

Amended 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	<p>Will be Conducted Date: 29 March 2021 Time: 14:00 (Moldova Local Time) Venue: Online ZOOM Meeting</p> <p>To express your interest to take part please send a notification to the UNDP focal point for the arrangement, Anna Soltan, at anna.soltan@undp.org, by 26 March 2021, COB. Only those registered will receive the access link to the ZOOM Meeting.</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows: Percentage of contract price per day of delay: 0.2%</p> <p>Max. number of days of delay 30, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar

11	31	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Victoria Muntean Address: 105, Alexei Sciusev Street, Chisinau, Moldova E-mail address: victoria.muntean@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website sc.undp.md
14	23	Deadline for Submission	14 April 2021, 16:30 (Moldova Local Time) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
15	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
16	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code: MDA10 and Event ID 0000008783.</u>
17	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF, ZIP, JPG, RAR, DOCX files only (as per Section 4) ▪ 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. ▪ Max. File Size per transmission: 50 MB
18	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%.
19		Expected date for commencement of Contract	April 30, 2021
20		Maximum expected duration of contract	Until December 2021
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Goods and Services for UNDP

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Amended Section 4. Evaluation Criteria

Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years;
- Supporting documentation to evidence the successfully completed similar projects;
- Description of the functional analysis process organization and conduct; how objectives mentioned in ToR will be achieved, proposed working plan, with suggested timeline;
- Should part of the work under this ToR be sub-contracted, the Bidder shall provide documents and experience related information concerning the sub-contractor. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal;
- CVs and documentation supporting the experience and qualifications of the proposed implementation team and their functions: Team Leader/Task Manager, **Forensic experts; Legal expert, Institutional development expert, up to two senior non-key experts; up to two junior non-key experts**, as per Form E, Section 3;
- CVs and documentation supporting the experience and qualifications of the proposed Non key experts and responsibilities in relation to project deliverable, as per Form E, Section 3;
- Duly signed Technical and financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
- Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years.

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

Minimum Eligibility and Qualification Criteria

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

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

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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP 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 3 years.	Form D: Qualification Form
Previous Experience	At least 5 years of experience in the sphere of conducting institutional, operational, functional analysis, business processes analysis; Proven experience (minimum 3 projects) in conducting similar works/projects relevant to the scope and size of the current project in the past 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 120,000 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, all Parties cumulatively 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.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	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"> Financial stability (yes - 15 pts., no – 0 pts.) Age/size of the firm (5 years – 25 pts., each additional year – 5 pts., up to max 40 pts.) Project management support mechanism (no – 0 pts, yes -15 pts.) Project financing capacity (up to 10 pts.) Project management controls (up to 10 pts.) 	90
1.3	Quality assurance procedures and risk mitigation measures (no – 0 pts, up to some extent description – 20 pts., clearly described mechanism/existing proven certification - 40 pts.)	40
1.4	Relevance of specialized knowledge and experience: <ul style="list-style-type: none"> At least 5 years of experience in the sphere of conducting institutional, operational, functional analysis, business processes analysis (5 years – 25 pts., 5 pts. for each additional year to a max of 50 pts.) Have proven experience (minimum 3 projects) in conducting similar works/projects relevant to the scope and size of the current project in the past 5 years (3 projects – 30 pts., each additional project – 5 pts., up to max 40 pts.) Experience in performing functional and institutional analysis of the forensic systems (No – 0 pts., Yes – 20 pts.); Successful experience in working with UN system organizations or other international organizations will be considered as an asset (No – 0 pts., Yes - 10 pts.); 	120
1.5	Organizational Commitment to Sustainability and Human Rights (mandatory weight) <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability and human rights through some other means- 15 points, <i>for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, Overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant)</i> 	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	The Bidder understands the assignment, the scope of task is well defined and correspond to the TOR (up to max 80 pts) <ul style="list-style-type: none"> <i>The Bidder has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR - 51 pts to 80 pts</i> 	80

