

**Minutes of the Pre-Proposal Meeting**  
for  
**RfP26/03232: Provision of “Micro Assessments” and “HACT Audits” within the context of  
Harmonized Approach to Cash Transfer (HACT) in Republic of Moldova  
(including Transnistrian region)**

as of 19 March 2026, 10:00 (GMT+2) via Zoom platform

<https://undp.zoom.us/j/87645579448?pwd=jbd08Yk1TzwVpEdopJ99slG0peaP8i.1>

**Agenda:**

- I. Presentation and description of procedures
- II. Questions and answers

**I. Presentation and description of procedures**

The Pre-Proposal Conference for RfP26/03232 was opened by Ms. Cristina Gnaciuc, Procurement Analyst/ Head of the Procurement & Operational Support Unit, UNDP Moldova, who welcomed the participants and invited them to introduce themselves.

UNDP Moldova was represented by the following officials:

Ms. Cristina Gnaciuc – Procurement Analyst / Head of Procurement & Operational Support Unit  
Ms. Cristina Verdeş – Programme Finance Associate  
Ms. Natalia Volcovschi – Procurement Associate  
Ms. Natalia Ibrisisim - Procurement Associate  
Mr. Sergiu Goreacioc – Procurement Analyst  
Mr. Igor Oliivschi – Procurement Analyst

Participants

A total of 8 participants attended the conference, representing the following organizations:

KPMG Moldova, Victor Voluta  
KPMG Moldova, Mihaela Suveica  
Mol auditing SRL, Daniela Ilescu  
Mol auditing SRL, Elena Gincu  
BDO Moldova, Anatolie Bernaz  
First Audit International, Corneliu Şoimu  
First Audit International, Aneta Pavlicenco  
Audit Concret SA, Ana Litr

Ms. Gnaciuc continued with a brief introduction and background to the tender RfP26/03232.



Based on the results of the competitive solicitation process, UNDP intends to establish one non-exclusive Long-Term Agreement (LTA) with the successful proposer for the provision of “Micro Assessments” and “HACT Audits” within the framework of the Harmonized Approach to Cash Transfers (HACT) in the Republic of Moldova, including the Transnistrian region. The LTA will cover an indefinite quantity of services in support of operations of participating UN Agencies.

The anticipated duration of the LTA is up to three (3) years, subject to satisfactory performance of the supplier and continued competitiveness of prices.

The estimated volume of services is provided in **Form K: Format for Financial Proposal**. However, as the LTA is non-exclusive, the indicated volume represents a forecast of needs and does not constitute a commitment by UNDP or participating UN Agencies to procure any minimum quantity.

The LTA may also be utilized by other UN Agencies beyond the participating agencies (UNDP, UNICEF, and UNFPA) through a piggybacking arrangement. In such cases, the successful proposer shall extend the same terms and conditions to other UN entities, subject to prior written consent from UNDP.

Upon contract award, the selected proposer will be required to sign the applicable contract type and General Terms and Conditions with each respective UN Agency.

Subsequently, Ms. Cristina Verdeş presented **Section 5: Terms of Reference** of the tender package, outlining the **requirements for the provision of Micro Assessments and HACT Audits**. These assignments are conducted under the Harmonized Approach to Cash Transfers (HACT) framework, which provides a standardized approach for UN Agencies to transfer funds to implementing partners while strengthening accountability and national systems.

An Implementing Partner (IP)/ Responsible party (RP) refers to a government institution, non-governmental organization, or other entity that receives funds from UN Agencies and is responsible for implementing project activities and managing the related resources.

Accordingly, the scope of the assignment is to provide Micro Assessments and HACT Audits for implementing partners of UN Agencies operating in the Republic of Moldova, including the Transnistrian region. Assignments will be performed physically at the premises of implementing partners and responsible parties, though remote assignments may be requested at the UN Agencies’ discretion. Services will be delivered within the country (Moldova and Transnistrian region) depending on the location/registration/operation of the respective implementing partner.

The selected service provider will deliver services in line with the HACT Framework, including:

- **Micro Assessments:** Evaluation of implementing partners’ financial management capacity and risk rating, supporting decisions on cash transfer modalities and assurance activities.
- **HACT Audits:** Independent audits to assess the proper use of funds, compliance with agreements, and effectiveness of internal controls.
- **Additional services** (e.g., capacity development or advisory) may be requested as needed.

All personnel engaged in these assignments must be fluent in English, Romanian, and Russian and possess the relevant professional certifications appropriate to their role, such as CA, CCA, CPA, or Certified Auditor.



Reports must follow the standard HACT Framework templates. The draft report will be shared with UN agencies for review prior to final submission. No deliverables are to be shared with donors or other parties. In some cases, service providers may be required to enter report data into the UN Agency systems.

