

## Terms of Reference

**Service Description:** Final Evaluation of the Project EU4 Moldova Resilience – Secure State, Resilient Communities (EU4MR)

**Organization:** Solidarity Fund PL in Moldova

**Location:** Chisinau, Republic of Moldova

**Project:** EU4 Moldova Resilience – Secure State, Resilient Communities (EU4MR)

**Reports to:** MEL Officer and Project Manager

**Contract type:** Service Contract

**Contract duration:** 100 working days, from July to November 2025, from the date of contract signing

**Deadline for submitting applications:** 11th of July 2025, 09:00 (EET)

### 1. Context

Solidarity Fund PL in Moldova is the Chisinau Branch of the 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 completed obtaining the EU "Pillar Assessment" certification, joining the group of entities with greater capacity to access European funds. You can learn more about Solidarity Fund PL's activities in Moldova [here](#).

The "EU4 Moldova Resilience – Secure State, Resilient Communities" (EU4MR) project is a 1.5-year initiative funded by the European Commission through the Service for Foreign Policy Instruments (FPI) and implemented by Solidarity Fund PL in Moldova (SFPL in Moldova). This project is part of the European Union's support for the Republic of Moldova in response to the country's specific challenges and evolving needs.

### 2. Objective and Expected Outcome of the EU4MR Project

The primary goal of the EU4MR project is to enhance the Republic of Moldova's resilience to emergencies and potential security threats. This will be achieved by strengthening the capacities of state institutions to detect and counter potential emergencies and security threats. Additionally, the project aims to boost the resilience of local communities by fostering local development opportunities that maintain social cohesion and increase confidence in Moldova's European path as a perspective for modernization and development.

### 3. Expected Results of the EU4MR Project

**Result 1:** State institutions have increased their capacity to protect critical infrastructure, identify, detect, and counter threats, and inform the population about threats.

**Result 2:** Societal resilience to security threats is improved through local opportunities and initiatives that preserve and promote social cohesion, increasing confidence in the European integration process.

Solidarity Fund PL in Moldova invites you to submit a bid to execute the order described below.

### 4. Objectives of the procurement

The purpose of this procurement is to contract services for the final evaluation of the EU4MR project. This evaluation aims to:

- Assess the effectiveness and impact of the project.
- Measure progress on key impact and outcome indicators.
- Evaluate the project's contribution to Moldova's EU integration pathway, peacebuilding efforts, institutional strengthening, and societal trust.
- Identify lessons learned and provide actionable recommendations for future programming.
- Validate evaluation findings with stakeholders and provide a final presentation to the implementing agency and donor.

## 5. Scope of Work

### 5.1. The selected evaluator(s) will undertake the following tasks:

- **Task 1:** Conduct a comprehensive desk review of project documents, including the project proposal, logical framework, indicator tracking table, and other relevant reports.
- **Task 2:** Develop a detailed methodology for primary data collection, including tools and sampling approaches, to be approved by SFPL.
- **Task 3:** Collect primary data through focused group discussions (FGDs), key informant interviews (KIIs), and surveys across Moldova's North, Center, and South regions.
- **Task 4:** Analyze the data using a mixed-methods approach to assess the project's effectiveness and impact based on OECD-DAC criteria.
- **Task 5:** Engage stakeholders through consultations and validation workshops to ensure participatory evaluation.
- **Task 6:** Produce deliverables as specified, including an inception report, data sets, draft analysis summary, stakeholder validation workshop, infographic report, dissemination session, and the final evaluation report.

### 5.2. Methodology and Data Collection

The evaluator(s) are expected to employ a mixed-methods approach, combining quantitative and qualitative methods, to ensure a comprehensive and balanced assessment of the project. The methodology should include:

- 5.2.1. **Desk Review** of relevant project documents, including the logframe, indicator tracker, activity reports, training, and communication materials.
- 5.2.2. **Key Informant Interviews (KIIs)** conducted in Chisinau with:
  - Project staff
  - Government counterparts (Ministry of Internal Affairs, General Inspectorate of Police, General Inspectorate of the Border Police, Inspectorate for Operational Management, Internal Protection and Security Service, General Inspectorate for Emergency Situations)
  - Interviews will be conducted in person.
- 5.2.3. **Surveys** conducted across Moldova targeting:
  - Beneficiaries and the general public to assess satisfaction with implemented project activities
  - Awareness levels, perceptions of security, and attitudes towards EU support
  - Surveys will be conducted in person, and by phone where in-person participation is not feasible.
- 5.2.4. **Focus Group Discussions (FGDs)** with:
  - Community members
  - Volunteers (e.g., firefighting units)
  - Other relevant stakeholder groups
  - FGDs will be organized, ensuring groups are disaggregated by age, gender, and vulnerability status, where relevant.
  - FGDs will be conducted in person.

