

United Nations Development Programme



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REQUEST FOR PROPOSAL

EU-CBM/ Provision of Business Support for Young Entrepreneurs on the Left Bank of the Nistru River

RFP No.: **20/02022**

Project: **European Union-Confidence Building Measures Programme (EU- CBM V)**

Country: **Moldova, Republic of**

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

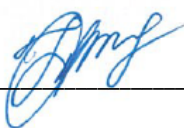
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

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 Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to liliana.caterov@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Liliana CATEROV
Title: Procurement Associate
Date: **February 12, 2020**

Approved by:



Name: Corina OPREA
Title: ARR/ Head of Operations
Date: **February 12, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 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>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 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>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, 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> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide 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 goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 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>4.3 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>4.4 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>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

Proposal	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 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>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP</p>

	may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) 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, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 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>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity 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>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 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>14.7 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>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit</p>

	<p>only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) 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 Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder 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.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, 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>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders 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>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 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>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.

<p>Email Submission</p> <p>eTendering submission</p>	<p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) 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 BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p>

	<p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25.Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26.Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder 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 be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 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>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> 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; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services

	<p>required;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 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 the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, 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>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, 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 Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>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;</p> <p>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance</p>

	<p>on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder 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>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will 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.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 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.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, 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 Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>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> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT

35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, 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.
39.Contract Signature	39.1 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 Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the 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
43.Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44.Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP

	with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 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 services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 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</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Required in the amount of USD 6,600 Acceptable Forms of Bid Security: <ul style="list-style-type: none"> ▪ Bank Guarantee (See Form H for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.05% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Elena CABAC, Business Development Project Officer Address: #101, Sciusev Street, Chisinau, office 201 E-mail address: elena.cabac@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	03 March 2020, 15:00 (Moldova local time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code MDA10 and Event ID number 0000005368</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> Format: PDF files preferably File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	April 20, 2020
19		Maximum expected duration of contract	until December 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, 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 A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
Previous Experience	Minimum of five (5) years of experience in the area of business support services. <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Form D: Qualification Form

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 Employers 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.

	Minimum one (1) business support project (funds administration) which envisaged trainings, as well as procurement of goods and/or services for the final beneficiaries (start-ups, SMEs) implemented over the last five (5) years.	
Minimum Qualification Requirements	The minimum personnel of one 1 (one) Project manager/team leader, 1 (one) Project Officer, 1 (one) Procurement Assistant, 1 (one) Financial Officer, is mandatory team for the implementation of the contract.	Attach required documents to Form B: Bidder Information Form
	<i>Project Operations Manager/Team Leader minimal requirements: At least 5 years of working experience in public administration and/or private sector support organizations on the left bank of the river Nistru.</i>	Attach required documents to Form B: Bidder Information Form
Financial Standing	Minimum average annual turnover of USD 200,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, the Lead Partner should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	390
3.	Management Structure and Key Personnel	360
	TOTAL	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> - Age of the legal entity (business association, business support organization, NGO, business development service provider, etc.) (<i><5 years – 0 points, 5 years – 10 pts, >5 years – 5 pts for each additional year up to maximum additional 25 pts</i>) - project management controls (organigram) (<i>up to 5 pts</i>) 	40
1.4	Relevance of: <ul style="list-style-type: none"> - Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova (<i>5 years – 15 points, 5 pts for each additional year up to maximum additional 25 pts</i>); - Experience in the promotion of business-related education for youth, contributing to the development of the entrepreneurial ecosystem (i.e. incubation programmes in entrepreneurship for beginners in order to transform the idea into a real business or provide financial and expert support to beneficiaries, to assist young entrepreneurs into reaching a new growth level of their products/companies) (<i>if no experience – 0 points, 1 project – 20 points, 10 pts for each additional project up to maximum additional 20 pts</i>); - At least three (3) years of experience in funds administration, trainings, providing business support and coaching (<i>3 years – 20 points, 10 pts for each additional year up to maximum additional 30 pts</i>); - Experience providing consultative and business support services to businesses registered on the left bank of Nistru River (<i>30 points</i>); - Experience providing consultative and business support services to businesses registered on the right bank of Nistru River (<i>10 points</i>); - Work for UNDP/UN Agencies/projects/EU funded projects (<i>if yes – 20 pts, if no- 0 pts</i>). 	190
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan	Points obtainable
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2.1	Does the Methodological approach meet the ToR requirements? Does the Methodological approach include a communication strategy to ensure the visibility of activities?	90
2.2	Does the Methodological approach demonstrate knowledge and understanding of local business environment and its challenges in the development of start-ups and youth entrepreneurship, including on the left bank?	80
2.3	Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations?	50
2.4	Does the Methodological approach and Implementation Plan optimize/ improve the requirements of the ToR?	50
2.5	Does the Methodology and Implementation Plan include a monitoring and evaluation methodology? Is the proposed monitoring and evaluation methodology appropriate to the tasks?	80
2.6	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?	40
Total Section 2		390

