



**United Nations Population Fund**

Moldova Country Office

131, 31 August 1989 str., Chisinau, MD 2012, Moldova

E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)

Website: <http://moldova.unfpa.org>

Date: February 19, 2025

## **REQUEST FOR QUOTATION RFQ № UNFPA/MDA/RFQ/2025/008**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Support Youth Centers Network in delivering mobile youth work activities”.**

UNFPA requires the provision of complex services to support Youth Centers Network in delivering mobile youth work activities.

### **I. About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled.

To read more about UNFPA, please go to: [UNFPA about us](#)

### **Service Requirements/Terms of Reference (ToR)**

#### **Objectives and scope of the Services**

**Main objective:** Supporting the Youth Centers Network in providing mobile youth work activities to young people residing in remote areas or facing limited opportunities for personal development.

#### **Scope of the services:**

- Expanding the YC territorial coverage with age appropriate, friendly and needs based services and activities for young people from rural area;
- Strengthen the capacities of the YCs to build local networks of partnerships, connect and create linkages with educational institutions, rural LPAs, libraries, etc.

UNFPA Moldova is seeking to engage a company or non-governmental organization to assist in enabling the Youth Centers Network to deliver mobile youth work activities targeting young people residing in remote areas or facing limited opportunities. Depending on the specific location, mobile teams of the Youth Centers may operate in various settings such as parks, outdoor urban or rural youth friendly spaces, public administration buildings, schools, clubs, libraries etc. These mobile youth workers teams, often including young volunteers of the YC, primarily aim to establish connections with young individuals within their comfort zones.

The Mobile Youth Work program implemented by the Youth Centers also aims to enhance the visibility of the Youth Centres Network by delivering activities and non formal spaces in genuinely attractive and welcoming environments that actively contribute to the personal development of young people. These spaces offer opportunities for both learning and recreational activities. The provision of mobile youth work activities will be a collaborative effort between the Youth Centers, local partners and public administration, etc.

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E-mail: [moldova.office@unfpa.org](mailto:moldova.office@unfpa.org)Website: <http://moldova.unfpa.org>**Background information**

In Moldova the youth services development significantly increased in their availability and territorial coverage once the Youth Center Network was established. Young people from more than 60 localities have access to friendly, age appropriate and safe opportunities focused on their personal development, learning, communication, quality socialization and leisure time.

The recently approved Youth Centers Development Program 2030, also emphasizes the need to extend the YC Network and invest in diversification of the programs and services offer delivered by the YC to young people.

The focus to strengthen and empower adolescent girls and youth through life-skills development and participatory civic engagement for advancing human rights, bodily autonomy and gender equality is a cross-sectional approach that bridges formal and non-formal education and equal opportunities for personal development for all young people. These concepts reside at the basis of UNFPA CPD 2023- 2027, and are reflected also within the Youth Centers Development Program 2030, Youth Strategy 2030, etc.

Thus, building a supportive environment at the local level and contributing to increasing the demand among young people for YC services is one of the key pillars of the Mobile youth work program within the Youth Centers.

Nevertheless, there is still an emerging need of better coverage with youth services, more localities, more young people, especially one that live in remote areas and have fewer opportunities, including reaching out to those communities that are compactly populated by the refugees from Ukraine for Roma ethnicity young people for example.

The concept of Mobile Youth Work (MYW), in the context of this RfQ is defined as youth work that is brought to an area where youth work infrastructure does not exist, and that is based on the individual needs of the young people who live in that territory, in case of Moldovan villages from remote areas, removed neighborhoods, etc.

Mobile work performed by YC will be aimed at different goals (informing, leisure activities, educating, consulting, mobilizing, etc.), and different methods (hanging around, structured activity, individual work, interactive presentation, individual discussions, referral etc.). The process of conducting mobile youth work must be based on commonly agreed principles: accessibility, voluntary participation, relationship building, confidence and confidentiality, "we are the guest" approach in entering new locations and communities, etc.

Mobile youth work focuses on the young people, their needs, expectations, and learning when there are no other non formal educational / leisure offers or the young people do not use other offers. Mobile youth work occurs where other forms of youth work do not reach. It reaches out to young people who have fewer opportunities because of where they live, because they lack the motivation to search for activities that meet their needs, because of their social economic situation or being left behind by their migrant parents, or sometimes these adolescents and young people do not even know what to look for such opportunities.



