



REOI 26/001: Request for Expression of Interest for Pre-qualification of ICT Companies

UNDP invites interested and eligible suppliers to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify suppliers that wish to participate in a forthcoming solicitation process.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>

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.

Deadline for the Submission of responses: 12 Aug 2026.

Pre-Bidding Meeting is scheduled on:

Time and time zone: 11:00 (GMT +3, Moldova Local time)

Date: 05 August 2026

Venue: Zoom

Interested bidders should register for the conference.

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 04 August 2026. In case bidders face any technical difficulties with Quantum platform, they shall send the above-mentioned information to the following email address: sc.md@undp.org.

Please ensure that the subject of the email message is marked as 'PRE-BID CONFERENCE FOR EOI: 26/001'.

The Pre-bid conference is not mandatory but highly recommended.

Minutes of the Pre-proposal conference will be disseminated by:

Direct communication to prospective Bidders by email and posting directly in Quantum and on the below tender websites: UNDP Moldova tenders, UNDP Procurement Notices and UNGM.

1. Introduction

The United Nations Development Programme (UNDP) in the Republic of Moldova invites interested and eligible companies to submit Expressions of Interest (EOIs) for the **provision of integrated digital solutions to support Moldova's public and private sector digital transformation agenda.**

This EOI aims to identify qualified companies with demonstrated technical expertise and institutional delivery capacity to participate in forthcoming competitive procurement processes for **the design, development, enhancement, integration, and maintenance of digital systems across priority sectors of governance.**

Through this pre-qualification process, UNDP intends to establish a **roster of experienced and technically capable suppliers** that may be invited to submit proposals for specific assignments aligned with Moldova's national digital transformation priorities.

2. Background

Digital transformation in Moldova has evolved into a strategic national reform priority, closely linked to the country's European integration pathway and its ambition to build an efficient, transparent, and inclusive digital state. Guided by the National Strategy for Digital Transformation 2023–2030 and aligned with the EU–Moldova Reform Agenda, the Government is advancing a whole-of-government approach to digital governance, interoperability, cybersecurity, and data-driven policymaking.

In close collaboration with Governmental counterparts, UNDP Moldova supports the institutional, regulatory, and technical foundations required to modernize public services and strengthen digital public infrastructure. This includes enhancing interoperable platforms, promoting secure data exchange, improving service design and delivery capacities, and advancing the responsible use of data and emerging technologies.

Moldova's digital public infrastructure is evolving toward integrated, user-centric service delivery built on common standards and secure platforms. The Government is strengthening interoperability mechanisms, digital identity solutions, and unified service access channels to ensure efficient, accessible, and transparent public services for citizens and businesses. Ensuring alignment with EU digital frameworks—including digital identity, connectivity, and cybersecurity standards—remains a core priority. As digital systems expand in scope and complexity, secure-by-design and compliance-oriented approaches are essential to sustaining public trust.

Within this context, UNDP seeks to engage experienced companies capable of contributing to the **design and implementation of** secure, scalable, interoperable, and sustainable digital solutions. These may include **software engineering services, systems integration, data architecture and analytics, modernization of existing digital platforms, AI-enabled solutions, and cybersecurity controls.**

The estimated aggregate value of digital transformation activities is expected to exceed USD 1.5 million annually, distributed across a series of procurement exercises of varying scope and complexity. Individual competitions may range from targeted technical assignments to larger system development and implementation contracts.

Assignments will vary in scope and sector, depending on institutional priorities and reform timelines, but will consistently require alignment with **national digital standards, interoperability frameworks, and public sector governance requirements.**

3. Purpose and objectives

The objective and scope of the engagement are to provide skilled human resources and technical capacity for software and data services to design, develop, integrate, modernize, and maintain high-quality, secure, interoperable, and sustainable digital solutions for use by public institutions, partners, companies, and citizens, thereby accelerating digital service delivery.

