



**Services:** Institutional assessment of the National LEADER Network of the Republic of Moldova and Local Action Groups

**Organisation:** Solidarity Fund PL in Moldova

**Type of contract:** Provision of services

**Contract duration:** November 2023-September 2024 (Negotiable)

**Deadline for submission of files:** 23/11/2023, 23:59

**Deadline for completion of the task:** 30/09/2024

**Context:** Solidarity Fund PL in Moldova (SFPL in MD) is the representative office of Solidarity Fund PL, a state foundation, managed and co-financed by the Ministry of Foreign Affairs of the Republic of Poland, created to contribute to the development of neighbouring countries.

In 2023, Solidarity Fund PL successfully completed the process of obtaining the EU Pillar Assessment certification, joining the group of entities with greater capacity to access EU funds.

Read more about the organisation's work in Moldova [here](#).

Since 2016, SFPL in MD is actively involved and provides systemic support on rural development in the Republic of Moldova through the LEADER approach, which has become one of the strategic directions of activity of the organization.

Solidarity Fund PL in Moldova, invites you to make an offer for providing the service described below.

**Context:**

European Union and Poland within the framework of the EU4Moldova Programme: Local Communities, supports through SFPL in MD the strengthening of LEADER as a national level development mechanism that can generate inclusive growth for rural communities. LEADER in the Republic of Moldova is currently at the "rooting" stage, the final stage where full responsibility for the LEADER approach lies with key national and local actors, namely the Moldovan Ministry of Agriculture and Food Industry (MAFI), the Agency for Intervention and Payments in Moldova (AIPA), the National LEADER Network (NLN) and the Local Action Groups (LAGs). This is a crucial moment to ensure that the LEADER ecosystem is effectively and independently managed by these actors whose role is to guarantee the long-term sustainability of LEADER. Clearly defined roles within the ecosystem, ensuring the necessary capacities and resources are essential conditions for effective LEADER management by the stakeholders. In this context, as part of the Programme, SFPL in MD will carry out a comprehensive study to assess the institutional and managerial capacities of the NLN and about 20 LAGs. The results of this study will serve as a basis for the elaboration of development plans for NLN and LAGs, the definition of training programmes, as well as the definition of systemic mechanisms for self-assessment and continuous development of NLN and LAGs. These activities will contribute to achieving the programme's objective of ensuring increased operational and implementation capacities of LAGs and strengthening the NLN as a guarantor of the LEADER development process.

**Existing legal framework:**

- Law No 276/2016 on subsidy principles in the development of agriculture and rural environment;
- Law No 71/2023 on subsidies in agriculture and the rural environment;
- Law No 86/2020 on non-commercial organisations
- Law No 50/2021 on local action groups;
- Government Decision No 277/2022 on the approval of the Regulation on the granting of advance subsidies for local development through the implementation of the LEADER Programme.

**Description of the purchase:**

Elaboration of institutional assessment of NLN and LAGs to gain an overview of their institutional performance by identifying and analysing strengths, including vulnerabilities/critical elements in the way they operate.

**Objectives:**

**SO1:** Conduct an institutional assessment for the NLN and each LAG selected as part of this exercise, including an overall analysis of their institutional performance.

**SO2:** Defining a systemic mechanism for self-assessment and institutional development of LAGs and NLN.

**Expected results:**

- A detailed analysis of the current functioning of the NLN, including conclusions and recommendations for improving its institutional performance, which will be used in the development of a strategic institutional development plan;
- Detailed analyses of the functioning of each individual LAG (at least 20 LAGs), with conclusions and recommendations for strengthening institutional performance, to be used later in the elaboration of individual development plans;
- A summative report that will provide an overview of the institutional performance of the LAGs, highlighting common and specific strengths, weaknesses and challenges, including a set of conclusions and recommendations on institutional capacity building needs that will serve as a basis for the development of a joint capacity building programme (functional and technical capacities) for the coming years;
- A standardised "architecture" (a minimum viable model) for the institutional functioning of the LAG, as well as a proposal for a systemic mechanism for assessment and continuous institutional development of LAGs through NLN.

