



## **REQUEST FOR PROPOSAL (RFP)**

**Provision of “Micro Assessments” and “HACT Audits” within the context of  
Harmonized Approach to Cash Transfer (HACT) in Republic of Moldova  
(including Transnistrian region)**

|                    |                     |
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| RFP Reference No.: | RFP26/03347         |
| Country:           | Republic of Moldova |

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## SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, hereby invites prospective proposers to submit a proposal for **Provision of “Micro Assessments” and “HACT Audits” within the context of Harmonized Approach to Cash Transfer (HACT) in Republic of Moldova (including Transnistrian region)** 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

- *Annex 1: TOR for HACT Audit*
- *Annex 2: TOR for Partner Capacity / Micro-assessment*

**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 (Not applicable for current assignment)
- **Form F:** Eligibility and Qualification
- **Form G:** Format for Technical Proposal
- **Form H:** Format for CV of Proposed Key Personnel
- **Form I:** Statement of Exclusivity and Availability
- **Form J:** Financial Proposal Submission
- **Form K:** Format for Financial Proposal

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-01079**. 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: https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D](https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D)

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

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

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

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

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

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

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

We look forward to receiving your proposal.

UNDP Moldova

## SECTION 2: INSTRUCTIONS TO PROPOSERS

| GENERAL                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 1. Scope                                                              | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Interpretation of the RFP                                          | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality | <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 labour, 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 <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> <ul 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> </ul> |

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| <p>4. Eligible proposers</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 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>5. Proprietary information</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| 6. Publicity                                                              | During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>SOLICITATION DOCUMENTS</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7. Clarification of solicitation documents                                | <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 Section 3: Data Sheet.</p> <p>UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p> |
| 8. Amendment of solicitation documents                                    | <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>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9. Cost of preparation of proposal                                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10. Language                                                              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11. Documents establishing eligibility and qualifications of the proposer | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11.a Documents comprising the proposal                                    | <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>c) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>d) Technical Proposal;</li> <li>e) Financial Proposal;</li> <li>f) Proposal Security, if required by DS;</li> <li>g) Any attachments and/or appendices to the Proposal.</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| 12. Technical proposal format and content                                 | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 13. Financial proposal       | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 14. Currencies               | <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> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 15. Duties and taxes         | <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 16. Proposal validity period | <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> |

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| <p>17. Proposal security</p> | <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> |
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| <p>18. Joint Venture, Consortium or Association</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 notarised 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> |
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| <p>19. Only one proposal</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> <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 the personnel, does not apply to subcontractors being included in more than one proposal.</li> </ul>                                                                                                                                                                                                                                             |
| <p>20. Alternative proposals</p>   | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>21. Pre-proposal conference</p> | <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> |

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| <p>22.      Site inspection</p>              | <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 which 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> <li>(iii)    financial loss or expense, arising out of the carrying out of that site inspection; and</li> <li>(iv)    transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</li> </ul> <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> |
| <p>23.      Errors      or<br/>omissions</p> | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| <p>24. Proposers responsibility to inform themselves</p> | <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> |
| <p>25. No material change(s) in circumstances</p>        | <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-organisational 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>SUBMISSION AND OPENING OF PROPOSALS</b></p>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>26. Instruction for proposal submission</p>           | <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.</p> <p>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>26 a. Online submission</p>                           | <p>1.1 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>• The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>• The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided.</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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|  | provided in the system Bidder User Guide made available in the procurement notice site and in the portal. |
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| 27. Deadline for Submission of Proposals and Late Proposals | <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>. 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 recognise 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> |
| 28. Withdrawal, substitution and modification of proposals  | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 29. Storage of proposals                                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 30. Proposal opening                                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 31. Late proposals                                          | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>EVALUATION OF PROPOSALS</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 32. Confidentiality                                         | <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>                                                                                                                                                                                                                                                                                                                                                                              |

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| 33. Evaluation of proposals                     | <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 on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ul 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> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 34. Preliminary examination                     | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 35. Evaluation of eligibility and qualification | <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> <ul 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> </ul> |

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| <p>36. Evaluation of technical and financial proposals</p> | <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 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> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <math display="block">\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100</math> <p><u>Rating the Financial Proposal (FP):</u></p> <math display="block">\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100</math> <p><u>Total Combined Score:</u></p> <math display="block">\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})</math> </div> |
| <p>37. Post-qualification/Due Diligence</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> <ul 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> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <p>38. Clarification of proposals</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>39. Responsiveness of proposal</p>                     | <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> <ul 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> </ul> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>40. Nonconformities, reparable errors and omission</p> | <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> <ul 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> </ul> <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p> |

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| 41. Right to accept any proposal and to reject any or all proposals | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>AWARD OF CONTRACT</b>                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 42. Award criteria                                                  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 43. Right to vary requirement at time of award                      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 44. Notification of award                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 45. Debriefing                                                      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 46. Publication of contract award                                   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 47. Contract Signature                                              | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 48. Contract Type and General Terms and Conditions                  | 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 <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 49. Performance security                                            | <p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: <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> |

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| 50. Bank guarantee for advance payment | <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="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">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>. 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> |
| 51. Liquidated Damages                 | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 52. Proposal protest                   | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 53. Other Provisions                   | <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 |                                         | Specific Instructions / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                         | Scope                                   | <p>The reference number of this Request for Proposal (RFP) is <b>RFP26/03347</b>.</p> <p>The title is <b>Provision of “Micro Assessments” and “HACT Audits” within the context of Harmonized Approach to Cash Transfer (HACT) in Republic of Moldova (including Transnistrian region)</b> as further described in Section 5 of this RFP.</p> <p>Based on the results of this competitive solicitation exercise, UNDP intends to enter into <b>one non-exclusive Long-Term Agreement (LTA)</b> with the successful proposer for the provision of an indefinite quantity of the specified services in support of UN Agencies operations.</p> <p>In the event of UNDP signing Long Term Agreement, the following shall apply:</p> <p>The expected duration of the LTA is up to three (3) years subject to the Supplier's satisfactory performance and competitiveness of prices.</p> <p>The estimated volume to be purchased is detailed in FORM K: FORMAT FOR FINANCIAL PROPOSAL.</p> <p>LTA is considered non-exclusive, and the estimated volume is based on a forecast of needs by the UN Agencies and will not constitute a commitment to place orders up to the volume.</p> |
|                           | Use of LTA by other UN Agencies         | <p>Any UN agency other than participation UN Agencies (UNDP, UNICEF and UNFPA) can also use this LTA through piggybacking. In such case, the successful proposer shall accord the same terms and conditions to any other organisation within the United Nations System that wishes to avail of such terms, after written consent from UNDP.</p> <p>In the event of a Contract signature, the selected proposer shall sign the Contract Type and General Terms and Conditions for each UN Agency.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                           | Eligible proposers                      | Proposers from all countries are eligible to participate in this proposal process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7, 8                      | Clarification of solicitation documents | <p>Any request for clarification of solicitation documents must be sent directly in the system through <b>Quantum message functionality</b>.</p> <p>Only in case of facing difficulties to register in the system and sending messages, bidders can write to the contact below to request support with the system:</p> <p><u>Focal Person:</u> Procurement Unit, UNDP Moldova</p> <p>E-mail address: <a href="mailto:sc.md@undp.org">sc.md@undp.org</a></p> <p><b>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT THROUGH THE MANNER SET OUT BELOW (see Data Sheet Article 26).</b></p> <p>Deadline for submitting requests for clarifications / questions:</p> <p><b>Date: 3 (three) days before the submission deadline</b></p> <p><b>Time: 18:00</b></p> <p><b>Time zone: Moldova time/GMT+2</b></p>                                                                                                                                                                                                                                                                                                                               |