The work that may be commissioned under subsequent solicitations is expected to cover the full lifecycle of digital solution delivery. This includes business and systems analysis, user and technical requirements definition, solution architecture, and development of web-based and mobile applications. Assignments may also include integrating solutions with existing government platforms and APIs, enabling secure data exchange, and delivering deployment-ready products that meet high standards for cybersecurity, performance, and sustainability. Depending on the project, suppliers may be asked to

implement or support cloud and/or on-premises infrastructure, apply containerized deployment approaches, and establish monitoring, logging, backup, and business continuity practices.

Interested companies are expected to demonstrate a solid track record in software development and delivery, including experience working with institutional or public sector clients, and the ability to mobilize qualified human resources such as project managers, product owners, business analysts, solution architects, UI/UX designers, developers (front-end, back-end, full-stack, mobile), QA specialists, DevOps, infrastructure engineers, and data specialists. Companies should also demonstrate that they apply recognized development methodologies, manage delivery risks proactively, and operate with mature quality assurance and security practices.

4. Qualification process and contract award

Stage I: Prequalification process

Under this stage, UNDP will conduct a **technical assessment** of the applications submitted in response to this Expression of Interest (EOI). The evaluation will be based on the completeness, responsiveness, and adequacy of the documentation provided, including the evidence submitted in support of the present EOI. For applicants passing the mandatory eligibility criteria, a technical eligibility assessment will determine whether applicants meet the mandatory qualification criteria set out in Section 5. As part of the assessment of the applicant's technical capacity, UNDP will also review the availability and qualifications of the key personnel profiles identified under this EOI, which include Project Manager, Technical Architect/Lead, Senior and Middle Backend Developers, Senior and Middle Frontend Developers, Infrastructure/DevOps Specialist, QA (Tester), UI/UX Designer, Business Analyst, Data Scientist, Cloud Security Analyst and AI Engineer. UNDP may conduct reference checks and/or technical interviews as part of this assessment.

Applicants are required to carefully review all requirements and ensure that all mandatory fields are completed and all requested supporting documentation is attached. Requirements identified as mandatory must be fully complied with. Failure to provide the required documentation or information for any mandatory criterion may result in the application being deemed non-responsive and excluded from further consideration.

During the evaluation process, UNDP may request clarifications or additional information where necessary to facilitate a comprehensive and constructive assessment. However, UNDP reserves the right to reject any application where the submitted documentation is incomplete, inconsistent, or insufficient to demonstrate the applicant's technical capacity, financial standing, or institutional experience relevant to the development, integration, modernization, and maintenance of digital solutions as described in this EOI.

Only applicants that meet the minimum eligibility and qualification requirements set out in Section 5 below, will be considered technically pre-qualified and included in the roster for next stage.

Stage II: Tender process among pre-qualified suppliers

As a result of Stage I, UNDP will establish a roster of pre-qualified companies. This roster will serve as the basis for conducting competitive procurement processes for specific digital initiatives.

The companies will be placed in roster in the following two (2) bands based on their technical and financial capacity, provided they meet the eligibility and qualification requirements:

Band 1: IT Development Services for up to 200,000 USD.

Band 2: IT Development Services for up to 500,000 USD,

IT Development Services exceeding USD 500,000 will be subject to open international competition.

The roster shall remain valid for a period of two (2) years from the date of its establishment, with the possibility of extension by up to one (1) additional year subject to satisfactory performance reviews. UNDP may conduct rolling roster updates on an annual basis to admit new qualified suppliers and remove underperforming or inactive ones, ensuring the roster remains competitive and responsive to evolving needs.

UNDP will qualify the applicants for any particular Band based on the assessed capacities (in accordance with Section 5 Qualification Requirements below). Applicants prequalified for a higher band will be eligible to participate in tenders of lower band up to the ceiling limit of the assigned band.

Pre-qualified suppliers will be invited to participate in subsequent solicitations (RFP) for defined assignments related to digital solutions development, systems integration, platform enhancement, data services, or other related services. Detailed Terms of Reference, deliverables, timelines, and evaluation criteria will be provided under each subsequent bidding process.

