



REQUEST FOR PROPOSAL (RFP)

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

RFP Reference No.: **RfP26/03199**

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "**Enabling an Inclusive Green Transition in the Republic of Moldova**" Project, hereby invites prospective proposers to submit a proposal to **Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

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

- Section 1:** This Letter of Invitation
- Section 2:** Instruction to Proposers
- Section 3:** Data Sheet
- Section 4:** Evaluation Criteria
- Section 5:** Terms of Reference
- Section 6:** Conditions of Contract and Contract Forms
- Section 7:** Proposal Forms
 - **Form A:** Proposal confirmation
 - **Form B:** Checklist
 - **Form C:** Technical Proposal Submission
 - **Form D:** Proposer Information
 - **Form E:** Joint Venture/Consortium/Association Information
 - **Form F:** Eligibility and Qualification
 - **Form G:** Format for Technical Proposal
 - **Form H:** Format for CV of Proposed Key Personnel
 - **Form I:** Statement of Exclusivity and Availability
 - **Form J:** Financial Proposal Submission
 - **Form K:** Format for Financial Proposal

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

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00909**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

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

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

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. 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.

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. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

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

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

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

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p>1. Scope</p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p>2. Interpretation of the RFP</p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labor, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> 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; 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.
<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</p>

	<p>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"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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"> ☐ is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ☐ is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; ☐ is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<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>
6. Publicity	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
SOLICITATION DOCUMENTS	
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</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
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>
PREPARATION OF PROPOSALS	
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"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ Any attachments and/or appendices to the Proposal.
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>
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"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.

	<ul style="list-style-type: none"> 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.
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>
17. Proposal security	<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"> If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; In the event the successful Proposer fails: <ul style="list-style-type: none"> to sign the contract after UNDP has issued an award; or 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.

<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"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • 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. <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"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>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. 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"> • they have at least one controlling partner, director, or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • 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;

	<ul style="list-style-type: none"> • 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.
20. Alternative proposals	<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>
21. Pre-proposal conference	<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>
22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease, or illness to, or death of, any person;

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
23. Errors or omissions	<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. Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
24. Proposers' responsibility to inform themselves	<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"> • 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; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • 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; • attend any pre-proposal conference if it is mandatory under this RFP; • 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 • 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. <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>
25. No material change(s) in circumstances	<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"> • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>

	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.
26a. Online submission	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. • 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. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of 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 http://www.timeanddate.com/worldclock/.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
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	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. 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.

EVALUATION OF PROPOSALS	
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>
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 based on the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> a) Preliminary examination; b) Evaluation of minimum eligibility and qualification (if pre-qualification is not done); c) Evaluation of technical proposals; d) Evaluation of financial proposals.
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> <ol style="list-style-type: none"> 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; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; 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; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

<p>financial proposals</p>	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p style="text-align: center;"><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 5px;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </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> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; 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; 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; 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; e) Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<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>
39. Responsiveness of proposal	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ol style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <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>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> 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; 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 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. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

AWARD OF CONTRACT	
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 https://procurement-notices.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , 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 type of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
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 here in: https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, 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 here. 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>
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 bank guarantee form available at: 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&action=default.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>

51. Liquidated Damages	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.
52. Proposal protest	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. The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
53. Other Provisions	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. 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. 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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	<p>The reference number of this Request for Proposal (RFP) is RFP26/03199.</p> <p>The scope of this assignment is to contract a Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition</p>
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	<p>Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality.</p> <p>ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.</p> <p>Deadline for submitting requests for clarifications / questions:</p> <p>4 (four) working days before the submission deadline</p> <p>Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.</p>
4.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English and/or Romanian
5.	Partial proposals	<p>Submitting proposals for parts or sub-parts of the TOR is:</p> <p>Allowed per LOT</p> <p>Bidders shall be allowed to quote prices for one or more lots identified. However, Bidders must offer 100% of the services enlisted per specified lot. Evaluation will be done per lot.</p> <p>The LOTS under this Request for Proposals are presented below and are detailed in Section 5: Schedule of Requirements: LOT 1, LOT 2, LOT 3.</p>
6.	Currencies	<p>Prices shall be quoted only in the currency indicated in the system:</p> <p>USD (US Dollars)</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 valid on the date of money transfer, as per the “payment terms and conditions” stipulated in this solicitation document:</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php</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>
7.	Duties and taxes	<p>All prices shall:</p> <p>Be exclusive of VAT and other applicable indirect taxes.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
8.	Proposal validity period	90 days
9.	Proposal security	<p>Required in the amount of 2,000 USD (four thousand US dollars) per LOT</p> <p><input checked="" type="checkbox"/> The Proposal security will be in the same currency as stipulated in Article 6: Currencies.</p> <p>Acceptable forms of proposal security:</p> <p><input checked="" type="checkbox"/> Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms</p> <p>Important Remarks:</p> <p>The Proposal Security shall be valid up to 30 days after the final date of validity of bids.</p> <p>The Proposal Security shall indicate the LOTS for which the proposal security is submitted.</p> <p>A copy of the full Proposal Security documentation must be submitted through the Quantum system as part of the online bid. The original hard copy of the Proposal Security must then be physically received by UNDP no later than ten (10) calendar days after the deadline for submission of offers indicated in the Quantum system.</p> <p>If Proposal security is not submitted as stipulated above, proposal shall be disqualified. The address for submitting the original Proposal Security documentation is as follows:</p> <p>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit with the reference "RFP26/03199"</p>
10.	Alternative proposals	Shall not be considered.
11.	Pre-proposal conference	<p>Will be conducted</p> <p>Date: 19 February</p> <p>Time and time zone: 11:00, (GMT+2, Moldova Local Time)</p> <p>Zoom link: https://undp.zoom.us/j/81398315245?pwd=CN2tn3Sb3aNkBXqHrZD3UkkZasBD88.1</p> <p>Zoom Meeting ID: 813 9831 5245</p> <p>Zoom Meeting Passcode: 502778</p> <p><u>Interested bidders should register for the conference.</u></p> <p><u>To facilitate the registration, prospective bidders are required to send the names and email addresses of their authorized representatives using the "Messages" section in Quantum no later than 15 February 2026. In case bidders face any technical difficulties with Quantum platform, they shall send the above-mentioned information to the following email address:</u> sc.md@undp.org.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p><u>Please ensure that the subject of the email message is marked as 'PRE-BID CONFERENCE FOR RFP26/03199'.</u></p> <p><u>The Pre-bid conference is not mandatory but highly recommended.</u></p> <p>Minutes of the Pre-proposal conference will be disseminated by: Direct communication to prospective Bidders by email and posting directly in Quantum and on the below tender websites: UNDP Moldova tenders, UNDP Procurement Notices and UNGM.</p>
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language and have length of max.45 characters. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system. ▪ 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. ▪ Documents which are required in original (e.g. proposal security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: ▪ UNDP Moldova, #131, 31 August 1989 Street, ▪ MD-2012, Chisinau, Republic of Moldova ▪ to the attention of Procurement Unit
14.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One or more Bidders, depending on the LOT applied</p> <p>LOT 1, LOT 2, LOT 3</p> <p>Awards may be made for one or multiple LOTs based on the following scenarios:</p> <ul style="list-style-type: none"> • If the proposal of the same bidder is evaluated as the highest ranked for multiple LOTs, it may be awarded multiple LOTs provided that its capacity is deemed sufficient to implement the LOTs concurrently. To determine whether a bidder has the capacity to implement multiple LOTs simultaneously, the following criteria shall be reviewed: • Availability of dedicated experts. • Organizational capacity and workload (number of ongoing contracts, scale and complexity of current commitments). • Past performance in managing multiple, simultaneous assignments of similar scope. • Financial capacity (e.g., liquidity, turnover, ability to mobilize resources for parallel workstreams). • Implementation approach and methodology demonstrating realistic timelines for concurrent delivery. <p>If a bidder is the highest ranked for multiple LOTs, but its evaluated capacity is not sufficient to implement multiple LOTs concurrently, the bidder will be awarded only certain LOTs, taking into account the following order of preference:</p> <ol style="list-style-type: none"> 1. LOTs where no other responsive proposals were received; 2. LOTs with the highest estimated value; 3. LOTs where the bidder achieved relatively higher technical and financial scores. <p>Irrespective of the bidder’s demonstrated capacity to undertake multiple LOTs, UNDP reserves the right, at its sole discretion, to award LOTs to different bidders in order to mitigate delivery risks.</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	May 2026
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	<p>Required in the amount of 5 % of the total contract value.</p> <p><i>Performance Security shall be required only if bidder is awarded all three lots.</i></p>

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p><i>Performance Security shall be provided by the selected bidder within ten (10) days upon issuance of letter of intent/contract and before issuance of the notice to proceed.</i></p> <p><i>The performance security will be in the same currency as stipulated in Article 6: Currencies.</i></p> <p><i>The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6.</i></p>
23.	Advance payment	Not Allowed
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>
25.	Documents to be submitted with your Proposal	<ul style="list-style-type: none"> ▪ Company/Organisation Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company/Organisation has been cooperating with, including the topic and year must be presented together with the application package. ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ 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 ▪ Latest Audited Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2022-2024) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value per each JV partner/Subcontractor (if the case) ▪ A copy of preliminary Agreement in case of Consortium ▪ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ List of qualified key personnel, together with CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria), including experience relevant to the required skills ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ 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.) ▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms).

**Ref.
Article in
Section 2**

Data

Specific Instructions / Requirements

Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements.

- 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.
- Proposal Security (as per Form L) –copy to be submitted with the proposal via Quantum, submitted in original not later than 10 (ten) days after the submission deadline from tender deadline at the address indicated in Section 3 above

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
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<p>History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor default within the last 3 years¹.</p>	<p>Form F: Eligibility and Qualification</p>
<p>Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.</p>	<p>Form F: Eligibility and Qualification</p>
<p>Previous Experience:</p>	
<p>The bidders shall demonstrate minimum of five (5) years of experience in the area of business support and development services. (For international bidders, the assessment of experience shall be based on the bidder’s core business activities and demonstrated track record, as evidenced by company registration documents, portfolio descriptions, and relevant contracts or references, irrespective of the country of registration. For national bidders, the assessment shall be based on relevant assignments implemented within the country or region, as evidenced by similar documentation.) <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i></p>	<p>Form F: Eligibility and Qualification</p>
<p>For company bidding for 1 lot, minimum 2 (two) contracts with cumulative value of USD 250,000 in local development/business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship, other relevant areas) implemented within the past 5 (five) years (2025-2020).</p> <p>For company bidding for 2 lots, minimum 3 (three) contracts, with a cumulative value of USD 500,000, in the area of business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship) implemented within the past 5 (five) years (2025-2020).</p> <p>For company bidding for 3 lots, minimum 5 (five) contracts, with a cumulative value of USD 750,000, in the area of business support (funds/grant administration) envisaging provision of trainings/coaching/mentoring and/or procurement of goods/services/works for the final beneficiaries (start-ups, SMEs, social entrepreneurship) implemented within the past 5 (five) years (2025-2020).</p>	<p>Form F: Eligibility and Qualification</p>

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

Collectively, the contracts submitted must demonstrate experience in both: **capacity building activities**, including training, coaching, and/or mentoring; and **procurement** and management of non-cash support, including goods, services, and/or works for final beneficiaries.