| Ref.<br>Article in<br>Section 2 |                                      | Specific Instructions / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                                      | Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10                              | Language                             | All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in <b>English</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                 | Partial proposals                    | Submitting proposals for parts or sub-parts of the TOR is not allowed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 14                              | Currencies                           | <p>Prices shall be quoted in <b>US Dollars (USD)</b>.</p> <p>In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment:<br/> <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 15                              | Duties and taxes                     | <p>All prices shall:</p> <p><b>Be exclusive of VAT and other applicable indirect taxes.</b></p> <p>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 of the General Assembly of the United Nations, 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.</p> <p>It is the Proposer's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance's General Communiqués.</p> <p>The Contractor(s) to be selected shall not be entitled to receive any amount over its proposed price in relation to VAT, Special Consumption Tax and any other applicable taxes.</p> |
| 16                              | Proposal validity period             | 90 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17                              | Proposal security                    | Not required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 20                              | Alternative proposals                | Shall not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 21                              | Pre-proposal conference              | Will not be conducted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22                              | Site inspection                      | A site inspection will not be held.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 26                              | Instructions for proposal submission | <p><b>Bidders must submit their proposal directly in the online system.</b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ It is recommended that bidders organize and name the files according to the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Ref. Article in Section 2 |                                                 | Specific Instructions / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                                 | <p>requirements and structure of the bid to facilitate their review.</p> <ul style="list-style-type: none"> <li>▪ The bidder should receive an email acknowledging email receipt from 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> </ul>     |
| 27                        | Deadline for proposal submission                | <p>Deadline for proposal submission is indicated <b>in the portal</b>. <u>In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</u></p> <p>It is the responsibility of the bidder to be informed of the tender deadline.</p> <p><b>Note that system time zone is in EST/EDT (New York) time zone.</b></p>                                                                                |
| 30                        | Proposal Opening                                | Public proposal opening will <b>NOT</b> be held                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 32 - 41                   | Evaluation of technical and financial proposals | <p>Evaluation will be based on:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Combined scoring method using a distribution of <b>70%-30%</b> Technical Proposal - Financial Proposal</li> </ul> <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> |
|                           | Contract award to one or more proposer          | <p>UNDP will award the contract to:</p> <p>One Proposer, depending on the following facts:</p> <p>The proposer who secures the highest combined score in the evaluation process will be selected as the LTA Holder.</p>                                                                                                                                                                                                                                          |
| 48                        | Type of contract to be awarded                  | <p>Contract Face Sheet for Long-Term Agreement / Purchase Order (PO) to trigger the call-off per each micro-assessment / audit</p> <p><a href="https://www.undp.org/procurement/doing-business-undp/how-we-buy">https://www.undp.org/procurement/doing-business-undp/how-we-buy</a></p> <p>See Section 6: for sample contract.</p>                                                                                                                               |
|                           | Expected date for commencement of contract      | 01 October 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 48                        | Conditions of contract to apply                 | <p>For UNDP: <a href="#">General Terms and Conditions for Contracts (for Goods and/or Services)</a></p> <p>For UNICEF: <a href="#">General Terms and Conditions of Contracts for Services</a></p> <p>In case of piggybacking, other UN Agencies may use their own General Terms and Conditions which will be required to be accepted by the selected Proposer.</p>                                                                                               |
| 49                        | Performance Security                            | Not Required                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 50                        | Advance payment                                 | Not Allowed                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 51                        | Liquidated damages                              | Will not be imposed                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 18                        | Joint Venture, Consortium or Association        | Proposal submission as Joint Venture, Consortium or Association <u>is not allowed</u> .                                                                                                                                                                                                                                                                                                                                                                          |

| Ref.<br>Article in<br>Section 2 |                                                                  | Specific Instructions / Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|                                 | Other information related to the RFP – Documents to be submitted | <p><b>Please attach the following documents with your Proposal:</b></p> <ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including the topic and year must be presented together with the application package</li> <li>▪ Certificate of Business Registration</li> <li>▪ Valid certificate, registration, authorization or other official documentation demonstrating that the Proposer is authorized/registered to provide audit and related assurance services in the Republic of Moldova, in accordance with the applicable national legislation</li> <li>▪ Evidence of registration with the relevant competent authority and/or professional body, where applicable</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 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 (2023-2025)</li> <li>▪ Statement of Satisfactory Performance from the Top three 3 Clients' statements confirming satisfactory performance by the Proposer, each partner/Subcontractor (if the case), on the contracts of highest value carried out, during the past 5 (five) years, by each intended participant</li> <li>▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in Section 5: Terms of Reference, 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> <li>▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed.</li> <li>▪ Quality Certificate (e.g., ISO, etc.) valid for at least 6 (six) months from the date of submission of offers 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>Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).</b><br/> <b>Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements</b><br/> <b>Forms J and K, representing the Financial Proposal shall be submitted directly in the system, separately for each LOT, 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> </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 Proposers/Bidders 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.                                                      |
| 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**.

| Eligibility Criteria                                                                                                                                                                                                                                                                                                                      | Documents to establish compliance                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legal Status:</b> Proposer is a legally registered entity and is duly authorized/registered to provide audit and related assurance services in the Republic of Moldova, in accordance with the applicable national legislation, including registration with the relevant competent authority and/or professional body, where required. | Form D: Proposer Information<br><br>Valid registration/certificate or other official documentation demonstrating that the Proposer is authorized/registered to provide audit and related assurance services in the Republic of Moldova<br><br>Evidence of registration with the relevant competent authority and/or professional body, where applicable |
| <b>Eligibility:</b> Vendor/Bidder 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/Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future                                                                             | Form C: Technical Proposal Submission                                                                                                                                                                                                                                                                                                                   |

| Qualification Criteria                                                                                                                                         | Documents to establish compliance     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>History of non-performing contracts<sup>1</sup>:</b> Non-performance of a contract did not occur as a result of contractor default within the last 3 years. | Form F: Eligibility and Qualification |

<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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Litigation History:</b> No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Form F: Eligibility and Qualification                                                                                                                                             |
| <b>Previous Experience:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |
| Minimum five (5) years of relevant professional experience in audit, accounting, financial management, financial assurance, or related financial review and assessment services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Form F: Eligibility and Qualification                                                                                                                                             |
| Minimum three (3) contracts related to: <ul style="list-style-type: none"> <li>assessments of implementing partners/responsible party' financial management capacity (including accounting, procurement, reporting, and internal controls) to determine financial risk and assurance activities; and/or</li> <li>independent examinations of an implementing partner/responsible party's financial data, records, operations, and performance to provide reasonable assurance on the appropriate use of funds in accordance with reporting requirements.</li> </ul> <p>For the purposes of this Request for Proposal, an Implementing Partner (usually a state-owned institution) and a Responsible Party (usually a Non-Governmental Organization) are defined as entities receiving funds or carrying out activities under a funded programme.</p> <p>The contracts must have been implemented within the last five (5) years, either directly or within a Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement.</p> <p>Proposers shall attach Statement(s) of Satisfactory Performance (Reference Letter / Work Completion Certificate) for the claimed Contract(s).</p> | Form F: Eligibility and Qualification<br><br>Statement(s) of Satisfactory Performance (Reference Letter / Work Completion Certificate) for the claimed Contract(s) in Form F.     |
| <b>Minimum Key Personnel:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                   |
| The Key personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> <li>Audit Partner</li> <li>Audit Manager</li> <li>Two (s) Senior Auditors</li> <li>Junior Auditor</li> </ul> <p>The Audit Partner must be certified as a Chartered Accountant (CA), Chartered Certified Accountant (CCA), Certified Public Accountant (CPA), or Certified Auditor (CA)). The certificate shall be attached to the CV.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for CV of proposed Key Personnel             |
| <b>Financial Standing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                   |
| <b>Liquidity:</b> The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Form F: Eligibility and Qualification<br><br>Copies of audited financial statements for the last three years that demonstrate compliance with the information recorded in Form F. |

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.

|                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If QR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems. |                                                                                                                                                                                    |
| <b>Turnover:</b> Proposers should have average sales turnover of minimum US\$300,000 for the last three years.<br><br>Proposers shall attach copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above.                                                                            | Form F: Eligibility and Qualification<br><br>Copies of audited financial statements for the last three years that demonstrates compliance with the information recorded in Form F. |

#### Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms |                                                        | Points Obtainable |
|------------------------------------------------|--------------------------------------------------------|-------------------|
| 1.                                             | Proposer's qualification, capacity and experience      | 300               |
| 2.                                             | Proposed Methodology, Approach and Implementation Plan | 400               |
| 3.                                             | Management Structure and Key Personnel                 | 300               |
|                                                | <b>Total</b>                                           | <b>1000</b>       |

| Section 1. Proposer's qualification, capacity and experience |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Points obtainable |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>1.1</b>                                                   | <b>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</b>                                                                                                                                                                                           | <b>(100)</b>      |
| <b>1.1.1</b>                                                 | <b>Management Structure and Organigram (Is it sound and relevant with the requirements?)</b>                                                                                                                                                                                                                                                                                                                                        | <b>30</b>         |
| <i>Outstanding<br/>(30 pts.)</i>                             | <i>Provided evidence for a functional corporate structure with an effective organigram including departments relevant to audit and HACT Services (implementing partner/responsible party financial management assessment and assurance services (micro-assessments and audits etc.)) and demonstrating strong organizational capacity and appropriate resources to support effective implementation in the Republic of Moldova.</i> |                   |
| <i>Good<br/>(27 pts.)</i>                                    | <i>Provided evidence for a functional corporate structure with an effective organigram including departments relevant to audit services and demonstrating adequate organizational capacity and resources to support implementation in the Republic of Moldova.</i>                                                                                                                                                                  |                   |
| <i>Satisfactory<br/>(21 pts.)</i>                            | <i>Provided evidence of a generally functional corporate structure with an organigram showing relevant functions for the required services, but with some gaps in the organizational structure and/or limited evidence of the capacity and resources available to support implementation in the Republic of Moldova.</i>                                                                                                            |                   |

