

PROCUREMENT NOTICE

Individual Consultant – Project Coordinator for the preparation of the Integrated Waste Management project in Waste Management Zones 4 and 7

1. Background

The Government of the Republic of Moldova, through the Ministry of Environment, is implementing reforms aimed at improving the waste management system by establishing integrated regional waste management systems aligned with EU directives and national waste management strategies. As part of this reform, feasibility studies will be developed for the planning and design of regional waste infrastructure in two Waste Management Zones:

- **Waste Management Zone 4** comprising:
 - Chisinau Municipality and
 - Anenii Noi, Criuleni, Dubasari, Hincesti, Ialoveni, Straseni, Orhei rayons
- **Waste Management Zone 7** comprising:
 - Balti Municipality and
 - Drochia, Falesti, Glodeni, Floresti, Riscani, Singerei, Soroca, Rezina, Soldanesti, Telenesti rayons.

To support the coordination, communication, and facilitation of these processes, the Ministry of Environment seeks to engage an experienced individual consultant to act as Project Coordinator, ensuring the smooth cooperation between all involved actors, including the consulting firm(s) contracted for the feasibility studies development, local and central public authorities, waste operators, European Investment Bank, European Bank for Reconstruction and Development, and other stakeholders.

2. Objective of the Assignment

The objective of the assignment is to ensure effective coordination, oversight, and stakeholder engagement during the development of feasibility studies for integrated waste management systems in Zones 4 and 7. The consultant will support the consulting firm(s) contracted for the feasibility studies development, the Ministry of Environment and Project Implementation Unit (PIU) by facilitating communication, resolving bottlenecks, organizing stakeholder consultations, and ensuring alignment between technical proposals and local needs.

3. Scope of Work and Responsibilities

The Consultant will undertake the following key tasks:

- a) Coordination and oversight

- b) Stakeholder engagement and communication
- c) Support for technical processes, including the review of the technical report prepared by the consulting firm(s)
- d) Reporting and knowledge sharing.

4. Deliverables and Timeline

Inception Report and Work Plan	Within 1 month of contract signing
Monthly Activity Reports	Monthly
Support Reports on Interim Deliverables of Feasibility Studies	Ongoing
Final Coordination Report and Recommendations	At contract completion (month 18)

5. Duration and Location

The assignment is for a period of 18 months, on a full-time basis (to be defined based on availability and project needs), with regular travel required to the territories of Waste Management Zone 4 and Zone 7. Work will be carried out in coordination with the Ministry of Environment in Chişinău.

6. Qualifications and Experience

Minimum Requirements:

- University degree in environmental management, engineering, public administration, or related fields.
- At least 3 years of experience in project coordination, stakeholder engagement, or implementation of public infrastructure projects.
- Excellent organizational, interpersonal, and communication skills.
- Fluency in Romanian and Russian, and working knowledge of English.

Preferred Qualifications:

- Experience working with LPAs and civil society in Moldova.
- Experience in solid waste management projects will be considered an advantage.

7. Supervision and Reporting

The consultant will work under the direct supervision of the Project Implementation Unit (PIU) and the Ministry of Environment. All deliverables must be submitted in Romanian and/or English.

8. Application Procedure

Interested candidates are invited to submit:

- CV (in EUROPASS or similar format)
- Motivation letter outlining relevant experience
- At least two references from previous assignments (provide contact details)
- Covenant of Integrity
- Financial proposal indicating expected monthly remuneration.

10. Conflict of Interest and Ethical Conduct Requirements

The Consultant shall not have a conflict of interest. Conflict of interest occurs when the impartial and objective exercise of the functions of the promoter, or the respect of the principles of competition, non-discrimination or equality of treatment with regard to the procurement procedure or contract, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest.

The individual or entity in question should declare whether they have any conflict of interest and, if so, present supporting evidence which might remove or remedy a conflict of interest. In cases where a conflict of interest cannot be effectively remedied by other less intrusive measures, the Bank requires promoters to exclude from participation in an EIB-financed procurement procedure or contract any supplier or contractor affected by such a conflict of interest.

The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.

The Bank shall not provide or otherwise make funds available, directly or indirectly, to or for the benefit of an individual or entity that is subject to financial sanctions imposed by the EU, either autonomously or pursuant to the financial sanctions decided by the United Nations Security Council on the basis of Article 41 of the UN Charter. In addition, individuals or firms may not be eligible to tender in application of section 1.4 on Ethical Conduct. (Refer to 1.2 and 1.4 GtP).