The provision of high-quality services for young people at the local level, along with the diversification of opportunities for their participation and engagement within the community, plays a vital role in the development and success of young individuals. Simultaneously, the existing youth infrastructure, including Youth Centers, serves as a pivotal community entity. These centers, in collaboration with schools, local public authorities (LPAs), non-governmental organizations (NGOs), and other local partners, facilitate the practical application of young people's knowledge and the cultivation of their participation skills in community life. To support young individuals in their development and in becoming engaged citizens within their community, it is imperative to foster close collaboration among all key local stakeholders.

**Project short overview:**

The United Nations Population Fund (UNFPA) and the Swiss Cooperation Office in Moldova (SCD) have emerged as key partners within the framework of the "Joint Fund for Youth Empowerment in Moldova" project. The project is implemented in partnership with the National Youth Agency and Ministry of Education and Research.

The purpose of the Joint Fund is to strengthen participation and civic involvement of young people through Youth centers that will provide development opportunities personal, participation, information and socializing for young people and want to contribute to the creation of synergies and partnerships between Centers of youth, schools and other key local actors.

Duration: January 2023 - December 2026.

Implementing agency: UNFPA Moldova.

Final beneficiaries: young people of age 14-35 years old, including the most vulnerable.

Direct beneficiaries: Youth Centers; Local Public Authorities, youth workers, etc.

Coverage: entire territory of Republic of Moldova.

**Outputs / Deliverable(s)**

Item	Description of Deliverable(s)	Technical specifications	Timeframe
I.	Develop the concept note and launch the call for selection of 10 Youth Centers to be part of the Mobile Youth Work Program	<ul style="list-style-type: none"> <li>Development of one announcement document;</li> <li>Creation of a template for the expression of interest letter and application form;</li> <li>Close collaboration between the vendor and UNFPA in the development of the open call for Youth Centers, including the establishment of call priorities and eligible activities for further support.</li> </ul>	April 2025
II.	Conduct the evaluation process of the applications from Youth Centers in partnership with UNFPA Moldova and Youth Agency	<ul style="list-style-type: none"> <li>Execution of the call and selection process</li> <li>Selection of a minimum of 10 Youth Centers and approval of the final list by UNFPA and National Youth Agency (Priority in the selection process will be given to newly established Youth Centers and those that have not previously participated in the Mobile Youth Work Program).</li> </ul>	April 2025



<p><b>III.</b></p>	<p>Organize the kick off meeting and provide key instruction on proper implementation of the outreach activities</p>	<ul style="list-style-type: none"> <li>● Organizing the kick off meeting with the selected YC;</li> <li>● Provide key instructions on project implementation;</li> <li>● Include a training session on key principles of Mobile Youth Work activity based on the theory and concrete examples cases studies.</li> </ul>	<p>May 2025</p>
<p><b>IV.</b></p>	<p>Develop the Mobile Youth Work Program Guide</p>	<ul style="list-style-type: none"> <li>● Develop a short Guide on Mobile Youth Work Program / Service for the YC Network. The document should reflect the national context, offer practical perspective on organizing mobile youth work activities and support YC in delivering this service on a permanent basis.</li> <li>● The vendor will ensure that the guide is edited with youth friendly graphic design. The Guide will be placed online (UNFPA and NYA website).</li> </ul>	<p>May - December 2025</p>
<p><b>V.</b></p>	<p>Collect all data from the YC on their needs and requested support to successfully conduct mobile youth work activities.</p>	<ul style="list-style-type: none"> <li>● Equip selected Youth Centers with the necessary resources for delivering mobile youth work activities.</li> <li>● The vendor should consider supporting 10 selected Youth Centers, allocating an average amount of 45,000.00 MDL per Youth Center, with the total disbursed amount for selected Youth Centers not exceeding 450,000.00 MDL. Estimated types of activities to be considered by the vendor include school break activities, camps, excursions, and team-building activities for young people (including refugees), informational sessions, interest clubs, workshops, and other forms of youth gatherings for spending leisure time in a safe and free environment. These activities should cater minimum 20 participants and will primarily be conducted outside of Chisinau.</li> <li>● Estimated types of costs to be considered by the vendor and properly reflected in the financial offer include:                         <ul style="list-style-type: none"> <li>a) Costs for coffee breaks during mobile youth work activities/outreach activities. Each coffee break should include at a minimum: a salty snack (individually packed), a sweet snack (such as croissants, biscuits, or muffins - individually packed), black tea, fruit tea (in tea bags), coffee sticks (biodegradable), sugar (in small 5g packs), napkins, and biodegradable teacups.</li> </ul> </li> </ul>	<p>May 2025</p>