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Project Operations Manager/Team Leader - Responsibilities: Planning of project activities, Implementation of project activities, Drafting Reports		130
	At least 5 years of working experience in public administration and/or private sector support organizations on the left bank of the river Nistru (5 years - 20 pts, each additional year – 5 pts, up to additional 30 pts)	50	
	At least 5 years of professional experience in managing and implementing regionally focused business/community development projects (5 years - 20 pts, each additional year – 5 pts, up to additional 25 pts)	45	
	Experience working for UNDP/UN Agencies/projects/EU funded projects (yes - 10 pts; no – 0 pts)	10	
	Language Qualifications (proficiency in Russian language - 10 pts, Romanian language – 5 pts, English language – 10 pts)	25	
3.2	Project Officer/Assistant - Responsibilities: implementation of project activities, data collection, monitoring and event management		105
	At least 2 years of practical experience in offering support, organizing trainings and events for small businesses (2 years - 10 pts, each additional year – 5 pts, up to additional 20 pts)	30	
	Experience in performing assessments (data collection, monitoring activities) and working with regional business support entities (<2 years - 0 points, 2 years - 10 points, each additional year – 5 points, up to max. additional 20 points)	30	
	At least 1 year of experience in working with SMEs in Transnistria region (1 year - 5 pts, each additional year – 5 pts, up to additional 15 pts)	20	
	Language Qualifications (proficiency in Russian language - 10 pts, Romanian language – 5 pts, English language – 10 pts)	25	

3.3	Procurement Assistant – Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle		55
	At least 3 years of practical experience in purchase/acquisitions of goods and services for 3 rd parties (3 years - 10 pts, each additional year – 5 pts, up to additional 20 pts)	30	
	Language Qualifications (proficiency in Russian language - 10 pts, Romanian language – 5 pts, English language – 10 pts)	25	
3.4	Financial Officer - Responsibilities: reception and book keeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment for beneficiaries,		70
	At least 5 years of practical experience in accounting/financial management (5 years - 10 pts, each additional year – 5 pts, up to additional 20 pts)	30	
	Experience in managing and implementing financial tasks (payments to sub-contractors and vendors on acquisition of necessary equipment for beneficiaries) in at least 2 donor funded projects (2 projects - 10 pts, each additional project – 5 pts, up to additional 20 pts)	30	
	Language Qualifications (proficiency in Russian language - 10 pts)	10	
Total Section 3			360

Section 5. Terms of Reference

PROJECT TITLE: European Union Confidence Building Measures V Programme (EU- CBM V)

A. PROJECT DESCRIPTION

General Background:

The overall goal of the fifth phase of The European Union Confidence Building Measures Programme (EU-CBM V), funded by the European Union and implemented by the UNDP Moldova, is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders.

Through its “EU Support to Economic Development and Entrepreneurship” component, the EU-CBM Programme aims to support the common interests of business actors from both banks, by facilitating their cross-river cooperation and their access to the possibilities offered by Moldova’s deepening relationship with the EU. This component addresses comprehensively some of the key constraints faced by business from the target region and focuses heavily on creating sustainable cross-river partnerships. Continuing the successful experience of previous phases of the programme, one of the main directions of action in the new phase is focused on promoting a culture of entrepreneurship in the region, and on enabling youth (18-35 years) on both banks of the Nistru River to become successful entrepreneurs.

During its past implementation phases the Programme managed to address some of the key constraints faced by businesses and to focus on increasing sustainable partnerships between business development organizations from both banks, as well as to contribute to enhanced employment opportunities and support the creation of new jobs and livelihoods for women and men across the river.

The most recent study “Perception of entrepreneurship among young people from Transnistrian region”² developed during the previous SCBM phase, have identified youth as a group that would benefit most from support. On one side, young men and women have been the most affected by the regional negative economic trends of the recent years, as it became more difficult for them to find local jobs or other sources of income. On the other hand, they have the most potential in developing the needed entrepreneurial abilities to establish vibrant, innovative start-ups that would benefit the regional economy as a whole. While young people in some districts on the right bank of the Nistru River have benefitted already from programs supporting youth entrepreneurship, this has hardly been the case on the left bank.

In this respect, within this initiative, EU-CBM V will address also some of the Study recommendations³ as follows:

² “Perception of entrepreneurship among young people from Transnistrian region”, research conducted during SCBM, 2016

³ “Perception of entrepreneurship among young people from Transnistrian region”, research conducted during SCBM, p.41-44, 2016

1. *certain informational support, access to various courses regarding business start-up, run and development (only 36.9% of respondents (mostly men, over 30) are familiar with the stages of starting up business), demand analysis, external market access opportunities, certain projects, youth entrepreneurship support and development programme;*
2. *entrepreneurship development programmes should be oriented to expand the range of economy areas, with special emphasis on the agriculture sector, according respondents' opinion and - service sector due to global services growth trend (currently 57.7%, operate/operated in the field of trade, 10.3% - transport and communications, 7.7% - agriculture);*
3. *there is a continuous need for entrepreneurship support. Only a limited number of respondents, less than 1%, benefited from the services provided under certain projects, young entrepreneur support and development programmes. There is insufficient preparedness and awareness among respondents regarding starting up, running and developing business. Less than 1/5 consider themselves prepared, and 30% responded that they know where to address for information and only 15% consider that they have enough information about business development methods.*

Aiming to build on the successful results of the previous phases, and the remaining high demand for support in this area, as well as promoting farther economic cooperation between business support organizations from both banks of the River Nistru, the EU-CBM Programme has initiated a long-term cooperation with Organization for Small and Medium Enterprises Sector Development (ODIMM), that will provide capacity building to potential EU-CBM beneficiaries (information seminars, identification and formulation of business ideas through the organization of "hackathons", mentoring for launching and doing business in the first years of the company existence, etc.) and Transnistrian business support counter parts.

