

Request for Proposal (RFP)

Date: 22 January 2015

Dear Sir/Madam,

Subject: RFP 14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women)

You are requested to submit a proposal for a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women) services, as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors (Annex I)
- ii. General Conditions of Contract for Services (Annex A)
- iii. Terms of Reference (TOR)..... (Annex II)
- iv. Proposal Submission Form(Annex III)
- v. Price Schedule(Annex IV)
- vi. Joint Venture Form(Annex V)
- vii. Proposed Copy of Contract.....(Annex VI)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach UN Women office no later than *12 February 2015, 16:30* local time.

Offers can be submitted either in hard copy or electronically.

a) Documents/offers in hard copy need to be addressed to:

**UN Women Moldova,
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:

tenders-Moldova@undp.org

Offers shall be clearly marked with "RFP14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women)."

Contact person for clarifications: Nicoleta Muntean, Programme Analyst, JILDG/UN Women

(nicoleta.muntean@unwomen.org)

In order to facilitate the submission of both Technical and Financial proposals, the submission duly stamped and signed can be done electronically in PDF format and send to tenders-Moldova@undp.org. Technical and Financial proposals should be sent as separate PDF files. If the Technical and Financial proposals are sent in the same PDF file, they will be rejected.

To secure your financial offer please set up a password which will be used at later stage once the evaluation of the technical proposal is complete. The companies who achieve the minimum score will be requested to provide passwords.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,



Ulziisuren JAMSRAN,
Head of Office, a.i.
UN Women, Republic of Moldova

Instructions to Offerors

A. Introduction

1. General

Purpose of RFP

UN WOMEN is seeking the services of a qualified national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDIP grants and community mobilizers from JILDIP target communities (JILDIP/UN Women)

The assignment will be performed according to the terms of reference (ToR) contained in the Annex II herewith. The Contract will be awarded to the Company with the best proposal, i.e. the proposal that will have the highest score according to the evaluation criteria stipulated under p.21 of Instructions to Offeror.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, UN WOMEN will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UN WOMEN entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UN WOMEN entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UN WOMEN entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UN WOMEN entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UN WOMEN entity shall be written in **English language**. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

(a) Proposal submission form;

(b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements and shall contain the following documents:

- Company profile (containing the description of relevant experience, human resources, technical and managerial capacity in the related field);
- Copy of registration certificate;
- Work-plan and methodology (detailed description of methodology and activities, schedule, agenda);
- CVs of involved consultants, including the role and tasks of each of them;
- Other relevant documents. (e.g. financial statement for most current year, previous job/contracts reference, etc.)

(c) In the case of a consortium/joint venture/association, the form in Annex V 'as an addendum to the RFP and to be read as Annex V' must be completed, signed and submitted along with your technical proposal, in which case:

- a) All parties shall be jointly and severally liable to UN-Women for any obligations arising from their proposal or the contract that may be awarded to them as a result of this solicitation exercise; and

b) One party shall be designated to act as the focal point to deal with UN-Women. Such party shall have the authority to make decisions binding upon the joint venture, association or consortium during the solicitation process and, in the event a Contract is awarded, during the duration of the contract. The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UN-Women

(d) Price schedule, completed in accordance with clauses 8 and 9.

8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

(a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UN WOMEN entity.

(b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

(c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in MDL and shall be VAT exclusive. For comparison purposes, all other currencies shall be converted into Moldovan Lei using the UN Operational Rate of Exchange on the day of the competition deadline.

11. Period of validity of proposals

Proposals shall remain valid for **one hundred and twenty (120)** days after the date of Proposal submission prescribed by the procuring UN WOMEN entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UN WOMEN entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UN WOMEN entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment

UN WOMEN shall effect payments to the Contractor after acceptance by UN WOMEN of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

**UN Women Moldova
131, 31 August 1989 Street,
MD-2012 Chisinau,
Republic of Moldova
Attention: Registry Office/Procurement**

and,

- marked with –**“RFP14/00942 : For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women).”**

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UN WOMEN entity will not assume responsibility for the Proposal’s misplacement or premature opening.