		<p>b) Transportation costs based on contractual services (car rent, fuel purchasing) for the selected 10 Youth Centers for conducting mobile youth work activities in rural areas. Tentatively allocated average amount for selected Youth Centers will not exceed 10,000.00 MDL , part of the total support amount of 45,000.00 MDL.</p> <p>c) Office supplies for the 10 selected youth centers (average costs for office supplies to organize 10 one-day duration activities for minimum 20 persons).</p> <p>d) Contracting of up to 20 trainers/specialists in youth work for the development of methodologies and support to Youth Centers in conducting mobile youth work activities (estimated number of days at a rate per person : 10 days).</p>	
<p><b>VI.</b></p>	<p>Coordinate the process of developing by selected Youth Centers the mobile youth work activities at local level.</p>	<ul style="list-style-type: none"> <li>● 10 Youth Centers shall organize at least 10 mobile youth work activities / outreach activities;</li> <li>● Expected number of total young people covered within the assignment is minimum 2,000 persons;</li> <li>● Offer guidance and informational, methodological support to 10 selected Youth Centers on delivering the mobile youth work activities;</li> <li>● Continuously monitor their progress and if requested to intervene with expertise, support and individual coaching for the youth center;</li> <li>● All activities supported by the vendor for the Youth Centers should be completed by 10 December 2025;</li> <li>● Selected Youth Centers make use of the participants list template and take pictures from the activities based on the confidentiality rules;</li> <li>● Provide visibility and communication inputs about YC activities to be used by UNFPA for promoting and ensuring visibility of the supported actions;</li> <li>● Provide to UNFPA information, highlights on at least 2 success stories from the activities developed by YC in the region or remarkable youth workers;</li> <li>● Selected Youth Centers use the resources according to their destination.</li> </ul>	<p>May - December 2025</p>



VII.	Conduct monitoring and evaluation activities	<ul style="list-style-type: none"> <li>Perform at least 10 monitoring visits during the period of implementation of outreach activities in rural areas, take pictures, conduct follow up discussions with mobile teams and insure proper and accurate execution of the outreach plan per each Youth Center.</li> </ul>	May - December 2025
VIII.	Closing/follow-up workshop with the Youth Centers part of the Program.	<ul style="list-style-type: none"> <li>Organize a closing/follow-up workshop with the selected Youth Centers, including with participation of young people that took part in the project activities.</li> </ul>	December 2025
IX.	Develop the final report as per the template provided by UNFPA Moldova and present it to UNFPA Moldova.	<ul style="list-style-type: none"> <li>Collect all relevant information from the selected Youth Centers;</li> <li>Develop the narrative report according to the template provided by the UNFPA and submit it for approval to the UNFPA and National Youth Agency.</li> </ul>	December 2025

**Activities**

In order to accomplish the above-mentioned objective, the company / organization will have to perform the below mentioned activities. The activities will be conducted in close coordination with UNFPA Moldova and the Youth Agency.

The bidder will be responsible for communication with YC, in coordination with UNFPA CO. The bidder is expected to work closely with UNFPA and the National Agency for Youth for the briefing and clarification issues.

- A. Develop the concept note and launch the call for selection of 10 Youth Centers to be part of the Mobile Youth Work Program;
- B. Conduct the evaluation process of the applications from Youth Centers in partnership with UNFPA Moldova, National Youth Agency and Ministry of Education and Research. Finalize accordingly the process and establish partner contact with the selected Youth Centers;
- C. Organize the kick off meeting and provide key instruction on proper implementation of the outreach activities;
- D. Develop a Guide in support of the YC that run outreach activities / mobile youth work activities;
- E. Collect all data from the YCs on their needs and requested support to successfully conduct mobile youth work activities; cluster the needs; conduct procurement process; deliver the services and resources (office supplies, coffee breaks, transportation services, etc.) to the targeted youth centers.
- F. Coordinate the process of developing the mobile youth work activities at local level by selected Youth Centers;
- G. Organize one closing/follow-up workshop with the Youth Centers part of the Program;
- H. Collect the info from Youth Centers (lists of participants, pictures from the activities, etc.);
- I. Develop the final report as per the template provided by UNFPA Moldova and present it to UNFPA. Moldova.

