



Services: Selecting a service provider to implement a capacity building programme for public institutions responsible for regional and local development policy in the context of the EU candidate country status of the Republic of Moldova.

Beneficiary institution: Solidarity Fund PL in Moldova and the final beneficiaries of the EU4MR project, especially, the central public institutions responsible for regional and local development policy.

Type of contract: Service contract

Deadline for submitting applications: 02/09/2024, 11:00 a.m.

Organizational Context: Solidarity Fund PL in Moldova is the Chisinau Branch of Fundacja Solidarności Międzynarodowej, Warsaw, 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 EU certification process „Pillar Assessment”, joining the group of entities with higher capabilities to access European funds. You can read more about the activity of Solidarity Fund PL in Moldova [here](#).

Project Context: EU4 Moldova Resilience - Secure States, Resilient Communities (EU4MR), a 1.5 year project funded by the European Commission through the Service for Foreign Policy Instruments (FPI) and implemented by Solidarity Fund PL in Moldova (SFPL in Moldova). It is being launched as part of the European Union's support to the Republic of Moldova in the context of the specific challenges and changing needs that the country is currently facing. The overall objective and expected outcome of the EU4MR project is to increase the resilience of the Republic of Moldova to emergencies and potential security threats. To this end, the capacities of state institutions to detect and counter potential emergencies and security threats will be strengthened.

Description of the acquisition:

For the last 10 years, SFPL in Moldova has cooperated with Ministry of Infrastructure and Regional Development (MIRD) to develop and implement regional and urban policies, including urban revitalization and capacity building for central, regional, and local authorities. With Moldova's EU pre-accession, there is a need for expertise in planning, implementation, monitoring, evaluation, and reporting under shared management.

In 2023, MIRD, with support from SFPL in Moldova, developed a capacity building programme for public institutions responsible for regional and local development policy in the context of Moldova's EU candidate status, as part of Moldova's EU accession plan and aims to enhance administrative capacities. In continuation of these efforts, SFPL in Moldova intends to support MIRD and other PCA institutions in implementing EU-aligned regional and local development policies and in creating a sustainable mechanism for capacity development.

Solidarity Fund PL in Moldova invites you to make an offer for the execution of the assignment.

Purpose of services: To implement a capacity building programme for public institutions responsible for regional and local development policy in the context of the EU candidate country status of the Republic of Moldova.

Task:

i) Implement a capacity building program to strengthening capabilities of the relevant stakeholders in understanding the principles of the EU regional policy and cohesion funds management and its' adaptation to the local context, in line with the Capacity building program developed by MIRD.

ii) Conduct a study visit to a relevant EU country, ensuring alignment with the knowledge and experiences gained during the implementation of the capacity building program.

Target group: Employees from public administration institutions in Moldova responsible for regional and local development policy, including the Ministry of Infrastructure and Regional Development; Regional Development Agencies (North RDA, Centre RDA, South RDA, ATU Gagauzia RDA, and Chisinau Municipal RDA); Regional Development Council of Chisinau Municipality (representatives at the local level, i.e. municipalities (town halls) from suburban communes of the municipality Chisinau); and the National Office for Regional and Local Development (NORLD).

The target group will include various specialists belonging to the above public administration institutions: planning / regional planning specialists, employees of the integrated projects' units, employees of the monitoring and evaluation units, accountant specialists, and public procurement specialists.

Objectives:

- Enhancing the knowledge, understanding, and capabilities of at least 45 employees from public administration institutions in Moldova in EU regional policy, cohesion funds management, and EU pre-accession requirements, to effectively plan and implement regional and local development policies aligned with EU standards.
- Developing and delivering training methodology across five thematic blocks to cover essential topics like regional development factors, strategic planning, project management, and EU fund utilization etc.
- Ensuring logistics in the implementation of the capacity building program in the city of Chisinau, Republic of Moldova, including experts' accommodation, space for courses, catering, translation, etc.
- Establishing an e-learning course to facilitate continuous learning and knowledge retention among participants beyond the workshop sessions.
- Organize, plan, conduct, and facilitate a study visit for approx. 20 attendees in a relevant EU country, ensuring alignment with the theoretical knowledge and practical experiences gained during the capacity building program implementation.