While there is no minimum purchase commitment under the proposed 3-year LTA with the selected service provider, services will be requested as needed, and rates must be quoted in USD, tax-exempt, and inclusive of all costs related to travel, accommodation, communications, reporting, daily subsistence allowances, and other ancillary expenses. Payments will be made within 30 days of the UN Agencies' written acceptance of services.

All detailed requirements, scope of services, and deliverables are defined in the official HACT Framework Terms of Reference, which will also apply to secondary bidding processes under the LTA.

Cristina Gnaciuc made an overall presentation of the tender's conditions and requirements, specifically focusing on Sections 1 - 7 of the solicitation documents.

**Section 1: Letter of Invitation** provides an overview of the procurement process and lists all sections of the RFP along with the key documents that Proposers need to review.

**Section 2 : Instructions to Proposers**, provides the general rules governing the tender process, including UNDP procurement principles, proposalder eligibility, proposal preparation and submission requirements, clarification procedures, proposal evaluation methodology, and award process, as well as required documentation, with relevant references and links. Proposers are strongly encouraged to review this section carefully to fully understand UNDP procurement rules and requirements.

**Section 3: Data Sheet (DS)** sets out the tender's specific requirements that complement and, where applicable, prevail over Section 2: Instructions to Proposers. It is a critical part of the solicitation and defines the binding conditions under which proposals must be prepared and submitted.

This section confirms, inter alia, proposer eligibility, acceptable submission languages, pricing rules and fixed-price requirements, proposal currency and payment arrangements, tax treatment, proposal validity period, and the structure and format of proposal submission through UNDP's Quantum ERP system, including deadlines and official communication channels.

Section 3 also specifies the evaluation methodology, contract award arrangements and the mandatory documents to be submitted by Proposers. Proposers are therefore strongly encouraged to review this section carefully to ensure full compliance with the solicitation requirements.

Below **Section 3: Data Sheet conditions** were highlighted:

- The **general purpose of the tender** is to establish one non-exclusive Long-Term Agreement (LTA) with the successful proposer for the provision of "Micro Assessments" and "HACT Audits" within the framework of the Harmonized Approach to Cash Transfers (HACT) in the Republic of Moldova, including the Transnistrian region. The details of the services to be provided are included in Section 5: Terms of Reference of this RFP.



- **Section 5: Terms of Reference** of this RFP stipulates that the **detailed scope of services** for Micro Assessment and Audit is defined in the Terms of References provided in the HACT Framework given at <https://unsdg.un.org/resources/harmonized-approach-cash-transfers-framework>.  
The specific services and expected outputs to be delivered for each service area are detailed in the the respective **ToRs for Micro Assessments and HACT Audits** within the HACT Framework. These ToRs will be applied in future secondary bidding processes conducted under the LTA.
- The proposal could be presented in **English** with Romanian acceptable for documents issued by state authorities.
- **Partial proposals** shall not be allowed. Proposers must quote prices for the total requirement requested under Section 5: Terms of Reference. Evaluation will be done for the total requirement.
- The quotations shall be quoted only in the currency indicated in the system: **US Dollars (USD)**. In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: <https://treasury.un.org/operationalrates/OperationalRates.php>  
  
UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
- The **submission deadline** is set to **31 March 2026 at 16:30 (GMT+2)** in order to allow Proposers sufficient time to prepare their Proposals.
- The proposals must be valid for a period not shorter than **90 days since submission deadline**. This is the period UNDP is obliged to take a decision and inform the Proposers on the tender results. Proposers are encouraged to keep patience until an e-mail informing on the tender results will be sent.
- UNDP Moldova will award a contract to **One Proposer Only**, award being made to the proposer who secures the highest combined score (using a distribution of 70%-30% Technical Proposal - Financial Proposal) in the evaluation process. To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.
- The expected commencement date of the contract is **mid April 2026**, however, this date may be adjusted in case of delays related to the submission of offers or other technical issues.
- Proposal submission as **Joint Venture, Consortium or Association is not allowed**.
- Proposers must submit their **proposal directly in the online system Quantum**.  
**The Financial Proposal Forms J and K, representing the Financial Proposal shall be submitted directly in the system, only in the “Commercial section” of the requirements. No other documents shall disclose the financial proposal apart from Forms J and K. Noncompliance with this instruction may result in rejection of the proposal received.**  
Dully filled in **Proposal Forms A-I**, representing the Technical Proposal, shall be submitted directly in the system in the **“Technical section”** of the requirements.

- Referring to the **online submission via Quantum platform**, the Proposers were suggested to pay attention to the **detailed User Guide** to assist Proposers with registration to the platform and submission of Proposals, that is available with the tender documentation on all announcement pages:

- **UNDP Procurement Notices: [Procurement Notices - UNDP-MDA-00939 - RfP26/03232: Provision of Micro Assessments and HACT Audits](#)**
- **UNGM: [RfP26/03232: Provision of Micro Assessments and HACT Audits](#)**
- **UNDP Moldova: <https://sc.undp.md/tnddetails2/3232/>**

If following strictly the guidelines, Proposers will succeed.