The selected evaluator(s) must propose detailed data collection tools, workplans, and analysis frameworks to be validated by the implementing team in July 2025.

### 5.2.5. The evaluation will be guided by the OECD-DAC/DAAC evaluation criteria:

#### I) Effectiveness

Key Questions:

1. To what extent did the project strengthen the capacities of state institutions to protect critical infrastructure and manage threats?
2. Were the planned outputs (e.g., adopted definition and list of critical infrastructure, enhanced capacities of MIA, community initiatives) successfully delivered?
3. How effective was the support provided to communities in enhancing their awareness, preparedness, and social cohesion?
4. To what extent did the project contribute to improving public trust in the EU and its role in Moldova?

#### II) Impact

Key Questions:

1. What evidence is there that the project has contributed to increased national and local resilience to emergencies and security threats?
2. How has the project influenced the perceptions and trust of citizens towards EU institutions and integration?
3. Are there examples of policy or structural changes in institutions influenced by the project?

### 5.2.6. Geographic Coverage

- To ensure regional representation and capture contextual nuances, data collection will be conducted in the North, Center, and South regions of Moldova, selecting sites based on the intensity of intervention, population reach, and logistical feasibility.
- The evaluation will cover the entire project implementation period, focusing on all regions and sectors of intervention.

### 5.2.7. Cross-cutting Themes

The evaluation will examine cross-cutting themes including:

- Gender equality
- Conflict sensitivity
- Institutional capacity
- Visibility of EU support

### 5.3. Deliverables and Deadlines:

- **Deliverable 1:** Inception Report – Within 7 days after contract signing
- **Deliverable 2:** Data Set – Within 30 days from the submission of the Inception Report
- **Deliverable 3:** Draft Analysis Summary – Within 7 days from the submission of the Data Set
- **Deliverable 4:** Organisation of Stakeholder Validation Workshop – Within 7 days from the submission of the Draft Analysis Summary
- **Deliverable 5:** Infographic Report – Within 30 days after the Stakeholder Validation Workshop
- **Deliverable 6:** Dissemination Session and Presentation – Within 5 days after submission of the Infographic Report
- **Deliverable 7:** Final Evaluation Report – By 31 October 2025

### 5.4. Stakeholder Involvement

The evaluation will be offline, engaging a broad range of stakeholders throughout the process, from design and data collection to validation and dissemination of results.

#### a) SFPL Moldova (Project Manager/MEL Officer)

- Provide strategic direction and oversight throughout the evaluation.

- Facilitate access to key documentation, contacts, and logistics.
- Review and validate key deliverables (inception report, draft and final reports).
- Ensure that findings are disseminated and utilized in decision-making.

#### **b) Ministry of Internal Affairs (MIA) and Subordinated Services**

- Serve as a primary institutional partner for data collection and interviews.
- Contribute to the validation of findings related to institutional capacity, strategic communication, and emergency management.

#### **c) Local Public Authorities**

- Participate in focus groups, interviews, and surveys.
- Provide feedback on the relevance and impact of community-based resilience initiatives.
- Help evaluate community awareness, social cohesion, and trust in institutions, as well as EU integration.

#### **d) Direct and Indirect Beneficiaries**

- Share experiences and perceptions on project outcomes, such as access to awareness campaigns, participation in voluntary firefighting units, and local development initiatives.

### **5.5. Engagement During the Evaluation**

- During the inception phase, stakeholder consultations will be held to refine the evaluation questions and methodology.
- During data collection, stakeholders will participate through interviews, surveys, and focus groups.
- At the analysis and reporting stage, stakeholders will be invited to participate in validation workshops to ensure findings are grounded in local realities and accurately interpreted.
- In the dissemination phase, results will be shared with all stakeholders in accessible formats, such as summary briefs and presentations.

The evaluation team is expected to engage with stakeholders respectfully and inclusively, ensuring that everyone's voice is heard and that ethical standards are adhered to.