Secondary competitive procurement processes conducted under the roster shall be limited to assignments with an estimated contract value not exceeding USD 200,000 for Band 1, USD 500,000 for Band 2, per individual assignment. Assignments with an estimated value above USD 500,000 shall be procured through a separate open international competition.

At that stage, invited suppliers will be requested to submit technical and financial proposals for the specific assignment, evaluated on a cumulative basis, as per Section 5: Technical evaluation purpose. Prior to scoring, bidders must satisfy on a Pass/Fail basis the team compliance (all required profiles proposed with CVs meeting Section 5 minimum qualifications). Bids failing to pass proposed team compliance, are not evaluated further. For qualifying bids, the technical proposal will be evaluated/scored across two criteria: quality of the proposed approach and methodology; and comparable contracts completed beyond the pre-qualification threshold. The full evaluation methodology is set out in Section 5.

Inclusion in the roster of pre-qualified suppliers does not guarantee the award of any contract or the issuance of any solicitation. All subsequent procurement processes will be conducted in accordance with UNDP's applicable rules, procedures, and evaluation standards. Roster suppliers that repeatedly decline invitations to secondary solicitations without valid justification, or whose performance on awarded contracts is assessed as unsatisfactory, may be suspended or removed from the roster at UNDP's discretion, following a written notification.

5. Qualifications requirements

Minimum eligibility and qualification criteria are assessed on a Pass/Fail basis at Stage I. Applicants passing the mandatory eligibility and qualifications requirements are included in the pre-qualified roster at the respective Band. No ranking is applied at Stage I. Differentiation between roster suppliers occurs through the scored evaluation conducted under each tender process for specific assignments (as per Stage II, Section 5). Detailed requirements, including documentation to be submitted, are provided in the relevant Forms attached to this EOI.

For eligibility purpose, applicants must:

- Be legally registered entities capable of ensuring effective contract implementation, including availability of qualified personnel (directly or through documented partnership arrangements);
- Not be suspended, debarred, or declared ineligible by any UN organization, the World Bank Group, or other international organization;
- Declare absence of conflict of interest;
- Not be bankrupt, under receivership, or subject to legal proceedings that may impair operational capacity.

For qualification purpose, applicants must demonstrate:

- A minimum of 5 years of experience in software development and systems implementation, with at least 2 years of demonstrable experience delivering solutions in public sector or e-governance environments;
- Successful completion of a minimum of 2 contracts, each with a minimum value of USD 200,000 for Band 1, USD 500,000 for Band 2, within the last 5 years, involving the development, implementation, modernization, integration, or maintenance of digital solutions for public sector institutions, government authorities, or public service delivery organizations. At least one (1) contract shall be delivered to a public sector or governmental beneficiary in the Republic of Moldova or an EU member state with comparable digital governance requirements. Reference letters or signed completion certificates shall be provided as evidence;
- Minimum annual average turnover of USD 200,000 for Band 1, USD 500,000 for Band 2, for the last three (3) years (evidenced by financial statements).
- The required key personnel, with CVs demonstrating that each proposed expert meets the minimum qualification criteria for their profile as set out in the personnel qualifications table in this section.

For previous delivered contracts, applicants must provide evidence of the following software development practices within the project experience included in Form F. For each qualifying contract, applicants should indicate which of the practices below were applied. This evidence constitutes a qualification condition: inability to evidence any of these practices across declared contracts will be taken into account during evaluation.

- Evidence of experience with modern software development methodologies. Evidence of experience with Agile, Waterfall, or hybrid methodologies, including Git-based version control, CI/CD pipelines, and change management processes aligned with AGE (Moldova e-Governance Agency) system lifecycle requirements.
- Evidence of experience with Moldova's shared digital public infrastructure, or an EU member state with comparable digital governance requirements. Evidence of integration experience with national shared platforms like MConnect, MPass, MSign, MLog. Evidence or familiarity with AGE interoperability standards, shall be provided.
- Evidence of experience with secure-by-design practices. Evidence of application of secure-by-design and secure-by-default principles across the full software development lifecycle.
- Evidence of experience with enterprise-grade digital solutions compliant with Moldova's governmental information systems. Evidence of experience delivering scalable, high-availability governmental solutions based on microservices architecture, containerized deployment compatible with MCloud, OpenAPI-standard for MConnect integration, WCAG 2.1 AA-compliant front-ends with Romanian/Russian language support, and documented HA/DR plans with SLA targets per AGE norms.
- Evidence of experience with open standards, source code ownership, and technology sustainability. In line with GD No. 733/2006 on open standards in public administration, evidence of: preference for open-source technologies avoiding proprietary lock-in; full source code transfer to the contracting institution via version-controlled repositories; comprehensive technical documentation enabling vendor-independent maintainability.