(c) In case of electronic submission, the Offeror shall send two messages by e-mail to the following address:

tenders-Moldova@undp.org

The first e-mail message shall contain the information specified in Clause 8 (*Proposal form*) above and shall have the following subject: **“Technical Proposal for RFP14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women).”**. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: **“Financial Proposal for RFP14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDG grants and community mobilizers from JILDG target communities (JILDG/UN Women).”**.

Important Note for Offerors submitting proposals in electronic format/via e-mail.

Having prepared the Proposal in paper format as specified in Clause "D. Submission of Proposals" hereof, the entire Proposal should be scanned or otherwise converted into one or more electronic .pdf (Adobe Acrobat) format files and attached to one or more E-mails. The Subject line of the E-mail(s) should state: "**Technical Proposal for RFP14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDIP grants and community mobilizers from JILDIP target communities (JILDIP/UN Women).**" and separate email "**Financial Proposal: RFP14/00942: For a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDIP grants and community mobilizers from JILDIP target communities (JILDIP/UN Women).**" – DO NOT OPEN IN ADVANCE. The opening of the financial proposal must be secured with the password protected ZIP archive by the Offeror, which will be given to the procuring UN Women entity upon its request after the completion of the technical proposals evaluation.

To assist procuring UN Women entity in the assurance of transparency, it is recommended that, prior to sending the Email(s), Offerors should open "Options", then "Voting and Tracking Options" and select "Request a delivery receipt for this message" AND "Request a read receipt for this message". This option path is for Microsoft Office Outlook software. Other software should offer similar options, although the path and wording might be somewhat different.

15. Deadline for submission of proposals

Proposals must be received by the procuring UN WOMEN entity at the address specified under clause *Sealing and marking of Proposals* no later than **12 February 2015, 16:30**.

The procuring UN WOMEN entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UN WOMEN entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Proposals

Any Proposal received by the procuring UN WOMEN entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UN WOMEN entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The

withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UN WOMEN entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared.

The **cumulative analysis scheme** will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. An Offeror's response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 1000 of all the desirable factors of the RFP. The contract will be awarded to the offeror obtaining the highest cumulative score. The following formula will be applied in calculating the cumulative score:

$$B = T + \frac{C_{low}}{C} \times 300,$$

where

T – is the total technical score awarded to the evaluated proposal;

C – is the price of the evaluated proposal; and

C_{low} – is the lowest of all evaluated proposal prices among responsive proposals.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Management Plan Expertise of Firm / Organisation submitting Proposal	38%	266					
2.	Proposed Methodology Proposed Work Plan and Approach	28%	196					
3.	Resource Plan Personnel	34%	238					
Total			700					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Note: The score weights and points obtainable in the evaluation sheet are tentative and should be changed depending on the need or major attributes of technical proposal.

Technical Proposal Evaluation Form 1		Points Obtainable
1.	Offeror's Expertise and Capacity, including:	
1.1	Reputation of organisation/company and Staff (Competence / Reliability) in working in national and international cooperation projects/assignments (based on references' feedback about the company/organization or letters of recommendations)	40
1.2	Experience of company/organisation and staff (competence/reliability) in designing, organizing and delivering trainings, especially in organizational management and development, human resource management, project management, fundraising, monitoring and evaluation, communication for NGOs, networking, advocacy, social businesses. - 5 and 5,5 years: 30 points - for any additional year beyond 5,5 years: 5 points - more than 7 years: 40 points	40
1.3	Practical hands-on experience of company/organisation and staff (competence/reliability) at the local/community level, particularly with community based organizations, NGO and/or local public authorities in the area of organizational development, project management, fundraising, monitoring and evaluation, communication, networking, advocacy, social businesses. - 3 and 3,5 years: 30 points - for any additional year of experience beyond 3,5 years: 5 points - more than 5 years: 40 points	40
1.4	Experience of company/organisation and staff (competence/reliability) on rights based or gender responsive services, which is considered an advantage - between 1 and 3 years: 10 points - for any additional year of experience beyond 3 years: 5 points - more than 5 years: 20 points	20
1.5	General organisational capability which is likely to affect implementation (i.e. technical and human resources skills of successful	40