|                                   |                                                                                                                                                                                                                                                                                                                                                       |           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <i>Poor<br/>(12 pts.)</i>         | <i>Provided an organigram, but with limited evidence of a functional corporate structure, relevance to the required services, or adequate organizational capacity to support implementation in the Republic of Moldova.</i>                                                                                                                           |           |
| <i>Very poor<br/>(3 pts.)</i>     | <i>Submitted information, but it is not supported by sufficient evidence to demonstrate a functional corporate structure, relevance to the requirements, or capacity to effectively support implementation in the Republic of Moldova.</i>                                                                                                            |           |
| <i>No Submission<br/>(0 pts.)</i> | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                                                                                                         |           |
| <b>1.1.2</b>                      | <b>General experience in the Field as a legally registered entity</b>                                                                                                                                                                                                                                                                                 | <b>15</b> |
| <i>Outstanding<br/>(15 pts.)</i>  | <i>More than 11 years</i>                                                                                                                                                                                                                                                                                                                             |           |
| <i>Good<br/>(13 pts.)</i>         | <i>6 - 10 years</i>                                                                                                                                                                                                                                                                                                                                   |           |
| <i>Satisfactory<br/>(10 pts.)</i> | <i>5 years</i>                                                                                                                                                                                                                                                                                                                                        |           |
| <b>1.1.3</b>                      | <b>Average annual turnover for the last 3 years</b>                                                                                                                                                                                                                                                                                                   | <b>15</b> |
| <i>Outstanding<br/>(15 pts.)</i>  | <i>More than USD 500,000</i>                                                                                                                                                                                                                                                                                                                          |           |
| <i>Good<br/>(13 pts.)</i>         | <i>USD 400,001 – 499,999</i>                                                                                                                                                                                                                                                                                                                          |           |
| <i>Satisfactory<br/>(10 pts.)</i> | <i>USD 300,000 – 399,999</i>                                                                                                                                                                                                                                                                                                                          |           |
| <b>1.1.4</b>                      | <b>Project management control mechanisms, strength of project management support</b>                                                                                                                                                                                                                                                                  | <b>30</b> |
| <i>Outstanding<br/>(30 pts.)</i>  | <i>Proposer demonstrates strong project management support with well and related department -defined control mechanisms, clear procedures, adequate resources to ensure effective implementation and oversight, including appropriate resources and arrangements to support effective implementation and coordination in the Republic of Moldova.</i> |           |
| <i>Good<br/>(27 pts.)</i>         | <i>Proposer has good project management support and appropriate control mechanisms to manage and monitor the assignment, with adequate resources and arrangements for implementation and coordination in the Republic of Moldova.</i>                                                                                                                 |           |
| <i>Satisfactory<br/>(21 pts.)</i> | <i>Proposer demonstrates basic project management support. Control mechanisms are described but with limited detail or clarity, including limited detail on the resources and arrangements available for implementation and coordination in the Republic of Moldova.</i>                                                                              |           |
| <i>Poor<br/>(12 pts.)</i>         | <i>Project management support and control mechanisms are insufficiently described or not demonstrated, including insufficient evidence of adequate resources or arrangements to support implementation and coordination in the Republic of Moldova.</i>                                                                                               |           |
| <i>Very poor<br/>(3 pts.)</i>     | <i>The proposer submitted information, but it is not supported by sufficient evidence to demonstrate the ability to manage and oversee the assignment effectively or to provide adequate resources and arrangements for implementation in the Republic of Moldova.</i>                                                                                |           |

|                                  |                                                                                                                                                                                                                                                                                                                                                   |              |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <i>No Submission</i><br>(0 pts.) | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                                                                                                     |              |
| <b>1.1.5</b>                     | <b>Extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such subcontracting, and the roles of the proposed subcontractors, including their relevant experience and capacity to operate in the Republic of Moldova, and how all parties will function as one team</b>                      | <b>10</b>    |
| <i>Outstanding</i><br>(10 pts.)  | <i>No work would be subcontracted</i>                                                                                                                                                                                                                                                                                                             |              |
| <i>Good</i><br>(9 pts.)          | <i>Less than 10% of the work would be subcontracted</i>                                                                                                                                                                                                                                                                                           |              |
| <i>Satisfactory</i><br>(7 pts.)  | <i>Less than 30% of the work would be subcontracted</i>                                                                                                                                                                                                                                                                                           |              |
| <b>1.2</b>                       | <b>Relevance of specialized knowledge and experience on similar engagements</b>                                                                                                                                                                                                                                                                   | <b>(140)</b> |
| <b>1.2.1</b>                     | <b>Documented experiences in provision of Audit/HACT/Implementing Partner/Responsible Party Quality Assurance Services done in the Republic of Moldova</b>                                                                                                                                                                                        | <b>110</b>   |
| <i>Outstanding</i><br>(110 pts.) | <i>Implemented more than five (5) contracts for provision of Audit/HACT/Implementing Partner/Responsible Party Quality Assurance Services (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement) in the Republic of Moldova</i>                                                                                   |              |
| <i>Good</i><br>(99 pts.)         | <i>Implemented four-five (4-5) contracts for provision of Audit/HACT/Implementing Partner/Responsible Party Quality Assurance Services (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement) in the Republic of Moldova</i>                                                                                      |              |
| <i>Satisfactory</i><br>(77 pts.) | <i>Implemented three (3) contracts for provision of Audit/HACT/Implementing Partner/Responsible Party Quality Assurance Services (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement) in the Republic of Moldova</i>                                                                                            |              |
| <b>1.2.2</b>                     | <b>Experience in working in support of UN Agencies</b>                                                                                                                                                                                                                                                                                            | <b>30</b>    |
| <i>Outstanding</i><br>(30 pts.)  | <i>Implemented more than three (3) contracts in support of UN Agencies (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement), including, where applicable, demonstrated experience working with UN Agencies or similar international organizations in the Republic of Moldova or comparable country contexts</i> |              |
| <i>Good</i><br>(27 pts.)         | <i>Implemented two-three (2-3) contracts in support of UN Agencies (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement), including, where applicable, demonstrated experience working with UN Agencies or similar international organizations in the Republic of Moldova or comparable country contexts</i>     |              |
| <i>Satisfactory</i><br>(21 pts.) | <i>Implemented one (1) contract in support of UN Agencies (Directly/Joint Venture/Consortium/Association/Partnership/Subcontracting Arrangement), including, where applicable, demonstrated experience working with UN Agencies or similar international organizations in the Republic of Moldova or comparable country contexts</i>              |              |

|                                   |                                                                                                                                                                                                                                                      |             |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>1.3</b>                        | <b>Quality assurance procedures and risk mitigation measures</b>                                                                                                                                                                                     | <b>(40)</b> |
| <i>Outstanding<br/>(40 pts.)</i>  | <i>Proposer proposed a comprehensive and well-structured approach to quality assurance, with clearly defined procedures and thorough identification of potential risks and robust mitigation measures comparable to the market.</i>                  |             |
| <i>Good<br/>(36 pts.)</i>         | <i>Proposer proposed sound approach to quality assurance and addressed most of the details regarding possible risks and mitigation measures.</i>                                                                                                     |             |
| <i>Satisfactory<br/>(28 pts.)</i> | <i>Proposer proposed an adequate approach to quality assurance and provides general information on possible risks and mitigation measures, with limited detail.</i>                                                                                  |             |
| <i>Poor<br/>(16 pts.)</i>         | <i>The proposer proposed a limited or partially relevant approach to quality assurance, with insufficient identification of risks and mitigation measures.</i>                                                                                       |             |
| <i>Very poor<br/>(4 pts.)</i>     | <i>The proposer submitted information, but it is not supported by sufficient evidence to demonstrate an effective approach to quality assurance or risk mitigation.</i>                                                                              |             |
| <i>No Submission<br/>(0 pts.)</i> | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                        |             |
| <b>1.4</b>                        | <b>Organizational Commitment to Sustainability</b>                                                                                                                                                                                                   | <b>(10)</b> |
| <i>5 Points</i>                   | <i>Organization is compliant with ISO 14001 or ISO 14064 or equivalent</i>                                                                                                                                                                           |             |
| <i>2 Points</i>                   | <i>Organization is a member of the UN Global Compact</i>                                                                                                                                                                                             |             |
| <i>3 Points</i>                   | <i>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</i> |             |
| <b>1.5</b><br><i>10 Points</i>    | <b>“Gender and Women’s Empowerment Policy of the Proposer”</b><br><i>The Proposers shall explain their current gender and women’s empowerment policies in place and the facilities especially provided to women employees.</i>                       | <b>(10)</b> |
| <b>Total Section 1</b>            |                                                                                                                                                                                                                                                      | <b>300</b>  |