**A. Develop the concept note and launch the call for selection of 10 Youth Centers to be part of the Mobile Youth Work Program**



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The company should develop and propose to the UNFPA Moldova the concept of the mobile youth program support for youth centers. The concept will focus on the conceptual document of Programs Portfolio for the Youth Centers (will be provided by UNFPA Moldova) and will build on the existing realities, capacities of the Youth Centers.

Within the call should be reflected at minimum the following:

- eligible mobile youth work activities, such as: workshops, thematic info sessions, outdoor team building activities, public discussions, board games sessions, debates, thematic clubs, seminars, etc.
- the call will explicitly inform what kind of activities are not eligible such as: procurement of assets (big IT equipment, accommodation, procurement of furniture, office assets, etc.);
- Each Youth Center will be encouraged to organize 10 mobile youth work activities, reaching up to 200 young people, boys and girls from remote areas and with fewer opportunities.
- visibility and promoting requirements to be applied by the selected Youth Centers; the vendor will develop the visual identity graphic elements of the mobile youth work program and widely use it in the external communication and promotion of the YC Network activities under the mobile youth work component.

**B. Conduct the evaluation process of the applications from Youth Centers in partnership with UNFPA Moldova and Youth Agency**

To ensure the proper execution of the task, the vendor will undertake the following:

- prepare the applications and send for information to UNFPA and Youth Agency.
- organize one meeting of the evaluation committee; take minutes; inform applicants and selected youth centers.

**C. Organize the kick off meeting and provide key instruction on proper implementation of the outreach activities**

To ensure the proper execution of the task, the vendor will undertake the following:

- gather all Youth Centres within an offline one-day event;
- provide key instructions on project implementation;
- include within the Agenda a training session on key principles of Mobile Youth Work activity based on the theory and concrete examples cases studies.

**D. Develop the Mobile Youth Work Program Guide**

To ensure the proper execution of the task, the vendor will undertake the following:

- develop a short Guide on Mobile Youth Work Program / Service for the YC Network. The document should reflect the national context, offer practical perspective on organizing mobile youth work activities and support YC in delivering this service on a permanent basis, offer perspectives on ensuring sustainability of the services within the YC.

**E. Collect all data from the YC on their needs and requested support to successfully conduct mobile youth work activities.**

To ensure the proper execution of the task, the vendor will undertake the following:

- review the Youth Centers requests and needs; cluster them; conduct the procurements for the selected youth centers.
- organize the delivery process of the services and resources (office supplies, coffee breaks, transportation services, etc.) to the targeted Youth Centers.
- coordinate proper use of the resources and accurate organization of the local mobile youth work activities.





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**F. Coordinate the process of developing by selected Youth Centers the mobile youth work activities at local level.**

To ensure proper execution of the task, the vendor will continuously coordinate with YC and perform the following oversight and coordination tasks:

- 10 Youth Centers shall organize at least 10 mobile youth work activities / outreach activities;
- Expected number of total young people covered within the assignment is minimum 2,000 persons;
- offer guidance and informational, methodological support to 10 selected Youth Centers on delivering the mobile youth work activities.
- continuously monitor their progress and if requested to intervene with expertise, support and individual coaching for the youth center.
- selected Youth Centers make use of the participants list template recommended to be used for data collection and evidence within the YC Network.
- selected Youth Centers take pictures from the activities based on the confidentiality rules.
- provide visibility and communication inputs about YC activities to be used by UNFPA for promoting and ensuring visibility of the supported actions.
- provide to UNFPA information, highlights on at least 2 success stories from the activities developed by YC in the region or remarkable youth workers.
- selected Youth Centers use the resources according to their destination.

**G. Conduct monitoring and evaluation activities**

- Perform at least 10 monitoring visits during the period of implementation of outreach activities in rural areas , take pictures, conduct follow up discussions with mobile teams and insure proper and accurate execution of the outreach plan per each Youth Center.

**H. Closing/follow-up workshop with the Youth Centers part of the Program.**

- Organize a closing/follow-up workshop with the selected Youth Centers, including with participation of young people that took part in the project activities and all mobile teams.