	implementation of the assignment)		
1.6	Quality insurance procedures - For basic quality insurance procedures: 10 points - For detailed and/or advanced quality insurance procedures: 20 points.		20
1.7	Relevance of:		66
	- Experience in projects/ assignments similar to the one of the ToR (i.e. number and type of similar services / trainings produced in the past) o one type of service/product: 30 points o for any additional service/product above one: 5 points o maximum: 40 points	40	
	- Experience of collaboration with UN agencies/donors/international organisations	26	
Total Part 1			266

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Concept of Work including Detailed Activities and Approach		
2.1	The assignments are well understood, properly addressed and correspond to the ToR requirements	49
2.2	The activities are detailed enough and appropriate to the required assignment	49
2.3	Different components of the project are adequately weighted relative to one another	49
2.4	Proposal is based on a reasonable approach that includes survey of the project environment, data input is properly used in the preparation of the proposal	49
Total Part 2		196

Technical Proposal Evaluation Form 3		Points Obtainable
Personnel		
3.1	Task Manager/Team Leader	Sub-score
	Education and general qualification: advanced degree in public administration, economics, local governance, law, social sciences or any other related field relevant to the assignment.	10
	Prior experience as a team/group leader/manager in undertaking similar assignments	30
	- 3 – 3,5 years	20
	- 3,5 - 5 years	25
	- more than 5 years	30
	Professional experience in developing and delivering training programs for NGOs and/or CBOs in project	30
		138

	writing, fundraising, project implementation, regional and local development		
	- 5 - 5,5 years	15	
	- 5,5 - 7 years	25	
	- more than 7 years	30	
	Professional experience in working with NGOs and CBOs	30	
	- 3 – 3,5 years	15	
	- 3,5 - 5 years	25	
	- more than 5 years	30	
	Knowledge of rights-based and/or women’s economic empowerment context	8	
	Knowledge of community mobilization, transparency, participation and inclusion, community monitoring and accountability	8	
	Experience with UN or other organizations, including donors and or other stakeholders	7	
	Language qualifications: Fluency in Romanian. English and Russian are an advantage. (5 points for advanced knowledge of each language)	15	
	Sub-Score	138	
3.2	Team members/experts	Sub-score	100
	Education and bachelors degree in public administration, economics, local governance, law, social studies, gender studies or any other related field relevant for the assignment	20	
	Knowledge of human rights and/or women’s economic empowerment context	5	
	Professional experience delivering trainings in at least one of the requested areas	60	
	o 3 – 3,5 years	20	
	o 3,5 -5 years	40	
	o more than 5 years	60	
	Understanding of community mobilization, transparency, participation and inclusion, community monitoring and accountability	5	
	Language qualifications: Fluency in Romanian and Russian (5 points for advanced knowledge of each language)	10	
	Total Part 3		238

The nominated Task Manager/Team Leader must be the employee who will be responsible for the overall management and coordination of the project inputs and distribution of operational tasks amongst the other consultants/experts for the entire period set for this contract.

