligible investments will include, but not be limited to:

- Equipment and technological lines, including primary sorting systems, mechanical separation, optical separation, shredding, pressing, baling, or washing systems, where these constitute an integral part of the recycling process flow;
- Auxiliary equipment and technological components necessary for the operation of the recycling process;
- Technical solutions aimed at reducing environmental impact, including filtration systems, dust collection systems, treatment of technological wastewater, emission reduction systems, or noise reduction measures, insofar as these are directly associated with the recycling process;

- Digital systems and IT solutions for monitoring, control, and traceability;
- Services directly related to the supported equipment, including delivery, installation, commissioning, and technical staff training.

**Note:** All procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting. The payments for the goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the agreement(s) signed with the Beneficiaries of the non-cash support, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support.

#### Activity 2. Capacity building support

This activity aims to strengthen the technical, operational, and strategic capacities of the beneficiary companies selected under the Non-Cash Support Mechanism. The objective is to ensure that supported companies are able to effectively operate newly installed technologies, optimize recycling processes, improve environmental performance, and enhance competitiveness within the framework of Moldova's transition to a circular economy aligned with EU standards. The capacity-building component shall complement the non-cash investment support and ensure the sustainability and long-term impact of the interventions. It shall focus on improving technical expertise, operational efficiency, regulatory compliance, and the integration of circular economy principles into business models. Through this activity, beneficiary companies shall be supported in enhancing material recovery rates, improving the quality of recycled outputs, reducing operational costs, and strengthening their positioning within national and regional recycling value chains.

2.1. Facilitate and carry out a total number of at least 5 Individual Meetings with selected beneficiaries (1 individual meeting per beneficiary) to determine and evaluate capacity building needs. This activity involves organizing individual meetings and/or discussions with each of the five selected beneficiaries to identify their unique training requirements. These sessions will be tailored to address the specific needs and challenges faced by each beneficiary, ensuring personalized support and guidance. By conducting these meetings, the goal is to gain insights into the individual needs of each beneficiary and develop customized training support.

2.2. This activity provides individualized capacity development support to each selected beneficiary. The Contractor shall deliver a total of five (5) customized sessions, consisting of one (1) three-hour session per beneficiary company. Based on the needs identified during previous assessments and consultations, each session shall provide targeted, practical guidance to strengthen the beneficiary's technical, operational, and managerial capacities related to the implementation of the approved support package. The sessions may address process optimization, efficient use of installed equipment, environmental compliance, integration into EPR systems, preparation for increased material flows, and support in preparing documentation required to access additional financing opportunities. Each session shall conclude with clear recommendations and agreed follow-up actions. A brief summary report shall be submitted to UNDP as part of the reporting requirements.

2.3. Organize one thematic workshop for all beneficiaries focusing on circular economy practices, integration into Extended Producer Responsibility (EPR) systems, preparation for increased material flows under the Deposit Refund System (DRS), and alignment with environmental, social, and governance (ESG) principles. This workshop shall aim to strengthen the strategic and managerial capacities of beneficiary companies, ensuring that investments translate into measurable improvements in environmental and economic performance.

2.4. Facilitate and carry out structured exchange-of-experience sessions among beneficiary companies to promote peer learning, sharing of operational challenges and solutions, and dissemination of best practices within the recycling sector. These exchanges shall contribute to building a stronger and more collaborative domestic recycling ecosystem.

2.5. Organize one international study visit to ECOMONDO - international trade fair dedicated to the green and circular economy, focusing on ecological transition, waste management, renewable energy, and water conservation (3-6 November 2026, Rimini, Italy). . The study visit shall aim to expose beneficiaries to advanced technologies, innovative operational approaches, and scalable business models that can be adapted to the Moldovan context.

The Contractor shall ensure proper documentation of all capacity-building activities, including training materials, attendance records, evaluation feedback, and summary reports. The impact of the capacity-building support shall be reflected in improved operational performance, enhanced compliance, and strengthened competitiveness of the beneficiary companies.

### Activity 3. Monitoring, Evaluation and Reporting

This activity aims to ensure systematic monitoring, evidence-based evaluation, and structured reporting of the non-cash support mechanism. The objective is to track progress against planned activities and outputs, assess the effectiveness and impact of the supported programme at both enterprise and programme level, and generate actionable lessons learned to inform future green transition interventions.

The Contractor will be responsible for establishing and implementing a monitoring and reporting framework in close coordination with the UNDP Green Transition Project Team, ensuring compliance with UNDP reporting standards, accountability requirements, and visibility rules.

Sub-activities under Activity 3 include, but are not limited to, the following:

#### 3.1. Monitoring of implementation progress

- Establish a monitoring and evaluation approach and tools to track implementation of support mechanism for each beneficiary, including procurement progress, delivery of goods and services, and implementation of technical assistance activities.
- Conduct regular (monthly online or by phone calls) follow-up with beneficiaries to assess implementation status, identify risks or delays, and propose corrective actions where necessary, in coordination with UNDP.