Responsibilities: The service provider's responsibilities include, but are not limited to the following:

a. Implementation and Delivery:

- Deliver a total of 42 teaching hours across all 5 thematic blocks, as per the approved schedule, for following blocks:
 - 1) **The "0" block: *Introduction.***
6 teaching hours in total and will last one day
 - 2) **The block 1: *Programming and planning of regional development.***
6 teaching hours in total and will last one day
 - 3) **The block 2: *Funding of the regional policy.***
12 teaching hours in total and will last two days
 - 4) **The block 3: *Monitoring and evaluation in the EU regional policy framework.***
12 teaching hours in total and will last two days
 - 5) **The block 4: *Project management.***
6 teaching hours in total and will last one day
- Submit a detailed training schedule, including dates and locations of individual training sessions.
- Propose a detailed training program for approval.

b. Training Materials and Structure:

- Develop and submit for approval training materials, including training structure and manual/script on topics covered; Presentations used during training; Case studies and additional resources etc.
- Prepare training structure, individual topics, and session schedules for each of the 5 blocks.

c. Training Environment:

- Conduct all training sessions in Chisinau at approved locations.
- Provide conference rooms for lectures and training parts, equipped with necessary facilities (appropriate number of seats, sound system, projector, screens, flipcharts, laptops, sanitary facilities, technical service, cloakroom, reception desk etc.).
- Provide participants with lunch and continuous coffee service during training days.
- Ensuring synchronous translation of the course and materials into Romanian and Russian as necessary

d. E-Learning Course:

- Prepare, publish, and launch an e-learning course based on the capacity building program.
- Provide a 24-month warranty for the e-learning course, addressing any operational errors and updates during this period.

e. Participant Support:

- Provide training materials for participants (including visual identification of the materials).
- Provide access to e-learning platform to all participants of the Capacity Building Programme.
- Offer substantive support in the training field within 30 days post-training, responding within 3 working days.

f. Study Visit in an EU Country:

- Develop a detailed itinerary and schedule for the study visit, including dates, times, and locations of all activities.
- Ensure all necessary travel documents (e.g., visas, passports, health insurance) are arranged and provided for all participants.
- Arrange transportation, including international flights, local transfers, and any required in-country travel.
- Book suitable accommodations in proximity to the visit locations, ensuring comfort and convenience for all participants.
- Offer language assistance or interpretation services if necessary.
- Involve experts, consultants, and institutions that possess significant experience and expertise in the field and are recognized authorities or leading organizations in the subject matter.

g. Core responsibilities:

- Collaborate effectively with key stakeholders, MIRD and SFPL in Moldova, to ensure alignment with the Capacity building program and efficient execution of tasks.
- Obtain necessary approvals via email and other formal channels, ensuring all plans and proposals are validated by MIRD, and SFPL in Moldova if necessary.
- Prepare and maintain detailed monthly progress reports, ensuring timely submission and accessibility for all stakeholders.
- Conduct regular risk assessments, identifying potential issues promptly, and notify MIRD and SFPL in Moldova immediately upon detection of risks.

- Maintain clear, transparent, and consistent communication with all involved parties, utilizing English primarily, with bilingual (English and Romanian) communication where necessary.
- Ensure all communications and reports are prepared in English, with Romanian versions provided when preferred or required, ensuring all documents are available in a bilingual format if needed.
- Providing logistics for both the implementation team (transport, accommodation, meals etc.) and the training program (conference room, catering, translation, training materials, etc.).

h. Reporting

- Gather feedback from participants through surveys, interviews, or evaluation forms to assess their experiences, learning outcomes, and satisfaction.
- Ensure the reports of the training blocks, including annexes such as attendance lists, session agendas, training materials, and additional documentation. Include visuals like charts, graphs, and photographs to support the narrative and illustrate key points.
- Submit the final report to the commissioning body, MIRD, and SFPL in Moldova according to the agreed timeline and format.

Deliverables:

No	Deliverables	*Deadline	
		Timeframe	Working days
i	Implementation of the capacity building program		
1.	Detailed action plan (programme implementation schedule) outlining the task's achievement, including methodology and a timeline for fulfilling commitments.	T0** + 2 weeks	8 WDs
2.	Detailed methodological framework (Detailed training programme) curriculum/written documents/thematic support materials	T0 + 7 weeks	25 WDs
3.	Training materials for each of the 5 training blocks, including visual identification of the materials	T0 + 9 weeks	10 WDs
4.	Organization of the training sessions: <ul style="list-style-type: none"> - "0" block: Introduction - block 1: Programming and planning of regional development - block 2: Funding of the regional policy - block 3: Monitoring and evaluation in the EU regional policy framework - block 4: Project management 	T0 + 14 weeks	25 WDs
5.	Evaluation assessment of the delivered block highlight the key results and achievements, as well as the challenges encountered during each training session.	T0 + 15 weeks	5 WDs
6.	Evaluation Report on training sessions assessing participant progress, course effectiveness, and feedback collected during training sessions.	T0 + 17 weeks	10 WDs
7.	E-Learning Course Access	T0 + 19 weeks	10 WDs