F. Award of Contract

22. Award criteria, award of contract

The procuring UN WOMEN entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UN WOMEN entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Purchaser's right to vary requirements at time of award

At the time of award of Contract, UN WOMEN 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

24. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

Failure of the successful Offeror to comply with the requirement of Clause 24 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

25. Vendor Protest

Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:**
<http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Terms of Reference

for a national company / organization to develop and deliver a series of specialized trainings for Community based Organizations (CBOs), beneficiaries of JILDP grants and community mobilizers from JILDP target communities (JILDP/UN Women)

Location:	Chisinau, Balti, JILDP communities
Type of Contract:	Institutional / Professional Contract
Languages Required:	Romanian
Application Deadline:	12 February 2015
Expected duration of the assignment:	23 February – 30 June 2015
Assignment starting date:	23 February 2015

Background

Since 2010 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women has been implementing the “Joint Integrated Local Development Programme” (JILDP), funded by the Government of Sweden. The JILDP was designed to support the Government in improving the policy and legal framework, as mandated by the National Decentralization Strategy, to ensure local autonomy, availability of resources and more effective local management for better and equitable service provision. On April 5, 2012 the Parliament of the Republic of Moldova adopted the National Decentralization Strategy that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy. Thus, the JILDP also aims at improving the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

As of 2013, a new phase of JILDP is being implemented with the financial support from the Danish Government. One of the major interventions at the local level aims at developing 20 models of operational local governments - ‘champions of change’ – and inter-community cooperation projects in 10 clusters of communities. This is done by providing support aimed at improving the operation and structure of local governments in line with the changes brought by the National Decentralization Strategy. Moreover, JILDP assists in improving the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. Based on the previous JILDP experience, the empowerment of women and men particularly representing the most vulnerable groups remains the key element for local development along with improved local governance and local service provision.

Within this context of mobilization of local communities for the empowerment with particular focus on vulnerable women and men, JILD/UN Women launched a grants request for proposal from the communities. By mid-2014 over 60 community mobilization and empowerment projects have been received by JILD from the community-based groups and reviewed by the Grants Board in the second half of 2014. As a result, 20 human rights and gender mainstreamed project proposals were approved and grants up to \$5,000 were issued in November and December 2014. Additionally, two grants were approved for empowerment of Roma women and vulnerable groups from JILD target communities with considerable Roma population. The projects range from simple, more hard interventions such as improved sports facilities, renovated kitchen and dining spaces in educational institutions, to more complex, soft interventions - improved accessibility to local service-providers, to creation of community information centres, laundry services, accessibility services to women and vulnerable groups in terms of access to education, healthcare and social services, as well as inclusion and capacity building. To ensure technical and cost-efficient soundness of the local development projects, JILD hired experienced national consultants in civil engineering to perform technical and cost-efficient feasibility implementation assessments and to monitor the reception of these local development projects. In December 2014, JILD provided trainings to the management and accountants of the CBOs managing JILD financed projects on financial management and accounting (around 60 participants, of whom 50% were women).

To further ensure long term sustainable organizational development and strengthen these CBOs to become reliable partners for LPAs in local development and engagement process, JILD/UN Women seeks a company/organisation that will develop and deliver a series of specialized capacity building and organizational development trainings to members of CBOs and community groups, especially rural women from various age, social and ethnic groups, to capacitate them to be able to effectively and efficiently implement community development projects with a sustainable approach. The capacity building will also contribute developing role models CBOs with long-term sustainable quality local interventions in the community.

The programme is applying Human Rights Based Approach, Gender Mainstreaming and Women's Empowerment as guiding conceptual approaches and instruments to its work and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

Objectives, Scope of Work, Duties and Responsibilities

The **overall objective** of the assignment is to develop the capacity of the CBOs in becoming role models in JILD communities, this further contributing to a better cooperation between the CBOs and the LPAs in addressing and solving community issues of men and women, including vulnerable from those communities.

In view of strengthening the skills and competencies of the CBOs, as per the needs identified by the grantees jointly with the JILD staff during December JILD round tables and training, JILD/UN Women seeks a company/organization to design and conduct a series of practical specialized trainings in 7 key areas for women and men representing CBOs and community groups to strengthen the capacities of the community projects. As a result of the specialised trainings, the trained CBOs shall be able to use the new knowledge and skills to implement successfully the community development projects, foster the cooperation between the LPAs and the communities, become self-sustainable in fund raising, communication, networking,

lobbying and advocacy this contributing indirectly to strengthened local development processes in those communities.