Building on ODIMM experience of providing support to young entrepreneurs on the right bank through its Programme "Start for Youth", EU-CBM action will include one local stakeholder from the left bank of the river that will overtake the funds management responsibilities as described below.

B. SCOPE OF WORK

The European Union-Confidence Building Measures Programme (hereinafter the EU-CBM V Programme) is looking for a company/organization to work in cooperation with ODIMM for the implementation of the "Start for Youth Plus" Programme on the Left Bank of the Nistru River, which will also include funds management scheme, providing trainings and mentorship sessions, for young entrepreneurs.

The key objective of the present initiative is to reduce the growing economic development gap by creating innovative job opportunities for young women and men in the Transnistrian region providing them non-cash support in starting and running effectively a business, as well as creating opportunities to network and share knowledge and best practices.

For reaching these goals, EU-CBM V follows the idea that regional small businesses are to be supported in employing their competitive advantages through building business service infrastructure (BSI) as a key element in sustainable economic development of the region and through non-cash support to start-ups and existent SMEs (up to 2 years).

This multilateral support will offer possibilities for the target group, including labour migrants abroad, to launch or develop their own business locally, thus producing additional jobs and sources of income for the community.

The initiative will focus on enabling 20 young people with the most innovative ideas and best entrepreneurship potential from the whole Transnistrian region (paying specific attention to gender balance and vulnerable groups representation) to start and run their own business. Young entrepreneurs (18-35 years) establishing a new business or those who want to develop it (up to 2 years of activity) will be eligible to benefit from this non-cash support.

By following the goal to assist regional business support infrastructure on the left bank, a new approach will be applied for the identification and formulation of business initiatives, envisaging a close collaboration with ODIMM, involved in the implementation of a mirror Programme on the left bank "Start for Youth Plus".

The **first phase** of the Programme will consist in the organization with ODIMM of two hackathons, in two localities on the left bank (Tiraspol and Rybnitsa) for at least 80 participants where modern business tools will be applied in order to formulate and frame innovative business ideas that might farther be developed into more detailed business plans.

In a **second phase**, a 6-days training on entrepreneurship will be delivered on the left bank by ODIMM and the Contractor where EU-CBM V will ensure logistic support for the transportation of ODIMM trainers. ODIMM will provide trainers for training sessions on entrepreneurial skills (I. Business Planning and Elaboration of Business Plans, II. Marketing and Sales (including digital marketing), III. Pitch training - seminar (familiarization with the efficient elements and models, techniques)), 2-3 trainers (partner support experts from the left bank), hired by the Contractor, will cover topics specific to the left bank (I. Business registration and human resources management, II. Financial management and accounting issues for Start-ups and SMEs, III. Types of business financing and other alternative means).

Participants from the first phase from the left bank will be invited to apply with a business idea concept note (described in a provided template). The last day of the youth entrepreneurship training will be dedicated to a pitch simulation where up to 60 business ideas will be presented to representatives of EU-CBM V, ODIMM and the Contractor as observer (subject to be in line with the suggested business ideas and potential applicants in the third phase).

The **third phase** will represent a call for applications for start-ups and early stage SMEs (up to 2 years) that will be announced by the Contractor, to select 20 beneficiaries of non-cash support solely from the left bank of the river Nistru.

Priority will be given to business ideas that:

- ✓ promote the creation of jobs and develop entrepreneurial skills among young, gender balanced groups of populations, especially from rural areas;
- ✓ contain elements of innovation, greening of the economy, technological transfer and know-how;
- ✓ would create a higher number of decent jobs in high added value sectors of the economy;

- ✓ would capitalize on the opportunities offered by the Association Agreement with the EU, and especially facilitating trade between the two banks through harmonization of customs and tax rates.

Induction trainings for the applicants will be organized by the Contractor in 3 localities on the left bank, during which detailed information on the application process and forms will be provided by the Contractor. It is expected that at least 50 finalists from the second phase will develop/define their business-plans and submit them to the EU-CBM selection committee by the announced deadline.

The EU-CBM committee will use a set of objective criteria for the selection of the best business plans, pre-approved by UNDP. Plans that involve women, including businesses led by women, returning migrants and representatives of vulnerable groups, as well as social oriented businesses will have priority. Of priority will also be business ideas creating a higher number of decent jobs (at least 3 jobs created until the end of the planned implementation period), especially for youth, women and other vulnerable groups, but also innovative businesses with high added value creating new opportunities in high growth potential areas (i.e. services and creative industry businesses).

The best 20 business-plans selected would be eligible during the implementation of their projects for: (1) "on-demand" legal advice and accounting counselling from experts identified by the Contractor, (2) individual business mentoring from 10 successful entrepreneurs (may be beneficiaries from past CBM phases or big companies from the left bank), and (3) three trainings on general topics. 20 beneficiaries of non-cash support of up to 10,000 EUR per business will be selected, with at least 10% personal contribution (in cash) and will be directed towards acquisition of the equipment and/or goods and/or materials and/or services necessary in conformity with the business plan. Operational costs shall not be eligible. The payments for the respective equipment/goods/materials/services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the business plan, the UNDP procurement procedures and international best practices, in coordination with the beneficiary.