| <b>Section 2. Proposed Methodology, Approach and Implementation Plan</b> |                                                                                                                                                                                                                                                                                                   | <b>Points obtainable</b> |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>2.1</b>                                                               | <b>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</b>                                                                                     | <b>(150)</b>             |
| <i>Outstanding<br/>(150 pts.)</i>                                        | <i>All important aspects of the task have been addressed in comprehensive detail. The proposal demonstrates an excellent understanding of the Terms of Reference (ToR), including relevant comments for the successful execution of activities regarding the objectives and expected results.</i> |                          |
| <i>Good<br/>(135 pts.)</i>                                               | <i>All important aspects of the task have been addressed in sufficient detail and demonstrate a good understanding of the ToR.</i>                                                                                                                                                                |                          |
| <i>Satisfactory<br/>(105 pts.)</i>                                       | <i>Most of the important aspects of the task have been addressed in adequate detail, demonstrating a basic understanding of the ToR.</i>                                                                                                                                                          |                          |
| <i>Poor<br/>(60 pts.)</i>                                                | <i>Only a few important aspects of the task have been addressed by the proposer, indicating a limited understanding of the ToR.</i>                                                                                                                                                               |                          |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Very poor<br>(15 pts.)     | <i>The proposer submitted information, but it is not supported by sufficient evidence to demonstrate understanding of the ToR or the ability to address the task requirements effectively.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| No Submission<br>(0 pts.)  | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| <b>2.2</b>                 | <b>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>(180)</b> |
| Outstanding<br>(180 pts.)  | <i>The approach and methodology substantially exceed the requirements of the ToR and present a clear, detailed and well-structured strategy for achieving all objectives of the assignment. The proposal demonstrates a strong understanding of the Moldovan context and the practical requirements for implementation in Moldova, including effective cooperation with relevant Moldovan counterparts, clear arrangements for local implementation, coordination and communication, and the involvement of appropriately qualified local/in-country staff with demonstrated practical knowledge of the applicable Moldovan accounting system and reporting requirements. The proposal also includes relevant complementary measures that would enhance the outcomes of the contract.</i> |              |
| Good<br>(162 pts.)         | <i>The approach and methodology fully meet the ToR requirements and provide a coherent and well-developed strategy for achieving the contract objectives. The proposal demonstrates a good understanding of the Moldovan implementation context, including the proposed approach to working with relevant Moldovan counterparts and addressing applicable local accounting and reporting requirements. The proposal identifies qualified local/in-country staff with relevant knowledge and experience of the applicable Moldovan accounting system, and provides clear and practical arrangements for implementation and coordination in Moldova.</i>                                                                                                                                    |              |
| Satisfactory<br>(126 pts.) | <i>The approach and methodology meet the essential ToR requirements, but the proposed strategy is relatively basic or lacks sufficient detail in certain areas. The proposal provides a general approach to implementation in Moldova and cooperation with Moldovan counterparts, but provides limited detail on the proposed local/in-country resources, their knowledge of the applicable Moldovan accounting system, or the practical arrangements for implementation and coordination in Moldova.</i>                                                                                                                                                                                                                                                                                 |              |
| Poor<br>(72 pts.)          | <i>Several key ToR requirements have not been adequately addressed, and the proposed approach lacks clarity or coherence. The proposal provides insufficient detail on how the assignment would be implemented in Moldova and/or how the Offeror would work effectively with relevant Moldovan counterparts. The proposed local/in-country staffing arrangements and/or knowledge of the applicable Moldovan accounting system and reporting requirements are insufficiently demonstrated.</i>                                                                                                                                                                                                                                                                                            |              |
| Very poor<br>(18 pts.)     | <i>The Offeror submitted information, but it is not supported by sufficient evidence to demonstrate its ability to effectively implement the ToR requirements in Moldova. The proposal provides little or no convincing information on the proposed arrangements for working with Moldovan counterparts, the availability and suitability of local/in-country staff, or their knowledge of the applicable Moldovan accounting system and reporting requirements.</i>                                                                                                                                                                                                                                                                                                                      |              |
| No Submission<br>(0 pts.)  | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |

|                                   |                                                                                                                                                                                                                                                                         |             |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>2.3</b>                        | <b>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</b>                                                                                                               | <b>(50)</b> |
| <i>Outstanding<br/>(50 pts.)</i>  | <i>Performance monitoring and evaluation mechanisms and tools are fully aligned with the nature and complexity of the requirements. Each specific requirement is addressed in detail, with clearly defined responsibilities, schedules, and application procedures.</i> |             |
| <i>Good<br/>(45 pts.)</i>         | <i>Performance monitoring and evaluation mechanisms and tools are appropriate for the nature of the requirements. Each specific requirement is addressed with clear responsibilities and schedules.</i>                                                                 |             |
| <i>Satisfactory<br/>(35 pts.)</i> | <i>Performance monitoring and evaluation mechanisms and tools are adequate for the requirements, but some details or responsibilities are not fully specified.</i>                                                                                                      |             |
| <i>Poor<br/>(20 pts.)</i>         | <i>Performance monitoring and evaluation mechanisms and tools are limited or only partially relevant to the requirements, with insufficient detail on responsibilities or application.</i>                                                                              |             |
| <i>Very poor<br/>(5 pts.)</i>     | <i>The proposer submitted information, but it is not supported by sufficient evidence to demonstrate how the mechanisms and tools would be applied effectively for each requirement.</i>                                                                                |             |
| <i>No Submission<br/>(0 pts.)</i> | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                           |             |
| <b>2.4</b>                        | <b>Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</b>                                                                                                                                   | <b>(20)</b> |
| <i>Outstanding<br/>(20 pts.)</i>  | <i>The proposer demonstrates a strong ability to plan, integrate, and effectively implement sustainability measures, with well-structured, practical approaches that fully enhance contract outcomes.</i>                                                               |             |
| <i>Good<br/>(18 pts.)</i>         | <i>The proposer demonstrates a good ability to plan, integrate, and implement sustainability measures, with mostly practical approaches that address the key requirements.</i>                                                                                          |             |
| <i>Satisfactory<br/>(14 pts.)</i> | <i>The proposer demonstrates adequate ability to plan, integrate, and implement sustainability measures, providing sufficient detail to meet the basic requirements.</i>                                                                                                |             |
| <i>Poor<br/>(8 pts.)</i>          | <i>The proposer demonstrates limited ability to plan, integrate, or implement sustainability measures, with several key aspects inadequately addressed or missing.</i>                                                                                                  |             |
| <i>Very poor<br/>(2 pts.)</i>     | <i>The proposer submitted information, but it is not supported by sufficient evidence to demonstrate the ability to plan, integrate, and implement sustainability measures.</i>                                                                                         |             |
| <i>No Submission<br/>(0 pts.)</i> | <i>Information has not been submitted or is unacceptable.</i>                                                                                                                                                                                                           |             |
| <b>Total Section 2</b>            |                                                                                                                                                                                                                                                                         | <b>400</b>  |

| Section 3. Management Structure and Key Personnel |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Points obtainable         |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 3.1                                               | <p><b>Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</b> Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.</p> <p>The proposal should also demonstrate that the proposed key personnel have relevant practical experience with the accounting system and reporting requirements applicable in the Republic of Moldova, as relevant to the assignment, and are able to effectively work with relevant Moldovan counterparts.</p> | (10)                      |
|                                                   | <p><i>The proposed team is very well structured, with clearly defined and highly relevant roles for management and key personnel. The proposed key personnel have strong and directly relevant experience with the applicable Moldovan accounting system and reporting requirements, as well as experience working with Moldovan counterparts. The management approach to planning and implementing the project is comprehensive and well coordinated, and the organization chart clearly shows the relationships, responsibilities and reporting lines for all key positions.</i></p>                                                                                                                                            | Outstanding<br>(10 pts.)  |
|                                                   | <p><i>The proposed team has mostly relevant and clearly defined roles for management and key personnel. The proposed key personnel demonstrate relevant experience with the applicable Moldovan accounting system and reporting requirements and an adequate understanding of working with Moldovan counterparts. The management approach is coherent, and the organization chart clearly shows most key relationships, positions and responsibilities.</i></p>                                                                                                                                                                                                                                                                   | Good<br>(9 pts.)          |
|                                                   | <p><i>The proposed team is generally adequate, but some roles or responsibilities are unclear or only partially relevant. The proposed key personnel demonstrate some relevant experience with the applicable Moldovan accounting system and reporting requirements, but the level or relevance of such experience is limited. The management approach and organization chart provide basic guidance but lack sufficient detail.</i></p>                                                                                                                                                                                                                                                                                          | Satisfactory<br>(7 pts.)  |
|                                                   | <p><i>The proposed team has limited relevance for the required services and/or the roles and responsibilities of key personnel are insufficiently defined. Limited or insufficient evidence is provided of the proposed key personnel's practical experience with the applicable Moldovan accounting system and reporting requirements. The management approach is weak, and the organization chart is incomplete or unclear.</i></p>                                                                                                                                                                                                                                                                                             | Poor<br>(4 pts.)          |
|                                                   | <p><i>The proposed team and management approach are insufficiently defined, with little or no evidence that the proposed key personnel have the relevant local knowledge or practical experience required to work with the applicable Moldovan accounting system and Moldovan counterparts. The organization and allocation of roles are unclear.</i></p>                                                                                                                                                                                                                                                                                                                                                                         | Very poor<br>(1 pts.)     |
|                                                   | <p><i>No information has been submitted, or the submission is unacceptable.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No Submission<br>(0 pts.) |