Accordingly: - At least one (1) contract must include capacity building components; - At least one (1) contract must include procurement of goods, services, and/or works for beneficiaries; - The contracts may be presented as a mix (some focusing on capacity building, others on procurement, or a combination of both).

At least one (1) of the submitted and described contracts must have been implemented in the Republic of Moldova, demonstrating familiarity with the national institutional, regulatory, operational context in Republic of Moldova.

The Bidder shall provide a list and copies of relevant contracts indicating, for each contract, the title and reference, contracting authority or donor, implementation period, country of implementation, target beneficiary groups, contract value (USD), scope of services (capacity building, procurement, or both), and the Bidder's role (Lead Partner or consortium member).

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

Minimum Key Personnel:

The minimum personnel mandatory for the implementation of the contract:

1. **Project Manager**
2. **Project Officer**
3. **Trainer/Capacity-Building Expert**
4. **Financial Officer**
5. **Procurement Officer**
6. **Sector-Specific Technical Expert**
 - Lot 1: RECP/energy efficiency/circularity expert.
 - Lot 2: Innovation and green technology expert.
 - Lot 3: Circular economy/waste management expert.

Please note: *The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.*

IMPORTANT: Companies bidding for two (2) or three (3) Lots may propose the same personnel for the following positions across all Lots: Project Manager, Trainer/Capacity-Building Expert, Financial Officer, and Sector-Specific Technical Expert. However, Project Officer and Procurement Officer positions shall be proposed

Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal

<p>separately for each Lot, and dedicated personnel must be assigned per Lot to ensure adequate operational capacity and workload coverage.</p> <p>For the positions of Project Manager, Project Officer, Trainer/Capacity-Building Expert, and Procurement Officer, Romanian language proficiency at minimum C1/C2 level (according to the CEFR) is mandatory.</p> <p>Failure to comply with Minimum key personnel requirements will lead to disqualification.</p> <p><i>(For JV/Consortium/Association all Parties should meet requirement cumulatively).</i></p>	
<p>Financial Standing:</p>	
<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>UNDP will check the financial accounts to compute the current ratio (CR).</p> <p>If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>
<p>Turnover: If the bidder applies for 1 (one) lot - Bidder should have average sales turnover of minimum USD 300,000.00 for the last 3 (three) years.</p> <p>If the bidder applies for 2 (two) lots - the minimum average sales annual turnover of USD 500,000 for the last 3 (three) years.</p> <p>If the bidder applies for 3 (three) lots - the minimum average sales annual turnover of USD 750,000 for the last 3 (three) years.</p> <p><i>(For JV/Consortium/Association, all Parties should meet requirement cumulatively).</i></p>	<p>Copy of audited financial statements for the last 3 (three) years.</p> <p>Form F: Eligibility and Qualification</p>

Technical Evaluation Criteria

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

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

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

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>To what degree does the Proposer understands the objectives, scope, and requirements of the assignment? (up to max 60 pts.):</p> <ul style="list-style-type: none"> • Excellent Understanding: The proposer demonstrates a comprehensive and in-depth understanding of the assignment, objectives, and expected results; proposal fully reflects ToR requirements and provides strong evidence of the ability to meet and exceed them 100 pts. (100 %) • Good Understanding: The proposer demonstrates a good understanding of the assignment; proposal addresses ToR requirements well and provides adequate evidence of capacity to deliver. 90 pts. (90%) • Satisfactory Understanding: The proposer demonstrates a general understanding of the assignment; proposal addresses most ToR requirements but with some gaps or limited supporting evidence. 70 pts. (70%) • Poor Understanding: The proposer shows limited understanding of the assignment; proposal addresses ToR requirements superficially and provides weak supporting evidence. 40 pts. (40%) 	100

	<ul style="list-style-type: none"> • Very poor Understanding: The proposer shows very little understanding of the assignment; proposal largely fails to address ToR requirements 10 pts. (10%) • No submission: Information has not been submitted or completely unacceptable: 0 pts 	
2.2	<p>Is the proposal clear, and is the sequencing of activities logical, realistic, and conducive to efficient implementation? (up to max 60 pts.)</p> <ul style="list-style-type: none"> • Excellent (100 pts): The proposal is clear, well structured, and presents a logical, realistic, and well-sequenced implementation plan. Human and material resources are appropriately allocated and support efficient delivery. • Good (90 pts): The proposal is clear and structured, with a generally realistic sequence of activities and adequate resource allocation. Minor adjustments could enhance efficiency. • Satisfactory (70 pts): The proposal presents an acceptable structure and activity sequence but includes gaps or assumptions that may affect efficient implementation. • Poor (40 pts): The proposal lacks clarity and coherence in activity sequencing and resource allocation, raising concerns about feasibility. • Very Poor (10 pts): The proposal is poorly structured, with unrealistic sequencing and insufficient resources. • No submission / Unacceptable (0 pts): No implementation plan provided or submission is unacceptable. 	100
2.3	<p>To what extent are quality assurance procedures and risk mitigation measures adequately defined?</p> <ul style="list-style-type: none"> • Excellent (100 pts): Quality assurance and risk mitigation mechanisms are clearly defined, comprehensive, and fully integrated into the implementation approach, addressing all relevant technical, operational, and fiduciary risks. • Good (90 pts): Quality assurance and risk mitigation measures are well defined and cover most relevant risks, with minor gaps that do not significantly affect robustness. • Satisfactory (70 pts): Quality assurance and risk mitigation measures are outlined but lack sufficient detail or coverage of key risks. • Poor (40 pts): Quality assurance and risk mitigation measures are weak, incomplete, or insufficiently linked to implementation risks. • Very Poor (10 pts): Mechanisms are largely inadequate, missing critical elements and failing to address major risks. • No submission / Unacceptable (0 pts): No quality assurance or risk mitigation measures provided or submission is unacceptable. 	100
2.4	<p>To what extent does the proposal demonstrate operational capacity and feasibility for managing non-cash support and procurement in compliance with UNDP rules? (up to max. 80 pts)</p> <ul style="list-style-type: none"> • Excellent (100 pts): The proposal demonstrates a very strong and practical operational approach to managing non-cash support, including clear procurement workflows, roles and responsibilities, internal controls, documentation, and coordination mechanisms with beneficiaries and UNDP. The approach fully aligns with UNDP procurement rules, fiduciary standards, and risk management requirements, with clear measures to ensure transparency, accountability, and audit readiness. • Good (90 pts): The proposal demonstrates a sound and realistic operational approach to non-cash support and procurement management, aligned with UNDP rules. Minor 	100

<p>gaps or clarifications may be needed, but overall feasibility, compliance, and control mechanisms are clearly addressed.</p> <ul style="list-style-type: none"> • Satisfactory (70 pts): The proposal demonstrates an acceptable operational approach; however, some aspects of procurement management, compliance, or coordination require further clarification or strengthening to ensure full alignment with UNDP standards. • Poor (40 pts): The proposal presents a weak operational approach, with significant gaps in procurement planning, compliance mechanisms, internal controls, or beneficiary coordination, raising concerns about feasibility and fiduciary risk. • Very Poor (10 pts): The proposal does not demonstrate an adequate operational capacity to manage non-cash support and procurement in compliance with UNDP rules, with critical elements missing or unclear. • No submission / Unacceptable (0 pts): Information is missing or does not allow assessment under this criterion. 	
Total Section 2	400

Section 3. Management Structure and Key Personnel		Points Obtainable
Project Manager		90
University degree in business administration, marketing, finance, management, economics, project management, environmental science, or another relevant field (No - 0 pts, Bachelor's degree - 5 pts, Master's degree or higher - 10 pts)	10	
Demonstrated experience(years) managing multidisciplinary projects with relevance to SMEs development, start-ups, access to finance, economic empowerment. (3 years - 10 pts, each additional year - 5 pts, up to a maximum of 20 pts)	20	
Demonstrated experience integrating Gender Equality and Women's Empowerment (GEWE) principles into project management and programme implementation, including gender-responsive interventions, stakeholder engagement, inclusive stakeholder engagement and capacity-building. (None – 0 pts, 1 assignments/projects – 10 pts, each additional assignment/project – 5 pts, up to a max. of 20 pts)	20	
Proven experience in designing and/or implementing entrepreneurship support programmes (e.g. pre-acceleration, acceleration, incubation, acceleration, hackathons, innovation challenges, MSME support schemes) (None – 0 pts, 1 contract/project/assignment – 10 pts, each additional contract/project/assignment – 5 pts, up to a max. of 20 pts)	20	
Previous experience working on projects funded by international organizations or donors (e.g. UNDP EU, World Bank, GIZ, SIDA etc.) (No – 0 pts, Yes – 10 pts)	10	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
Project Officer		70
University degree in business administration, marketing, finance, management, economics, project management, environmental science, or another relevant field (No degree - 0 pts, Bachelor's degree or higher - 10 pts)	10	
Proven experience in coordinating day-to-day project activities, including stakeholder engagement, event management, logistical support, and support to monitoring and evaluation activities. (each projects/contract– 10 pts, up to a maximum of 30 pts).	30	

Relevant experience engaging youth and contributing to capacity development initiatives, preferably within entrepreneurship, innovation or MSME support programs. (each projects/contract– 10 pts, up to a maximum of 20 pts).	20	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
Trainer/Capacity-Building Expert		50
Proven experience (demonstrated through contracts) in facilitating training programmes, workshops, curriculum development, or other learning activities related to business development, entrepreneurship, MSME support, innovation, financial literacy, and/or organisational development, including—where relevant—the integration of sustainability, green solutions, eco-innovations, circular economy, climate, or resource-efficiency aspects. (each contracts – 10 pts, up to a maximum of 20 pts)	20	
Ability (demonstrated through contracts) to provide personalised coaching, mentoring and practical advisory support on integrating environmental and climate considerations into business models, production processes, or organisational strategies. (each contracts – 10 pts, up to a maximum of 20 pts)	20	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	
Financial Officer/Accountant		50
Practical experience in accounting/financial management (3 years - 10 pts, each additional year – 5 pts, up to 15 pts)	15	
Proven experience, demonstrated through relevant contracts or assignments, in implementing financial management activities/tasks under donor-funded or public projects, including budget tracking, financial reporting, payment processing, and reconciliation. (each contracts – 10 pts, up to a maximum of 20 pts)	20	
Proficiency at minimum C1/C2 level (CEFR) in Romanian, Russian, and/or English is considered an advantage. (Romanian - 5 pts, English – 5 pts, Russian – 5 pts; max 15 pts)	15	
Procurement Officer		50
Demonstrated practical experience, evidenced by relevant contracts/assignments, in procurement and acquisition of goods and services, including preparation of tender documentation, bid evaluation, contract management, and supplier coordination under public or donor-funded projects. (no contracts - 0 pts, 1 contract – 10 pts, each additional contract - 5 pts, up to a maximum of 20 pts)	20	
Proven experience, evidenced by relevant contracts/assignments, working within the procurement regulatory and operational framework of the Republic of Moldova, including application of national procurement rules, procedures, thresholds, and documentation requirements. (No - 0 pts; Yes - 10 pts)	10	
Demonstrated knowledge and practical application of international procurement best practices and donor procurement principles (e.g. UNDP, EU, World Bank or equivalent), evidenced by relevant contracts/assignments, including transparency, competition, value-for-money, and compliance requirements. (No - 0 pts; Yes - 10 pts)	10	
Proficiency (at C1/C2 level acc. to CEFR standard) in English and/or Russian is considered an advantage. (English – 5 pts, Russian – 5 pts; up to a maximum of 10 pts)	10	