#### 3.2. Compilation of beneficiary data sheets

- Ensure the preparation and compilation of individual data sheets for each beneficiary, capturing baseline information, supported interventions, investment value, co-financing contribution, key outputs, and results.
- The format and structure of beneficiary data sheets shall be coordinated and approved by the Green Transition Project Team, to ensure consistency across project activities.

#### 3.3. Collection and analysis of performance indicators

- Collect quantitative and qualitative indicators related to project implementation, including environmental, economic, and operational performance indicators, in line with the Project Results Framework.
- Analyse results achieved at both programme level and individual beneficiary level, assessing progress toward objectives related to resource efficiency, environmental performance, and competitiveness and other relevant factors/goals.

#### 3.4. Evaluation and lessons learned

- Conduct an analysis of results achieved under the non-cash support mechanism and by each beneficiary in particular.
- Describe the Results and Lessons Learned upon completion of the active implementation phase, highlighting key findings, challenges encountered, corrective measures applied, good practices, and recommendations for scaling or replication.

### 3.5. Reporting on project implementation

The Contractor shall prepare and submit the following reports to UNDP/Green Transition Project, in accordance with agreed timelines and formats:

- One Inception Report, outlining the detailed methodology and implementation plan, procurement procedure & templates, monitoring & evaluation framework, and reporting tools;
- Three Progress Reports (simplified), including narrative progress updates and financial statements, documenting implementation status, expenditures, risks, and corrective actions;
- One Final Report on the completion of non-cash support implementation, summarizing achieved outputs and results, lessons learned, and recommendations;
- Any additional reports as specified in the Deliverables section of the ToR or reasonably requested by UNDP for monitoring or communication purposes.

### III. Milestones and tasks

The Contractor shall take full responsibility for the provision of services described in this ToR in close consultation and cooperation with UNDP/Green Transition Project team. The Scope of Work shall be implemented through the completion of the following Milestones, each corresponding to a logical phase of the assignment and a coherent set of activities:

#### **Milestone 1. Inception, Methodology and Operational Setup**

This milestone focuses on establishing the methodological, operational, and coordination foundations for the assignment. It will be considered achieved upon UNDP approval of the inception package and operational readiness. Key tasks include, but are not limited to:

##### 1.1. Development and submission of an Inception Report, including:

- Detailed methodological approach for implementation of Activities 1–3;
- Comprehensive activity plan, timeline, and sequencing of activities;
- Monitoring and evaluation framework, including indicators and tools;
- Procurement procedures & templates;
- Reporting tools and formats (programmatic and financial);
- Risk management and mitigation measures;
- Roles and responsibilities of experts delivering training;
- Beneficiary engagement approach;
- Communication channels and coordination mechanisms with stakeholders.

To note: The methodology and Inception Report must be approved by the UNDP / Green Transition Project Team at the initial phase of the contract.

**Milestone 2. Beneficiary Engagement and Non-Cash Support Preparation.** This milestone covers beneficiary onboarding, validation and refinement of their project proposals, and operational readiness for the implementation of non-cash support mechanism. It ensures that beneficiaries are technically, administratively, and procedurally prepared for effective implementation in compliance with UNDP rules.

Key tasks include but are not limited to:

2.1. Conducting needs assessment and on-site visits: Conduct a comprehensive Needs Assessment for all selected beneficiaries, resulting in the development of a consolidated Needs Assessment Report. This task shall include, but not be limited to, the following elements:

(i) Preparation of a needs assessment methodology to be applied consistently across all beneficiaries, covering technical, operational, environmental and preliminary capacity building aspects.

(ii) Conduct an initial on-site visit (prior to the signing of the Support Agreement) to each selected beneficiary to assess the current business situation, development objectives, technical capacity, operational performance, and investment readiness.

(iii) Identification of preliminary implementation and investment needs, to inform minor refinement of the project proposals;

(iv) Preparation of a final concise Needs Assessment Report, serving as the basis for minor updating and finalizing the project proposals and preparing for agreement signature.

## 2.2. Review and Update of Green Development Project Proposals (Pre-Agreement)

- Review existing project proposals against the findings of the Needs Assessment;
- Update (up to 20% of the initial proposal) and refine each project proposal to ensure technical feasibility, eligibility, and readiness for implementation;
- Finalized project proposals shall serve as the technical basis for the non-cash support agreements.

2.3. Development and coordination of Non-Cash Support Agreements : (i) Draft a template agreement outlining the terms and conditions of non-cash support for selected beneficiaries; (ii) Coordinate the agreement template with UNDP Moldova/Green Transition's Project Team to ensure compliance with project requirements, procedures and standards; (iii) finalize agreements for signature with all selected beneficiaries.

2.4. Organization of the non-cash support mechanism Launch Meeting: (i) Plan, schedule and deliver a half-day launch meeting with all beneficiaries to formally initiate the implementation phase of the non-cash support mechanism; (ii) Prepare the meeting agenda, presentations, and supporting materials to clearly communicate objectives, roles and responsibilities, implementation and timelines, and next steps ; (iii) Facilitate the signing of non-cash support agreements during the launch meeting.