|              |                                                                                                                                                                                                                                  |                    |                           |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|
| <b>3.2</b>   | <b>Qualifications of key personnel proposed</b>                                                                                                                                                                                  |                    |                           |
| <b>3.2.1</b> | <b>Audit Partner</b>                                                                                                                                                                                                             |                    | <b>(80)</b>               |
|              | <i>University Education in relevant fields</i><br>- PhD: 10 pts.<br>- Master's Degree: 8 pts.<br>- Bachelor's Degree: 7 pts.                                                                                                     | 10 pts.            |                           |
|              | <i>Years of General Professional Experience</i><br>- More than 20 years: 15 pts.<br>- More than 15 years: 10 pts.<br>- More than 12 years: 7 pts.                                                                                | 15 pts.            |                           |
|              | <i>Years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova</i><br>- More than 20 years: 35 pts.<br>- More than 15 years: 30 pts.<br>- More than 10 years: 25 pts. | 35 pts.            |                           |
|              | <i>Years of experience working in support of UN Agencies or similar international organizations</i><br>- More than 5 years: 20 pts.<br>- More than 2 years: 17 pts.<br>- 1-2 years: 14 pts.                                      | 20 pts.            |                           |
| <b>3.2.2</b> | <b>Audit Manager</b>                                                                                                                                                                                                             |                    | <b>(70)</b>               |
|              | <i>University Education in relevant fields</i><br>- PhD: 10 pts.<br>- Master's Degree: 8 pts.<br>- Bachelor's Degree: 7 pts.                                                                                                     | 10 pts.            |                           |
|              | <i>Years of General Professional Experience</i><br>- More than 15 years: 15 pts.<br>- More than 12 years: 10 pts.<br>- More than 10 years: 7 pts.                                                                                | 15 pts.            |                           |
|              | <i>Years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova</i><br>- More than 13 years: 30 pts.<br>- More than 10 years: 26 pts.<br>- More than 7 years: 21 pts.  | 30 pts.            |                           |
|              | <i>Years of experience working in support of UN Agencies or similar international organizations</i><br>- More than 5 years: 15 pts.<br>- More than 2 years: 12 pts.<br>- 1-2 years: 10 pts.                                      | 15 pts.            |                           |
| <b>3.2.3</b> | <b>Two (2) Senior Auditors</b>                                                                                                                                                                                                   |                    | <b>50 x 2 =<br/>(100)</b> |
|              | <i>University Education in relevant fields</i><br>- PhD: 6 pts.<br>- Master's Degree: 4 pts.<br>- Bachelor's Degree: 3 pts.                                                                                                      | 6 pts. per auditor |                           |

|                        |                                                                                                                                                                                                                                |                     |             |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|
|                        | <i>Years of General Professional Experience</i><br>- More than 12 years: 10 pts.<br>- More than 10 years: 8 pts.<br>- More than 8 years: 6 pts.                                                                                | 10 pts. per auditor |             |
|                        | <i>Years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova</i><br>- More than 11 years: 22 pts.<br>- More than 8 years: 18 pts.<br>- More than 5 years: 15 pts. | 22 pts. per auditor |             |
|                        | <i>Years of experience working in support of UN Agencies or similar international organizations</i><br>- More than 5 years: 12 pts.<br>- More than 2 years: 10 pts.<br>- 1-2 years: 7 pts.                                     | 12 pts. per auditor |             |
| <b>3.2.4</b>           | <b>Junior Auditor</b>                                                                                                                                                                                                          |                     | <b>(40)</b> |
|                        | <i>University Education in relevant fields</i><br>- PhD: 5 pts.<br>- Master's Degree: 4 pts.<br>- Bachelor's Degree: 3 pts.                                                                                                    | 5 pts.              |             |
|                        | <i>Years of General Professional Experience</i><br>- More than 8 years: 8 pts.<br>- More than 6 years: 7 pts.<br>- More than 4 years: 5 pts.                                                                                   | 8 pts.              |             |
|                        | <i>Years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova</i><br>- More than 6 years: 17 pts.<br>- More than 4 years: 15 pts.<br>- More than 2 years: 12 pts.  | 17 pts.             |             |
|                        | <i>Years of experience working in support of UN Agencies or similar international organizations</i><br>- More than 5 years: 10 pts.<br>- More than 2 years: 8 pts.<br>- 1-2 years: 7 pts.                                      | 10 pts.             |             |
| <b>Total Section 3</b> |                                                                                                                                                                                                                                |                     | <b>300</b>  |

## SECTION 5: TERMS OF REFERENCE

### **A. BACKGROUND**

UNICEF, UNFPA, UNDP and FAO have adopted the undg HACT framework in 2005 pursuant to United Nations General Assembly Resolution 56/201 on the triennial policy review of operational activities for development of the United Nations system. The framework was updated in 2014 and can be accessed through <https://unsdg.un.org/resources/harmonized-approach-cash-transfers-framework>.

The HACT framework represents a common operational (harmonized) framework for transferring cash to government and non-governmental IPs, irrespective of whether these partners work with one or multiple United Nations agencies. The objective of the HACT framework is to support a closer alignment of development aid with national priorities and to strengthen national capacities for management and accountability, with the ultimate objective of gradually shifting to national systems. It is understood that 'harmonized' in the context of the HACT framework refers to agencies implementing a common operational framework using the same, consistent, standardized approach and tools.

This RFP is jointly conducted through participation of UNDP (Lead Agency) and UNICEF and UNFPA (hereinafter referred to as "UN Agencies") and crafted to cover the requirements of the mentioned agencies.

### **B. PURPOSE**

The purpose of this Request for Proposal (RFP) is to identify a Service Provider to provide professional services for "Micro Assessments" and "HACT Audits" within the context of Harmonized Approach to Cash Transfer (HACT) in Republic of Moldova (including Transnistrian region).

UN Agencies will jointly use the LTA to be signed with the successful proposer. Any UN Agency other than UNDP, UNICEF and UNFPA can also use this LTA through piggybacking.

In the event of a Contract signature, the selected proposer shall sign the General Terms and Conditions for each UN Agency and shall provide the services stipulated in this RFP to other UN Agencies with the same prices, terms and conditions.

### **C. DESCRIPTION OF THE ASSIGNMENT**

The detailed scope of services required for Micro Assessment and Audit are described in the Terms of References provided in the HACT Framework given at <https://unsdg.un.org/resources/harmonized-approach-cash-transfers-framework>.

While the detailed scope of services are provided in the HACT Framework, below is the summary of the service areas around which the assignment will be performed by the Service Provider.

#### **Service Area 1: Micro Assessment**

The micro assessment assesses the IP's financial management capacity (i.e. accounting, procurement, reporting, internal controls, etc.) to determine the overall financial risk rating and assurance activities. The risk rating, along with other available information, is also taken into consideration when selecting the appropriate cash transfer modality for a selected IP, based on each agency's business model. This assessment applies to both governmental and non-governmental IPs.

The two primary outputs of the micro assessment are:

- (a) An overall financial risk rating related to cash transfers to IPs (low, moderate, significant or high); and
- (b) The appropriate type and frequency of assurance activities and cash transfer modality based on each agency's business models.

The micro assessment is viewed as a component of the standard overall assessment of an IP, in addition to other available sources of information (e.g. core value assessment, history of engagement with the agency, previous audit reports, etc.) and results from the macro assessment (or the absence of information regarding the PFM environment and capacity of the SAI if no macro assessment exist).

The micro assessments scope may be revisited over time, and in such case additional information/offers would be requested via appropriate process as relevant.

#### **Service Area 2: HACT Audit**

A systematic and independent examination of data, statements, records, operations and performance of an implementing partner carried out by an external service provider. The overall objective of the audit is to provide the UN agency(ies) with a reasonable assurance on the appropriate use of funds provided to the Partner in accordance with the reporting requirements of the UN agency(ies), the IP agreement(s), programme document, work plan(s) and budgets.

#### **Other Service Areas:**

Service Provider might be requested to provide services in other related areas such as Capacity Development, or other Related Advisory Services. In such case, respective UN Agency will define the procedures required and reporting requirement at the time of requesting the service.