For minimum key personnel, the below roles constitute the core team capacity required for Stage I pre-qualification. These profiles are intended to confirm that the Applicant has the essential managerial, analytical, architectural, development, deployment and quality assurance capacity required to deliver digital solutions.

At Stage I, Applicants shall submit CVs and supporting evidence only for the core profiles listed below. These profiles will be assessed on a Pass/Fail basis. Inclusion in the roster does not exempt pre-qualified suppliers from proposing a complete assignment-specific team at Stage II.

Expert Profile	Min. Exp.	Mandatory Qualification Criteria (Pass / Fail)
<i>All criteria below are mandatory. Failure of any proposed expert to meet the minimum requirements for their profile results in that profile being deemed non-compliant. A bid may be disqualified if any required profile is non-compliant or absent.</i>		
IT Project Manager	5 yrs	• Minimum 5 years' experience as project manager in software development projects • Minimum 3 assignments using Agile methodologies (Scrum, Kanban, or equivalent Agile frameworks) • Minimum 1 assignment with software development teams using modern JavaScript frameworks • Minimum 1 assignment working with a public institution • Fluency in Romanian and English
Technical Architect / Lead	7 yrs	• Minimum 7 years' experience in software development, of which min. 3 years as Technical Architect or Technical Lead • Minimum 2 assignments designing end-to-end architecture for complex, multi-tier platforms using microservices or SOA

		• Minimum 1 assignment integrating with national or enterprise-level shared digital infrastructure (APIs, identity, payment, or interoperability frameworks) using OpenAPI specifications • Minimum 1 assignment involving interoperability, digital identity, digital payment, electronic signature, or shared digital infrastructure platforms • Minimum 1 assignment involving containerized deployment environments and Kubernetes-based architectures • Minimum 1 assignment involving PostgreSQL, MariaDB or MS SQL Server • Minimum 1 assignment working with a public institution • Fluency in Romanian and English
IT Business Analyst	3 yrs	• Minimum 3 years' experience in software development projects • Minimum 1 assignment in multi-stakeholder projects focused on improving business processes • Minimum 1 assignment applying Agile / Scrum methodologies • Minimum 1 assignment working with a public institution • Fluency in Romanian and English
Senior Backend Developer	5 yrs	• Minimum 5 years' experience in backend software development using Go, .NET LTS, or Java LTS; • Minimum 2 assignments with Angular, React, Vue, or other modern JavaScript frameworks • Minimum 1 assignment using PostgreSQL, MariaDB or MS SQL Server • Minimum 1 assignment implementing microservices, SOA or modular backend architecture • Minimum 1 assignment using Docker containers • Fluency in Romanian or English or Russian
Senior Frontend Developer	5 yrs	• Minimum 5 years' experience in software development • Minimum 3 years of experience with TypeScript • Minimum 2 assignments using React, Vue.js, Angular, Nuxt, Next.js, Blazor Server, Razor Pages or Blazor WebAssembly • Minimum 1 assignment integrating frontend applications with REST APIs • Experience applying reusable UI components or design systems • Fluency in Romanian or English or Russian
DevOps Engineer	5 yrs	• Minimum 5 years' experience in DevOps, infrastructure automation or platform engineering • Minimum 2 assignments with CI/CD tools (GitHub Actions, GitLab CI, Azure DevOps, or equivalent) • Minimum 1 assignment deploying or operating applications using Docker and Kubernetes • Minimum 1 assignment using Ansible, OpenTofu or Terraform • Minimum 1 assignment involving NGINX, Apache2, IIS or HAProxy • Minimum 1 assignment working with a public institution • Fluency in Romanian or English or Russian
QA Engineer	5 yrs	• Minimum 5 years' experience in QA engineering and software testing • Minimum 2 assignments applying Agile testing practices