### **5.6. Ethical Considerations**

The evaluator will be responsible for ensuring that all data collection and analysis activities are designed and implemented to uphold the highest ethical standards, mitigate potential risks, and safeguard the privacy, security, and well-being of all participants, in accordance with data protection policies and credible ethical evaluation principles. Specifically:

- The Evaluator shall ensure that all research assistants are thoroughly oriented on research ethics and data protection protocols before the commencement of data collection.
- The Evaluator shall ensure that all members of the research team strictly adhere to established research ethics guidelines and data protection policies throughout the evaluation process.
- The confidentiality of all information collected will be strictly maintained, and data will be stored and managed securely to prevent unauthorized access or misuse.
- The Evaluator shall ensure that all participants are fully informed about the purpose, scope, and nature of the study. Informed consent will be obtained from all participants before data collection.
- Participants will be made aware of their right to refuse participation or withdraw from the evaluation at any point, without any consequences.

## 5.7. Timeline

Deliverable	Description	Deadline
1. Inception Report	Methodology, tools, and work plan.	Within 7 days after contract signing
2. Data Set	Cleaned/processed field data (Excel).	Within 30 days from the submission of the Inception Report
3. Draft Analysis Summary	Preliminary findings and insights.	Within 7 days from the submission of the Data Set
4. Stakeholder Validation Workshop	Presentation of findings and feedback.	Within 7 days from the submission of the Draft Analysis Summary
5. Infographic Report	Visual summary of key findings.	Within 30 days after the Stakeholder Validation Workshop
6. Dissemination Session	Final presentation to SFPL and donors.	Within 5 days after submission of the Infographic Report
7. Final Evaluation Report	Full report with recommendations (OECD-DAC compliant).	31 October 2025

### 6. Qualifications and skills required:

- Minimum five years of experience in evaluating **projects**, particularly those funded by the EU or other international donors, with a focus on resilience, governance, or institutional development.
- Relevant experience by providing examples of previous evaluation-related work.
- Fluency in English and knowledge of Romanian and Russian will be an advantage.

### 7. Ineligible Candidates:

- a) Candidates with a record of non-compliance in fulfilling obligations under previous contractual relationships with Solidarity Fund PL in Moldova.
- b) Candidates currently engaged in active collaboration with Solidarity Fund PL in Moldova or holding an existing contract for the same or a similar type of service.
- c) Candidates appearing on government sanctions lists issued by the European Union, Poland.
- d) Candidates failing to meet additional requirements as stipulated in the donor's contract, if applicable.

### 8. Documents Required for Submission

Interested experts must submit the following documents/information to demonstrate their qualifications:

#### 1. For legal entities:

- 1.1. CVs of the expert(s) to be involved in the proposed activity, demonstrating:

- (i). relevant experience, containing examples of previous work related to projects' evaluations
- (ii). language skills;

A portfolio with a detailed description of the legal entity's experience, for the last 5 years;

- 1.2 A technical proposal outlining the evaluation methodology and work plan structured according to the activities, timeline and deliverables described;
- 1.3 A financial price offer per deliverables provided, in EUR, with a detailed budget breakdown, which shall include:
  - (i). the fixed price, indicating the amount excluding VAT and specifying whether the entity is VAT registered or not,
  - (ii). contact details (contact persons' details, phone number, e-mail),
- 1.4 A declaration of compliance [LINK](#) (according to the provided template from link), with the following annexes:
  - (i). an extract from the state registry;
  - (ii). a certificate confirming the absence of debts to the national budget as of the submission date;
- 1.5 A tax residence certificate for non-resident legal entities (in electronic form), issued by the competent authority of their country of residence;

*Please note that this assignment will be paid based on deliverables.*

**\* The dossier is considered incomplete if it does not include the documents specified in points 1.1 –1.5 for legal entities.**

## 2. **For an individual:**

- 2.1. A technical proposal outlining the evaluation methodology and work plan structured according to the activities, timeline and deliverables described;
- 2.2. A financial price offer per deliverables provided, in EUR, with a detailed budget breakdown, which shall include:
  - (i). the fixed price, indicating the amount excluding VAT and specifying whether the entity is VAT registered or not,
  - (ii). contact details (contact persons' details, phone number, e-mail).
- 2.3. CVs of the expert(s) to be involved in the proposed activity, demonstrating:
  - (i). relevant experience, containing examples of previous work related to projects' evaluations, for the last 5 years.
  - (ii). language skills.
- 2.4. Declaration of Conformity (as per the provided template): [LINK EN](#)
- 2.5. Tax residency certificate for non-resident individuals (in electronic form), issued by the competent authority of their country of residence.