**In case Proposers encounter problems in registering and submitting a proposal through Quantum platform** as recommended in the user guide, they were suggested to write to [sc.md@undp.org](mailto:sc.md@undp.org) and UNDP will try to help with solving the issue.

**In case Proposers are not registered in Quantum**, they need to follow this link to register a profile:

**[Supplier Portal Registration Link.](https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qcr67sVNwAfAMoYCOHny7FmchTkUNg99VcaL5ZkFrYsNQ1ceRw%3D%3D)** ( <https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qcr67sVNwAfAMoYCOHny7FmchTkUNg99VcaL5ZkFrYsNQ1ceRw%3D%3D> )

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case Proposers have not received the access link after 3 days since registration, they should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

In case Proposers encounter errors with registration (e.g. system states Supplier already is registered), they should address for support to UNDP at the email address: [sc.md@undp.org](mailto:sc.md@undp.org).

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Proposers were recommended to turn down any firewalls on your computers to ensure receipt of email notification.

Proposers were recommended to not create a new profile if they already have one. They have to use the forgotten password feature in case they do not remember the password or the username from previous registration.

- All the **clarifications** must be submitted not later than **3 (three) days** before the tender deadline in the system using the messaging feature. Only in case of facing difficulties to register in the system and sending messages, Proposers can write to the contacts indicated in the solicitation documents. In case questions will be considered relevant for other Proposers, the questions, with their respective answers (without disclosing the source of questions) may be published for the use by other Proposers. By this the “Fairness, integrity and transparency” procurement principle is respected – all the Proposers have access to the same information.
- Proposers which registered in Quantum at the respective tender/negotiation will automatically be notified of:
  - any **amendments** to the tender documents
  - all **clarifications** issued by UNDP
  - any **extensions** of deadlines
  - **published minutes** of pre-proposal meetings and associated **presentations**



Please check the Quantum platform and websites: <https://sc.undp.md/viewtenders2/>, <http://procurement-notices.undp.org/>, <https://www.ungm.org/Public/Notice> accordingly.

- Proposers were pointed the **importance of submitting all requested documents as per solicitation document** together with the offer **through the Quantum system**. The system will not allow submission unless all required documents are uploaded. Please refer to Section 3 – Data Sheet, point „Other information related to the RFP – Documents to be submitted”.
- Ms. Gnaciuc mentioned that submission of proposals through Quantum portal is the only means of accepting proposals from potential Proposers. Moreover, Proposers were advised to **upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers**. If Proposer faced any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP might not be able to assist on such a short notice and would not be held liable in such instance. UNDP would not accept any offer that is not submitted directly through the System.

Referring to **Section 4. Evaluation Criteria**, it was underlined that this section reflects the **Eligibility and Qualification** requirements and **Technical Evaluation Criteria** to be met by the proposers.

During the session, the evaluation methodology was presented in detail, explaining that proposals will be assessed through a three-stage process: **Preliminary Examination, Technical Evaluation, and Financial Evaluation**.

The *Preliminary Examination* will be conducted on a pass/fail basis and will verify proposal completeness, acceptance of UNDP General Terms and Conditions, validity of the proposal, submission of the required documents, and the presence of duly authorized signatures and power of attorney, where applicable.

The *Technical Evaluation*, carrying a weight of 70%, will assess compliance with the technical requirements and evaluation criteria.

The *Financial Evaluation*, weighed at 30%, will be opened and assessed **only for those bidders who meet the minimum technical score required**.

Further, Proposers were recommended to pay attention to the main requirements towards the object of the tender outlined in **Section 5: Terms of Reference**, which also presents the required deliverables and requirements.

In addition, Proposers were strongly encouraged to thoroughly examine the key contractual requirements outlined in **Section 6 : Conditions of Contract and Contract Forms**, including the governing legal terms and conditions of UNDP and UNICEF. It includes the links where the applicable terms and conditions can be reviewed.

Referring to **Section 7: Proposal Forms**, all required forms (A through K) were presented:

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**

- **Form E: Joint Venture/Consortium/Association Information (Not Applicable for current tender)**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of proposed key personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission**
- **Form K: Format for Financial Proposal**

Moreover, the below were highlighted:

- **Form H: Format for CV of proposed key personnel:** Proposers were encouraged to follow the template from Section 7 when presenting CV of the key personnel listed under Section 4: Evaluation Criteria. Proposers have to ensure that the CV reflects not only incumbent's qualifications and experience, but also provides names and contact details of at least 2 reference persons. UNDP reserves the right to contact those persons into the purpose of due diligence exercise. Proposers should pay attention to the fact that CV's must be signed only by the referred persons and not proposalder's director or administrator.