Specific attention will also be paid to continuous learning, as well as experience and best practice sharing. Two working conferences, as well as the activities of the already created Network of young entrepreneurs may be further supported and will also involve representatives of similar programmes and successful entrepreneurs from both banks of the Nistru river.

C. KEY ACTIVITIES

The Contractor will take full responsibility for the provision of required services in close co-operation with EU-CBM V.

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

- 1. Methodology development:** preparation of methodological approach and detailed work plan for the implementation of tasks, which would include, inter alia:

- a. Topics and methodology for the trainings and support activities including mentorship, provision of seminars, provision of logistical/administrative support to beneficiaries;
- b. Concept of the information sessions and identification campaigns for the first and third phases;
- c. Identification mechanism of at least 80 participants for the first phase of the Programme (2 hackathons);
- d. Detailed description of procurement procedures, and monitoring of proper use of the received equipment/goods/materials/services as described in the business plan;
- e. Methodology for monitoring/evaluation of achieved results;
- f. Approach in promoting sustainable business networking and cross-river cooperation involving the beneficiaries of this and other UNDP projects for the development of business environment;
- g. Provide inception report.

*The stated deliverables must be approved by EU-CBM V at the initial phase of the contract. An **inception report** will be submitted to the EU-CBM V.*

2. Preparatory work and selection of 20 beneficiaries of non-cash support:

- a. Conduct preliminary announced extensive information campaign for the identification of at least 80 participants for the two hackathons (first phase) and potential participants for the second and third phase (6-days training on entrepreneurship and call for business plans proposals) of the Programme. Young people (18-35 years), women and vulnerable groups must be specifically and most actively reached out to and encouraged to apply;
- b. Organization of two 1-day intensive induction trainings, in 2 localities on the left bank, on correct fulfilment of the application documents for at least 60 candidates from the left bank;
- c. Provide to potential applicants the approved, by EU-CBM V, application guide for entrepreneurs, application form (business plan) and budget template and make them available directly (on paper) or electronically (by e-mail or on-line) 4 weeks before the deadline;
- d. Provide CVs of at least 3 experts in the fields of business development, accounting, taxation rules, law or loan application, to provide specific recommendations and qualified support for 20 beneficiaries during the implementation of their business plans;
- e. Elaborate training materials and conduct 3 seminars for young people (at least 60) attending the 6-days training on entrepreneurship in the second phase. Following topics should be covered by the Contractor: I. Business registration and human resources management, II. Financial management and accounting issues for Start-ups and SMEs, III. Types of business financing and other alternative means. Collect applications and open them all upon expiration of deadline in the presence of EU-CBM V representatives. The Contractor will be responsible for preliminary screening of submitted applications, taking in consideration the evaluation criteria. All the applications in original will be handled to EU-CBM V. The evaluation and selection will be made by the representatives of UNDP, Donor and Bureau for Reintegration Policy of the Republic of Moldova, while

endorsement will be made by EU-CBM Steering Committee. If the case, the Contractor will provide additional information regarding submitted applications to any of the selecting or approving parties. As a result, the Contractor will sign agreements with 20 selected beneficiaries, stipulating the volume and scope of assistance to be provided for the successful implementation of approved business plans (up to the equivalent of 10.000 EUR per project);

- f. Provide support by email and communicate directly with the beneficiaries providing needed feedback envisaging Programme implementation process (approximatively one hour per candidate, estimated at 6 - 10 working days overall);

*After the successful completion of beneficiaries' selection, **a first progress report** will be submitted to the EU-CBM V.*

3. Delivery of the 20-month support and mentoring programme for the 20 beneficiaries of non-cash support:

- a. Purchase the eligible equipment/goods/materials/services within the awarded support for each beneficiary in conformity with the provisions of each business plan, approved project implementation methodology and procurement procedures, in coordination with the beneficiary;
- b. Provide the required logistical and administrative support to beneficiaries to launch or develop their business (including but not limited to company registration, legal support, identifying potential location premises, etc.);
- c. Facilitate mentoring sessions with 10 mentors (successful business professionals from the left bank in order to quick start the business activities) for the 20 beneficiaries;
- d. Organize at least 3 thematic training seminars "on-demand" to improve business skills of the 20 beneficiaries and the efficiency of their businesses;
- e. Continuous monitoring of the business plan implementation and proper use of equipment/goods/materials/services given to the beneficiaries for temporary use;
- f. Support the activities of a Network of young entrepreneurs aiming to promote best practice sharing, exchanges of experiences and establishment of lucrative business contacts, from both banks of the Nistru river as mentors;
- g. Monitoring and analysis of the results achieved by the programme and by each SME in particular;
- h. After successfully implementing each of 20 business projects, ensure the official transfer of procured goods/equipment to the balance of the beneficiary SMEs;
- i. Ensure visibility of the project results and description of success stories of each beneficiary for further use of the content by EU-CBM team for communication and visibility activities, in line with EU-UNDP rules.