From **methodological** point of view, trainings for each of the 7 key areas shall include a pre-test and post-test assessments, concept note for each of the trainings, training methodology including a variety of modern visual technologies, schedule of the trainings, agenda, training materials, list of hand-outs, tailored practical exercises, etc. The participants to the trainings shall be provided with informative, but simple-to-use templates, guidelines and best examples for each of the covered thematic areas. The trainings shall be delivered to approximately 60 persons, who are responsible for the CBO and/or community project management and implementation, divided in 3 groups. The key areas are: Organizational management and development; Human Resources Management for CBOs, project cycle and project management, fundraising, monitoring and evaluation, communication and public relations, networking, lobbying and advocacy, social services and social businesses.

Within the scope of work, the company/organization shall undertake the following key tasks:

1. Design the training agenda, outline/concept, pre- and post-test assessments;
2. Develop the training materials;
3. Develop the training program toolkit: power point presentations, handouts, templates and relevant bibliography, other relevant support materials, CDs/manual or pen drives with all training related materials;
4. Deliver trainings in 7 thematic areas, as per the specifications below (each training will take place three times as to ensure active participation of approximately 60 persons divided in smaller groups);
5. Ensure all relevant logistics for the delivery of the trainings, including contact and invitation of all approximately 60 participants, divide the participants in appropriate groups depending on the region, language and type of activities undertaken by the CBOs, and ensuring their participation, venue, catering, accommodation of trainers and participants, transportation of trainers and participants;
6. Develop and present the reports on the performance of the assignment, with findings and recommendations, training programme toolkit photos, lists of participants for each of the thematic areas.

The trainings should be delivered in Romanian, Russian translation should be ensured on demand before and during the trainings, upon request, including the materials.

Each of the below thematic areas shall be delivered during three separate trainings for groups of up to approximately 20 participants (representatives of CBOs that are beneficiaries of JILDG grants, and community mobilizers). The trainings will be organized in Chisinau or outside Chisinau in a community geographically close to JILDG target communities in the region, with decent work and catering arrangements as per UN standards.

The contracted company/organisation should develop the training package, including curricula, training materials and hand-outs, and deliver the trainings covering the following thematic areas. Most of the trainings should be one-day but two of the trainings should be carried out during two days. These thematic areas with tentative sub-topics that could be explored are:

1. Organizational management and development; Human Resources Management for CBOs, including the issues of:

- Internal decision-making framework (relations: Board-Director-Staff-Groups);
- Organizational functional analysis;
- Internal regulation and basic internal procedures and protocols;
- Legal regulations in the field of human resources: contracts, agreements, etc.;
- Incentives and sanctions: financial and non-financial;
- Motivation of members and staff; financial and non-financial rewards/incentives;
- Developing the sense of ownership and the “spirit of the organization”;
- Other legal, procurement, management issues.

Length: two-days training

2. Project cycle and project management, including the issues of:

- Definition and elements of a project;
- Project management: processes and procedures, key project roles;
- Project cycle, activities, actions, resources and resource mobilization, timeframe, responsible persons, risks analysis;
- Gender mainstreaming of a project;
- Gender, anti-discrimination / vulnerability impact analysis; indicators and targets;
- Other project management techniques and issues.

Length: two-days training

3. Fundraising, including the issues of:

- Types of Resources: technical, financial, human and time; internal and external;
- Internal resource mobilization: workforce/activism/volunteerism, local materials and funds;
- External resource mobilization: micro and mini-grants – how to find and get them;
- External resource mobilization: medium and big grants – how to find and get them.

Length: one-day training

4. Monitoring and Evaluation of projects, including the issues of:

- Concept of, importance and added value of monitoring and evaluation;
- Monitoring and evaluation tools and mechanisms;
- Quality assessments, etc.