	<ul style="list-style-type: none"> - <i>The Bidder has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks - 21 pts to 50 pts</i> - <i>Th Bidder has limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks - 0 pts to 20 pts</i> 	
2.2	<p>Important aspects of the task are addressed in sufficient detail and different components of the project adequately weighted relative to one another (up to max 90 pts)</p> <ul style="list-style-type: none"> - <i>The important aspects of the task have been addressed in sufficient detail in a manner which does not require any further clarification on methodology and different components of the assignment are adequately weighted relative to one another – 51 pts to 90 pts</i> - <i>The important aspects of the task have been addressed in a manner which requires some clarification on methodology and different components of the assignment are weighted to some extend relative to one another – 11 pts to 50 pts</i> - <i>The important aspects of the task have not been addressed in sufficient detail, and require major clarification on methodology and different components of the assignment were not adequately weighted – 0 pts to 10 pts</i> 	90
2.3	<p>The conceptual approach adopted for conducting the functional analysis is relevant and representative for the required specific objectives under the assignment (up to max 60 pts)</p> <ul style="list-style-type: none"> - <i>The proposed functional analysis methodology is relevant and representative for achievement of the required specific objectives under the assignment –31 pts to 60 pts.</i> - <i>The proposed functional analysis methodology requires improvements to ensure achievement of the required specific objectives under the assignment – 0 pts to 30 pts.</i> - <i>The proposed functional analysis methodology is not relevant and representative for achievement of the required specific objectives under the assignment – 0 pts</i> 	60
2.4	<p>Presentation is clear, the sequence of activities and the planning is logical, realistic and promise efficient implementation to the project (up to max 40 pts)</p> <ul style="list-style-type: none"> - <i>The presentation is clear, well-structured with a defined and realistic sequence of activities, which promises efficient implementation of the assignment – 21 pts to 40 pts</i> - <i>The presentation is clear, well-structured with a defined but lowly realistic sequence of activities – 11 pts to 20 pts</i> - <i>The presentation is not well structured and doesn't present a clear sequence of activities – 0 pts to 10 pts</i> 	40
2.5	<p>Proposed methodology includes detailed risk mitigation measures including those related to the COVID-19 pandemic (restrictions related to social distancing, eventual lockdown, etc.) (up to max 30 pts)</p> <ul style="list-style-type: none"> - <i>The proposed methodology includes detailed risk mitigation measures including those related to the COVID-19 pandemic – 16 pts to 30 pts</i> - <i>The proposed methodology addresses risk mitigation measures including those related to the COVID-19 pandemic in a superficial manner and does not offer clear mitigation solutions – 0 pts to 15 pts</i> - <i>The proposed methodology doesn't include any mitigation measures including those related to the COVID-19 pandemic – 0 pts</i> 	30
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team Leader/Task Manager		90
	Master's degree (or 5 years university degree) in the fields of management, economics, law, or related fields (yes – 5 pts, no – 0 pts)	5	
	At least 7 years of professional experience in the field of institutional development, reform, reorganisation and restructuring of public or quasi-public institutions (7 years – 15 pts., each additional year – 2,5 pts., up to max of 20 pts.);	20	