4. Organization, of a closing event to present the achieved tangible results, major conclusions and recommendations.

5. Analysis of the results achieved by the project and by each of 20 beneficiary SMEs and develop a **Final Report** upon the completion of the assignment addressing the key findings, major conclusions and recommendations.

Tasks and Milestones	Deliverables	Indicative timeframe	Indicative duration of tasks (in working days)
<ul style="list-style-type: none"> – Launch first phase promotion and information campaign (for 2 hackathons); – Organize logistical activities for the two hackathons; 	<ol style="list-style-type: none"> 1. Registration for the first phase announced; 2. 80 participants registered for two hackathons in the first phase; 3. Logistic support provided for the two hackathons; 	May 18-29, 2020	11 w/d
<ul style="list-style-type: none"> – Launch call for Applications – 4 weeks for application; – Distribution of forms for application; – Train applicants in correct fulfillment of the application documents through two induction trainings; – Collect fulfilled applications (4 weeks after launch); – Develop and present to EU-CBM V a list with all the applicants with short relevant information (name, age, location, company, year of foundation, field of operation, summary of the application idea, etc). – Provide additional information if needed for applications evaluation and selection. – Signing of Agreements with beneficiaries. 	<ol style="list-style-type: none"> 4. application campaign for non-cash support launched and conducted during 4 weeks 5. Three 1-day induction trainings for min. 60 applicants conducted in Tiraspol/Bender and Rybnitsa before the third phase; 6. Min. 50 qualitatively fulfilled applications collected; 7. 1 List with min. 40 applicants' information presented to UNDP. 	June 1–29, 2020	20 w/d
	20 Award Agreements signed	By July 13, 2020	10 w/d after application deadline
<ul style="list-style-type: none"> – First Progress Report will reflect progress on the Call for applications and selection results of the beneficiaries (including the final list of beneficiaries with signed Agreements) 	R2. First Progress Report submitted and approved by EU-CBM V	By July 20, 2020	5 w/d
Sub-total T2			46 w/d
T3. Award Ceremony of non-cash support.			
<ul style="list-style-type: none"> – Develop Award Ceremony concept 	<ol style="list-style-type: none"> 1. Award Ceremony event agenda developed; 	03 July 2020	5 w/d

Tasks and Milestones	Deliverables	Indicative timeframe	Indicative duration of tasks (in working days)
and agenda; – Launch Award Ceremony advertising campaign through regional mass media in cooperation with EU-CBM V communication consultant; – Organize and Conduct the Award Ceremony.	2. 1 Promotion campaign through regional mass media conducted in cooperation with EU-CBM V communication consultant: Min. 2 TV channels; Min. 2 newspapers; Min. 1 web-news portal. 3. 1 Award Ceremony conducted in Tiraspol.	31 July 2020	1 w/d
Sub-total T3			6 w/d
T4. Provide trainings for 2 groups of about 30 participants, on the following topics: <i>I. Business registration and human resources management,</i> <i>II. Financial management and accounting issues for Start-ups and SMEs,</i> <i>III. Types of business financing and other alternative means during the second phase (entrepreneurship training):</i> – Provide 6 one-day trainings during the entrepreneurship Training (2 groups with about 30 participants); – Provide Second Progress Report that will contain the list of 10 prospective available business mentors, presence list from the kick-off meeting, the procurement plan and list of purchased goods according business plans approved, tentative “wish-list” for workshop topics and consultants to contract.	1. 6 one-day training sessions delivered on the mentioned subjects R3. Second Progress Report delivered to EU-CBM V.	8-15 June 2020 By September 20, 2020	6 w/d 5 w/d
Sub-total T4			11 w/d

Tasks and Milestones	Deliverables	Indicative timeframe	Indicative duration of tasks (in working days)
T5. Support and mentoring sessions. <ul style="list-style-type: none"> – Purchasing of eligible equipment/goods/materials/services within the support awarded for each beneficiary in conformity with the provisions of the business plan, approved project implementation methodology and procurement procedures; – Monitoring of the business plan implementation and proper temporary use of goods or services received, as well as follow up on the registration of the purchased goods on the balance of the beneficiary SME. – 1-day Kickoff training to introduce 10 successful identified entrepreneurs for mentorship; <p>Facilitate communication flow between the mentors and the beneficiaries for regular and efficient individual mentorship sessions (up to 8 hours/quarter/per beneficiary for 12 months);</p>	<ol style="list-style-type: none"> 1. Eligible equipment/goods/materials /services procured accordingly (20 beneficiaries, 5 days per beneficiary); 2. 20 beneficiaries monitored quarterly for 12 months period on proper use and operation of procured goods received as well as final official registration of goods on the balance of the beneficiary SME. 3. 1-day Kick-off training to introduce 10 successful young entrepreneurs for mentorship (2 beneficiaries per mentor); 4. Individual mentoring sessions delivered regularly to the beneficiaries (20 beneficiaries, 1 session per quarter, split among 10 identified mentors); 	<p>September 2020-September 2021</p> <p>September 2020-September 2021</p>	<p>100 w/d</p> <p>80 w/d</p>
Sub-total T5			180 w/d
T6. On demand specialized advice from expert consultants provided in small groups workshops. <ul style="list-style-type: none"> – Collect from beneficiaries max. 20 requests for specialized consultancy needed; – Identify on demand best consultants by matching their background with requested issue; – Hire identified consultants for 1 full day of consultancy; – Provide full logistic support for the organization of the workshops. 	<ol style="list-style-type: none"> 1. Max 20 requests for expert advice formulated; 2. Best matching consultants identified; 3. Max 20 days of consultancy services successfully delivered to the beneficiaries (max. 1 day per beneficiary). 4. Max 4 workshops organized. 	<p>September 2020 - September 2021</p>	<p>1 w/d * 12 sessions</p> <p>3 w/d * 4 workshops</p> <p>5 w/d * 4 reports</p>