Length: one-day training

5. Communication, Public Relations, including the issues of:

- Information and visibility activities;
- Written and oral communication;
- Development of information materials (i. e. bulletins, etc.);
- Communication with different stakeholders: LPAs, community members, donors;
- Handling difficult communication.

Length: one-day training

6. Networking, Lobbying and Advocacy, including the issues of:

- Networking & partnerships, information-sharing;
- Networking and partnerships within the community: public-private, private-civic partnerships;
- Inter-community and regional networking and cooperation/partnerships;

- Nation-wide and thematic networking and cooperation/partnerships;
- What are lobby and advocacy, and why they are needed?
- Lobby: how to use the system of LPAs for achieving the results? Skills for influencing decision makers;
- Advocacy: “soft” instruments (briefs, monitoring reports, etc.);
- Advocacy: “hard” instruments (public actions, media coverage, etc.).

Length: one-day training

7. Social services and social business

- What are the social services?
- Legal regulations in the area of social services and social services contracts;
- What is social business?
- How the social business can be organized?

Length: one-day training

Key Tasks / Deliverables and Timeframe

The contracted company/organization is expected to provide the specified deliverables as per below schedule:

#	Deliverable	Timeframe	Approximate share of work	Tentative schedule of payments
1.	Trainings outline / concept of the seven trainings, tentative schedule of the trainings	Within 5 work days following the date of contract signing	20%	By beginning or mid March 2014
2.	Training agenda, modules and materials for the thematic areas of the first 2 series of trainings Full training package to be used by participants later	At least 10 work days prior to the agreed date of the trainings		
3.	Training agenda, modules and materials for the thematic areas of the next 2 series of trainings Full training package to be used by participants later Training Reports on the four delivered trainings	For training materials – at least 10 work days prior to the agreed date of the trainings but not later than mid April. For training reports – within 5 work days following the last day of each series of trainings	40%	By end April 2014
4.	Training agenda, modules and materials for the thematic areas of the last 3 trainings Full training package to be used by participants later	For training materials – at least 10 work days prior to the agreed date of the trainings but not later than mid June	40%	By end June 2014
5.	Training Reports on the last three	Within 5 work days		

	delivered series of trainings	following the last day of each training		
6.	Final Activity Report, in Romanian and English	Within 5 work days following the end of the last training		

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisioned volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of the envisioned deliverables approved by the project shall be the only criteria for the company/organisation's work being completed and eligible for payment/s.

Management arrangements

Organizational Setting

The company /organization will work under the direct supervision and guidance of JILDP / UN Women Programme Analyst, and will participate in all working meetings set by JILDP / UN Women. The company /organization is expected to provide a number of highly qualified consultants/experts for this specific assignment, with appropriate skills and expertise.

The Team Leader will liaise at all times with JILDP / UN Women Programme Analyst, who will provide advice, guidance and information, as appropriate.

All the deliverables should be agreed with the UN Women Programme Analyst and be submitted in Romanian in electronic form (MS Word and PDF format) and hard copies. All the training reports should be written in Romanian, in a succinct and user-friendly language. The Final Activity Report should be written in both Romanian and English.

The assignment does not require full-time presence at JILDP/UN Women programme's premises.

Inputs

UN Women will provide the company/organization with the necessary information and materials, including representatives of CBOs that are beneficiaries of JILDP grants, and community mobilizers contact information, project proposals awarded with grants, etc. for a better understanding of the context and for the successful fulfillment of the tasks.

Duration of the Work

It is expected that the company/organization begins work on 23 of February 2015 and completes the work before 30 June 2015. The submission of all specified deliverables is due by 30 June 2015.

The duration of the assignment shall not exceed **4 months** from the signature of the contract.

Dates of the trainings

The exact date for each training will be agreed with the JILDP team, based on the availability of all involved parties, with an average periodicity of at least two training modules every month.