*Note: All the logistical arrangements for the launch meeting (i.g. venue rental, technical equipment , catering etc.) and other aspects needed for a successful organisation of the Launch meeting shall be covered by the Green Transition Project.*

2.5. Post-agreement Engagement with Beneficiaries for Capacity-Building and Implementation Planning. Following the signing of the Non-Cash Support Agreements: (i) Conduct individual post-agreement meetings with each beneficiary to define detailed training needs and agree on implementation sequencing and coordination arrangements; (ii) These meetings shall inform the design of tailored training and coaching programmes under Milestone 3.

2.6. Procurement Planning and Execution: (i) Update and adjust, where necessary, up to 20% of the initial proposal for each beneficiary, including detailed procurement plans for the acquisition of goods, equipment and technical assistance services ; (ii) Implement the procurement process of the goods, equipment and technical assistance services in compliance with UNDP rules, public procurement standards and international best practices; (iii) Ensure transparent procurement procedures, proper record keeping, and timely financial reporting to UNDP; (iv) Facilitate the involvement of the beneficiaries' representatives in the procurement evaluation processes, where applicable, including participation Evaluation Committee. (v) Ensure proper handover of procured goods and services to beneficiaries upon completion of procurement.

2.7. Monitoring of implementation progress: (i) Apply the Monitoring and Evaluation framework approved under Milestone 1, to track the progress of Project implementation for each beneficiary ; (ii) Conduct regular reviews , on-

site monitoring visits (2 per project implementation period) and follow-up with beneficiaries to identify any challenges, risks, delays or issues and propose corrective actions , in coordination with UNDP/GT project team.

2.8. Coordination of payments and interim reporting: (i) Coordinate payments for goods and services under the awarded support in accordance with green development projects, signed agreements, approved budgets, and applicable procurement procedures; (ii) Prepare and submit interim implementation and financial progress updates to the UNDP / Green Transition Project Team, summarizing implementation status, expenditures incurred, and key issues requiring attention.

**Milestone 3. Development and implementation of tailored training and capacity building support programs for beneficiaries of the non-cash support scheme (recycling and waste management companies)** – It aims to strengthen beneficiaries’ technical, operational, managerial, and financial capacities to effectively implement the supported investments, increase recycling capacities and/or introduce new waste streams, and ensure compliance with national environmental regulations and Extended Producer Responsibility (EPR) requirements.

The capacity-building support shall promote the adoption of resource-efficient and cleaner production (RECP) practices, process optimization, quality standards for secondary raw materials, digital traceability systems, energy efficiency measures, and where relevant, renewable energy solutions.

Through this structured support, beneficiaries are expected to improve operational performance, cost efficiency, environmental compliance, market competitiveness, and long-term business sustainability in the context of Moldova’s transition toward a circular economy.

Tasks under this milestone include, but are not limited to, the following:

### 3.1. Post-Agreement Capacity Needs Validation

Following the signing of the Non-Cash Support Agreements:

- Conduct five (5) individual post-agreement meetings (one per beneficiary) to validate and detail training needs, building on the findings of the Needs Assessment conducted under Milestone 2;
- Prepare focused agendas and summaries for each meeting, clearly identifying capacity gaps and support priorities linked to project implementation.

*The logistics of the meetings and associated expenditures shall be ensured by the selected Contractor.*

### 3.2. Delivery tailored trainings:

- Conduct five (5) customized sessions, consisting of one (1) three-hour session per beneficiary company
- Each session shall conclude with clear recommendations and agreed follow-up actions

*The logistics of the meetings and associated expenditures shall be ensured by the selected Contractor.*

### 3.3. Thematic workshop for all beneficiaries:

- Organize one (1) thematic workshop for all beneficiaries focusing on circular economy practices, integration into Extended Producer Responsibility (EPR) systems, preparation for increased material flows under the Deposit Refund System (DRS), and alignment with environmental, social, and governance (ESG) principles.

*The logistics of the meetings and associated expenditures shall be ensured by the selected Contractor.*

### 3.4. Peer to peer learning:

- Facilitate and carry out structured exchange-of-experience sessions among beneficiary companies to promote peer learning, sharing of operational challenges and solutions, and dissemination of best practices within the recycling sector

*The logistics and associated expenditures shall be ensured by the Contractor.*

### 3.5. Study visit:

- Organize one international study visit to ECOMONDO - international trade fair dedicated to the green and circular economy, focusing on ecological transition, waste management, renewable energy, and water conservation. The details of the visit are:
  - Country of destination: Rimini, Italy
  - Period: 3-6 November 2026
  - Number of participants: 15
  - Mode of travel: Airplane (Chisinau-Bologna or Chisinau-Rimini)
  - Meals: lunch and dinner
  - Local transport: it is ensured by the organizers of exhibition
  - Accommodation: 15 rooms in hotel, 3 stars maximum
  - Conference facilities: translation Romanian-Italian, Romanian-English, Russian-Italian and English
  - 2-day participation fee: 30 EUR per participant

*The logistics and associated expenditures shall be ensured by the Contractor. Should some of the above-mentioned costs be covered by the ECOMONDO organizers, then such costs shall be deducted from the Contractor's financial proposal and not paid by UNDP.*

### 3.6. Learning, Feedback, and Reporting

- Monitor the progress and effectiveness of training and coaching activities;
- Collect feedback from beneficiaries and relevant stakeholders;
- Identify lessons learned and areas for improvement to enhance impact and inform future green transition interventions.
- Provide inputs for progress and final reports related to training and coaching activities, in line with the reporting requirements of the assignment.