**Expected deliverables:**

- The proposed plan and methodology;
- Training of working groups in the NLN and selected LAGs;
- Report of the mid-term and final steps analysis for each assessed entity, including a summative one;
- Proposals for the standardised institutional operating "architecture" of the LAG (minimum valid model);
- Proposed solutions on (i) adapting the methodology for future institutional self-assessment exercises in both NLN and LAGs and (ii) designing a mechanism for continuous institutional assessment and development at LEADER ecosystem level;
- Workshop for the final presentation of the results of the institutional assessments.

**Consultation and reporting:**

Will report to SFPL in MD. Will consult with NLNs and LAGs. Consultation with other relevant parties may be required as appropriate.

**Conditions for participation in the procurement process:**

- The materials produced in the context of the service contract will be delivered in electronic format (Word, Power Point and/or PDF);
- Payment will be made in instalments, and the schedule of instalments will be established when the service contract is signed.

**Eligible applicants:**

- Legal entity/consortium of legal entities/natural persons registered in the Republic of Moldova and/or in the European Union/consortium of national and international experts;
- Working experience in conducting analysis/studies/assessments or developing methodologies, plans in the field of institutional development or related areas;

- Team of consultants with studies and/or experience or the individual has studies and/or experience in economics, finance, statistics, law, organisational management or other relevant fields;
- Experience, within the last 3 years, in preparing at least one policy document/study/assessment etc. similar to the one described in the Terms of Reference.

**The following documents must be submitted :**

- CVs of the experts who wish to be involved in the preparation of the analysis;
- Portfolio: list of analyses/studies/assessments or other strategic documents produced;
- The plan for conducting the analysis (proposed methodology), including specific questions that would be addressed by the analysis, as well as the proposed terms of completion;
- Financial offer;
- Extract from the State Register with a term not exceeding 1 year from the date of issue;
- Licence/Authorisation to operate;
- [Declaration of conformity for the legal entity](#);
- [Declaration of conformity for the natural person](#);
- Other relevant documents.

**Criteria for the assessment of bids:**

- Experience and training of company/expert group specialists (max. 15 points)
- Minimum 3 years working experience in conducting analysis/studies/assessments or developing methodologies, plans in the field of institutional development or related areas (max. 15 points)
- Full file (max. 20 points)
- Plan for conducting the analysis and proposed methodology as required by the TOR (max. 30 points)
- Financial offer (max. 20 points)

Note: Interviews with candidates will be held at the discretion of the committee members.

The selected provider will be contacted for contract negotiations.

The file should be sent to the following e-mail address: [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md), with a note/title "Tender for assessment services - NLN, LAGs".

*NB! Questions concerning the procurement can be sent to the following e-mail address: [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md) no later than 3 days before the deadline for submission of the file.*

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*\* The applicant has the right to determine for itself the limits of the confidentiality of the data provided and to indicate which of the documents attached to the tender are confidential.*

*\*\* Personal data will be processed by Solidarity Fund PL in Moldova for the purpose of carrying out the procurement process in accordance with the provisions of the applicable legislation and internal rules. The provision of personal data is on a voluntary basis. Refusal to provide data will make it impossible to conclude the contract with Solidarity Fund PL in Moldova. Individuals have the right to access, portability and rectification of their personal data. Personal data may be transmitted to development partners, auditors, public law enforcement bodies, lawyers - for the purpose of control of Solidarity Fund PL in Moldova, protection of rights, dispute resolution. Personal data will not be transmitted to*

other third parties without the prior consent of the applicant. Any questions regarding personal data can be directed to Solidarity Fund PL in Moldova by e-mail [info@solidarityfund.md](mailto:info@solidarityfund.md).

**\*\*\*** For the purpose of transparency of the procurement process, the results of the tender with the information on the selected provider (name, surname, service provided, price, period) will be published on the Solidarity Fund PL in Moldova website. Participation in the tender by sending the documents signifies acceptance of the publication of the results of the tender, except for the information marked as confidential.

**\*\*\*\*** Before signing the Service Contract, the selected service provider shall sign a declaration of conformity, if required by the procedure.