*Please note that this assignment will be paid based on deliverables.*

**\* The dossier is considered incomplete if it does not include the documents specified in 2.1. – 2.4. for individuals.**

## 9. Important notice

The applicants who have the status of Government Official / Public Servant before appointment will be asked to submit the following documentation:

- a) A no-objection letter in respect of the applicant received from the Government.
- b) The applicant is certified in writing by the government to be on official leave without paying for all days charged for this assignment.

## 10. Due Diligence Procedure

The applications are subject to verification to ensure the accuracy and compliance of the information provided by the bidder with public data and to identify their presence or absence on the sanction lists mentioned. The due diligence procedure is carried out under the internal rules of the Solidarity Fund PL in Moldova.

## 11. Evaluation procedure

The evaluation procedure takes place in two stages:

1. **Formal evaluation** of the file:
  - The file is submitted within the deadline.
  - The file contains all the required documents (including those submitted in response to subsequent requests for additional relevant documents and/or information).

*Where applicable, the Evaluation Committee may request the submission of missing documents, as well as additional relevant documents and/or information.*
2. **Content evaluation** is made according to the **criteria reflected in the Evaluation Form, which can be accessed [here](#)**. The application files are individually evaluated by the evaluation committee members, after which the individual results are consolidated, and the average score obtained for each application file is determined.

After evaluating the application files, the evaluation committee will invite only pre-selected candidates for an interview. During the interview stage, the committee may request additional relevant documents.

After completing the evaluation procedures, all candidates will be informed about the results of the call for tenders.

## 12. Winning candidate

The winning candidate will have accumulated the highest aggregated score (technical scoring + financial scoring).

## 13. Exclusion of candidates from the procurement process:

1. Candidates are excluded from the procurement procedure if a final court decision or administrative act has been rendered against the natural person, entity, or person representing him/her, has control/decision-making power, or against any member of the executive, management/supervisory bodies for any of the following reasons:
  - a. bankruptcy, insolvency, or liquidation proceedings.
  - b. violation of obligations regarding the payment of taxes or social security contributions.
  - c. committing serious professional misconduct, including false statements.
  - d. fraud.
  - e. corruption.
  - f. an action associated with a criminal organization.
  - g. money laundering and terrorist financing.
  - h. terrorist offences or offenses related to terrorist activities.
  - i. child labor or any other crime related to human trafficking.
  - j. establishment and fulfillment of the function of a front company.
  - k. setting up a roofing company.
  - l. using or participating in discrimination or harassment, including sexual harassment. The exclusion can also occur if there is no final court decision or administrative act in question and has been proven by means available to Solidarity Fund PL in Moldova or development partners.
2. The candidate is excluded from the procurement procedure if according to the legislation of the Republic of Moldova, the Republic of Poland, the European Union, international, or the country

of the donor, restrictions are applied regarding the entity or person representing it, holding control/decision-making power, or against any member of the executive, management/supervisory bodies.

3. The candidate is excluded from the procurement procedure if the application file is incomplete or sent after the deadline.
4. Solidarity Fund PL in Moldova reserves the right not to limit itself to the exclusion criteria from the procurement procedure, mentioned above.

**The application file must be sent to [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md), with a note/Offer title" Offer for the Final Evaluation of EU4MR project."**

*NB! Questions regarding the purchase can be sent to [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md) no later than 5 days before the deadline for submitting the application file.*

*The answers will be published in the Q&A section 3 days before the deadline for submitting the application file.*

*\* The bidder has the right to establish the limits of confidentiality of the data provided and to mention which of the documents attached to the tender are confidential.*

*\*\* Personal data will be processed by Solidarity Fund PL in Moldova to carry out the procurement process, under the provisions of the legislation in force and internal rules. The provision of personal data is voluntary. The refusal to provide data leads to the impossibility of concluding the contract with Solidarity Fund PL in Moldova. Individuals have the right to obtain information on purpose, scope, and manner of processing of personal data, the right to access their data, their portability, and rectification. Personal data may be transmitted to donors, auditors, and state bodies, including public law enforcement bodies and lawyers – for the purpose of controlling Solidarity Fund PL in Moldova, protecting rights, and resolving disputes. Personal data will not be passed on to other third parties without the prior consent of the bidder. Any questions regarding personal data can be directed to Solidarity Fund PL in Moldova via e-mail at [info@solidarityfund.md](mailto:info@solidarityfund.md).*

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

*\*\*\*\*Solidarity Fund PL in Moldova reserves the right to cancel the procurement process at any time without any obligations to the candidates.*