**I. Develop the final report as per the template provided by UNFPA Moldova and present it to UNFPA Moldova.**

To ensure the proper execution of the task, the vendor will undertake the following:

- collect all relevant information from the selected Youth Centers;
- develop the narrative report according to the template provided by the UNFPA and submit it for approval.

**Organizational setting**

The contractor will work under the direct supervision of UNFPA and the National Youth Agency. The contractor is responsible for delivering qualitative and prompt results to accomplish the objectives of this ToR. UNFPA and the National Youth Agency will provide the contractor all the necessary information.

**Timing**

The assignment will be conducted in the following period: from the date the contract enters into force until 10 December 2025. Deliverables will be submitted in accordance with the provisions of Outputs / Deliverable(s) and the Timeframe of the present ToR.

**II. Questions**




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Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<b>Alina Leahu, Programme Finance Associate / Procurement Focal Point</b>
Email address of contact person:	<a href="mailto:leahu@unfpa.org">leahu@unfpa.org</a>

The deadline for submission of questions is **26 February 2025, 16:30 (Moldova local time)**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

### III. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested services and products and have legal capacity to enter into a contract with UNFPA in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

### IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid & Declaration From **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs.

In case the Service Provider is a consortium of companies, the application should contain a clear distribution of tasks among the consortium members/subcontractors, including a clear division of tasks for the personnel of the companies participating in the consortium;  
Consortia bids are encouraged under this RFP (however the contract will be awarded to the main applicant of the consortium, established by the consortia agreement provided in submitted docs).

Technical proposal shall include the following:

- Description of proposed technical approach to meet the objectives / deliverables as per the ToR;
- Workplan / time scales given in the proposal and its adequacy to meet the objectives / deliverables as per the ToR.
- Copy of organization's registration certificate. In case of Joint Ventures organization's registration certificate should be attached for all partners.
- Organization's profile ( main applicant ) including experience in similar assignments.
- Statement of Satisfactory Performance or Letters of Recommendations from minimum 2 (two) clients or business partners obtained in the last three years.



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- Resumes (CVs) of the Key Personnel comprising information requested as per the evaluation criteria.
- Consortia agreement (JV agreement) as per the sample attached.
- Financial Statement (Income Statement and Balance Sheet) for the past 3 years.

- b) **Signed Declaration Form**, to be submitted strictly in accordance with the document.
- c) **Price quotation in MDL**, to be submitted strictly in accordance with the price quotation form.

Please submit your quotation in **MDL (local suppliers)** or **USD (international suppliers)** currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate (<https://treasury.un.org/operationalrates/OperationalRates.php>) at the competition deadline date.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

**V. Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **5 March 2025, 16:30 (Moldova local time)**<sup>1</sup>.

Name of contact person at UNFPA:	<b>Diana Condrat, Bid Receiver</b>
Email address of contact person:	<a href="mailto:tender.mda@unfpa.org">tender.mda@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - **UNFPA/MDA/Rfq/2025/008 – [Company name], Technical Bid**
  - **UNFPA/MDA/Rfq/2025/008 - [Company name], Financial Bid**
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

**VI. Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>


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**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
<b>1. Technical approach, methodology</b> and level of understanding of the objectives of the project as per the ToR (the offer should be evaluated based on the following compliance criteria).	100		30%	
<b>2. Work plan/time scales</b> given in the proposal and its adequacy to meet the project objectives of the ToR (the offer should be evaluated based on the following compliance criteria).	100		10%	
<b>3. Professional experience of the staff</b> that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.): <ul style="list-style-type: none"> <li>• <i>Proposed team structure and roles are well defined and meet the requirements of the ToR and has the necessary capacity to achieve the results of the proposed assignment both programme and logistic components ( 60 pts);</i></li> </ul> <i>Management Structure and Key Personnel must include as minimum:</i> <i>Youth Outreach Activities Coordinator with at least 3 years of experience and managing youth and social related community projects,</i> <i>Procurement and Logistics Specialist with at least 3 years of experience,</i> <i>Social Media Specialist with at least 2 years experience in creation of short targeting content, minimum 2 consultants with at least 5 years</i>	100		30%	