Tasks and Milestones	Deliverables	Indicative timeframe	Indicative duration of tasks (in working days)
– Submit Quarterly Progress Reports with trainings organized, support services, lessons learned, and recommendations provided by consultants and mentors during every 3 months of business plans implementation	R4. 4 Quarterly Progress Reports with data on performed activities and progress on beneficiaries' projects to be submitted by the last day of every quarter.	By January 5, 2021, April 5, 2021, July 5, 2021, October 5, 2021	
Sub-total T6			56 w/d
T7. A summing-up event presenting the results and achievements of the project successfully organized.	<ol style="list-style-type: none"> 1 Project Summing-up event agenda developed in cooperation with EU-CBM V communication consultant; 2. One list of participants developed with min. 50 persons; 3. Min. 80 participants invited; 4. Min. 50 participants present; 5. One Summing up event organized and delivered. 	By October 31 st , 2021	7 w/d
– Submit final narrative report reflecting key findings, results, number of jobs created, value of income raised, value of total investments attracted, total value of profits generated with the assistance of the EU-CBM V Non-Cash Support Scheme (leverage effect), major conclusions and recommendations – Submit description of 20 success stories about the beneficiaries for farther use and dissemination by EU-CBM V.	R5. One Final Narrative Report submitted by Contractor and approved by UNDP and 20 descriptions submitted by Contractor and approved by UNDP;	By November 15, 2021	1 w/d 14 w/d
Sub-total T7			22 w/d
Total volume of work (including involvement of mentors and experts):			336 w/d

All the above will be implemented in close coordination with EU-CBM V Programme team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

All written deliverables should be agreed with UNDP and be provided in English, hard and electronic copy. All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal. Agendas and other materials pertinent to target audience shall be developed and submitted in Russian.

D. Schedule of Payments

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by EU-CBM V Programme Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with EU-CBM V Programme upon the signing of the Agreement.

Tentative Payments Schedule (subject to negotiation with the Contractor)

Instalment	Instalment value as share of proposed amount for consulting services	Tentative payment date	Payment due upon successful completion of Tasks
1. Inception report	10%	End of May 2020	Task 1
2. First progress report	50%	End of July 2020	Task 2
3. Second progress report	20%	End of September 2020	Tasks 3, 4
4. Progress report Q1 2021	10%	End of April 2021	after approval of progress report Q1 2021
5. Final report	10%	End of November 2021	Tasks 5, 6, 7

E. Reporting Requirements

The Responsible Party will submit all reports according to the EU-CBM V Programme requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The EU-CBM V reserves the right to make further changes and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables from Task 1
- 2) **Progress reports** on the accomplished work, results, monitoring, and financial indicators will be submitted in electronic and hard copy (in English);
- 3) **Quarterly reports** to be submitted by the 5th day of each month following the reporting quarter;

- 4) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme;
- 5) **Brief reports periodically submitted upon request of EU-CBM V Programme** in cases where it is required to get information on the progress of the project in between reporting periods;
- 6) **Financial statements**, to be presented with the quarterly progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor;
- 7) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period data should be disaggregated by gender and by beneficiaries from each bank of the Nistru river.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by EU-CBM V Programme and also provide the necessary information, reports and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress reports and the final report shall follow the pre-set template agreed with the EU-CBM V Programme team that includes both narrative and financial parts.

As a quality assurance measure, the EU-CBM V Programme reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Responsible Party's work. The Responsible Party shall facilitate the process by presenting to the EU-CBM V Programme all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

F.Communication and Visibility

Any public reference to the EU-CBM V Programme or UNDP and any other supporting programmes, as well to any products created under the agreements signed with benefiting companies shall be subject to prior approval of the Programme team. It is mandatory for visibility elements of the EU-CBM V Programme to be placed on goods procured in the frame of this RFP.

G. Institutional Arrangements

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of EU-CBM V (Programme Manager and Business Development Project Senior Officer). Agendas and other materials pertinent to target audience shall be developed and submitted in Russian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, obtaining all needed permissions and establishing and maintaining of good working relationships with all involved parties. Please, ensure that all kind of translation costs (written and oral) shall be arranged by the Contractor (in Transnistria region the predominant population is Russian-speaking and also the documentation is kept in Russian language).