	ensure access to the e-learning course for all participants, with technical support as needed.		
ii	Conducting a study visit		
8.	Study visit Plan Detailed itinerary, including dates, times, locations, and contact information, overview of objectives, institutions and sites to be visited.	T0 + 17 weeks (parallel activities)	5 WDs
9.	Travel and accommodation arrangements determining the logistic elements: confirmed flights, local transportation and accommodation details, hotel information, check-in/check-out time, necessary travel documents, medical insurance.	T0 + 18 weeks (parallel activities)	5 WDs
10.	The study visit including logistical arrangements for the participants, local transport, three meals per day, accommodation, visiting institutions, organizations, etc.	T0 + 20 weeks	10 WDs
11.	Study visit Report Detailed description of the visit, including objectives, activities, and outcomes, summary of feedback from participants and follow-up activities, presentations, handouts, or other materials shared during the visit, photos, videos, and any other multimedia documentation.	T0 + 21 weeks	2 WDs
12.	Final Report comprehensive final report summarizing achievements, challenges, lessons learned, and recommendations for future programmes	T0 + 23 weeks	10 WDs

**Note: the final periods and deadlines will be defined at the contracting phase by the SFPL in Moldova in cooperation with MIRD.*

***Note: T0 = Date of the signing of the contract*

Reporting: periodic reports on the programme implementation and final report will be submitted for approval to Solidarity Fund PL in Moldova.

Estimated delivery time:

The service is expected to be delivered within maximum 23 weeks after signing the contract.

Requirements for applicants:

Applicants must provide a **team to implement the capacity building programme**, consisting of at least:

1. Team of Trainers (at least 2 trainers)

Experience, each trainer must have:

- at least 5 years' experience in developing/ conceptualizing/ implementing capacity building programs/ policy/ study documents;

- conducted a minimum of 120 teaching hours on the relevant topics within the past 3 years.
- Main responsibility:* Delivery of the training Programme, provide training for specified topics within the program, ensuring the training is engaging, comprehensive, and aligned with the program objectives.
- Post-Training Support:* Trainers must provide expert support to training participants for 30 days following the completion of the training on the specific topic.

2. Expert on Training Programme Development Methodology (at least 1 person)

Experience:

- at least 7 years' experience in developing/ conceptualizing/ implementing capacity building programs/ policy/ study documents;
- author or co-author of at least 2 training programmes totalling a minimum of 90 teaching hours.

Main responsibility: Preparing the detailed programs for the training sessions.

3. Methodologist (at least 1 person)

Experience:

- at least 7 years' experience in developing/ conceptualizing/ implementing capacity building programs/ policy/ study documents;
- Doctor's degree (PhD) in a field relevant to the capacity building programme,
- author of at least 3 publications in the field relating to the European regional policy and/or European funds.

Main responsibility: Preparation of training materials in collaboration with trainers, ensuring the quality of training material content.

Team Structure and Substitution:

- Each team member is assigned a specific function and may only perform that designated role within the team.
- The Contractor is responsible for providing at least two substitute members for team members who will be in incapacity to provide the contracted service.
- The substituting members will be reflected in the organization's CV and their qualifications will meet the position required to be filled.

Eligible applicants:

Company, in the sense of the legal entity registered in the Republic of Moldova and/or other EU country, with proven experience in:

- Capacity building, development, and implementation of training programs for institutional staff/teams in the field of EU regional policy, fund management, and EU pre-accession requirements (or related areas).
- At least 5 years' experience in capacity building, developing and implementing training programs for institutions or/and large groups.
- Participation in the elaboration of at least two policy/study documents, etc., for state institutions in the last 5 years.

Ineligible applicants:



- Have not fulfilled their obligations in previous contractual relationships with Solidarity Fund PL in Moldova;
- Have active collaboration relationships with Solidarity Fund PL in Moldova and/or an ongoing contract for the same type of service or similar service;
- Are listed on the governmental sanction lists of the EU and/or the USA.