<p><i>experience and demonstrated expertise in the field of Youth Work and Services, non-formal education, civic engagement, youth participation tools, mobile youth work; Previous proved experience in developing methodological and guiding products in the youth field, in particularly tool kits for thematic youth activities; strong knowledge on methodologies on social inclusion, in particular of those left behind;</i></p> <ul style="list-style-type: none"> <li>● <i>Experience with similar projects in Moldova with focus on working at local community level ,including on youth and social related issues (25 pts);</i></li> <li>● <i>Language Qualifications of the proposed team members: proficiency in Romanian, Russian, English (15 pts).</i></li> </ul>				
<p><b>4.General profile of the company:</b></p> <ul style="list-style-type: none"> <li>● <i>General organization’s expertise in areas of project implementation and management as per technical specifications of the TOR, namely: providing services in targeted communities, support to organize youth local activities ( 30 pts);</i></li> <li>● <i>experience in collaboration with local institutions ( schools, libraries, community centers , LPAs, pupils councils and other youth led entities; (30 pts);</i></li> <li>● <i>Minimum 3 years of professional track records in managing logistics, procurements and delivering goods and services to local entities and reporting on these tasks as per requirements service providing contract (40 pts).</i></li> </ul>	100		30%	
<b>Grand Total All Criteria</b>	400		100%	

The following scoring scale will be used to ensure objective evaluation:


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Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of **70 points in the technical evaluation**.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

**Total score**

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

**VII. Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a De Minimis Contract on a fixed-cost basis to the Bidder(s) that obtain the highest total score.

**VIII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

**IX. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

**X. Fraud and Corruption**


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UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Karina Nersesyan, Resident Representative at [nersesyan@unfpa.org](mailto:nersesyan@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

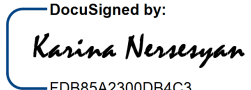
**XIII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Thank you, and we look forward to receiving your quotation.

NAME, FUNCTIONAL TITLE:

**Karina A. Nersesyan, Ph. D., Representative for Republic of Moldova**

DocuSigned by:  
  
 FDB85A2300DB4C3...  
 Signature: \_\_\_\_\_ Date: 19-Feb-2025



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### PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	<b>UNFPA/MDA/RFQ/2025/008</b>
<b>Currency of quotation :</b>	<b>MDL</b>
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<b>Validity of quotation:</b>	
<i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

*Note: You may add as many lines as required*

Description	Unit of measure (ex. day, hour, person etc.)	Quantity	Unit rate, MDL	Total, MDL
<b>I. Human Resources / Personnel costs</b>				
<i>Youth Outreach Activities Coordinator</i>	Working days			0
<i>Procurement and Logistics Specialist</i>	Working days			0
<i>Social Media Specialist</i>	Working days			0
<i>Youth work consultant 1</i>	Working days			0
<i>Youth work consultant 2</i>	Working days			0
<i>Other staff (please specify)</i>				0
<b>Sub-Total Expenses, MDL</b>				<b>0.00</b>
<b>I. Events: Kick off meeting &amp; Closing/follow-up workshop</b>				
<i>Logistics and event management of 1 day event (kick off meeting) with participation of 30 persons, as follows: (venue rent, catering services (2 coffee breaks + 1 lunch), travel reimbursement costs.</i>	service / event	1		0





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<i>Note: detailed budget to be attached</i>				
<i>Logistics and event management of 1 day event (final event) with participation of 30 persons, as follows: (venue rent, catering services (2 coffee breaks + 1 lunch), travel reimbursement costs. Note: detailed budget to be attached</i>	service / event	1		0
<i>Other related costs (please specify)</i>				0
<b>Sub-Total Expenses, MDL</b>				<b>0.00</b>
<b>I. Support to successfully conduct mobile youth work activities</b>				
<i>Cash and non cash support to develop mobile youth work activities at local level</i>	each initiative	10	45,000.00	450,000.00
<i>Monitoring visits</i>	trip	10		0
<i>Editing and graphic design of the Guide of the Mobile Youth Work Program Guide applicable to all Youth Centers</i>	service	1		0
<i>Other related costs (please specify)</i>				
<b>Sub-Total Expenses, MDL</b>				<b>0.00</b>
<b>GRAND TOTAL</b>				<b>MDL 0.00</b>

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed **RFQ UNFPA/MDA/RFQ/2025/008** including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
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Name and title	Date and place
----------------	----------------

### DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>2</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>2</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



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5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

---

Name and Title:

---

Name of the Company:

---

UNGM N°:

---

Postal Address:

---

Email:

---

<sup>DS</sup>  
DS



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**ANNEX I:  
General Conditions of Contracts:  
De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

<sup>DS</sup>  
DS