Role of EU-CBM Programme

- Offer capacity development support for the contracted partners on principles and implementation modality during the entire cycle of the Project;

- Lead the communication and visibility process of the Project by involving the EU-CBM communications consultant;
- Support the implementing partners to get in contact with all relevant stakeholders and any actor to have a positive impact on Project's outcomes;
- Coach the implementing partners in developing application, implementation procedures and development of required templates;
- Lead the selection process of the beneficiaries, develop eligibility criteria and templates for the evaluation. Approve the final list of beneficiaries with the Steering Committee;
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money;
- Regularly organize monitoring visits to the selected companies, identify issues, propose solutions;
- In partnership with the selected organization, meet the Project beneficiaries in order to assess the bottlenecks in implementation and additional capacity development needs. Adapt the initially agreed implementation plan according to the identified needs and offer additional, tailored expertise;
- Lead the process of organizing events related to the Project. Organize the final event with the involvement of entrepreneurs from both banks, including Project's beneficiaries and other stakeholders;
- Train and coach implementing partners on gender mainstreaming. Check and clear all Project's implementation stages towards main principles of gender balanced approach;
- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

Roles and duties of the Contractor managing the non-cash support scheme :

- Allocate the proper and needed skilled personnel to carry out the Project's outputs;
- Be responsible of management of the current assignment including remuneration of staff, experts, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.;
- Ensure proper reach out of beneficiaries and disseminate the call for proposals on the other bank;
- Maintain permanent contact with beneficiaries of assistance from the other bank;
- Ensure the visibility of the Project and the EU-CBM V Programme by distributing the developed communications and visibility materials according to UNDP rules;
- Procure required equipment/goods/materials/services according to the approved business plans and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans;
- Implement and regularly monitor activities performed by beneficiaries (benefiting companies) in regard to the implementation of their business plan;

- Organize field visits to the beneficiaries of assistance from the other bank, monitor their progress and assess additional needs for capacity development;
- Provide required and ad-hoc comprehensive reports in a timely manner (focussing as well on the outcome). In the courses of the implementation, adapt the Project activities if requested by the Programme team;
- Implement the Project in accordance with gender mainstreaming and transparency principles.

H. DURATION OF WORK

- a) The estimated duration of works is maximum 20 months. The expected time of commencement of contract is end of April 2020;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve or certify acceptance of deliverables.

I. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The technical proposal must include, inter alia, the methodological approach, as well as a clearly defined strategy of comprehensive business support services to be provided, corresponding to the objective and scope of work described above.

The application should identify the exact experts that will be involved in the activities, with clear description of their experience in start-up and youth entrepreneurship development, and funds management, on the right bank, the left bank of the river Nistru or other countries.

The Contractor's project implementing team have to consist of:

Key Personnel:

1. Project Operations Manager – 1 person (Responsibilities: Planning of project activities, Implementation of project activities, Drafting, endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries);
2. Project Officer/Assistant – 1 person (Responsibilities: implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation);
3. Financial Officer – 1 person (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries);
4. Procurement Assistant – 1 person (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle)

The above-proposed composition of the key-personnel is considered sufficient for implementing the proposed tasks.

Other Support Staff

1. 1 communications specialist in support to the Key Personnel for undertaking information, dissemination and visibility tasks;

2. At least 3 expert consultants for sectorial specific "on-demand" business support services delivered during 4 practical workshops (i.e. human resources management, access to finance for SMEs, cashflow planning, sales, modern basic marketing tools for start-ups, etc.);
3. Trainers for delivery of 3 topics during the Entrepreneurship Training (*I. Business registration and human resources management, II. Financial management and accounting issues for Start-ups and SMEs, III. Types of business financing and other alternative means*);
4. Business mentors⁴ – 10 entrepreneurs, owners of successful SMEs that would give consent to guide the beneficiaries (2 beneficiaries per mentor, one meeting per quarter for follow-up and adjustments).

J. ELIGIBILITY CRITERIA

- Legal entity (business association, business support organizations, NGOs, business development service providers, etc.) with proven experience in the area of business support services, is eligible to apply.
- Demonstrated knowledge and understanding of Moldova's business environment and its challenges in the development of start-ups and youth entrepreneurship on the left bank;
- Previous experience in business development, organizing trainings and providing consultancy services to business sector representatives on the left bank;
- Experience in the promotion of business-related education for youth, contributing to the development of the entrepreneurial ecosystem (i.e. incubation programmes in entrepreneurship for beginners in order to transform the idea into a real business or provide financial and expert support to beneficiaries, to assist young entrepreneurs into reaching a new growth level of their products/companies), would constitute a distinct advantage;
- 2 years of proven previous experience in organizing similar job: funds administration, trainings, providing business coaching, as well as providing consultative and business support services to businesses on the left bank;
- Proven collaboration history with a network of business owners (beneficiaries from SCBM), business development service providers and technical experts would constitute a distinct advantage.

⁴ These can be successful beneficiaries from previous CBM phases, both from the left or the right bank, that would share their expertise on a voluntary basis.