## **Milestone 4: Summing-up and Reporting**

4.1. Ensure compilation of data sheets of each beneficiary to be used for developing success stories.

4.2. Analysis of the results achieved by the project and each beneficiary in particular and develop Progress Report(s) and about the active implementation phase of assignment addressing the key findings, major challenges and recommendations.

4.3. 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.

Elaboration of project implementation reports:

- One Inception Report;
- Three Progress Reports (simplified), including financial Report/Statements;
- Final report on completion of the assignment.
- Other reports as described in the Deliverables 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 FORM K: FORMAT FOR FINANCIAL PROPOSAL.

## **IV. DELIVERABLES AND INDICATIVE TIMEFRAMES (please refer to the detailed description of key activities, formulated above)**

Milestones	Deliverables	Target date
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<p><b>Milestone 1. Inception, Methodology and Operational Setup</b></p>	<p>1.1 Inception Report, including assignment methodology, M&amp;E framework, procurement procedures and templates, reporting tools, activity plan that outlines the overall strategy, communication and coordination mechanisms, timeline, and key milestones for the implementation of activities under the assignment.</p> <p><u>Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed</u></p>	<p>1 month after contract commencement date IR</p>
<p><b>Milestone 2. Beneficiary Engagement and Non-Cash Support Preparation</b></p>	<p>2.1 One (1) concise Beneficiary Needs Assessment Report with individual evaluation per each beneficiary prepared. 2.2 All Projects proposals reviewed and updated 2.3 Five (5) Agreements for Non-Cash Support developed, coordinated and signed. 2.4 One (1) non-cash support mechanism launch meeting organised (agenda, presentations, list of participants) and delivered</p> <p><u>Present to UNDP the Beneficiary Needs Assessment Report (BNAR) containing the deliverables 2.1-2.4 completed</u></p> <p>2.5 Individual procurement plan for each beneficiary developed (PR1) 2.6 Tenders for procuring eligible goods and services launched for all beneficiaries and finalized for 2 beneficiaries (PR1)</p> <p><u>Present to UNDP the First Progress Report (PR1) containing the deliverables 2.5-2.6 completed</u></p> <p>2.7 Tenders for procuring eligible goods and services finalized for remaining 3 beneficiaries. (PR2) 2.8 Eligible goods and services procured accordingly; co-financing contribution received and checked for at least 2 beneficiaries. (PR2)</p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 2.7-2.8 completed</u></p> <p>2.9 Eligible goods and services procured accordingly; co-financing contribution received and checked for remaining 3 beneficiaries. (PR3) 2.10 The procurement activities under the project proposals are fully implemented, completed and handed over to at least 2 beneficiaries. (PR3)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverables 2.9-2.10 completed</u></p>	<p>1 month after contract commencement date BNAR</p> <p>4 months after contract commencement date PR1</p> <p>8 months after contract commencement date PR2</p> <p>10 months after contract commencement date PR 3</p> <p>12 months after contract</p>

	<p>2.11 The procurement activities under the projects are fully implemented, completed and handed over to remaining 3 beneficiaries. (FR)</p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 2.11 completed</u></p>	<p>commencement date</p> <p>FR</p>
<p><b>Milestone 3. Development and implementation of tailored training and capacity building support programs</b></p>	<p>3.1 Five (5) Individual Meetings (one per beneficiary) facilitated and conducted (PR1)</p> <p>3.2 Five (5) Individual Training Sessions organized (consisting of one (1) three-hour session per beneficiary company) and delivered in line with the coordinated training programme (PR1)</p> <p><u>Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1-3.2 completed</u></p>	<p>4 months after contract commencement date</p> <p>PR1</p>
	<p>3.3 Organize one (1) thematic workshop for all beneficiaries focusing on circular economy practice (PR2)</p> <p>3.4. Facilitate and carry out at least one (1) structured exchange-of-experience session among beneficiary companies (PR2)</p> <p>3.5 Organize one international study visit to a relevant waste management and circular economy exhibition. (PR2)</p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3-3.5 completed</u></p>	<p>6 months after contract commencement date</p> <p>PR2</p>
	<p>3.6 Submit a report summarizing lessons learned and feedback received from beneficiaries regarding the capacity-building activities. (PR3)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverable 3.6 completed</u></p>	<p>10 months after contract commencement date</p> <p>PR 3</p>
<p><b><u>Milestone 4: Summing-up and Reporting</u></b></p>	<p>4.1. Fact sheets for all beneficiaries, with brief data and information about the beneficiaries and their Projects developed, coordinated and approved by Green Transition Project. (FR)</p> <p>4.2. One (1) Final Report (FR), with qualitative and quantitative indicators and disaggregated data provided of the assignment, and lessons learned, the key findings, major conclusions, and recommendations.</p> <p>4.3. As annex to FR develop and submit brief overview for each project with one-page description of each intervention.</p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 4.1-4.3 completed</u></p>	<p>13 months after contract commencement date</p> <p>FR</p>

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

## **V. Confidentiality statement**

All data and information received from the UNDP for the purposes of this assignment are to be treated confidentially and only to be used for the execution of these Terms of Reference.