Sector-Specific Technical Expert		40
University degree in engineering, environmental sciences, energy, waste management, industrial ecology, sustainability, innovation/technology, or another field relevant to the specific Lot. (No degree - 0 pts, Bachelor's degree or higher - 5 pts)	5	
<p>Professional experience(years), demonstrated through relevant contracts or assignments, in providing technical design, implementation support, advisory services, or supervision for projects directly relevant to the specific Lot:</p> <p>Lot 1: RECP/energy efficiency/circularity expert. Experience in advising, designing, or implementing:</p> <ul style="list-style-type: none"> - resource-efficient and cleaner production (RECP) measures; - energy efficiency solutions in industrial or commercial settings; - energy audits, process optimisation, and cleaner technologies; - integration of renewable energy solutions at enterprise level; - circular production processes and material efficiency improvements. <p>Lot 2: Innovation and green technology expert. Experience in advising, piloting, or supporting:</p> <ul style="list-style-type: none"> - development and deployment of green and eco-innovative technologies; - innovative products, services, or processes with environmental benefits; - technology piloting, proof-of-concept, or scale-up for MSMEs or start-ups; - digital or process innovations contributing to environmental performance; - innovation support programmes related to green technologies. <p>Lot 3: Circular economy/waste management expert. Experience in advising, designing, or implementing:</p> <ul style="list-style-type: none"> - circular economy solutions across value chains; - waste management systems, recycling and upcycling solutions; - extended producer responsibility (EPR) schemes; - material recovery, waste reduction technologies, and circular business models; - integration of waste streams into productive or commercial use. <p><i>(less than 5 years - 0 pts, 5 years - 10 pts, each additional year – 5 pts, up to 20 pts). Where the same expert is proposed for more than one Lot, the Bidder shall clearly demonstrate relevant experience corresponding to each Lot’s thematic focus.</i></p>	20	
Proficiency at minimum C1/C2 level (CEFR) in Romanian, Russian, and/or English is considered an advantage. (Romanian - 5 pts, English – 5 pts, Russian – 5 pts; max 15 pts)	15	

SECTION 5. TERMS OF REFERENCE

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

I. Background Information and Rationale, Project Description

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

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

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

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

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

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

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

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

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

The Project will be implemented under the following three components:

1. Socio-economic framework for gender-responsive and inclusive green transition enabled.
2. Capacity and awareness of the inclusive green transition increased among key stakeholders.
3. Additional funding is attracted by promoting and piloting investments in green and innovative technologies, while evidence-based decision-making is improved by deploying a reliable air quality monitoring system.

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

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

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

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

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

A key pillar of this transition is empowering the private sector, particularly MSMEs, to adopt sustainable practices, innovate, and seize opportunities for the green economy. However, MSMEs face barriers such as:

- limited access to technical expertise, green finances
- lack of awareness of green business models, and
- insufficient capacity to implement resource-efficient and cleaner production (RECP) measures, to adopt ESG principles and eco-innovations.

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

- Output 3.1. Pilot green projects on energy and eco-innovation deployed with the view of attracting additional private investments (including empowering women to develop start-ups in these areas)
- *Activity 3.1.1: Providing support to ten companies (selected within the Green Economy component of EU4Environment) to introduce green innovations in their business processes.*
- *Activity 3.1.2. Launching a Fast Track Challenge Programme to provide private entities with financial support for new and innovative complementary green solutions in the area of energy efficiency and renewable, waste recycling and materials recovery.*
- Output 3.2: New business models set up along the circular economy value chain and in line with the clean and resource efficient production approach, making sure to integrate also a gender dimension (through dedicated support to women-led businesses).
- *Activity 3.2.2. Providing support to ten start-ups to develop business models in waste-related areas for specific waste stream (giving priority to women and youth entrepreneurs).*

To achieve these outputs, UNDP is seeking a qualified company, NGO, or consortium of companies/organizations (hereinafter "the Contractor") to design and implement a multi-faceted Non-Cash Support Mechanism(s). This mechanism(s) will be delivered through three distinct but complementary LOTs, targeting different segments of the private sector—from established companies to innovative challengers and start-ups.

The overarching goal is to provide high-value technical assistance, capacity building, and mentorship that will enable businesses to innovate, improve environmental performance, and strengthen competitiveness. Priority will be given to initiatives led by women and young entrepreneurs, fostering inclusive participation in the green transition.

By the end of Component 3, the goal is to attract at least EUR 1,000,000 in additional private investments while promoting sustainable development practices across Moldova's economy. Key interventions will focus on enhancing resource efficiency, reducing carbon footprints, and creating business models that are both environmentally and economically sustainable, aligning Moldova with the European Green Deal and EU sustainability goals.

The urgency to accelerate the green transition is evident. Jobs and revenues have been lost across sectors, and many private actors, particularly women, lack the means and motivation to engage in environmentally friendly practices. It is critical to support these actors in becoming change agents for the green transition.

Therefore, special emphasis will be placed on integrating Gender Equality and Women's Empowerment (GEWE) into all aspects of the programme. This will involve identifying gender-specific gaps and opportunities, ensuring equitable access to training, resources, and decision-making. The programme will promote gender-sensitive approaches to capacity building, recognizing inclusivity as essential for a sustainable transition.

The target beneficiaries are MSME owners and managers seeking to adopt eco-innovations, RECP measures, energy efficiency and renewable energy (EERE), waste management and circular economy practices, and ESG principles.

II. Scope of work

The Green Transition Project aims to accelerate the shift of the private sector in Moldova towards a low-emission, resource-efficient, and inclusive economy. To achieve this, UNDP is launching a Non-Cash Support Mechanism(s) that will provide targeted, non-refundable, non-cash support to Micro, Small, and Medium Enterprises (MSMEs) through three distinct intervention streams (hereinafter "Lots"). The assignment will be implemented by a Contractor (company/organization or consortium of companies/organizations) with the required expertise and operational capacity.

The overall objective of this initiative is to provide high-value technical assistance, training mentorship, and targeted non-refundable, non-cash support packages to Moldovan MSMEs. These packages will include the procurement of equipment, goods, works, and services, complemented by hands-on consulting and training support. Together, these measures will enable MSMEs to innovate, reduce their environmental footprint, strengthen competitiveness, and capture new market opportunities within the green economy. Proposals that involve women, including businesses led by women, youth and representatives of vulnerable groups will have priority.

The Contractor(s) will be responsible for the full cycle of activities under the Lot(s) for which they are selected, including design, planning, management, delivery, monitoring, and reporting, in close coordination with UNDP/Green Transition project. Proposers must clearly indicate which Lot(s) they are applying for and demonstrate proven capacity to deliver on each.

The assignment covers the following three Lots; each linked to the Green Transition Project Results Framework (Activity 3.1.1 & Activity 3.1.2 under Output 3.1 and Activity 3.2.2 under Output 3.2):

LOT 1: Targeted Support for MSMEs Transitioning to Greener Practices (under Activity 3.1.1)

The objective of this lot is to provide in-depth, tailored, non-refundable, non-cash support for ten (10) micro, small, and medium-sized enterprises (MSMEs) that are committed to adopting greener and more sustainable practices. The support will help them implement green innovations, resource efficiently, and cleaner production measures, that will contribute to achieving resource efficiency, sustainability, and competitiveness on the local and international markets.

In this respect, the Green Transition Project is looking to engage a company/organization, or consortium of companies/organizations, to support at least ten (10)² selected MSMEs through a non-refundable, non-cash support mechanism, which includes procurement of goods/equipment and/or business development services, as well as specialized technical assistance services, coupled with tailored coaching, mentoring, consulting, awareness raising

² **Note:** In case additional financial resources are identified or provided during project implementation, the total grant amount and/or the number of supported beneficiaries may be adjusted and increased accordingly.

and promotion activities, to stimulate their green transition and resource-efficient and clean production. **The total amount for the non-cash support component is up to USD 150,000.00.**

Note: The identification and selection of up to ten (10) beneficiaries of the non-cash support shall be carried out by UNDP Moldova / the Green Transition Project based on established eligibility and selection criteria. The final list of beneficiaries shall be approved by the Project Board and subsequently communicated to the selected Contractor for implementation under this assignment.

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

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

Activity 1. Support MSMEs in implementing green, resource-efficient, and clean production (RECP) measures and technologies.

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

1.1. To prepare methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:

- a. Methodology for update of green development project(s), support activities including coaching, on-demand group trainings and other activities that shall be carried out under the assignment;
- b. Detailed description of procurement procedures, templates and monitoring of proper use of the received goods and services as provided by the non-cash support;
- c. Methodology for monitoring & evaluation of activities carried out under the Green Development Project(s) and achieved results within this project;
- d. Reporting tools, including programmatic and financial reports.

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

1.2. Before the agreement signing, the contractor will carry out 1 (one) on-site visit per beneficiary, to assess the current situation of the beneficiary, to assess their business development objectives and thus, to assist all beneficiaries in reviewing and/or improving their green development project proposals to achieve sustainability goals, to provide clear definition of goods and services to be purchased, and trainings needed; to reach a higher level of quality of the proposal etc.

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

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

support mechanism execution. The Contractor is responsible to prepare the agenda, invitation, presentations and other materials necessary to coordinate the event and to meet its objectives.

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

1.5. After the agreement signing, the contractor will carry out individual meeting with each beneficiary (1 in-person meeting per beneficiary) and will establish individual monitoring and evaluation targets, including indicators' baseline, for the selected beneficiaries, and an individual procurement plan, technical specifications and procedures adapted for the needs of the beneficiaries, as well as training needs and other relevant GDP implementation milestones.1.6. Implementation of the Green Development Projects (GDPs) prepared and/or adjusted based on the needs' assessment. The contracted entity will engage with selected beneficiaries to integrate green, resource-efficient and clean production measures and technologies, tailored to the specific needs of each beneficiary. Specifically, the company/organization/consortium will provide non-cash support to the selected beneficiaries covering up to 80% of incurred investment costs within a designated sub-project for eligible goods, works, services with a maximum ceiling established at 15,000 USD per beneficiary. The beneficiaries will co-finance at least 20% of the total project value (monetary form), in-kind contribution is not eligible.

Eligible investments will include, but not be limited to introduction of cleaner production measures, resource-efficient technologies, eco-innovations, energy efficiency solutions, energy audit, renewable energy integration, waste reduction technologies, and circular economy practices etc.