The dossier will contain:

The offer must contain the following documents:

1. The organization's CV, with an emphasis on the specifics of the task described, including relevant experience, the structure of the team that will be responsible for these tasks.
2. Team members CVs and the role of each expert (with the indication of the coordinator- contact person)
3. The proposed methodology to be applied in order to achieve the tasks, including a draft action plan
4. Study visit concept, duration, country, relevant institutions, and organizations to visit.
5. The financial offer in the form of a table, with the list of experts and the effort expressed in the number of days for the entire contract period; logistics costs (transport, accommodation, meals conference room, catering, translation, training materials, etc.); study visit costs; offer for a working day EUR/WD and the total amount in EURO (without VAT and other taxes); bank details.
6. Declaration of conformity ([ro/eng](#)) with the following annexes:
 - i Extract from the state register with a term of no more than 1.5 year from the date of its issuance;
 - ii Certificate on the absence of debts to the national budget at the date of submission of the application (issued by the responsible institutions in the resident country) or another similar document.
7. References (please indicate the contacts of at least 2 beneficiaries of similar services in the last 5 years).

Evaluation Criteria:

The applications are evaluated according to the evaluation criteria reflected in the Evaluation Form that can be accessed [here](#).

Evaluation procedure:

The applications are evaluated individually by the members of the evaluation committee. Afterward, the individual results are merged, and the average score obtained per application is determined.

Incomplete applications or those submitted after the deadline are not evaluated.

Following the evaluation, the evaluation committee may decide to conduct an interview stage with the pre-selected applicant(s) from the previous stage to identify the most suitable applicant for providing the service. During the interview stage, the evaluation committee may request additional relevant documents if necessary. Once the selection process is completed, all applicants will be informed of the procurement call results.

Exclusion of the applicants from the Procurement Process:

1. Applicants are excluded from the procurement procedure if a final judgment or administrative act has been issued against the individual, entity, or their representative, who has control/decision power, or against any member of the executive, management/supervisory bodies for any of the following reasons:
 - i Bankruptcy, insolvency, or liquidation procedures;
 - ii Breach of tax obligations or social security contributions;
 - iii Commission of serious professional misconduct, including false statements;
 - iv Fraud;
 - v Corruption;
 - vi An action associated with a criminal organization;
 - vii Money laundering and financing of terrorism;
 - viii Terrorism offenses or crimes related to terrorist activities;
 - ix Child labor or any other crime related to human trafficking;
 - x Establishment and performance of the front company function;
 - xi Establishment of a cover company;
 - xii Engagement in or participation in discrimination or harassment, including sexual harassment;
 - xiii Exclusion may also occur in the absence of a final court ruling or administrative act if proven through means available to the Solidarity Fund PL in Moldova or development partners.
2. The applicant is excluded from the procurement procedure if, according to the legislation of the Republic of Moldova, the Republic of Poland, the European Union, international law, or the donor's country, restrictions are applied in respect of the entity or person representing it, has power of control/decision, or against any member of the executive, management/supervisory bodies.
3. The applicant is excluded from the procurement procedure if the application is incomplete or sent after the deadline.
4. Solidarity Fund PL in Moldova reserves the right not to be limited to the above-mentioned exclusion criteria.

The dossier must be sent to the email address: procurements@solidarityfund.md with the title of the message: *Services – Capacity building programme for public institutions responsible for regional and local development policy*, specifying the application format in the content of the message (email): *company or expert group*.

Application deadline: 02/09/2024, 11:00 a.m.

Note: *Questions regarding the procurement process can be sent to the email address: procurement@solidarityfund.md no later than 5 days before the application submission deadline. Answers will be published in the Q&A category, 3 days before the submission deadline.*

** The applicant has the right to establish independently the confidentiality limits of the provided data and to mention which of the attached documents to the offer are confidential.*

*** Personal data will be processed by Solidarity Fund PL in Moldova for the purposes of the procurement process, in accordance with the provisions of the legislation in force and internal rules. The provision of personal data is voluntary. Refusal to provide data will result in the impossibility to conclude a contract with Solidarity Fund PL in Moldova. Individuals have the right to obtain information about the purpose, scope and manner of processing personal data, the right to access their personal data, and the rights to*



data portability and rectification. Personal data may be disclosed to development partners, auditors, public law bodies, lawyers - for the purposes of Solidarity Fund PL in Moldova control, protection of rights, dispute resolution. Personal data will not be transmitted to other third parties without 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.

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

***** Solidarity Fund PL in Moldova reserves the right to cancel the procurement process at any time without any obligation to the bidders.*