#### **Additional notes concerning services:**

- Auditor is required to express an opinion on financial statements related to the funds provided to the “implementing partner (IP)” and “responsible party (RP)”.
- The auditor also expresses an opinion whether the funds transferred to the IP and RP were used for the purpose intended in accordance with the work plan or project/programme document, approved budget, and the requirements of the applicable funding agreement.
- The auditor also assesses the implementing partner’s key internal controls in the areas of programme management, organizational structure and staffing, accounting policies and procedures, fixed assets and inventory, financial reporting and monitoring, and procurement and contract administration and reports on specific control weaknesses, audit observations and recommendations to address them, and indication of the risks associated with the weaknesses/observations. Management comments are expected.
- The audit will be performed in the country of operation, at location(s) where the Partner maintains project/programme documentation, typically at the project/programme implementation sites.

#### **D. DELIVERABLES**

Specific service / outputs to be delivered for each service area are detailed in the relevant TORs hereby attached as **Annex 1: TOR for HACT Audit** and **Annex 2: TOR for Partner Capacity / Micro-assessment**.

#### **E. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL**

| KPI                         | Definition                                                                                                                                                                  | Insights UNDP expects to gain through the tracking of this KPI                                       | Measurement Approach                                                                              |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Communication Effectiveness | The effectiveness of communication between the contractor’s team and stakeholders, measured by feedback and successful transmission of findings through consistent reports. | Provides insight into how effectively the findings and recommendations are conveyed to stakeholders. | Measures clarity, timeliness, and understandability of communications from the contractor’s team. |
| Cycle Time                  | The total time taken to complete an individual assignment cycle, from planning to reporting, indicating the speed of the process.                                           | Indicates the efficiency of the process and helps identify bottlenecks.                              | The average time taken to complete an assignment from planning to report issuance.                |

|                          |                                                                                                                                          |                                                                                                                         |                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Personnel            | Maintaining the same key personnel qualified for the assignment                                                                          | Ensures consistency and efficiency with the audit process, as well as standardization of outputs and communications.    | Exclusivity and availability of the proposed personnel throughout contract period and immediate deployment as/when requested.                                            |
| Quality outputs          | Thoroughness and accuracy of outputs with consistent feedback and findings in the reports. Alignment with other interlinked assignments. | How assignments are ensured to be conducted with high quality and in compliance with relevant guidelines and framework. | Assesses the adherence to standards and regulatory requirements. Measures the error rate and compliance rate.                                                            |
| Risk Management          | Evaluate the effectiveness of the function in identifying and mitigating risks.                                                          | Understanding how well the organization is managing its risk exposure.                                                  | Metrics that provide insights into risk identification, assessment, and mitigation efforts. Examples include risk identification rate and risk mitigation effectiveness. |
| Stakeholder Satisfaction | Satisfaction levels of key stakeholders with the contractor's function and assignments.                                                  | Provides insights into how well the team is meeting the expectations of stakeholders.                                   | Capture feedback and satisfaction levels, such as stakeholder satisfaction score and recommendation acceptance rate.                                                     |

#### **F. REPORTING REQUIREMENTS**

The relevant ToRs in the HACT Framework and in the links for the [ToR for Micro Assessment](#) and [ToR for HACT Audit](#) include sample report templates. These templates are to be used by the Service Provider.

Draft reports are shared with the UN Agencies' office and the implementing partner and responsible party. Final reports are to be issued by the Service Provider(s) directly to the UN Agencies.

The UN Agencies will share the final report(s) with the implementing partner and responsible party and other UN agencies. The Service Provider will not share any deliverable to any other party, including donors providing funding for the specific project or programme.

Reports are to be provided in Word or Excel format, as appropriate (or as may be further specified in the specific terms of reference). Where the service providers' internal policies require the final signed version to be provided only in PDF, the UN Agency will accept the PDF version accompanied by a Word/Excel version with same content but without signature and/or branding (as per service providers' internal policies).

The service provider may be required to enter the reports into the agency's data system upon request by the UN Agency.

#### **G. DURATION**

UNDP intends to enter a Long-Term Agreement (LTA) with the successful Proposer for the provision of an indefinite quantity of the specified services. In the event of signing the LTA, the following shall apply:

- a) The LTA shall be valid for 3 years from the date of signature of LTA by both parties.
- b) UNDP will not be committed to purchase any minimum quantity of the services, and purchases will be made only if and when there is an actual requirement. UNDP will not be liable for any cost in the event that no purchases are made under any resulting LTA.
- c) POs for services will be issued under the LTA by UN Agencies' Country Offices.

#### **H. ASSIGNMENT LOCATION**

Duty station for the assignment is Republic of Moldova (including Transnistrian region). Contract assignments (i.e. Micro Assessment and HACT Audit) will be performed physically at the premises of Implementing Partners

and Responsible Parties. Unit prices quoted in the Financial Proposal Tables (Table 1 and Table 2) in “FORM K: FORMAT FOR FINANCIAL PROPOSAL” shall be inclusive of all costs for performance of the contract assignments in Republic of Moldova (including Transnistrian region) as no additional payment shall be made to the Contractor beyond the offered rates, for any travel, accommodation, communications, reproduction, reporting, daily subsistence allowance (DSA), or any other ancillary costs for performance of the contract assignment in Republic of Moldova (including Transnistrian region).

Meanwhile, UN Agencies at their own discretion may agree assignments to be performed remotely. In this regard, proposers are also requested to quote optional unit prices for performing the assignments remotely in Table 4 in “FORM K: FORMAT FOR FINANCIAL PROPOSAL”. In such case (i.e. in case the assignments are requested to be performed remotely), unit price(s) offered in Table 3 will be paid to the Contractor.

Financial Evaluation will be conducted and finalized based on the “Total Amount of Financial Proposal” quoted in Table 1.

#### **I. QUALIFICATION REQUIREMENTS OF THE SERVICE PROVIDER AND ITS KEY PERSONNEL**

The service provider must possess the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to fulfil their obligations under any resulting agreement. Respective qualifications are requested to be demonstrated as part of the technical proposal to be submitted by the proposers.

Below is the list of key personnel and the respective main qualification requirements that are detailed in Section 4: Evaluation Criteria:

##### **Audit Partner**

|                                 | <b>Minimum Qualification Requirements</b>                                                                                                                                                                                                                                                                                                             | <b>Assets</b>                                                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| General Qualifications          | <ul style="list-style-type: none"> <li>- Minimum bachelor’s degree in relevant field</li> <li>- Fluent in spoken and written English</li> <li>- Fluent in spoken and written Romanian and Russian</li> </ul>                                                                                                                                          | - Master’s and/or PhD degree                                                                                                                  |
| General Professional Experience | - Minimum 12 years of General Professional Experience in audit, accounting, financial management, financial assurance, or related financial review and assessment services                                                                                                                                                                            | - Additional years of experience                                                                                                              |
| Specific Experience             | <ul style="list-style-type: none"> <li>- Minimum 10 years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova</li> <li>- Must be certified as a Chartered Accountant (CA), Chartered Certified Accountant (CCA), Certified Public Accountant (CPA), or Certified Auditor (CA)</li> </ul> | <ul style="list-style-type: none"> <li>- Additional years of experience</li> <li>- Experience of working in support of UN Agencies</li> </ul> |

##### **Audit Manager**

|                                 | <b>Minimum Requirements</b>                                                                                                                                                                                  | <b>Assets</b>                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| General Qualifications          | <ul style="list-style-type: none"> <li>- Minimum bachelor’s degree in relevant field</li> <li>- Fluent in spoken and written English</li> <li>- Fluent in spoken and written Romanian and Russian</li> </ul> | - Master’s and/or PhD degree     |
| General Professional Experience | - Minimum 10 years of General Professional Experience in audit, accounting, financial management, financial assurance, or related financial review and assessment services                                   | - Additional years of experience |

|                     | Minimum Requirements                                                                                                               | Assets                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Specific Experience | - Minimum 7 years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova | - Additional years of experience<br>- Experience of working in support of UN Agencies |

#### **Two (s) Senior Auditors**

|                                 | Minimum Requirements                                                                                                                                                      | Assets                                                                                |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| General Qualifications          | - Minimum bachelor's degree in relevant field<br>- Fluent in spoken and written English<br>- Fluent in spoken and written Romanian and Russian                            | - Master's and/or PhD degree                                                          |
| General Professional Experience | - Minimum 8 years of General Professional Experience in audit, accounting, financial management, financial assurance, or related financial review and assessment services | - Additional years of experience                                                      |
| Specific Experience             | - Minimum 5 years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova                                        | - Additional years of experience<br>- Experience of working in support of UN Agencies |

#### **Junior Auditor**

|                                 | Minimum Requirements                                                                                                                                                      | Assets                                            |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| General Qualifications          | - Minimum bachelor's degree in relevant field<br>- Fluent in spoken and written English<br>- Fluent in spoken and written Romanian and Russian                            | - Master's and/or PhD degree                      |
| General Professional Experience | - Minimum 4 years of General Professional Experience in audit, accounting, financial management, financial assurance, or related financial review and assessment services | - Additional years of experience                  |
| Specific Experience             | - Minimum 2 years of specific experience relevant to the assignment (i.e. experience in audit services) in the Republic of Moldova                                        | - Experience of working in support of UN Agencies |

The proposal should also demonstrate that the proposed key personnel have relevant practical experience with the accounting system and reporting requirements applicable in the Republic of Moldova, as relevant to the assignment, and are able to effectively work with relevant Moldovan counterparts.