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

Activity 2. Capacity building, training, and coaching support

This activity aims to enhance the capacity and technical skills of the beneficiaries of the non-cash support program, The objective is to empower beneficiaries with the knowledge and capabilities necessary to effectively utilize RECP measures, adopt ESG principles, implement energy efficient and energy renewable technologies, circular practices etc., thereby optimizing production processes, reducing costs, and improving competitiveness in the local and international markets. Additionally, this activity will incorporate coaching component to provide personalized support and guidance to non-cash support mechanism beneficiaries, selected under this assignment. Experienced coaches will be assigned to work closely with individual MSMEs beneficiaries, offering tailored assistance, guidance and advice to address specific challenges and opportunities related to the implementation of green development projects. For reaching this, the selected company/organisation/consortium will organize and implement the following sub-activities:

2.1. Facilitate and carry out a total number of at least 10 Individual Meetings with selected beneficiaries (1 individual meeting per beneficiary) to determine and evaluate training, and coaching requirements and needs. This activity involves organizing individual meetings and/or discussions with each of the ten selected beneficiaries to identify their unique training and coaching requirements. These sessions will be tailored to address the specific needs and challenges faced by each beneficiary, ensuring personalized support and guidance. By conducting these meetings, the goal is to gain insights into the individual needs of each beneficiary and develop **customized training and coaching support programs** and update the GDP proposals that effectively address their requirements and contribute to their overall success in implementing the Green Development Project.

2.2. Conduct Training Sessions for non-cash support mechanism beneficiaries, including, but not limited to, peer-to-peer learning and best practice sharing among beneficiaries. This activity entails organizing 2 (two) group training sessions for all beneficiaries (with participation of up to 2 representatives), considering the services/works and/or goods/machinery/equipment to be procured or already purchased for them under the Activity 1, as well as according to training need assessment validation carried out by the Contractor, under sub-activity 2.1. The primary focus of these sessions is to empower beneficiaries with the necessary knowledge and skills to effectively adopt green, RECP solutions and facilitate their green transition.

2.3. Delivery of individual tailored coaching support sessions. This activity is dedicated to delivering a cumulative total number of 10 customized coaching support sessions (1 session of 3h per beneficiary) to address the identified needs of each of the selected beneficiaries. Building upon the insights gained from individual meetings and discussions conducted in the previous sub-activities, tailored sessions will be carried out to provide targeted assistance and guidance to enhance the capacity and capabilities of beneficiaries, including to provide support in preparing necessary documentation to access financing support.

To note: The 3-hour duration of the sessions can be divided into several smaller sessions if necessary and as decided by the mentor/coach and beneficiary.

Activity 3. Monitoring, Evaluation and Reporting

This activity aims to ensure systematic monitoring, evidence-based evaluation, and structured reporting of the non-cash support mechanism implemented under Lot 1. The objective is to track progress against planned activities and outputs, assess the effectiveness and impact of the supported Green Development Projects at both enterprise and programme level, and generate actionable lessons learned to inform future green transition interventions.

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

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

3.1. Monitoring of implementation progress

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

3.2. Compilation of beneficiary data sheets

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

3.3. Collection and analysis of performance indicators

- Collect quantitative and qualitative indicators related to project implementation, including environmental, economic, and operational performance indicators, in line with the Project Results Framework.

- Analyse results achieved at both programme level and individual beneficiary level, assessing progress toward objectives related to resource efficiency, environmental performance, and competitiveness and other relevant factors/goals.

3.4. Evaluation and lessons learned

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

3.5. Reporting on project implementation
The Contractor shall prepare and submit the following reports to UNDP/Green Transition Project, in accordance with agreed timelines and formats:

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

III. Milestones and tasks

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

Milestone 1. Inception, Methodology and Operational Setup

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

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

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

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

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

Key tasks include but are not limited to:

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

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

(ii) Conducting an initial on-site visit (prior to the signing of the Support Agreement) to each beneficiary to assess the current business situation, objectives, technical and operational constraints, preliminary readiness for implementing green, RECP, EE, and eco-innovative solutions and needs.

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

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

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

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

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

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

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

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

2.6. Procurement Planning and Execution: (i) Update and adjust, where necessary, up to 20% of the initial proposal, the Green Development Project proposals for each beneficiary, including detailed procurement plans for the acquisition of goods, equipment, technical assistance and business development services ; (ii) Implement the procurement process of the goods, equipment, technical assistance and business development services in compliance with UNDP rules, public procurement standards and international best practices; (iii) Ensure transparent procurement procedures, proper record keeping, and timely financial reporting to UNDP; (iv) Facilitate the involvement of the beneficiaries' representatives in the procurement evaluation processes, where applicable, including participation Evaluation Committee. (v) Ensure proper handover of procured goods and services to beneficiaries upon completion of procurement. 2.7. Monitoring of implementation progress: (i) Apply the Monitoring and Evaluation framework approved under Milestone 1, to track the progress of Green Development Project implementation for each beneficiary ; (ii) Conduct regular reviews , on-site monitoring visits (2 per project implementation period) and and follow-up with beneficiaries to identify any challenges, risks, delays or issues and propose corrective actions , in coordination with UNDP/GT project team.

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

Milestone 3. Development and implementation of tailored training and coaching support programs - covers the **design, delivery, and monitoring of capacity-building support** for non-cash support beneficiaries. It aims to strengthen beneficiaries' technical, managerial, and financial capacities to effectively implement Green Development Projects and adopt green, resource-efficient and cleaner production (RECP) measures, eco-innovations, energy efficiency and renewable energy solutions, thereby improving productivity, cost efficiency, and market competitiveness.

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

3.1. Post-Agreement Capacity Needs Validation

Following the signing of the Non-Cash Support Agreements:

- Conduct ten (10) individual post-agreement meetings (one per beneficiary) to validate and detail training and coaching needs, building on the findings of the Needs Assessment conducted under Milestone 2;
- Prepare focused agendas and summaries for each meeting, clearly identifying capacity gaps and support priorities linked to GDP implementation.

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

3.2. Design of Group Training Programmes:

- Design two (2) group training programmes, each with a duration of four (4) hours, aligned with identified post-agreement capacity needs; goods and services delivered or to be procured under Activity 1;
- Training topics shall include, inter alia: RECP measures and eco-innovations; ESG principles; Energy efficiency and renewable energy solutions; Production optimization and cost reduction; Access to green finance and competitiveness enhancement.

3.3. Delivery of Group Training Sessions

- Organize and deliver two (2) group training sessions for all non-cash support beneficiaries (with participation of up to two (2) representatives per beneficiary);
- Engage qualified trainers/speakers and prepare training materials;
- Ensure delivery of interactive, practice-oriented sessions.

All logistical arrangements related to group training events (venue, technical equipment, catering, etc.) shall be covered by the Green Transition Project.

3.4. Design of Tailored Coaching Programmes

- Based on the outcomes of individual needs assessments, develop ten (10) tailored coaching support programmes (one per beneficiary);
- Each programme shall define challenges, objectives, scope, delivery approach, indicative timeline, and expected results.

3.5. Delivery of Mentoring and Coaching Support

- Deliver tailored coaching support to each beneficiary, for a maximum cumulative duration of up to twelve (12) hours per beneficiary, calculated on the basis of approximately two (2) coaching hours per month over a period of up to six (6) months;
- Coaching shall cover technical, financial, and business development aspects related to GDP implementation;
- Provide continuous guidance, advice, and feedback to support beneficiaries in applying acquired knowledge and skills during project implementation.

The logistics and associated expenditures related to coaching delivery shall be ensured by the Contractor.

3.6. Learning, Feedback, and Effectiveness Review

- Monitor the progress and effectiveness of training and coaching activities;
- Collect feedback from beneficiaries and relevant stakeholders;
- Identify lessons learned and areas for improvement to enhance impact and inform future green transition interventions.

3.7. Documentation and Reporting

- Document all capacity-building activities, outputs, and outcomes under this milestone;
- Provide inputs for progress and final reports related to training and coaching activities, in line with the reporting requirements of the assignment.

Milestone 4: Summing-up and Reporting

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

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

4.3. Develop the Final Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions, and recommendations.

Elaboration of project implementation reports:

- One Inception Report;
- Three Progress Reports (simplified), including financial Report/Statements;
- Final report on completion of the assignment.
- Other reports as described in the Deliverables section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor shall Budget the expenses required under the assignment. The Budget should be submitted according to FORM K: FORMAT FOR FINANCIAL PROPOSAL.

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

LOT 1	Milestones	Deliverables	Target date
	<p>Milestone 1. Inception, Methodology and Operational Setup</p>	<p>1.1 Inception Report, including assignment methodology, M&E framework, procurement procedures and templates, reporting tools, activity plan that outlines the overall strategy, communication and coordination mechanisms, timeline, and key milestones for the implementation of activities under the assignment.</p> <p><u>Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed</u></p>	<p>1 month after contract commencement date IR</p>
	<p>Milestone 2. Beneficiary Engagement and Non-Cash Support Preparation</p>	<p>2.1 One (1) concise Beneficiary Needs Assessment Report with individual evaluation per each beneficiary prepared.</p> <p>2.2 All Green Development Projects proposals reviewed and updated</p> <p>2.3 Ten (10) Agreements for Non-Cash Support developed, coordinated and signed.</p> <p>2.4 One (1) non-cash support mechanism launch meeting organised (agenda, presentations, list of participants) and delivered</p> <p><u>Present to UNDP the Inception Report (IR) containing the deliverables 2.1-2.4 completed</u></p> <p>2.5 Individual procurement plan for each beneficiary developed (PR1)</p> <p>2.6 Tenders for procuring eligible goods and services launched for all beneficiaries and finalized for 50% of beneficiaries (PR1)</p> <p>2.7 Tenders for procuring eligible goods and services finalized for remaining 50% of beneficiaries. (PR 2)</p> <p>2.8 Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for at least 50% of beneficiaries. (PR2)</p> <p><u>Present to UNDP the First Progress Report (PR1) containing the deliverables 2.5-2.6 completed</u></p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 2.7-2.8 completed</u></p> <p>2.9 Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for remaining 50% of beneficiaries. (PR3)</p> <p>2.10 The procurement activities under the GDPs are fully implemented, completed and handed over to at least 50% of beneficiaries. (PR3)</p>	<p>1 month after contract commencement date IR</p> <p>4 months after contract commencement date PR1</p> <p>7 months after contract commencement date PR2</p> <p>10 months after contract commencement date PR 3</p>

		<p>2.11 The procurement activities under the GDPs are fully implemented, completed and handed over to remaining 50% of beneficiaries. (FR)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverables 2.9-2.10 completed</u></p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 2.11 completed</u></p>	<p>13 months after contract commencement date</p> <p>FR</p>
<p><u>Milestone 3. Development and implementation of tailored training and coaching support programs</u></p>	<p>3.1 Ten (10) Individual Meetings (one per beneficiary) facilitated and conducted (PR1)</p> <p>3.2 Two (2) Training programmes designed according to the needs of beneficiaries, developed and coordinated with the Green Transition Project (PR1)</p>	<p>3.3 Two (2) Training Sessions organized and delivered in line with the coordinated training programmes (PR2)</p> <p>3.4 Individual coaching sessions for each beneficiary over 3 months carried out (a total of 30 coaching sessions/ 60 hours)(PR2)</p> <p><u>Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1-3.2 completed</u></p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3-3.4 completed</u></p>	<p>4 months after contract commencement date</p> <p>PR1</p> <p>7 months after contract commencement date</p> <p>PR2</p>
	<p>3.5 Individual coaching sessions for each beneficiary over 3 months carried out (a total of 30 coaching sessions/ 60 hours) (PR3)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverable 3.5 completed</u></p>	<p>10 months after contract commencement date</p> <p>PR 3</p>	
	<p><u>Milestone 4: Summing-up and Reporting</u></p>	<p>4.1. Fact sheets for all beneficiaries, with brief data and information about the beneficiaries and their Green Development Projects developed, coordinated and approved by Green Transition Project. (FR)</p> <p>4.2. One (1) Final Report (FR), with qualitative and quantitative indicators and disaggregated data provided of the assignment, and lessons learned, the key findings, major conclusions, and recommendations.</p> <p>4.3. As annex to FR develop and submit brief overview for each project with one-page description of each intervention.</p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 4.1-4.3 completed</u></p>	<p>13 months after contract commencement date</p> <p>FR</p>

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

LOT 2: Fast Track Challenge Programme: Targeted Support for Innovative Green MSMEs (Activity 3.1.2)

The strategy of the Green Transition Project is to accelerate Moldova's private sector engagement in the green economy by enabling MSMEs to pilot **innovative green solutions** in energy efficiency, renewable energy, waste management and circularity, sustainable mobility, and other eco-innovation initiatives.