- **Form K: Format for Financial Proposal** will form Proposer's Financial Proposal. Proposers are required to complete and sign the form, and submit it as part of their submission. The form shall be filled in US Dollars. The currency shall be duly indicated by Proposers. According to contract provisions, the unit prices are fixed and are not subject to any variation whatsoever (currency fluctuation, increase of market prices, increase of any taxes etc.), that is why Proposers are encouraged to rethink and include all the costs associated with any risks for the implementation of this contract. In case of deviations between unit prices submitted in the proposal and those reported after completion, UNDP will not accept such deviations and may terminate the contract immediately. Also, Proposers should pay attention to the fact that the financial proposal shall be VAT 0%. Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All Proposals shall be submitted net of any direct taxes and any other taxes and duties. The Contractor(s) to be selected shall not be entitled to receive any amount over its proposed price in relation to VAT, Special Consumption Tax and any other applicable taxes.

During the pre-proposal conference, **several questions were raised and addressed during the Q&A session** held at the end of the meeting. In addition, Ms. Gnaciuc encouraged participants to submit any further questions that may arise after the conference through the Quantum messaging functionality.

The Pre-Proposal Conference was closed by Ms. Cristina Gnaciuc, who thanked all participants for their attendance.

## II. Questions posted by Proposers prior to and after the Pre-Proposal Conference and Answers

Questions	Answers
<p>Could UNDP provide estimates of the available budget for the proposed assignments? Given the complexity and rigor of the tasks under the HACT Framework, this information will help us accurately assess the required effort and resources.</p>	<p>According to the Terms of Reference, UNDP and other UN Agencies will enter a 3-year Long-Term Agreement (LTA), with services requested on an as-needed basis. There is no minimum purchase commitment, and the estimated quantities provided in the Financial Proposal Submission Forms are indicative only for financial evaluation purposes. UNDP does not guarantee to order any minimum quantity of services.</p> <p>Moreover, in accordance with UNDP rules and regulations, the available budget for the proposed assignments cannot be disclosed. Therefore, proposers should base their proposals on the expected scope, complexity, and effort required for Micro Assessments and HACT Audits.</p>
<p>Could UNDP clarify what specific information and formats are expected in the reports for the performed services, including Micro Assessments and HACT Audits?</p>	<p>Reports must follow the HACT Framework templates (see the links for <a href="#">TORs for Micro Assessment</a> and <a href="#">HACT Audit</a>). The draft reports will be shared with UN agencies for review prior to final submission.</p>
<p>The links for <a href="#">TORs for Micro Assessment</a> and <a href="#">HACT Audit</a> are not accessible. Could you please share the documents?</p>	<p>The documents shall be included in the tender solicitation package so that they are accessible through Quantum to all potential Proposers. Moreover, they will be shared by email with all participants at this Pre-Proposal Conference.</p>
<p>What is the typical timeline for completing a Micro Assessment or a HACT Audit?</p>	<p>Based on UNDP experience, a maximum of eight weeks is generally sufficient to complete a Micro Assessment or a HACT Audit, from planning through to report issuance. The actual timeline may vary depending on the size and complexity of the implementing partner, their availability for meetings, the location(s) of project documentation, and other operational factors. Proposers should also account for the required on-site presence at the implementing partner's premises, including locations in Transnistria, when planning the duration.</p> <p>While eight weeks represents the upper threshold, UNDP expects proposals to include efficient methodologies and approaches that enable completion of the services within a shorter timeframe.</p>

<p>Could UNDP confirm the process and expected timelines for issuing requests for services under the LTA? We want to ensure adequate planning and avoid situations where staff are required to respond immediately.</p>	<p>According to the Terms of Reference, Purchase Orders (POs) will be issued under the LTA by the UN Agencies' Country Offices on an as-needed basis. There is no obligation for UNDP to issue immediate requests, and services will be requested only when there is an actual requirement. The planning and timelines for each request will be coordinated with the Contractor to ensure they are reasonable, while also taking into account UNDP's or UN Agencies' operational needs and priorities. The exact notice period will remain at the discretion of the UN Agencies, within these parameters.</p>
<p>Would UNDP consider granting an extension to the tender submission deadline if additional time is needed for internal offer preparation and clearance through our QA departments?</p>	<p>UNDP may grant an extension if there is a justified need for additional time to prepare a compliant proposal. Proposers are strongly encouraged to submit any extension requests well in advance of the initial deadline, providing clear rationale such as internal quality assurance processes or the complexity of the assignment. Nonetheless, UNDP expects that proposals be submitted by the initial deadline whenever possible.</p>