#### **J. PRICE AND SCHEDULE OF PAYMENTS**

Financial Proposal shall be submitted in line with the format and instructions provided in the Financial Proposal Submission Forms of the RFP.

##### **Prices/Rates:**

- All rates/prices must be quoted in US Dollars.
- All rates/prices quoted must be exclusive of all taxes, since UN projects are exempt from taxes.
- All rates must be inclusive of travel, accommodation, communications, reproduction, reporting, daily subsistence allowance (DSA), or any other ancillary costs for performance of the contract assignment in Republic of Moldova (including Transnistrian region). No additional payment shall be made to the contractor beyond the offered rates for the assignments in Republic of Moldova (including Transnistrian region).

Fixed Rates for the LTA term:

- The prices offered by the Proposer(s) shall be fixed for the LTA term (3 years).

Estimated quantities:

- Estimated quantities given in the Financial Proposal Submission Forms are indicative for the whole LTA duration (i.e. 3 years). These quantities have been estimated based on the current projections of UN Agencies and given only for consistent and proper financial evaluation purposes. UN Agencies do not guarantee to order any minimum quantity of services from the Contractor(s) during the term of the LTA. These quantities may change (decrease, increase) depending on UN Agencies' evolving requirements. Regardless of quantities, the Contractor(s) shall continue to provide the services with the same unit prices quoted in the proposal for the whole LTA term (3 years).

Payments:

- Payments shall be made against the invoice(s) submitted by the Contractor after written acceptance of respective services by UN Agencies, based on full compliance with RFP requirements.
- 100% of the payment shall be made within 30 days after written acceptance of services by UN Agencies and receipt of the respective invoice.

## SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

**6.1** The types of Contracts to be signed and the applicable Contract General Terms and Conditions are as follows:

For UNDP: please access <https://www.undp.org/procurement/doing-business-undp/how-we-buy> for details

[Contract Face Sheet \(Goods and-or Services\) UNDP](#)

[General Terms and Conditions for Contracts \(for Goods and/or Services\)](#)

For UNICEF: [General Terms and Conditions of Contracts for Services](#)

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

Not Applicable

### **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: <https://www.undp.org/procurement/doing-business-undp/how-we-buy>

## 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 (Not Applicable)**

**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 A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP, log in to the online portal and subscribe to this tender following the instructions in the system user guide. Please complete this form and attach as requested in the system.

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject Click or tap here to enter text.

| Check the appropriate box | Description                                                                                         |
|---------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>  | <b>YES</b> , we intend to submit a proposal.                                                        |
| <input type="checkbox"/>  | <b>NO</b> . We are unable to submit a competitive proposal for the requested services at the moment |

If you selected NO above, please state the reason(s) below:

| Check applicable                                      | Description                                                                                                                             |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                              | The requested services are not within our range of supply                                                                               |
| <input type="checkbox"/>                              | We are unable to submit a competitive proposal for the requested services at the moment                                                 |
| <input type="checkbox"/>                              | The requested services are not available at the moment                                                                                  |
| <input type="checkbox"/>                              | We cannot meet the requested terms of reference                                                                                         |
| <input type="checkbox"/>                              | The information provided for proposal purposes is insufficient                                                                          |
| <input type="checkbox"/>                              | Your RFP is too complicated                                                                                                             |
| <input type="checkbox"/>                              | Insufficient time is allowed to prepare a proposal                                                                                      |
| <input type="checkbox"/>                              | We cannot meet the delivery requirements                                                                                                |
| <input type="checkbox"/>                              | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below. |
| <input type="checkbox"/>                              | Sustainability criteria/requirements are too stringent (if applicable)                                                                  |
| <input type="checkbox"/>                              | We do not export                                                                                                                        |
| <input type="checkbox"/>                              | We do not sell to the UN                                                                                                                |
| <input type="checkbox"/>                              | Your requirement is too small                                                                                                           |
| <input type="checkbox"/>                              | Our capacity is currently full                                                                                                          |
| <input type="checkbox"/>                              | We are closed during the holiday season                                                                                                 |
| <input type="checkbox"/>                              | We had to give priority to other clients' requests                                                                                      |
| <input type="checkbox"/>                              | The person handling proposals is away from the office                                                                                   |
| <input type="checkbox"/>                              | Other (please provide reasons below):                                                                                                   |
| Further information: Click or tap here to enter text. |                                                                                                                                         |
| <input type="checkbox"/>                              | We would like to receive future RFPs for this type of services                                                                          |
| <input type="checkbox"/>                              | We don't want to receive RFPs for this type of services                                                                                 |

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text.

## 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 (Not Applicable)                                        |                          |
| ▪ 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"/> |
| <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:    | Click or tap here to enter text. |       |                               |

We, the undersigned, offer to supply the services required for Click or tap here to enter text.in accordance with your Request for Proposals No. Click or tap here to enter text. 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 Organization'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 <a href="#">ST/SGB/2006/15</a> );                                                                                                                                                                                                                |
| <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.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Yes                      | No                       |                                                                                                                                                                                      |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 authorized by the Organization/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>                                                                                                                                                                                         | Click or tap here to enter text.                                                                                                                                     |
| <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.<br>Telephone numbers: Click or tap here to enter text.<br>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 organizations</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>Certificate(s) that demonstrate the proposer is a member of a national accounting or auditing body or institution that is recognized by the regulatory body of professional accountants and Auditors.</b> | Proposers shall possess and attach the relevant certification which will be evaluated on a pass/fail basis as part of eligibility criteria as detailed in Section 4. |
| <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</b>                                                            | Tick all that apply and <b>provide supporting documentation:</b><br><input type="checkbox"/> Corporate Environmental Policy<br><input type="checkbox"/> ISO 14001    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>equivalent?</b> <i>(If yes, provide a Copy of the valid Certificate):</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><input type="checkbox"/> ISO 14064</p> <p><input type="checkbox"/> Other, specify <a href="#">Click or tap here to enter text.</a></p>                                                                                                                                                                                                                                                                                                                                                                       |
| <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> <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</b> <a href="#">Click or tap here to enter text.</a> <b>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

**(THIS SECTION IS NOT APPLICABLE FOR THIS TENDER AND SHOULD NOT BE COMPLETED)**

|                   |                                  |       |                               |
|-------------------|----------------------------------|-------|-------------------------------|
| Name of Proposer: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| RFP reference:    | Click or tap here to enter text. |       |                               |

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.                                                    |

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

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

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

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

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

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

Date: \_\_\_\_\_ 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:    | Click or tap here to enter text. |       |                               |

### 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:<br>Address of Client:<br>Reason(s) for non-performance: |                                               |

### Litigation History (including pending litigation)

| <input type="checkbox"/> No litigation history for the last 3 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:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: |                                        |

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last five (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) | Types of activities undertaken and role (Contractor, sub-contractor or consortium member) |
|--------------------------------------|------------------------------------|----------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------|
|                                      |                                    |                                  |                                             |                                                                                           |
|                                      |                                    |                                  |                                             |                                                                                           |
|                                      |                                    |                                  |                                             |                                                                                           |

In order to be considered qualified, proposers shall have implemented minimum three (3) contracts in the assignment area over the last five (5) years.

**Note:** Proposers shall attach Statement(s) of Satisfactory Performance (Reference Letter / Work Completion Certificate) for the claimed Contract(s).

**Note:** Contract amounts which are in currencies other than US Dollars shall be converted into US Dollars through UN Operational Exchange rate valid on the signature date of the corresponding contract. UN Operational Exchange rates can be accessed through the following link:

<https://treasury.un.org/operationalrates/OperationalRates.php>

### **Financial Standing**

| Annual Turnover for the last 3 years                         | Year 2025 | Currency | Amount |
|--------------------------------------------------------------|-----------|----------|--------|
|                                                              | Year 2024 | Currency | Amount |
|                                                              | Year 2023 | Currency | Amount |
| Latest Credit Rating (if any), indicate the source and date. |           |          |        |

| Financial information<br>(state currency)          | Historic information for the last 3 years |      |      |
|----------------------------------------------------|-------------------------------------------|------|------|
|                                                    | 2023                                      | 2024 | 2025 |
|                                                    | <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) |                                           |      |      |

In order to be considered qualified, proposers should have average annual sales turnover of minimum US\$300,000 for the last three years and the ratio average current assets / current liabilities over the last 3 years must be equal or greater than “1”

Proposers shall attach 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:

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

**Note:** Annual turnovers which are in currencies other than USD shall be converted into USD through UN Operational Exchange rate valid on 31 December of the corresponding year. Historical UN Operational Exchange rates can be accessed through the following link:

<https://treasury.un.org/operationalrates/OperationalRates.php>

## 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:    | Click or tap here to enter text. |       |                               |

The proposer's proposal must be organized 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. To see the points allocated for each section, please refer to Section 4. Evaluation Criteria of the RFP.