In this respect, UNDP Moldova is looking to engage a **company/organization, or consortium of companies/organizations**, to design and implement a **Fast Track Challenge Programme (FTC Programme)** targeting existing MSMEs. The FTC Programme will focus on enabling MSMEs to develop their own **Green Innovation Project (GIP)**, a structured proposal outlining the enterprise's innovative solution, implementation plan, budget, expected environmental and economic benefits, and co-financing commitment and pilot innovative green solutions in the areas of:

- Energy efficiency and renewable energy
- Waste management and circularity
- Sustainable mobility and transport
- Other complementary eco-innovation initiatives

This support mechanism will combine **non-refundable, non-cash support component**, that is including procurement of works and/or goods/equipment and/or services, coupled with capacity building support, particularly the training and coaching assistance.

Each selected MSME will receive up to **20,000 USD** in non-cash support, covering a maximum of **70% of the total project value**, with the remaining **30% co-financed by the beneficiary** (only monetary contribution, no in-kind contributions permitted). A special attention will be given to women and young entrepreneurs.

The selected Contractor (company/organization or consortium) shall be responsible for the implementation of the FTC Programme, including project refinement, procurement of non-cash support, capacity building, implementation monitoring, and reporting, in close coordination with UNDP.

To note: The identification and selection of 10 beneficiaries of the non-cash support, under Lot 2, will be carried out by UNDP Moldova/Green Transition Project based on a clear selection and eligibility criteria. The final list of beneficiaries will be approved by the Project Board and subsequently presented to the selected Contractor (company, organization, or consortium) for further implementation under this assignment. The FTC Programme will be conducted in close cooperation with UNDP Moldova/Green Transition Project to ensure transparency, visibility, and alignment with Green Transition Project and national green transition objectives.

Special attention shall be given to proposals that:

- Foster inclusivity, with priority given to women- and youth-led enterprises;
- Demonstrate high potential for innovation, whether through new or improved technologies, business models, production processes, or market approaches that contribute to greener, more sustainable solutions (e.g., resource efficiency, waste circularity, low-carbon technologies, sustainable mobility);
- Show strong capacity for co-financing (minimum 30% from the total value of the Green Innovative Project).

After the start of the assignment, the beneficiaries' project proposals shall be reviewed, refined and contribution will be re-checked, and a **Support Agreement** will be signed with each beneficiary. An **Award Ceremony** will be organized to mark the start of implementation. The contribution and non-cash support amounts (up to USD 20,000.00) are to be directed towards the acquisition of eligible equipment, goods, digital tools, and/or relevant development services, in conformity with the approved **Green Innovation Project(s) - GIPs**.

The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries' **Green Innovation Project**, agreed with UNDP. All procurement procedures must respect UNDP procurement rules, international best practices, and public procurement standards, ensuring transparency, accountability, and proper reporting. The Contractor shall conduct at least two (2) monitoring visits per beneficiary during the GIP implementation to ensure proper use and integration of the supported equipment/services.

Specific attention will also be paid to another component of the assignment: **capacity building, training, coaching and best practice sharing**. The Contractor shall organize:

- At least **3 (three) advanced half-day training events**, for all the beneficiaries, in the areas of eco-innovations, sustainable business models and strategy, ESG principles and reporting, EPR, waste management & circularity, and product/service and production improvement and upgrading.
- **Individual coaching** for each beneficiary, delivered (tentative 1 session per month) by a pool of at least 2 experienced coaches (business and innovation development), throughout the implementation period of the assignment since non-cash support award.
- Additionally, at least, two (2) **on-demand group consulting sessions** addressing specialized topics (e.g., taxation, authorizations, branding, financial management, digital marketing, etc.).

It is expected that the Contractor will ensure that the coaches maintain active contact with the beneficiaries, organizing calls, group events, trainings, and meetings with beneficiaries. This will ensure continuity, sustainability, and practical knowledge transfer beyond the GIP implementation phase.

Milestones and tasks

The Contractor(s) will take full responsibility for the provision of required services described in this ToR in close consultation and cooperation with UNDP project team. The Scope of Work shall be met through the completion of a set of Milestones with relevant sub-tasks that include, but are not limited to the following:

Milestone 1. Assignment Methodology Development and Planning (Inception phase)

The Contractor shall prepare and submit an **Inception Report** detailing the methodology and work plan for the FTC Programme, including:

- Description and sequencing of assignment phases;
- Roles and Responsibilities of the experts providing training and coaching to beneficiaries;
- Methodology for implementing the assignment and GIPs;
- Methodology for the initial trainings and support activities including coaching and individual consulting sessions;
- Procurement procedures and mechanisms for monitoring proper use of non-cash support and beneficiary co-financing;
- Monitoring & Evaluation framework;

- Measures to ensure sustainability of achieved results through non-refundable, non-cash support;
- Reporting tools for the FTC Programme, including narrative and financial reports.

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

Milestone 2. Review and update of Green Innovation Projects and agreement signing (pre-implementation phase)

Upon receipt of the approved list of beneficiaries from UNDP, the Contractor shall:

- Assist all beneficiaries in reviewing and upgrading³ their Green Innovation Projects to achieve stated goals, provide clear definition of goods and services to be purchased;
- *Note: Changes to the approved Green Innovation Project proposals, including modifications to activities and budget reallocations, are permitted only within the approved scope of the project and may not exceed twenty percent (20%) of the originally approved project budget. Any such changes shall require prior written approval from UNDP Moldova / the Green Transition Project.*
- Verify beneficiaries' financial contribution (at least 30% of the total value of the GIP).
- Prepare and sign Support Agreements with selected beneficiaries, defining eligible expenses implementation responsibilities and reporting requirements.
- Organize an Award/Launch event, in close coordination with UNDP, to officially launch the implementation of the Green Innovation Projects. Therefore, the contractor is expected to develop the draft Agenda, list of participants, prepare presentations.

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

Milestone 3. Implementation of Non-Cash Support/Green Innovation Projects

Following agreement signing, the Contractor shall:

- Conduct on-site visits to each beneficiary to: (i) apply the M&E framework approved under Activity 1; (ii) finalize procurement plans and technical specifications aligned with approved GIPs.
-
- Implement procurement of eligible goods, works, and services in compliance with UNDP rules and international best practices
- Provide non-refundable, non-cash support of up to USD 20,000 per beneficiary, covering a maximum of 70% of the total project value, through the procurement of eligible goods and/or services. Such procurement shall be carried out in accordance with the approved Green Innovation Project (GIP) plan, the agreed project implementation methodology, and applicable procurement procedures, and shall be implemented in close coordination with the beneficiary.
- Provide targeted technical and business advisory support to ensure effective operationalization of procured solutions.
- Conduct at least two (2) monitoring visits per beneficiary during GIP implementation.
- Ensure transparent procurement, proper record keeping and timely financial reporting to UNDP.

Milestone 4. Capacity Building Support: Training and Coaching

3 Changes to the approved Green Innovation Project proposals, including modifications to activities and budget reallocations, are permitted only within the approved scope of the project and may not exceed twenty percent (20%) of the originally approved project budget. Any such changes shall require prior written approval from UNDP Moldova / the Green Transition Project.

The Contractor shall deliver structured capacity-building support, including:

- Organisation and delivery at least three (3) advanced half-day, in-person, advanced trainings for all beneficiaries on topics , such as: eco-innovation, sustainable business models and strategy, ESG principles, EPR, waste circularity, and product/service improvement or any other relevant topic.
- Provision of individualized coaching support for each beneficiary, for a maximum cumulative duration of up to thirty (30) coaching hours per beneficiary, delivered flexibly, 6 months of implementation period, by a pool of at least two experienced coaches covering technical, financial, and business development areas.

Note: The frequency and scheduling of coaching sessions shall be adjusted based on post-agreement needs assessments and mutual agreement between the coach and beneficiary. .

- Organization of at least two (2) **on-demand group consulting sessions** on specialized topics, such as: taxation, authorizations, branding, financial management, digital marketing, access to green finances etc.

Milestone 5. Summing-up and Reporting

The Contractor shall:

- Prepare Beneficiary fact sheet for all supported companies, suitable for visibility and communication purposes, and coordinated with UNDP.
- Collect disaggregate, and analyze implementation indicators in line with the approved M&E framework. Submit reports as follows: one (1) Inception Report, three (3) Progress Reports (simplified, including financial statements), and one (1) Final Report, summarizing results, key findings, conclusions, lessons learned and recommendations.

The Contractor shall take full responsibility for the provision of services under this Lot, in close cooperation with UNDP Moldova / the Green Transition Project Team, and shall budget all costs required for the implementation of the assignment.