		• Minimum 1 assignment in designing, executing, and documenting manual test cases • Minimum 1 assignment testing REST APIs, OpenAPI-based services or integration components • Fluency in Romanian or English or Russian
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At Stage II, each secondary RFP will define the full mandatory team composition required for the specific assignment, based on the Terms of Reference, scope, complexity and technologies involved. Additional profiles may include, but are not limited to: Middle Backend Developer, Middle Frontend Developer, Designer UI/UX, Data Scientist, Cloud Security Analyst, AI Engineer, and any other specialized profiles required for the assignment. CVs for all Stage II required profiles shall be submitted and assessed as part of the secondary solicitation.

Stage I — Eligibility Assessment (Pass / Fail)

The following criteria are mandatory. Applicants must satisfy all criteria to be included in the pre-qualified roster. Failure to meet any single criteria results in exclusion from the roster.

Eligibility Criterion	Evidence / Documentation Required	Pass / Fail	Notes
MANDATORY ELIGIBILITY CRITERIA			
Legal registration Applicant is a legally registered entity capable of entering into contracts.	Certified copy of certificate of incorporation / registration.	☐ Pass ☐ Fail	<i>Failure to meet any eligibility criteria results in immediate disqualification.</i>
No UN / WBG debarment Applicant (and all partners / subcontractors) is not under procurement prohibition by any UN organization, the World Bank Group, or any other international organization.	Self-declaration in Form C. UNDP will verify against UN Sanctions Lists.	☐ Pass ☐ Fail	
No conflict of interest Applicant has no actual, potential, or perceived conflict of interest with UNDP or the subject matter of this EOI.	Self-declaration in Form C.	☐ Pass ☐ Fail	
Not bankrupt / under receivership Applicant is not bankrupt, under receivership, or subject to legal proceedings that may impair operational capacity.	Self-declaration in Form C.	☐ Pass ☐ Fail	
MANDATORY QUALIFICATION CRITERIA			
Years of experience in software development	Company profile; registration certificate; portfolio summary	☐ Pass ☐ Fail	<i>The 2-year public sector sub-requirement is independently verified; failure to meet either</i>

Minimum 5 years of experience in software development and systems implementation, with at least 2 years demonstrable experience delivering solutions in public sector or e-governance environments.	showing year of establishment and public-sector engagements.		<i>threshold results in disqualification.</i>
Completed public sector contracts Minimum two (2) completed contracts, each with a minimum value of USD 200,000 for Band 1, USD 500,000 for Band 2 (or equivalent), completed within the last five (5) years, involving the development, implementation, modernization, integration, or maintenance of digital solutions for public sector institutions, government authorities, or public service delivery organizations. At least one (1) contract shall have been delivered to a public sector or governmental beneficiary in the Republic of Moldova or an EU Member State.	Reference letters or signed completion certificates per contract. Complete the Project Experience Table in Form F.	☐ Pass ☐ Fail	<i>contracts not related to digital solutions for public sector beneficiaries, or failure to demonstrate at least one qualifying reference from the Republic of Moldova or an EU Member State shall not satisfy this criterion.</i>
Minimum annual turnover Minimum average annual turnover of USD 200,000 for Band 1, USD 500,000 for Band 2 for the last three (3) financial years.	Audited financial statements (Balance Sheet and/or Income Statements) for last 3 years.	☐ Pass ☐ Fail	
Availability of qualified key personnel All required expert profiles must be proposed with CVs meeting the minimum qualifications set out in Section 5.	CVs for each proposed expert submitted under Form I. Each CV must demonstrate that the minimum qualification requirements per profile (Section 5) are met.	☐ Pass ☐ Fail	<i>Failure to propose all required profiles, or failure of any proposed CV to meet the minimum qualification threshold for that profile, results in disqualification.</i>
Result: Applicants meeting ALL criteria above are added to the pre-qualified roster. No ranking is applied at Stage I.			