Travel and other logistic arrangements

Travel, transportation, other administrative costs, and all logistical arrangements are the responsibility of the company/organization. All mentioned and other adjacent expenses are the

full responsibility of the contracted company / organization, and shall be duly incorporated into the consolidated financial offer. JILDLP will not take responsibility for any costs beyond the agreed contractor's all-inclusive fee.

The company/organization will also be responsible for all administrative issues associated with undertaking this assignment, including all consultations and meetings.

Performance evaluation

Company/organisation's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements

Payment will be disbursed in three (3) instalments upon submission and approval of deliverables by the JILDLP /UN Women that the services have been satisfactorily performed, **after acceptance by UN Women of the original invoices with breakdown of rendered services and deed of conveyance-receipt submitted by the company/organization** within 30 working days after their approval, as per below schedule:

Payment 1 (deliverables 1 and 2) - 20% of the contract amount;

Payment 2 (deliverable 3) - 40% of the contract amount;

Payment 3 (deliverable 4, 5 and 6) - 40% of the contract amount

Requirements:

The following minimum criteria shall be applied to company/organization:

1. Officially registered legal entity;
2. At least 5 years of experience in designing, organizing and delivering trainings, especially in organizational management and development, human resource management, project management, fundraising, monitoring and evaluation, communication for NGOs, networking, advocacy, social businesses;
3. General organisational capability which is likely to affect implementation (i.e. technical and adequate human resources skills of successful implementation of the assignment, with solid conceptual knowledge and practical experience in the field of the assignment);
4. At least 3 years of previous practical hands-on experience of work at the local level, particularly with community based organizations, NGO and/or local public authorities in the area of organizational development, project management, fundraising, monitoring and evaluation, communication, networking, advocacy, social businesses;
5. Experience on rights-based or gender-responsive services is an advantage;
6. Experience of collaboration with UN agencies/donors/international organisations is an advantage;
7. Adherence to UN/UN Women general terms and conditions of payment and work.

The following minimum requirements shall be applied to the team:

Team Leader

Education:

- Advanced degree in public administration, economics, local governance, law, social sciences or any other related field relevant to the assignment.

Experience:

- minimum 3 years as a team/group leader/manager in undertaking similar assignments;
- minimum 5 years of experience in developing and delivering training programs for NGOs and/or CBOs in project writing, fundraising, project implementation, regional and local development;
- minimum 3 years in working with NGOs and CBOs.

Language requirements:

- fluency in Romanian. Russian and English are an advantage.

Other:

- knowledge of human rights and/or women's empowerment context;
- knowledge of community mobilization; transparency, participation and inclusion, community monitoring and accountability;
- experience with UN or other organizations, including donors and stakeholders.

Team members

Education:

- bachelor's degree in public administration, economics, local governance, law, social science, gender studies or any other related field relevant to the assignment.

Experience:

- minimum 3 years experience delivering trainings in at least one of the requested areas;

Language requirements:

- fluency in Romanian. Russian considered an advantage.

Other:

- knowledge of human rights and/or women's empowerment context;
- understanding of community mobilization; transparency, participation and inclusion, community monitoring and accountability.

The Team Leader will be in charge of the coordination and administrative tasks of the project, as well as for maintaining contact and communication with JILD/UN Women Programme Analyst with regard to all aspects related to the execution of the contract. The Team Leader shall provide UN Women with regular updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables.

Proposals submission modality:

The operational and technical part of the Proposal shall contain the documents mentioned in Annex I of the Request for Proposals (*Instruction to Offerors*).

A two-stage procedure shall be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. Detailed *Technical Evaluation Criteria* are provided in the Annex I, clause 22 of the Request for Proposals (*Instruction to Offerors*).

Only the financial proposals of Offerors satisfying the main criteria will be considered. The contract will be awarded to the Offeror obtaining the highest cumulative score, determined following the formula indicated under Clause 22 of the Annex I of the Request for Proposals (*Instruction to Offerors*).