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

LOT	Milestones	Deliverables	Target date
2	<p>Milestone 1. Assignment Methodology Development and Planning</p> <p>(Inception Phase)</p>	<p>1.1 Inception Report, including:</p> <ul style="list-style-type: none"> • Description of methodological approach and detailed work plan • Training methodology for the trainings and capacity building support activities including coaching, individual consulting; • Procurement procedures to be applied; • Monitoring&Evaluation of the non-cash support mechanism and its results; • Reporting tools, including narrative and financial reports. <p><u>Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed</u></p>	<p>1 month after contract commencement date</p> <p>IR</p>

	<p>Milestone 2. Review and Update of Green Innovation Projects and agreement signing</p> <p>(Pre-Implementation Phase)</p>	<p>2.1 Reviewed and upgraded Green Innovation Projects (GIPs) for all selected beneficiaries</p> <p>2.2. Non-Cash Support Agreement template, coordinated and approved by UNDP</p> <p>2.3. Signed Non-Cash Support Agreements with all beneficiaries</p> <p>2.4 Award / Launch Event conducted (agenda, presentations, participants list)</p> <p><u>Present to UNDP the Inception Report (IR) containing the deliverables 2.1- 2.4 completed</u></p>	<p>1 month after contract commencement date</p> <p>IR</p>
	<p>Milestone 3. Implementation of Non-Cash Support/Green Innovation Projects</p>	<p>3.1 All necessary procurement templates and procedures adapted for the needs of the beneficiaries. Individual procurement plans elaborated/adjusted, incl. technical specifications, as well as an aggregated procurement plan per entire assignment prepared, coordinated with the GT team. (PR1)</p> <p>3.2. Tenders and/or procurement processes for eligible goods and services launched and finalized for all of beneficiaries. (PR1)</p> <p>3.3 Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for at least 50% of beneficiaries. (PR2)</p> <p>3.4 The procurement activities under the GIPs are fully implemented, completed and handed over to at least 50% of beneficiaries. (PR2)</p> <p><u>Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1- 3.2 completed</u></p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3- 3.4 completed</u></p>	<p>4 months after contract commencement date</p> <p>PR1</p> <p>7 months after contract commencement date</p> <p>PR2</p>
		<p>3.5 Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for remaining 50% of beneficiaries. (PR3)</p> <p>3.6 The procurement activities under the GIPs are fully implemented, completed and handed over to remaining 50% of beneficiaries. (FR)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverables 3.5 completed</u></p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 3.6 completed</u></p>	<p>10 months after contract commencement date</p> <p>PR3</p> <p>13 months after contract commencement date</p> <p>FR</p>
	<p>Milestone 4. Capacity Building, Training, and Coaching</p>	<p>4.1 At least three (3) advanced half-day training sessions delivered (agendas, materials, attendance lists) (PR2)</p> <p>4.2 At least two (2) on-demand group consulting sessions conducted (PR2)</p> <p>4.3 Report on delivered tailored capacity building activities (group trainings and on-demand consulting sessions) (PR2)</p> <p><u>Present to UNDP the Second Progress Report (PR2) containing the deliverables 4.1-4.3 completed</u></p>	<p>7 months after contract commencement date</p> <p>PR2</p>

		<p>4.4 Individual coaching delivered to each beneficiary (up to 30 cumulative coaching hours per beneficiary). (PR3)</p> <p>4.5 Report on delivered tailored coaching activities (PR3)</p> <p><u>Present to UNDP the Third Progress Report (PR3) containing the deliverables 4.4-4.5 completed</u></p>	<p>10 months after contract commencement date PR3</p>
	<p>Milestone 5: Summing-up and Reporting</p>	<p>5.1 Beneficiary Fact Sheets (one per supported MSME), approved by UNDP</p> <p>5.2 One (1) Final Report, presenting qualitative and quantitative results of the assignment, including disaggregated data (where applicable), analysis of performance against indicators, lessons learned, key findings, major conclusions, and recommendations.</p> <p>The Final Report shall include, as technical annexes, a one-page structured overview of each supported project, focusing on implementation details, supported investments, and achieved results.</p> <p><u>Present to UNDP the Final Report (FR) containing the deliverables 5.1-5.2 completed</u></p>	<p>13 months after contract commencement date FR</p>

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

Lot 3: Support for Circular Economy Start-ups with Priority on Waste Management (Activity 3.2.2)

The Green Transition Project seeks to accelerate the growth of **circular economy start-ups** in Moldova by enabling innovative business models that reduce resource use, extend product lifecycles, and close material loops. While the main priority will be placed on **waste management and recycling solutions** (e.g., plastics, textiles, construction waste, e-waste, organic waste), the Lot will also support start-ups introducing innovative solutions in other areas of the circular economy, such as repair, reuse, sharing platforms, eco-design, and sustainable materials.

The Contractor (company/organization, or consortium of companies/organizations) will be engaged to design and implement a **non-cash support mechanism** targeting aspiring entrepreneurs and early-stage start-ups in the circular economy space.

The mechanism will provide **non-refundable, non-cash support** for procurement of goods, works, services, and digital tools, complemented by **advisory support, incubation services, and co-financing guidance**. Beneficiaries will also receive targeted **trainings, mentoring, and networking opportunities** to ensure that their business ideas become viable, scalable, and investment ready.

The key objective is to support at least **10 start-ups and/or early-stage companies** to design and implement **Circular Start-up Projects (CSPs)** aligned with circular economy principles, with a special focus on women- and youth-led initiatives.

Beneficiaries will receive up to **20,000 USD in non-cash support**, covering max. **90% of project cost**, with at least **10% co-financing** from the start-up (no in-kind contribution is considered eligible). Selected applicants will be

required to demonstrate co-financing from own resources or through existing green financing instruments (e.g., Credit Guarantee Fund of ODA, National Ecological Fund).

The Contractor (company/organization, or consortium of companies/organizations) will be responsible for several stages of the **non-cash support mechanism**, including the grant awarding, procurement, capacity building (mentorship, training), monitoring, evaluation and reporting.

To note: The identification and selection of 10 beneficiaries of the non-cash support, under Lot 3, will be carried out by UNDP Moldova/Green Transition Project based on a clear selection and eligibility criteria. The final list of beneficiaries will be approved by the Project Board and subsequently presented to the selected Contractor (company, organization, or consortium) for further implementation under this assignment. The non-cash support mechanism will be implemented in close cooperation with UNDP Moldova/Green Transition Project to ensure transparency, visibility, and alignment with Green Transition Project and national green transition objectives.

Special attention shall be given to proposals that:

- Are led by women and youth;
- Show strong potential for innovation in circular economy (new technologies, services, and/or business models);
- Demonstrate financial feasibility, including at least 10% co-financing from own resources or leveraged from existing financing instruments (Credit Guarantee Fund under ODA, NEF, others);
- Have potential for positive environmental, social, and economic impact.

After the start of the assignment, the co-financing contribution of each selected start-up will be re-checked, and a **Support Agreement** will be signed with every beneficiary. Following this, an **Award Ceremony** will be organized to formally launch the implementation of the Circular Start-up Projects (CSPs).

The non-cash support amounts and the beneficiaries' contributions will be directed towards the acquisition of **eligible equipment, goods, digital tools, development services, and works**, as well as other relevant costs, in conformity with the approved **Circular Start-up Project proposal and budget**. The payments for the respective goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the beneficiaries' CSPs, adjusted/improved by the Contractor and agreed with UNDP/Green Transition Project. All procurement procedures must comply with **UNDP procurement rules, international best practices, and public procurement standards**, ensuring transparency, accountability, and proper reporting.

In parallel, specific attention will be devoted to **capacity building, training, and experience sharing**. The Contractor will organize at least **four (4) advanced half-day trainings** in areas such as business administration and strategy, marketing, circular economy business models, financial management, marketing and product upgrading, ESG principles, and waste management innovation and/or other relevant topics chosen based on beneficiaries' need assessment.

Each beneficiary shall receive **individualized mentoring support**, delivered by a pool of **at least two experienced mentors**, focusing on circular economy business models, waste-related solutions, technical feasibility, and market development. Mentoring support shall be provided **over a period of up to ten (10) months**, with a maximum cumulative duration of up to **thirty (30) mentoring hours per beneficiary**, calculated on the basis of three (3) mentoring hours per month.

The assigned mentors are expected to maintain active and continuous engagement with the beneficiaries, ensuring effective follow-up, continuity of support, and practical knowledge transfer throughout the mentoring period. This engagement may include regular mentoring interactions, participation in group learning or networking events, and

facilitation of connections with established entrepreneurs, industry experts, and potential investors, as relevant. Such interactions shall aim to enhance the sustainability, scalability, and long-term impact of the supported Circular Start-up Projects (CSPs).

Note: The distribution, frequency, and sequencing of mentoring sessions may be adjusted based on the outcomes of the needs assessment and agreed jointly between the mentor(s) and the beneficiary, while ensuring effective support throughout the mentoring period.

Additionally, the Contractor will organize at least **2 group, on-demand, consulting sessions**, addressing the needs in accessing additional funds for CSPs and further growth.

Key Activities

The objectives identified and scope of services defined under Lot 3 shall be met through activities that include, but are not limited to, the following:

1. Inception and Methodology Development

- a. Preparation of the methodological approach and detailed work plan for the implementation of tasks, including, inter alia: detailed description and sequencing of the phases of the assignment .
- b. Define Roles and Responsibilities of the experts which will be engaged in providing on-the ground support in the form of training and mentorship to the beneficiaries;
- c. Topics and methodology for the trainings, mentorship, individual consulting, and any other relevant support necessary for successful implementation of the GSPs;
- d. Detailed description of procurement procedures and monitoring of proper use of received goods and services; provision of logistical/administrative support to beneficiaries.
- e. Methodology for monitoring/evaluation of assignment implementation and achieved results, including circular economy indicators (e.g., waste diverted, CO₂ reduced etc.).
- f. Reporting tools, including programmatic and financial reports, as described in the Deliverables section.

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

2. Update of Circular Start-up Projects, Award Ceremony and Support Agreement Signing

- a. Assist beneficiaries in upgrading their Circular Business Projects (CBPs) proposals to a higher level of quality, including refining business plans, objectives, budgets and defining goods/services to be procured, capacity building support activities (trainings, mentorship) needed.
- b. Verify the co-financing contributions of selected beneficiaries (at least 10% of the total value of the CSP).
- c. Prepare the agenda, list of participants, and presentations for the **Award Ceremony**, organized in coordination with UNDP.
- d. Prepare and sign **Support Agreements** with beneficiaries, defining obligations, eligible expenses and reporting requirements.

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

3. Capacity Building, Training, and Incubation

- a. Develop and deliver at least **4 advanced half-day trainings** on topics such as financial management, circular economy business models, marketing and product upgrade, ESG principles, investment readiness or other topics identified according to beneficiaries' needs assessment.
- b. Facilitate **individualized mentorship support for each beneficiary**, delivered by a pool of at least two experienced mentors covering technical, financial, and business development areas, for a period of up to ten

(10) months. Mentorship shall be provided for a maximum cumulative duration of **up to thirty (30) hours per beneficiary**, calculated on the basis of approximately three (3) mentoring hours per session, per month.

- c. Organize at least **2 group on-demand consulting sessions** (e.g., addressing the needs in accessing additional funds, further growth and successful implementation of the project and business sustainability).

Note: The frequency, format, and scheduling of mentoring sessions per month may be adjusted based on the outcomes of the needs assessment and by mutual agreement between the mentor(s) and the beneficiary, while ensuring effective support throughout the implementation period.