Stage II - Evaluation Criteria for Subsequent Tenders

Pre-qualified suppliers invited to participate in a subsequent tender (RFP) will be evaluated against criteria defined in each specific tender document. Evaluation methodology — including whether scoring applies and on what criteria — will be determined on a per-tender basis in accordance with UNDP procurement rules and the nature of each assignment. Evaluation criteria will generally reflect the following dimensions, calibrated to the scope and complexity of the specific assignment:

- Technical experience and capacity relevant to the assignment, including demonstrated experience with similar scope, sector, and technology requirements.
- Proposed approach and methodology.

- Key personnel proposed for the assignment, assessed against qualifications and experience requirements defined in the tender.
- Financial offer.

Note: Indicative rates submitted in Form H at pre-qualification stage serve as non-binding references. Financial offers under each secondary solicitation will be requested. UNDP reserves the right to request updated rate schedules when the roster is renewed or extended.

6. Functional tasks and deliverables

The following list outlines the broad range of activities that may be required under future project-specific solicitations. **The exact scope, deliverables, and timelines will be defined in the secondary bidding documents.**

The selected company may be requested to design, develop, enhance, integrate, or modernize digital systems and platforms. This may include accommodating regulatory or institutional changes, integrating with national platforms, implementing new functionalities, or improving system performance and security in line with evolving requirements. All deliverables shall comply with recognized industry standards with respect to security, performance, reliability, and programming practices.

The scope of services may include, but is not limited to, the following:

- Conduct business and systems analysis to define functional and technical requirements.
- Develop solution architecture designs and high-level technical specifications.
- Prepare implementation plans, solution concepts, and, where applicable, prototypes.
- Design and develop web-based and/or mobile applications and system modules.
- Enhance or optimize existing digital platforms and applications.
- Integrate solutions with national shared services, registries, and interoperability frameworks.
- Provide regular support, updates, and maintenance of newly developed or existing systems.
- Deliver technical documentation and user manuals as appropriate.
- Conduct training and knowledge transfer sessions for institutional stakeholders.

The work assignments will encompass all major phases of the software development lifecycle, including but not limited to:

- Functional and technical requirements definition.
- System architecture and interface design.
- Application development and configuration.
- Testing, validation, and quality assurance.
- Deployment and release on agreed infrastructure environments.
- Post-deployment support and operational stabilization.
- Ongoing maintenance and system optimization.
- Monitoring, logging, and performance management.
- Backup, recovery, and business continuity support.
- Data management, analytics, and reporting functionalities.
- System transition, migration, or upgrade services where applicable.

All tasks shall be carried out using structured development methodologies, ensuring traceability, quality control, and alignment with the requirements defined under each project-specific Terms of Reference.

In addition, where applicable, UNDP encourages suppliers to apply open standards and promote reuse and transparency through participation in relevant open-source communities. This may include maintaining code in version-controlled repositories (e.g. GitHub, Azure Repos or equivalent platforms), enabling structured collaboration and contribution mechanisms, and documenting system requirements, features, and development approaches in a manner that supports knowledge sharing and interoperability.

Where aligned with project objectives, suppliers may also contribute to or align with globally recognized Digital Public Goods (DPG) principles, fostering sustainability, transparency, and broader ecosystem engagement.

7. Contract governance and performance

The governance structure, reporting lines, and supervisory arrangements for each assignment will be defined in the project-specific Terms of Reference issued under the secondary bidding process. The selected Bidder shall report to the designated UNDP focal point and coordinate closely with the relevant national counterpart institution.