All intellectual property rights arising from the execution of these Terms of Reference are assigned to UNDP.

The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of UNDP.

## **VI. Institutional arrangements**

The Contractor will be awarded a contract with UNDP Moldova for the delivery of services applied for and will work under the overall supervision of the **Green Transition Project Team** (Project Manager, Component Manager, and Grant/Programme Specialist).

Since the contracts foresee reimbursement of costs, the Contractor must demonstrate financial stability and competence in financial management and reporting.

### **Reporting and Documentation Requirements**

All reports and assignment-related documentation shall be submitted in Romanian as the primary language, with English versions provided upon request. Final reports to UNDP must be submitted in both hard and electronic copies in English and shall require UNDP approval before finalization.

### **Beneficiary Materials and Language Provisions**

Materials developed for beneficiaries-including application guidelines, training agendas, presentations, and forms-shall be prepared in Romanian and Russian as appropriate for target audiences and endorsed by UNDP prior to distribution.

### **Logistics and Event Management**

The Contractor bears full responsibility for:

- Arranging transportation and all logistical requirements
- Organizing and funding all event-related costs (trainings, outreach sessions, meals, transportation, etc.)
- Establishing and maintaining effective working relationships with all stakeholders
- All associated expenses shall be budgeted in the financial proposal.

### **Language Services**

The Contractor shall provide interpretation services in English, Romanian, and/or Russian for meetings, presentations, briefings (whether conducted in-person, by telephone, or online) and shall arrange professional translation of all assignment-related documentation and deliverables into these languages as needed.

Translation, interpretation, and proofreading costs shall be itemized separately in the financial proposal.

### **Role of UNDP/Green Transition Project Team:**

- Provide required information and support for the Contractor on principles and implementation modality during the entire project cycle.

- Lead the communication and visibility process of the Project by involving the Project Communications Officer and co-organize visibility events.
- Support the Contractor in engaging with relevant stakeholders to ensure impact and alignment with national green transition priorities.
- Endorse application packages, implementation procedures, evaluation criteria, and templates prepared by the Contractor.
- Provide induction on UNDP procurement principles (transparency, best value for money), if necessary, and ensure that procurement procedures are followed.
- Organize joint monitoring visits to beneficiaries, identify issues, and propose corrective actions in cooperation with the Contractor.
- Train and coach Contractor and beneficiaries, if the case, on gender equality, gender-sensitive communication, and ensure all activities are implemented in line with gender mainstreaming principles.
- Assess achieved results, document best practices, lessons learned, and recommendations for similar future interventions.

#### **Role of the Contractor:**

- Allocate qualified personnel to deliver results as expected, including experts, trainers, coaches, and administrative staff.
- Be responsible for management of the current assignment, including remuneration of staff, trainers, consultants, and all administrative/logistical issues related to the implementation of activities.
- Ensure proper outreach and maintain permanent contact with beneficiaries.
- Ensure visibility of the Project by producing and distributing communication materials in line with UNDP rules.
- Procure required goods, works, services, and equipment according to the approved project proposals/business plans and transfer them to beneficiaries after successful implementation.
- Ensure that beneficiaries' financial contributions are verified, timely allocated, and conformant with the established criteria of minimum 50% co-financing.
- Implement and regularly monitor activities of beneficiaries in relation to their projects, ensure proper use of procured equipment/services, and support sustainability planning.
- Provide tailored training programmes as foreseen in the ToR.
- Organize field visits, monitor progress, and assess additional needs for capacity development of beneficiaries .
- Provide all required and ad-hoc narrative and financial reports in a timely manner, focusing both on outputs and outcomes.
- Ensure proper financial management and reporting in line with national standards and UNDP requirements.
- Implement the assignment in accordance with transparency, accountability, and gender equality principles.

#### **VII. Timeframe**

The expected duration of the assignment is approximately **13 months**, from June 2026 to July 2027, covering all preparatory work, methodology elaboration, need assessment, procurements, mentorship and training sessions, monitoring and reporting, as well as any other additional activity included in the methodology and work plan.

#### **VIII. Responsibilities of Key Personnel**

The bidder shall provide sound argumentation of the proposal by demonstrating compliance with the ToR and the environment in which it will provide the services. The bidder shall include information on the volume of allocated resources to carry out the assignment.

A breakdown of working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff.

The proposed team should consist of but not be limited to the following members:

**1. Project Manager:**

Responsible for planning and overall management of project activities, ensuring quality implementation, endorsing procurements for beneficiaries, drafting and submitting reports to UNDP.

**2. Project Officer:**

Responsible for the implementation of project activities, data collection, beneficiary monitoring, and organization of events.

**3. Trainer/Capacity-Building Expert:**

Responsible for design and delivery of capacity-building activities (need assessment, curriculum development, training, coaching, mentoring sessions ).

**4. Financial Officer:**

Responsible for financial management, including reception and bookkeeping of financial documents, payments to vendors and sub-contractors, and preparation of financial reports.