	At least 5 years of work experience in strategic planning and conducting different analytical tools like SWOT analysis, PEST analysis (5 years – 15 pts., each additional year –2,5 pts., up to max of 20 pts.);	20	
	At least 3 similar successfully completed projects in a leading role, proven by brief descriptions of project scope and outcome, and proofs of completion (3 projects – 15 pts., each additional project–3 pts., up to max of 24 pts)	24	
	Experience in working in Central and Eastern Europe countries state/governmental institutions will be an asset (yes – 10 pts, no - 0 pts)	10	
	Fluency in English. Knowledge of Romanian or Russian is an asset (English 5 pts, each additional language 3 pts, up to max of 11 pts.)	11	
3.1 b	Senior Forensic Expert		95
	Master's degree (or 5 years university degree) in Law, Economy, Forensic Sciences, or related fields of equivalent scope (yes – 5 pts, no – 0 pts)	5	
	At least 10 years of professional experience in the area of forensics/ judicial expertise (10 years – 15 pts., each additional year – 2,5 pts., up to max of 20 pts.)	20	
	At least 5 years of experience in the implementation of change and institutional development activities related to forensic services redesign and/or reform (5 years – 15 pts., each additional year – 2,5 pts., up to max of 20 pts.)	20	
	Proven experience in at least 3 similar projects related to leading design of forensic system/services and/or reorganization of forensic institutions system (3 projects – 9 pts., each additional project – 2,5 pts., up to max of 14 pts)	14	
	Previous experience in designing and/or implementation of quality assurance mechanism within forensics institutions (including forensic laboratories) will be an asset (yes – 10 pts; no - 0 pts)	10	
	Extensive experience of working with high-level public officials and providing advocacy and policy advice will be an asset (yes - 10 pts; no – 0 pts)	10	
	Professional experience in Central and Eastern Europe on similar assignments will be an asset (yes – 5 pts, no - 0 pts)	5	
	Fluency in English; Knowledge of Romanian or Russian will be an asset (English 5 pts, each additional language 3 pts, up to max of 11 pts.)	11	
3.1 c	Junior Forensic Expert		85
	Master's degree (or 5 years university degree) in Law, Economy, Forensic Sciences, or related fields of equivalent scope (yes – 5 pts, no – 0 pts)	5	
	At least 7 years of professional experience, in the area of forensics and judicial expertise, with a focus on foreseeing and implementing quality standards in forensic institutions, including in relation to initial and continuous training and qualification of judicial experts (7 years – 15 pts., each additional year – 2,5 pts., up to max of 20 pts.)	20	
	At least 3 years of experience in the implementation of change and institutional development activities related to forensic services, with a focus on compliance with forensic quality standards (3 years – 10 pts., each additional year –2, 5 pts., up to max of 15 pts.)	15	

	Proven experience in at least 2 similar projects related to improvement of forensic system/services and/or reorganization of forensic institutions system (2 projects – 10 pts., each additional project – 2,5 pts., up to max of 20 pts)	20	
	Extensive experience of working with high-level public officials and providing advocacy and policy advice will be an asset (yes - 7 pts, no – 0 pts)	7	
	Professional experience in Central and Eastern Europe on similar assignments will be an asset (yes – 7pts, no - 0 pts)	7	
	Fluency in English. Knowledge of Romanian or Russian will be an asset (English 5 pts, each additional language 3 pts, up to max of 11 pts.)	11	
3.1 d	Institutional development expert		75
	Master's degree (or 5 years university degree) in Public Policy, Public Administration, Sociology, Law, Economics, or related fields of equivalent scope (yes – 5 pts, no – 0 pts)	5	
	At least 7 years of working experience in the field of public administration, strategic planning, public policy analysis, monitoring and implementation or change management within an organization/institution (7 years – 15 pts., each additional year – 2 pts., up to max of 19 pts.)	19	
	Proven previous experience (at least 3 projects) in conducting functional reviews of ministries and government agencies (3 projects – 15 pts, each additional project– 2,5 pts., up to max of 20 pts)	20	
	Experience with using a range of quantitative and qualitative data gathering and analysis techniques to assess capacities at individual, institutional, sector and policy level (yes - 10 pts, no – 0 pts)	10	
	Experience of working with high-level public officials and providing advocacy and policy advice will be an asset (yes - 10 pts, no – 0 pts)	10	
	Fluency in Romanian. Knowledge of English or Russian will be an asset (Romanian 5 pts, each additional language 3 pts, up to max of 11 pts.)	11	
3.1 e	Legal Expert		55
	Master's degree (or 5 years university degree) in Law or related fields of equivalent scope (yes – 5 pts, no – 0 pts)	5	
	At least 7 years of professional experience in the field of legal advice to state institutions from the justice system or forensic area (7 years – 10 pts., each additional year – 2,5 pts., up to max of 15 pts.)	15	
	At least 5 years of experience in drafting by-laws, normative framework and public policies (5 years – 10 pts., each additional year – 2,5 pts., up to max of 15 pts.)	15	
	Proven participation in at least 2 successfully implemented projects in the area of public institutions reorganization (2 projects – 6 pts, each additional project– 1,5 pts., up to max of 9 pts)	9	
	Fluency in Romanian. Knowledge of English or Russian will be an asset (Romanian 5 pts, each additional language 3 pts, up to max of 11 pts.)	11	
Total Section 3			400

Bidders agree that experts will provide high quality outputs and expertise and participate in the project at the level and duration specified. Should any changes be necessary in this regard, a formal request for the agreement of the A2J Project team to allow substitutions, shall be submitted.