4. Implementation of Non-Cash Support/ Circular Start-up Projects

The Contractor shall ensure that beneficiaries not only receive the necessary non-cash support but also the operational guidance to successfully launch and sustain the Circular Start-up Projects (CSPs). This will include:

- a. Business Plan Review and Logistical/Administrative Support
 - Review and refine beneficiaries' CBPs and business plans to ensure feasibility and alignment with circular economy objectives.
 - Provide on-demand logistical and administrative support during business launch, including but not limited to company registration, legal guidance, identifying potential operational spaces, obtaining authorizations, and meeting taxation obligations.
- b. Mentors Induction and Capacity Building
 - Organize one (1) induction training (1 day) for at least 2 mentors to build a uniform approach to providing continuous support to beneficiaries.
 - Mentors will work in coordination with the Contractor and, where relevant, Local Partners.
- c. Continuous Individual Mentorship
 - Ensure regular, individualized mentoring to all beneficiaries across areas such as accounting, legal compliance, loan application preparation, taxation, eco-innovations and RECP integration etc.
 - Provide a minimum of 4 hours per beneficiary per month, including monthly calls and on-site meetings, each 3 months, to ensure practical, ongoing support.
- d. Procurement of Eligible Goods and Services
 - Organize procurement of eligible goods, services, and works within the non-cash support awarded for each beneficiary.
 - All procurement shall conform with the provisions of the beneficiaries' CSPs, the approved project implementation methodology, and UNDP procurement procedures.
 - Procurement shall be conducted in close coordination with each beneficiary, ensuring transparency, accountability, and compliance with public procurement standards and international best practices.

5. Summing-up and Reporting

- a. Compile fact sheets for all the beneficiaries that received support under the assignment, each providing concise, communication-oriented information on the supported beneficiaries and their respective Circular Start-up Projects, suitable for visibility, knowledge sharing, and stakeholder communication, developed by the Contractor and coordinated and approved by the UNDP Green Transition Project Team.
- b. Collect indicators on waste reduced, jobs created, private co-financing leveraged, and overall results, disaggregated per each beneficiary project and evaluate the non-cash support mechanism results.
- c. Prepare and submit the **Final Report** and lessons learned, addressing key findings, conclusions, and recommendations.
- d. Elaboration of assignment progress reports:
 - One Inception Report;
 - Three Progress Reports (simplified), including financial Report/Statements;
 - Final report on completion of non-cash support mechanism;
 - Other reports as described in the Deliverables section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor shall Budget the expenses required under the assignment.

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

LOT 3	Milestones	Deliverables	Indicative timeline
	Milestone 1. Inception & Methodology Development	1.1. Description of methodological approach and detailed work plan; 1.2. Training methodology for the trainings and support activities including mentorship, individual consulting. 1.3. Procurement procedures and templates to be applied. 1.4. Methodology for monitoring/evaluation of the non-cash support mechanism and its results; <u>Present to UNDP the Inception Report containing the above-mentioned deliverables.</u> <u>One Inception Report (IR)</u> <u>(Deliverables 1.1-1.4 completed)</u>	1 month after contract commencement date IR
	Milestone 2. Update of Circular Start-up Projects, Award Ceremony and Support Agreement Signing	2.1. All Circular Start-up Project proposals reviewed and updated, including the verification of the co-financing contribution of each beneficiary. 2.2. One Award Ceremony event supported: <ul style="list-style-type: none"> • inputs for the agenda • proposed list of participants • coordinate presentations 2.3. Support Award Agreements prepared and signed. <u>Present to UNDP the Inception Report (IR) containing the deliverables 2.1. -2.3. completed</u>	1 month after contract commencement date IR
	Milestone 3. Capacity Building, Training, and Incubation	3.1. One (1 st) advanced half-day group trainings for beneficiaries organised and delivered 3.2. Individual mentorship sessions for each beneficiary over 3 months carried out (a total of 30 mentorship sessions) 3.3 One (2 nd) advanced half-day group trainings for beneficiaries organised and delivered 3.4. Individual mentorship sessions for each beneficiary over 3 months carried out (a total of 30 mentorship sessions) 3.5. One (1 st) group on-demand consulting session organised and carried out Submission and UNDP acceptance of the First Progress Report (PR1) as evidence of completion of Deliverables 3.1 and 3.2. Submission and UNDP acceptance of the Second Progress Report (PR2) as evidence of completion of Deliverables 3.3 - 3.5.	4 months after contract commencement date PR1 7 months after contract commencement date PR2

		<p>3.6. One (3rd) advanced half-day group trainings for beneficiaries organised and delivered</p> <p>3.7. Individual mentorship sessions for each beneficiary over 3 months carried out (a total of 30 mentorship sessions)</p> <p>3.8. One (2nd) group on-demand consulting session(s) organised and carried out</p> <p>3.9. One (4th) advanced half-day group trainings for beneficiaries organised and delivered</p> <p>3.10. Individual mentorship sessions for each beneficiary over 1 month carried out (a total of 10 mentorship sessions)</p> <p>Submission and UNDP acceptance of the Third Progress Report (PR3) as evidence of completion of Deliverables 3.6 and 3.8.</p> <p>Submission and UNDP acceptance of the Final Progress Report (FR) as evidence of completion of Deliverables 3.9 and 3.10.</p>	<p>10 months after contract commencement date PR 3</p> <p>14 months after contract commencement date FR</p>
	<p>Milestone 4. Implementation of Non-Cash Support/Circular Start-up Projects</p>	<p>4.1. Tenders for procuring eligible goods and services launched for all beneficiaries and finalized for 50% of beneficiaries. (PR 1)</p> <p>4.2. Tenders for procuring eligible goods and services finalized for remaining 50% of beneficiaries. (PR 2)</p> <p>4.3. Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for at least 50% of beneficiaries. (PR2)</p> <p>Submission and UNDP acceptance of the First Progress Report (PR1) as evidence of completion of Deliverables 4.1.</p> <p>Submission and UNDP acceptance of the Second Progress Report (PR2) as evidence of completion of Deliverables 4.2 and 4.3.</p>	<p>4 months after contract commencement date PR1</p> <p>7 months after contract commencement date PR2</p>
		<p>4.4. Eligible goods and services procured accordingly, co-financing contribution received and checked accordingly for remaining 50% of beneficiaries. (PR3)</p> <p>4.5. The procurement activities under the CSPs are fully implemented, completed and handed over to at least 50% of beneficiaries. (PR3)</p> <p>4.6. The procurement activities under the CSPs are fully implemented, completed and handed over to remaining 50% of beneficiaries. (FR)</p> <p>Submission and UNDP acceptance of the Third Progress Report (PR3) as evidence of completion of Deliverables 4.4 and 4.5.</p>	<p>10 months after contract commencement date PR 3</p> <p>14 months after contract commencement date FR</p>

		Submission and UNDP acceptance of the Final Report (FR) as evidence of completion of Deliverables 4.6.	
	Milestone 5: Summing-up and Reporting	<p>5.1. Fact sheets for all beneficiaries, with brief data and information about the beneficiaries and their Circular Start-up Projects developed, coordinated and approved by Green Transition Project</p> <p>5.2. One (1) Final Report (FR), with qualitative and quantitative indicators and disaggregated data provided of the assignment, and lessons learned, the key findings, major conclusions, and recommendations.</p> <p>As annex to the FR develop and submit Brief overview for each project with one-page description of each support.</p> <p><u>Submission and UNDP acceptance of the Final Report (PR3) as evidence of completion of Deliverables 5.1.-5.2.</u></p>	14 months after contract commencement date FR

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

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by UNDP shall be the only criteria for Contractor’s work being completed and eligible for payment/s.

Confidentiality statement

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

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

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

Institutional arrangements

The Contractor will be awarded a contract with UNDP Moldova for the delivery of services applied for and will work under the overall supervision of the **Green Transition Project Team** (Project Manager, Component Manager, and Grant/Programme Specialist). Since the contracts foresee reimbursement of costs, the Contractor must demonstrate financial stability and competence in financial management and reporting.

All reports to UNDP shall be submitted in **English** (hard and electronic copy). All deliverables shall be agreed with and endorsed by UNDP. Materials for beneficiaries (application guidelines, training agendas, presentations, forms, etc.) shall be developed and submitted in **Romanian and Russian**, as relevant for the target groups.

The Contractor will be responsible for arranging all necessary transportation and logistical arrangements, and for establishing and maintaining effective working relationships with all involved parties. All costs for the organization

of events (trainings, outreach, meals, transport, etc.) shall be borne by the Contractor and budgeted accordingly in the proposal.

Role of UNDP/Green Transition Project Team:

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

Role of the Contractor:

- Allocate qualified personnel to deliver results as expected, including experts, trainers, coaches, and administrative staff.
- Be responsible for management of the current assignment, including remuneration of staff, trainers, consultants, and all administrative/logistical issues related to the implementation of activities.
- Ensure proper outreach and maintain permanent contact with beneficiaries.
- Ensure visibility of the Project by producing and distributing communication materials in line with UNDP rules.
- Procure required goods, works, services, and equipment according to the approved project proposals/business plans (Lot 1: Green Development Projects; Lot 2: Green Innovation Projects; Lot 3: Circular Start-up Projects), and transfer them to beneficiaries after successful implementation.
- Ensure that beneficiaries' financial contributions are verified, timely allocated, and conformant with the established criteria (Lot 1: minimum 20% co-financing, Lot 2: minimum 30% co-financing, Lot 3: minimum 10% co-financing).
- Implement and regularly monitor activities of beneficiaries in relation to their projects, ensure proper use of procured equipment/services, and support sustainability planning.
- Provide tailored coaching and mentoring programmes as foreseen under each Lot (Lot 1: MSMEs with RECP focus; Lot 2: innovative MSMEs with fast-track eco-innovation focus; Lot 3: start-ups with circular economy/waste management focus).
- Organize field visits, monitor progress, and assess additional needs for capacity development of beneficiaries as per each lot activities.
- Provide all required and ad-hoc narrative and financial reports in a timely manner, focusing both on outputs and outcomes.
- Ensure proper financial management and reporting in line with national standards and UNDP requirements.
- Implement the assignment in accordance with transparency, accountability, and gender equality principles.

Language requirements

All documentation related to the assignment indicated in Sections B. Specific Objectives and Scope and C. Deliverables and Schedules/Expected Outputs shall be in Romanian. English versions shall be provided upon request.

The Service Provider shall ensure, if necessary, interpretation into English, Romanian or/and Russian during meetings, presentations, and briefings organized through telephone or online, as well as translation of assignment related documentation and deliverables into English, Romanian and/or Russian.

Any translation, interpretation and proof-reading costs shall be listed separately in the financial proposal.

Timeframe:

The expected duration of the assignment is approximately **13-14 months per each Lot:**

1. **LOT 1:** 13 months, from May 2026 to May 2027, covering all preparatory work, methodology elaboration, need assessment, procurements, mentorship and training sessions, monitoring and reporting, as well as any other additional activity included in the methodology and work plan.
2. **LOT 2:** 13 months, from May 2026 to May 2027, covering all preparatory work, methodology elaboration, need assessment, procurements, coaching, and training sessions, monitoring and reporting, as well as any other additional activity included in the methodology and work plan.
3. **LOT 3:** 14 months, from May 2026 to June 2027, covering all preparatory work, methodology elaboration, need assessment, procurements, mentorship and training sessions, monitoring and reporting, as well as any other additional activity included in the methodology and work plan.

Responsibilities of Key Personnel:

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

A breakdown of working days allocated for each deliverable shall be submitted, clearly explaining the role of the team members involved in producing the deliverable. In this context, the Service Provider shall ensure a clear presentation of distribution of tasks and allocation of working days deemed necessary for engagement of Key staff. The proposed team should consist of but not be limited to the following members:

1. Project Manager:

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

2. Project Officer:

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

3. Trainer/Capacity-Building Expert:

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

4. Financial Officer:

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

5. Procurement Officer:

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

6. Sector-Specific Technical Expert:

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

- Lot 1: RECP/energy efficiency/circularity expert.
- Lot 2: Innovation and green technology expert.
- Lot 3: Circular economy/waste management expert.