**5. Procurement Officer:**

Responsible for market analysis, preparation of procurement documentation, collection of offers, ensuring compliance with UNDP procurement principles, and overseeing execution of procurements for non-cash support.

**6. Waste&Circular Economy Technical Expert:**

Responsible for providing technical expertise in evaluation, development of specifications, and advising beneficiaries.

Bidders should enclose a CV for each person anticipated to be assigned to the project and should include specific information on the experience and roles.

Only Key staff will be subject to Technical evaluation. However, the cost of non-key staff proposed should be included in the Financial proposal under Additional Staff.

Bidders agree that the Key staff included in the bid will participate in the project at the level and duration specified unless an agreement is provided in writing by the UNDP Project Team to allow substitutions.

The résumés submitted for the Key project personnel should be detailed and comprehensive. Specifically, résumés should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Education, training and certification details;
- Contact information (name, title, organization, mailing address, phone, and email) of a minimum of three business references;
- Linguistic skills.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal, if applicable. Descriptions of subcontractor's staff members, if applicable, should follow the format utilized for the Bidder organization.

During the assignment, the Service Provider's team of experts should prove commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of the Green Transition Project team to allow substitutions shall be submitted.

UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel should non-performance happen. Replacement will be at the Service Provider expense.

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 estimation of UNDP is full-time engagement of up to 6 specialists for a period of up to 13 months.

<b>Key personnel</b>	<b>Estimated Number of personnel</b>	<b>Estimated quantity of working days needed</b>
Key personnel 1: Project Manager	1	130
Key personnel 2: Project Officer	1	100
Key personnel 3: Trainer/Capacity-Building Expert	1	70
Key personnel 4: Financial Officer	1	130
Key personnel 5: Procurement Officer	1	130
Key personnel 6: Waste & Circular Economy Technical Expert	1	100

#### **IX. Non-key personnel (Trainers & Mentors)**

At the methodology development stage, the Contractor shall propose for UNDP review and approval a list of shortlisted trainers, mentors, and other experts, accompanied by their CVs and evidence of relevant qualifications and experience. The Contractor shall take all reasonable measures to ensure that all personnel deployed under this assignment respect local customs and conform to the highest standards of moral and ethical conduct, and adhere to UNDP values, including human rights, gender equality, and respect for differences in culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status. UNDP reserves the right to request the withdrawal or replacement of any non-key personnel (trainers, mentors) whose performance, conduct, or adherence to these standards is deemed unsatisfactory. Any such replacement shall be made promptly and at the Contractor’s expense.

#### **X. Price and Schedule of Payments**

Payments to the Contractor shall be made upon certification of satisfactory completion and acceptance of deliverables by the “Green Transition” Project Manager, in accordance with the Schedule of Payments to be agreed and incorporated into the Contract.

The Schedule of Payments shall be developed and agreed with the selected Contractor prior to contract signature. Such schedule shall link disbursements, including both instalments related to administrative (management and operational) and capacity-building activities and the non-cash support instalments, to clearly defined activities, milestones, and reporting requirements.

A preliminary Schedule of Payments related to the disbursements for administrative (management and operational) and capacity-building activities is presented below. The payment instalments related to non-cash support component (under Deliverable 2) are not predefined in this Terms of Reference in order to allow flexibility during

pre-contract negotiations with the selected Contractor. However, these instalments shall be clearly structured, justified, and linked to specific milestones, delivery evidence, and verification requirements.

Payments may be grouped, where appropriate, to cover administrative, capacity-building, and non-cash support components. Instalments are expected to be structured at regular intervals to ensure adequate cash flow for contract implementation.

***Tentative Payments Schedule related to administrative (management and operational) and capacity-building activities (subject to arrangement with the Contractor)***

<b>Instalment</b>	<b>Instalment value as share of proposed amount for admin/ capacity building services</b>	<b>Tentative payment date</b>	<b>Payment due upon successful submission and approval of report (s)</b>
Milestone 1. Inception, Methodology and Operational Setup	20%	July 2026	Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed
Milestone 2. Beneficiary Engagement and Non-Cash Support Preparation	10 %	July 2026	Present to UNDP the Beneficiary Needs Assessment Report (BNAR) containing the deliverables 2.1-2.4 completed
	10 %	September 2026	Present to UNDP the First Progress Report (PR1) containing the deliverables 2.5-2.6 completed
	10 %	January 2027	Present to UNDP the Second Progress Report (PR2) containing the deliverables 2.7-2.8 completed
	5%	March 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverables 2.9-2.10 completed
	5 %	May 2027	Present to UNDP the Final Report (FR) containing the deliverables 2.11 completed
Milestone 3. Development and implementation of tailored training and coaching support programs	15 %	September 2026	Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1-3.2 completed
	10 %	November 2026	Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3-3.5 completed
	5%	March 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverable 3.6 completed
Milestone 4: Summing-up and Reporting	10 %	June 2027	Present to UNDP the Final Report (FR) containing the deliverables 4.1-4.3 completed

**Note:** Financial proposals shall be submitted in USD, the payments for national bidders will be processed within 30 calendar days after acceptance by UNDP of submitted deliverables, in MDL, based on the [UNORE \(exchange rate\)](#) on the payment date. The UNORE rate changes 2 times a month, usually, on the 1<sup>st</sup> day of each month and in the middle of each month. Therefore, to avoid differences in the exchange rate the local companies should issue the fiscal invoices in the dates of 1-4<sup>th</sup> or 15-18<sup>th</sup> of each month, to allow sufficient time for payment processing.