Section 6: Returnable Bidding Forms / Checklist

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

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form (if the case)	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal

(Password protected file shall be uploaded. Bidders that will pass the technical compliance score, will be asked (via e-mail) to provide the password)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

We, the undersigned, offer services for **Provision of Business Support for Young Entrepreneurs on the Left Bank of the Nistru River** in accordance with your **Request for Proposal No. 20/02022** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) 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);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of 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 in behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Financial Statement (Income Statement and Balance Sheet) for the past 2 years (2018, 2017) ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past three (3) years

- A copy of preliminary Agreement in case of Consortium or sub-contracting
- 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;
- CVs (shall be signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: ToR)
- All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded
- Dully filled in Forms A-G. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

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	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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)	[Complete]
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We have attached a copy of the below 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 UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for 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 (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		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 Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. ***Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.***

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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

☐ Attached are the Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past two (2) years.

Financial Standing

Annual Turnover for the last 3 years	Year 2018	USD
	Year 2017	USD
	Year 2016	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2018	2017	2016
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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☐ Attached are copies of the 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 Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, 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 specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder'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.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services. For the relevant staff, the accreditation certificates shall be provided. Such CVs shall be dully signed by the envisaged person.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ■ Name of institution: [Insert] ■ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference person 1: [Insert] Reference person 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

We, the undersigned, offer services for the **Provision of Business Support for Young Entrepreneurs on the Left Bank of the Nistru River** in accordance with your **Request for Proposal No. 20/02022** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	20/02022		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: US\$

A. Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report	10%	
2	First progress report	50%	
3	Second progress report	20%	
4	Progress report Q1 2021	10%	
5	Final report	10%	
	Total	100%	USD

*Basis for payment tranches

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
I. Personnel Services (net)				
1. Main implementation team**				
a) Project Operations Manager/Team leader	Working days			

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
b) Project Officer/Assistant	Working days			
c) Financial Officer	Working days			
d) Procurement Assistant	Working days			
I.1. Taxes and fees				
Subtotal I.1				
2. Trainers, consultants, experts, etc.				
a) Trainer on the topic "Business registration and human resources management"	Working days	2		
b) Trainer on "Financial management and accounting issues for Start-ups and SMEs"	Working days	2		
c) Trainer on "Types of business financing and other alternative means"	Working days	2		
<i>Other staff, if necessary</i>				
I.2. Taxes and fees				
Subtotal I.2				
Sub-total – Personnel Services				
II. Direct costs				
1. Launching event for the "Start for Youth Plus" Programme and announcement of first phase (2 hackathons)				
a) Travel Costs				
b) Visibility materials (flyers, posters, banners, budget for ads on social media, etc.)				
c) Translation costs				
d) Equipment lease				
e) Rent of venue				
f) Catering services				
<i>Other, if relevant</i>				
Subtotal II.1				
2. Two 2-days hackathons in 2 localities (max. 80 participants, first phase)				
a) Travel Costs				
b) Equipment lease				
c) Rent of the venue				
d) Catering services				
e) Accommodation				
f) Handouts				
<i>Other, if relevant</i>				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
Subtotal II.2				
3. Communication campaign for the registration of 60 participants for the 6-days trainings on entrepreneurship <i>(second phase)</i>				
a) Visibility materials (flyers, posters, banners, budget for ads on social media, etc.)				
<i>Other, if relevant</i>				
Subtotal II.3				
4. 6-days training on entrepreneurship for two groups of participants (30 participants each) in 2 localities <i>(second phase)</i>				
a) Travel Costs				
b) Equipment lease				
c) Rent of the venue				
d) Catering services				
e) Accommodation				
f) Handouts				
<i>Other, if relevant</i>				
Subtotal II.4				
5. Information campaign and 3 induction sessions in 3 localities for the call for applications from the participants of the second phase <i>(third phase)</i>				
a) Visibility materials (flyers, posters, banners, budget for ads on social media, etc.)				
b) Travel Costs				
c) Equipment lease				
d) Rent of the venue				
e) Catering services				
f) Accommodation				
g) Handouts				
<i>Other, if relevant</i>				
Subtotal II.5				
6. Award Ceremony				
a) Travel Costs				
b) Translation costs				
c) Equipment lease				
d) Catering services				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
<i>Other, if relevant</i>				
Subtotal II.6				
7. 4 workshops on topics requested by the beneficiaries of non-cash support (max. 20 participants)				
a) Travel Costs				
b) Equipment lease				
c) Rent of the venue				
d) Catering services				
e) Handouts				
<i>Other, if relevant</i>				
Subtotal II.7				
8. Summing-up Event				
a) Transportation Costs				
b) Visibility materials (flyers, posters, banners, budget for ads on social media, etc.)				
c) Translation costs				
d) Equipment lease				
e) Rent of venue				
f) Catering services				
<i>Other, if relevant</i>				
Subtotal II.8				
9. Monitoring and mentoring (related to business plans implementation)				
a) Transportation costs				
b) Communication costs				
c) Advertising costs/Social Media				
<i>Other, if relevant</i>				
Subtotal II.9				
Sub-total – Direct costs				
III. Administrative Costs				
a. Utilities				
b. Communication costs (mobile packages)				
c. Office supplies/ stationaries				
<i>Other, if relevant</i>				
Sub-total – Administrative costs				
V. Value of non-cash support to beneficiaries	agreements	20	11,000	220,000

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in US\$	Total Price in US\$ per budget line
TOTAL BUDGET				

*) Please, adjust the table as per your technical proposal. You may add/delete any budget sub-categories which seam relevant to your technical proposal.

Form H: Form of 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.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

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

- 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 Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, 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 bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]