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

- 1.1 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 any).
  - 1.1.1 Management Structure and Organigram, including organizational capacity and resources available to support implementation in the Republic of Moldova (Is it sound and relevant with the requirements?)
  - 1.1.2 General experience in the Field as a legally registered entity
  - 1.1.3 Average annual turnover for the last 3 years
  - 1.1.4 Project management control mechanisms, strength of project management support, including resources and arrangements available to support effective implementation and coordination in the Republic of Moldova
  - 1.1.5 Extent to which any work would be subcontracted, to whom, how much percentage of the work, the rationale for such subcontracting, and the roles of the proposed subcontractors, including their relevant experience and capacity to operate in the Republic of Moldova, and how all parties will function as one team
- 1.2 Relevance of specialized knowledge and experience on similar engagements.
  - 1.2.1 Documented experiences in provision of Audit/HACT Quality Assurance Services (implementing partner/responsible party financial management assessment and assurance services (micro-assessments and audits etc.)) done in the Republic of Moldova.
  - 1.2.2 Experience in working in support of UN Agencies or any other similar International Organizations in the area of similar services, including, where applicable, experience in the Republic of Moldova or comparable country contexts.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.
- 1.5 Gender and Women's Empowerment Policy of the Proposer" - The Proposers shall explain their current gender and women's empowerment policies in place and the facilities especially provided to women employees.

### 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 Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
- 2.2 Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. The response should specifically demonstrate:
  - 2.2.1 how the assignment will be implemented in the Republic of Moldova;
  - 2.2.2 the Proposer's understanding of the Moldovan context relevant to the assignment;
  - 2.2.3 the proposed approach to working with relevant Moldovan counterparts and stakeholders;

- 2.2.4 the proposed arrangements for local/in-country coordination, communication and delivery of the services;
- 2.2.5 the involvement and responsibilities of qualified local/in-country personnel;
- 2.2.6 the proposed personnel's practical knowledge and experience with the applicable Moldovan accounting system and financial reporting requirements;
- 2.2.7 how the Proposer will ensure effective coordination between any international and local/in-country personnel, where applicable; and
- 2.2.8 any additional or complementary measures proposed to enhance the results and outcomes of the contract.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract
- 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 Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.  
  
The proposed key personnel should demonstrate relevant practical experience with the accounting system and reporting requirements applicable in the Republic of Moldova, as relevant to the assignment, as well as demonstrated ability to effectively work with relevant Moldovan counterparts.
- 3.2 Provide CVs and Statements of Exclusivity and Availability for the following key personnel that will be assigned to support the implementation of this project using the formats given in FORM H and FORM I. The CVs should clearly demonstrate the proposed personnel's qualifications and relevant professional experience, including experience with the accounting system and reporting requirements applicable in the Republic of Moldova, where relevant to the assignment, as well as compliance with the minimum qualification requirements stipulated in Section 5. Terms of Reference.
  - 3.2.1 Audit Partner
  - 3.2.2 Audit Manager
  - 3.2.3 Two (2) Senior Auditors
  - 3.2.4 Junior Auditor

## 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:    | Click or tap here to enter text. |       |                               |

|                                    |                                                                                                                                                                   |                              |  |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|
| <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>    | / Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained. |                              |  |
| <b>Professional Certifications</b> | Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.                         |                              |  |
| <b>References:</b>                 | Provide names, addresses, phone and email contact information for two (2) references.                                                                             |                              |  |

Summarize 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:    | Click or tap here to enter text. |       |                               |

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 contract period foreseen for the position for which my CV has been included in the event that this proposal is successful.

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 UNDP 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:    | Click or tap here to enter text. |       |                               |

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.

Please enter the total amount of your financial proposal as a response to this question. 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 given in FORM K in the following section.

**Total amount of our financial proposal is:** Click or tap here to enter text.

## 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:    | Click or tap here to enter text. |       |                               |

The proposer is required to prepare the Financial Proposal following the below format. **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**

**Table 1. Summary Table - Prices for Micro Assessment, HACT Audit and Special Audit**

| Table Ref.                                                   | Deliverable                                    | Estimated Qty <sup>2</sup> | Unit Price (US\$) <sup>3</sup> | Total Price (US\$) |
|--------------------------------------------------------------|------------------------------------------------|----------------------------|--------------------------------|--------------------|
| 1                                                            | Micro Assessment                               | 45                         |                                |                    |
| 2                                                            | HACT Audit                                     |                            |                                |                    |
|                                                              | HACT Audit > US\$ 200,000 up to US\$ 500,000   | 25                         |                                |                    |
|                                                              | HACT Audit > US\$ 500,000 up to US\$ 1,000,000 | 10                         |                                |                    |
|                                                              | HACT Audit > US\$ 1,000,000                    | 1                          |                                |                    |
| <b>Total Amount of Financial Proposal (US\$)<sup>4</sup></b> |                                                |                            |                                |                    |

**Table 2. Breakdown of Unit Prices**

### 2.1. Breakdown of Unit Price for Micro Assessment

| #                                             | Position       | Person/day | Fee Rate (US\$) | Total (US\$) |
|-----------------------------------------------|----------------|------------|-----------------|--------------|
| 1                                             | Audit Partner  |            |                 |              |
| 2                                             | Audit Manager  |            |                 |              |
| 3                                             | Senior Auditor |            |                 |              |
| 4                                             | Senior Auditor |            |                 |              |
| 5                                             | Junior Auditor |            |                 |              |
| <b>Unit Price for Micro Assessment (US\$)</b> |                |            |                 |              |

### 2.2. Breakdown of Unit Price for HACT Audit

| #                                                                          | Position       | Person/day | Fee Rate (US\$) | Total (US\$) |
|----------------------------------------------------------------------------|----------------|------------|-----------------|--------------|
| <b>Unit Price for HACT Audit &gt; US\$200,000 up to US\$500,000 (US\$)</b> |                |            |                 |              |
| 1                                                                          | Audit Partner  |            |                 |              |
| 2                                                                          | Audit Manager  |            |                 |              |
| 3                                                                          | Senior Auditor |            |                 |              |
| 4                                                                          | Senior Auditor |            |                 |              |
| 5                                                                          | Junior Auditor |            |                 |              |

<sup>2</sup> These are the total estimated quantities projected by UN Agencies for the whole LTA term (3 years).

<sup>3</sup> Unit prices above are exclusively quoted for the financial thresholds and may cover more than one calendar year expenditures (not restricted to a single calendar year). Contractor(s) shall not be entitled to receive any additional payment due to multi-year coverage of the assurance activities, such as, financial audit and spot check.

<sup>4</sup> Total Amount of Financial Proposal will be the basis of Financial Evaluation.

| Unit Price for HACT Audit > US\$500,000 up to US\$1,000,000 (US\$) |                |  |  |  |
|--------------------------------------------------------------------|----------------|--|--|--|
| 1                                                                  | Audit Partner  |  |  |  |
| 2                                                                  | Audit Manager  |  |  |  |
| 3                                                                  | Senior Auditor |  |  |  |
| 4                                                                  | Senior Auditor |  |  |  |
| 5                                                                  | Junior Auditor |  |  |  |
| Unit Price for HACT Audit > 1,000,000 (US\$)                       |                |  |  |  |
| 1                                                                  | Audit Partner  |  |  |  |
| 2                                                                  | Audit Manager  |  |  |  |
| 3                                                                  | Senior Auditor |  |  |  |
| 4                                                                  | Senior Auditor |  |  |  |
| 5                                                                  | Junior Auditor |  |  |  |

**Table 3. Daily Rates for the Key Personnel<sup>5</sup>**

| # | Position       | Daily Rate (US\$) <sup>6</sup> |
|---|----------------|--------------------------------|
| 1 | Audit Partner  |                                |
| 2 | Audit Manager  |                                |
| 3 | Senior Auditor |                                |
| 4 | Junior Auditor |                                |

<sup>5</sup> Service Provider(s) might be requested to provide services in other areas relevant with the assignment, including but not limited to Capacity Development and other Advisory Services. In such case, respective UN Agency will define the procedures and reporting requirements at the time of requesting the service, and services will be provided through the offered daily rates in this table.

<sup>6</sup> One day corresponds to 8 hours of work.