For international bidders, both the proposal and contract shall be submitted in USD; and the payments will be processed in USD.

### **XI. Subcontracting**

The subcontracting of services is generally not allowed. Limited subcontracting can be allowed with prior written approval from the UNDP/ Green Transition project. The technical proposal submitted shall include a description of the activities proposed for subcontracting, information about subcontractors as well as clear delimitation of roles and responsibilities of each party.



## SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

**6.1** The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

### **6.2 Special Conditions of Contract**

N/A

### **6.3 Contract Form**

In the event of an award, the following sample Contract will be used: Contract for Goods and/or Services to UNDP.

The conditions are available at: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>



## 6.4 Performance Security

**Performance Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP26/03235 Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities**

**PERFORMANCE SECURITY No.:** Click or tap here to enter text.

Dear Sirs,

WHEREAS, the United Nations Development Programme (the “Beneficiary”) and **[Name of Contractor]** (the “Contractor”) have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the “Contract”);

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor’s satisfactory compliance with its obligations under the Contract;

WHEREAS, we **[Name of the Bank]** (the “Guarantor”), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary’s first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary’s written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary’s entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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Date:

## 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 J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. 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.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. 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.]*
- **Form L: Proposal Security** *[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]*



## FORM B: CHECKLIST

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

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

### Technical Proposal:

<b>Have you duly completed all the Returnable Proposal Forms?</b>	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
▪ Form L: Proposal Security <i>[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]</i>	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>
<b>Have you provided the required documents in support of Form D: Proposer Information?</b>	<input type="checkbox"/>

### Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. 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.

**FORM C: TECHNICAL PROPOSAL SUBMISSION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

We, the undersigned, offer to supply the services required for **Designing and Implementing a multi-faced non-cash support mechanism(s) for Companies Engaged in Waste Management and Recycling Activities** in accordance with your **Request for Proposals No. RfP26/03235**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

**Proposer Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions and Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	I/We 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);
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposal Validity Period:</b> I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Proposer]*

**FORM D: PROPOSER INFORMATION**

<b>RFP Reference</b>	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities
<b>Legal name of Proposer</b>	Click or tap here to enter text.
<b>Legal Address, City, Country</b>	Click or tap here to enter text.
<b>Website</b>	Click or tap here to enter text.
<b>Year of registration</b>	Click or tap here to enter text.
<b>Proposer's Authorized Representative information</b>	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
<b>Legal structure</b>	Choose an item.
<b>No. of full-time employees</b>	Click or tap here to enter number.
<b>No. of staff involved in similar contracts</b>	Click or tap here to enter number.
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert UNGM Vendor Number
<b>Years of supplying to UN organisations</b>	Click or tap here to enter text.
<b>Are you a Click or tap here to enter text.vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, insert Vendor Number
<b>Countries of operation</b>	Click or tap here to enter text.
<b>Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)</b>	Click or tap here to enter text.
<b>Commercial Representatives in the country: Name/Address/Phone (for international companies only)</b>	Click or tap here to enter text.
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	Click or tap here to enter text.
<b>Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):</b>	Tick all that apply and <b>provide supporting documentation:</b> <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.

<p><b>Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental:</b> prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.</li> <li>• <b>Social:</b> human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.</li> <li>• <b>Economic:</b> whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</li> </ul>	<p>Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:</p> <p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>
<p><b>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</b></p> <p><i>(If yes, please provide details and documentation)</i></p>	<p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Is your company a member of the UN Global Compact?</b></p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p><a href="#">Click or tap here to enter text.</a></p>
<p><b>Bank Information</b></p>	<p>Bank Name: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Address: <a href="#">Click or tap here to enter text.</a></p> <p>IBAN: <a href="#">Click or tap here to enter text.</a></p> <p>SWIFT/BIC: <a href="#">Click or tap here to enter text.</a></p> <p>Account Currency: <a href="#">Click or tap here to enter text.</a></p> <p>Bank Account Number: <a href="#">Click or tap here to enter text.</a></p>
<p><b>Contact person that <a href="#">Click or tap here to enter text.</a> may contact for requests for clarifications during Proposal evaluation</b></p>	<p>Name and Title: <a href="#">Click or tap here to enter text.</a></p> <p>Telephone numbers: <a href="#">Click or tap here to enter text.</a></p> <p>Email: <a href="#">Click or tap here to enter text.</a></p>



**FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

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	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p><b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
--	---

We have attached a copy of the below referenced 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 [Click or tap here to enter text](#) for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM F: ELIGIBILITY AND QUALIFICATION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

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

**History of Non- Performing Contracts**

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in 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)**

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		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 Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value (insert currency)	Period of activity and status (month, year - month, year)	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

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

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

### Financial Standing

<b>Annual Turnover for the last 3 years</b>	<b>Year 2024</b>	Currency: USD	Amount
	<b>Year 2023</b>	Currency: USD	Amount
	<b>Year 2022</b>	Currency: USD	Amount
<b>Latest Credit Rating (if any), indicate the source and date.</b>			

Financial information (state currency)	Historic information for the last 3 years		
	2024	2023	2022
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

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

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

## FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

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

### Section 1: Proposer's qualification, capacity and expertise

**1.1** Brief description of the organisation, 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 specialised knowledge and experience on similar engagements done in the region/country.