The following governance principles shall apply:

- The Bidder shall designate a Single Point of Contact (SPOC) responsible for contractual coordination, reporting, and communication with UNDP.
- All personnel proposed for deployment shall be approved by UNDP prior to engagement and shall possess the qualifications and experience indicated in the submission.
- The Bidder shall maintain team stability throughout the duration of the assignment and avoid changes in key personnel without prior written approval from UNDP.
- Access to systems and data shall be granted strictly on a need-to-know and role-based basis. The Bidder shall be fully responsible for ensuring data security and preventing unauthorized access or disclosure.
- All personnel engaged under the contract shall sign Non-Disclosure Agreements (NDAs) prior to commencing work.
- All data, documentation, source code, system configurations, and other materials developed or accessed under the contract shall remain the property of UNDP and/or the designated national institution, as defined in the contract.
- The Bidder shall not claim intellectual property rights over deliverables produced under the contract, nor use or disclose them for purposes other than those explicitly authorized by UNDP.
- The Bidder shall comply with applicable data protection laws and UNDP data privacy standards, ensuring lawful processing, secure storage, controlled retention, and appropriate destruction of data.

Project-specific performance requirements, deliverables, timelines, and reporting obligations will be defined in detail under each secondary bidding process and reflected in the corresponding contract.

At a minimum, the following performance management principles shall apply:

- The Bidder shall conduct regular internal performance reviews of assigned personnel against agreed deliverables and timelines and promptly address any deviations in coordination with UNDP.
- UNDP may require periodic progress and performance reports summarizing activities performed, outputs delivered, and issues encountered.
- All deployed personnel must meet the eligibility and qualification requirements defined in the secondary bidding documents and remain fully capable of fulfilling contractual obligations.
- Any prolonged unavailability of key personnel shall be immediately communicated to UNDP. UNDP reserves the right to request replacement of personnel whose performance or availability is deemed unsatisfactory.
- Any proposed replacement shall be subject to prior written approval by UNDP and supported by relevant documentation (e.g. CV, availability statement). UNDP may request to interview proposed replacement personnel.
- Where personnel substitution occurs, the Bidder shall ensure appropriate knowledge transfer and handover to maintain continuity and avoid disruption of services.

8. Documents to be submitted

Applicants shall prepare and submit a complete Expression of Interest (EOI) in accordance with the requirements set out in this document and using the prescribed Forms attached to this EOI. All Forms must be duly completed without alteration to their format. Incomplete or non-compliant submissions may be rejected.

The application shall be structured and submitted in the following order:

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Application Submission Form

- Form D: Applicant Information
- Form E: Joint Venture / Consortium / Association Information (if applicable)
- Form F: Eligibility and Qualification
- Form G: Technical Proposal
- Form H: Indicative Pricing (non-binding)
- Form I: CVs of Proposed Expert Profiles

Form G – Technical Proposal shall not exceed **15 pages** and shall include a concise company profile demonstrating the applicant's qualifications to perform the required services. The Technical Proposal shall cover, at a minimum:

- Number of staff and areas of technical expertise;
- Description of similar assignments and relevant experience in comparable institutional or public sector environments;
- Availability of appropriate technical skills among staff;
- Overview of proposed expert profiles (with detailed CVs provided under Form I).

Note: Prices are requested at this stage for indicative purpose. Applicants must ensure that all Forms are duly signed by an authorized representative.

The following supporting documents shall be attached, as applicable:

- Company registration documents;
- In case of JV/Consortium/Association: Articles of Association and/or Letter of Intent to form a JV/Consortium signed by all parties;
- Audited financial statements (Balance Sheet and/or Income Statements) for the last three (3) years, including auditor reports where available;
- Any additional documentation required under the relevant Forms.

UNDP reserves the right to request additional clarifications or documentation during the evaluation process.

DISCLAIMER

This EOI does not constitute a solicitation and does not entail any commitment by UNDP, financial or otherwise. UNDP reserves the right to accept or reject any or all EOIs, to amend or cancel the process at any stage, and to issue subsequent solicitations only to suppliers that are successfully pre-qualified through this process. All participating suppliers must adhere to the United Nations Supplier Code of Conduct and UNDP's policies on ethics, integrity, anti-fraud, and data protection.