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

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

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

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

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

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

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

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

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

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

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

Key personnel	Estimated Number of personnel	Estimated quantity of working days needed
Key personnel 1: Project Manager	1	270
Key personnel 2: Project Officer	1	270

Key personnel 3: Trainer/Capacity-Building Expert	1	200
Key personnel 4: Financial Officer	1	270
Key personnel 5: Procurement Officer	1	270
Key personnel 6: Sector-Specific Technical Expert	3	200

Non-key personnel (Trainers & Mentors):

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

f. Price and Schedule of Payments

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by „Green Transition” Project Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the Schedule of Payments agreed with „Green Transition” Project upon the signature of the Agreement. The proposed payment schedule is tentative and shall be arranged with selected Contractor before contract signature.

Tentative Payments Schedule for Lot 1 (subject to arrangement with the Contractor)

Instalment	Instalment value as share of proposed amount for admin/ capacity building services	Tentative payment date	Payment due upon successful submission and approval of report (s)
Milestone 1. Inception, Methodology and Operational Setup	20%	June 2026	Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed
Milestone 2. Beneficiary Engagement and Non-Cash Support Preparation	20 %	November 2026	Present to UNDP the Inception Report (IR) containing the deliverables 2.1-2.4 completed Present to UNDP the First Progress Report (PR1) containing the deliverables 2.5-2.6 completed Present to UNDP the Second Progress Report (PR2) containing the deliverables 2.7-2.8 completed

	20%	May 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverables 2.9-2.10 completed Present to UNDP the Final Report (FR) containing the deliverables 2.11 completed
Milestone 3. Development and implementation of tailored training and coaching support programs	20 %	November 2026	Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1-3.2 completed Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3-3.4 completed
	10%	February 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverable 3.5 completed
Milestone 4: Summing-up and Reporting	10 %	May 2027	Present to UNDP the Final Report (FR) containing the deliverables 4.1-4.3 completed

Tentative Payments Schedule for Lot 2 (subject to arrangement with the Contractor)

Instalment	Instalment value as share of proposed amount for admin/ capacity building services	Tentative payment date	Payment due upon successful submission and approval of report (s)
Milestone 1: Assignment Methodology Development and Planning	10%	June 2026	Present to UNDP the Inception Report (IR) containing the deliverables 1.1 completed
Milestone 2. Review and Update of Green Innovation Projects and agreement signing	15 %	June 2026	Present to UNDP the Inception Report (IR) containing the deliverables 2.1- 2.4 completed
Milestone 3. Implementation of Non-Cash Support/Green Innovation Projects	20 %	November 2026	Present to UNDP the First Progress Report (PR1) containing the deliverables 3.1- 3.2 completed Present to UNDP the Second Progress Report (PR2) containing the deliverables 3.3- 3.4 completed
	20%	May 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverables 3.5 completed

			Present to UNDP the Final Report (FR) containing the deliverables 3.6 completed
Milestone 4. Capacity Building, Training, and Coaching	20 %	November 2026	Present to UNDP the Second Progress Report (PR2) containing the deliverables 4.1-4.3 completed
	10%	February 2027	Present to UNDP the Third Progress Report (PR3) containing the deliverables 4.4-4.5 completed
Milestone 5: Summing-up and Reporting	5 %	May 2027	Present to UNDP the Final Report (FR) containing the deliverables 5.1-5.2 completed

Tentative Payments Schedule for Lot 3 (subject to arrangement with the Contractor)

Instalment	Instalment value as share of proposed amount for admin/ capacity building services	Tentative payment date	Payment due upon successful submission and approval of report (s)
Milestone 1. Inception & Methodology Development	5%	May 2026	Present to UNDP the Inception Report containing the above-mentioned deliverables. One Inception Report (IR) (Deliverables 1.1-1.4 completed)
Milestone 2. Update of Circular Start-up Projects, Award Ceremony and Support Agreement Signing	10%	May 2026	Present to UNDP the Inception Report (IR) containing the deliverables 2.1. -2.3. completed
Milestone 3. Capacity Building, Training, and Incubation	20 %	November 2026	Submission and UNDP acceptance of the First Progress Report (PR1) as evidence of completion of Deliverables 3.1 and 3.2. Submission and UNDP acceptance of the Second Progress Report (PR2) as evidence of completion of Deliverables 3.3 and 3.5.
	20%	May 2027	Submission and UNDP acceptance of the Third Progress Report (PR3) as evidence of completion of Deliverables 3.6 and 3.8. Submission and UNDP acceptance of the Final Progress Report (FR) as

			evidence of completion of Deliverables 3.9 and 3.10.
Milestone 4. Implementation of Non-Cash Support/Circular Start-up Projects	20 %	November 2026	Submission and UNDP acceptance of the First Progress Report (PR1) as evidence of completion of Deliverables 4.1. Submission and UNDP acceptance of the Second Progress Report (PR2) as evidence of completion of Deliverables 4.2 and 4.3.
	20%	May 2027	Progress Report (PR3) as evidence of completion of Deliverables 4.4 and 4.5. Submission and UNDP acceptance of the Final Report (FR) as evidence of completion of Deliverables 4.6.
Milestone 5: Summing-up and Reporting	5 %	May 2027	Submission and UNDP acceptance of the Final Report (PR3) as evidence of completion of Deliverables 5.1.-5.2.

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

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

g. Subcontracting

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

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

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

6.2 Special Conditions of Contract

N/A

6.3 Contract Form

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

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



6.4 Performance Security

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

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

RFP Reference: **RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)**

PERFORMANCE SECURITY No.: [Click or tap here to enter text.](#)

Dear Sirs,

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

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

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form L: Proposal Security** *[scanned copy included in online submission and original submitted not later than 10 (ten) days after the submission deadline at the address indicated in Section 3 above]*



FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

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 RFP reference **RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO , 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:

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

Financial Proposal:

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

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

We, the undersigned, offer to supply the services required for implementing a multi-faced non-cash support mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots) in accordance with your Request for Proposals No. **RfP26/03199**). 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

- Requirements and Terms and Conditions:** 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.
- 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.
- Ethics:** 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.
- 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 :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
- Conflict of interest:** I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact.
- Prohibitions and Sanctions:** 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.
- I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- Bankruptcy:** 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.
- Proposal Validity Period:** I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
- I/We understand and recognize that you are not bound to accept any proposal you receive.
- By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.



Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	Tick all that apply and provide supporting documentation: <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.

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



FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 5 years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

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

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

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

Financial Standing

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

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

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

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

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

1.6 In case the Bidder applies for two or three Lots, the company shall elaborate on its capacity to implement the LOTS concurrently, covering the below:

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

Section 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

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

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

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*



FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

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

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

Signature of Personnel

Date (Day/Month/Year)



FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____



FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

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

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

FORM K: FORMAT FOR FINANCIAL PROPOSAL

LOT 1 Targeted Support for MSMEs Transitioning to Greener Practices

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1: Inception, Methodology and Operational Setup	1 (one) Project Manager				Travel (if any)				
	1 (one) RECP/Energy Expert				Local transportation costs (if any)				
	1 (one) Financial Officer				Communication Expenses				
	1 (one) Procurement Officer				Other costs (please specify)				
	1 (one) Project Officer								
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									
Deliverable 2: Beneficiary Engagement and Non-Cash Support Preparation	1 (one) Project Manager				Travel				
	1 (one) RECP/Energy Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				

	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert				Non Cash support amount	10	15 000	150 000	
		Sub-total 1				Sub-total 2			
	Total:								
Deliverable 3: Development and implementation of tailored training and coaching support programs	1 (one) Project Manager				Travel (if any)				
	1 (one) RECP/Energy Expert				Local transportation costs (if any)				
	1 (one) Financial Officer				Communication Expenses				
	1 (one) Procurement Officer				Other costs (please specify)				
	1 (one) Project Officer								
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									
Deliverable 4: Summing-up and Reporting	1 (one) Project Manager				Travel				
	1 (one) RECP/Energy Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									

LOT 2 Fast Track Challenge Programme: Targeted Support for Innovative Green MSMEs

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1: Assignment Methodology Development and Planning	1 (one) Project Manager				Travel (if any)				
	1 (one) Innovation / Green Tech Expert				Local transportation costs (if any)				
	1 (one) Financial Officer				Communication Expenses				
	1 (one) Procurement Officer				Other costs (please specify)				
	1 (one) Project Officer								
	1(one) Trainer/Capacity-Building Expert								
				Sub-total 1			Sub-total 2		
Total:									
Deliverable 2: Review and Update of Green Innovation	1 (one) Project Manager				Travel				
	1 (one) Innovation / Green Tech Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				

Projects and agreement signing	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									
Deliverable 3: Implementation of Non-Cash Support/Green Innovation Projects	1 (one) Project Manager				Travel				
	1 (one) RECP/Energy Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert				Non Cash support amount	10	20 000	200 000	
		Sub-total 1				Sub-total 2			
Total:									
Deliverable 4: Capacity Building, Training, and Coaching	1 (one) Project Manager				Travel				
	1 (one) Innovation / Green Tech Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									
	1 (one) Project Manager				Travel				

Deliverable 5: Summing-up and Reporting	1 (one) Innovation / Green Tech Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1					Sub-total 2		
Total:									

LOT 3 Support for Circular Economy Start-ups with Priority on Waste Management

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)		

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

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

Deliverable / Activity description	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
	Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Deliverable 1: Inception & Methodology Development	1 (one) Project Manager				Travel				
	1 (one) Circular Economy/Waste Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
				Sub-total 1				Sub-total 2	
Total:									
Deliverable 2: Update of Circular Start-up Projects, Award Ceremony and Support Agreement Signing	1 (one) Project Manager				Travel				
	1 (one) Circular Economy/Waste Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				

	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
									Total:
Deliverable 3: Capacity Building, Training, and Incubation	1 (one) Project Manager				Travel				
	1 (one) Circular Economy/Waste Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
									Total:
Deliverable 4: Implementation of Non-Cash Support/Circular Start-up Projects	1 (one) Project Manager				Travel				
	1 (one) Circular Economy/Waste Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert				Non Cash support amount	10	20 000	200 000	
		Sub-total 1				Sub-total 2			
									Total:
	1 (one) Project Manager				Travel				

Deliverable 5: Summing-up and Reporting	1 (one) Circular Economy/Waste Expert				Subsistence allowance				
	1 (one) Financial Officer				Local transportation costs				
	1 (one) Procurement Officer				Communication				
	1 (one) Project Officer				Other costs (specify)				
	1(one) Trainer/Capacity-Building Expert								
		Sub-total 1				Sub-total 2			
Total:									



FORM L: PROPOSAL SECURITY

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

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

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

RFP Reference: **RfP26/03199: Company/NGO/Consortium to Design and Implement a Non-Cash Support Mechanism(s) for Enabling MSMEs in Green and Inclusive Transition (3 lots)**

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]