**1.4** Quality assurance procedures and risk mitigation measures.

**1.5** Organization's commitment to sustainability.

- Availability of dedicated experts.
- Organizational capacity and workload (number of ongoing contracts, scale and complexity of current commitments).
- Past performance in managing multiple, simultaneous assignments of similar scope.
- Financial capacity (e.g., liquidity, turnover, ability to mobilize resources for parallel workstreams).
- Implementation approach and methodology demonstrating realistic timelines for concurrent delivery.

### Section 2: Proposed Methodology, Approach and Implementation Plan

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

**2.1** A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

**2.2** The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

**2.3** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

**2.4** Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

**2.5** Any other comments or information regarding the project approach and methodology that will be adopted.

### Section 3: Management Structure and Key Personnel



**3.1** Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation 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** For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*



**FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

<b>Position (as per ToR)</b>		
<b>Personnel Information</b>	Name:	
	Nationality:	Date of birth:
	Language Proficiency:	
<b>Present Employment</b>	Name of employer:	Contact: (manager or HR)
	Address of employer:	
	Telephone:	Email:
	Job title:	Years with present employer:
<b>Education / Qualifications</b>	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>	
<b>Professional Certifications</b>	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>	
<b>References:</b>	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>	

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience
------	----	---

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

\_\_\_\_\_

Signature of Personnel

\_\_\_\_\_

Date (Day/Month/Year)



**FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**FORM J: FINANCIAL PROPOSAL SUBMISSION**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

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

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

**Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.** Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

**FORM K: FORMAT FOR FINANCIAL PROPOSAL**

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer.** The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

**Currency of the proposal: USD (US Dollars), VAT exclusive:**

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
	Position	Daily fee Rate	No. of Working Days*	Total Amount	Description	Q-ty	Price	Total	
<b>Deliverable 1:</b> Inception, Methodology and Operational Setup	1 (one) Project Manager				Travel (if any)				
	1 (one) Project Officer				Local transportation costs (if any)				
	1 (one) Trainer/Capacity-Building Expert				Communication Expenses				
	1 (one) Financial Officer				Other costs (please specify)				
	1 (one) Procurement Officer								
	1(one) Waste&Circular Economy Technical Expert								
	<i>Other experts (if any) [Please list]</i>								
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 2:</b> Beneficiary Engagement and	1 (one) Project Manager				Travel				
	1 (one) Project Officer				Subsistence allowance				

Non-Cash Support Preparation	1 (one) Trainer/Capacity-Building Expert				Local transportation costs				
	1 (one) Financial Officer				Communication				
	1 (one) Procurement Officer				Other costs (specify)				
	1(one) Waste Technical Expert				<b>Non Cash support amount</b>	<b>5</b>	<b>100 000</b>	<b>500 000</b>	
	<i>Other experts (if any) [Please list]</i>								
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 3:</b> Development and implementation of tailored training and capacity building support program	1 (one) Project Manager				Travel (if any)				
	1 (one) Project Officer				Local transportation costs (if any)				
	1 (one) Trainer/Capacity-Building Expert				Communication Expenses				
	1 (one) Financial Officer				Events logistic costs <i>(please detail per types of event/visit etc and type of costs)</i>				
	1 (one) Procurement Officer				Other costs (please specify)				
	1(one) Waste &Circular Economy Technical Expert								
	<i>Other experts (if any) [Please list]</i>								
		<b>Sub-total 1</b>				<b>Sub-total 2</b>			
<b>Total:</b>									
<b>Deliverable 4:</b> Summing-up and Reporting	1 (one) Project Manager				Travel				
	1 (one) Project Officer				Subsistence allowance				
	1 (one) Trainer/Capacity-Building Expert				Local transportation costs				
	1 (one) Financial Officer				Communication				

	1 (one) Procurement Officer				Events logistic costs <i>(please detail per types of event/visit etc and type of costs)</i>					
	1(one) Waste & Circular Economy Technical Expert									
	<i>Other experts (if any) [Please list]</i>									
		<b>Sub-total 1</b>				<b>Sub-total 2</b>				
	<b>Total:</b>									

\* Please refer to Section 5 – Terms of Reference, point VIII. Responsibilities of Key Personnel, for the estimated quantity of working days needed per each key personnel proposed.



**FORM L: PROPOSAL SECURITY**

**Proposal Security must be issued using the official letterhead of the Issuing Bank.**

**Except for indicated fields, no changes may be made on this template.**

**Beneficiary:** Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP26/03235: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Companies Engaged in Waste Management and Recycling Activities**

WHEREAS (hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated [Click or tap to enter a date.](#) to execute services [Click or tap here to enter text.](#) (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*