11. Evaluation of the Proposal

11.1 Only proposals scoring 60 or higher and meeting all the required qualifications will be declared as technically compliant. The Technical Proposal will be evaluated and assigned a total of following scores:

Qualifications	Evaluation	Max. score
At least 3 years of in project coordination, stakeholder engagement, or implementation of public infrastructure projects.	<p><i>Qualifications will be assessed based on track record in his experience.</i></p> <ul style="list-style-type: none"> - 25 points for 3 years' experience - 30 points for 3 to 5 years' experience - 35 for more than 5 years' experience 	35
Experience working with LPAs and civil society in Moldova.	<ul style="list-style-type: none"> - 5 points: Limited experience with LPAs or civil society, without active participation in relevant assignments. - 10 points: Actively collaborated with LPAs and/or civil society organizations in public interest projects, playing a significant role in their implementation. - 15 points: Actively involved in large-scale projects, with a central role in collaborating with LPAs and civil society, demonstrating positive results in this context. 	15
Experience in solid waste management projects	<ul style="list-style-type: none"> - 5 points: Limited experience in solid waste management projects, with minor involvement in specific tasks or activities. - 10 points: Demonstrated active participation in solid waste management projects, including coordination, planning, or execution of relevant activities. - 15 points: Extensive experience in leading or managing solid waste management projects, with significant contributions to planning, implementation, and measurable results. 	15
Communication and Leadership Skills	<ul style="list-style-type: none"> - 5 points: Demonstrated communication skills in small teams or under the coordination of others. - 8 points: Led small teams or was responsible for a subset of activities, with visible results. - 10 points: Demonstrated excellent leadership skills, managing large and diverse teams, successfully 	10

	completing the project with significant impact results.	
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11.2. Evaluation of the Financial Proposal

The Financial Proposal shall be evaluated to ensure that the Consultant has adequately priced the technical proposal.

The client shall correct arithmetical errors on the following basis:

- If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the client there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;
- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

Consultant shall be requested to accept correction of arithmetical errors. Failure to accept the correction may result in the rejection of the proposal.

The Financial Proposal will be given a score according to the following: the lowest offer = 100 points, the others are ranked on the lowest offer/offer x 100 basis.

11.3. Candidate's Weighted Score and Selecting the Successful Candidate

The selection method employed for this evaluation is the Quality and Cost-Based Selection (QCBS). The candidate's final score is determined by combining the Technical Proposal score (weighted at 70%) and the Financial Proposal score (weighted at 30%).

The candidate whose evaluation scores is the highest, will be selected as the successful candidate for contract award.

12. Submission

Offerors are kindly requested to submit their proposal no later than **25.07.2025**.

- Technical Proposal, consisting of the CV of the offeror, motivation letter, references from previous assignments.

- Financial Proposal, indicating expected monthly remuneration.
- Covenant of Integrity.

Important notes:

- All documents must be sent to email cancelaria@onipm.gov.md. All documents must be submitted in English.
- The validity of a Proposal shall not be less than 60 days from the date of its submission.

13. Opening and evaluation

- Technical Proposals will be opened and assessed by the Client's Evaluation Committee following the submission deadline outlined in paragraph 12.
- There will be a 10-day standstill period after the Technical Proposal evaluation. This period will encompass notifying Offerors of their pass/fail status and the commencement of the Financial Proposal opening.

14. Contract Award

14.1 Notification of Contract Award Decision:

The Promoter will withhold the contract signature process for a period of 10 calendar days following the dispatch of the contract award/rejection notification to the Offerors. This is to ensure that consultants have access to effective remedies.

14.2 Signing of the Contract:

The contract will be signed after the conclusion of the specified standstill period from the notification of the contract award/rejection decision.

FINANCIAL PROPOSAL

To: The National Office for Implementation of Environmental Projects

Ref: Consultancy services: Individual Consultant, "Project Coordinator for the preparation of the Integrated Waste Management project in Waste Management Zones 4 and 7"

I, the undersigned, hereby offer to provide professional consulting services to the National Office for Implementation of Environmental Projects for the specified Assignment.

After careful examination and understanding of the conditions outlined in the Procurement notice and its annexes, I acknowledge receipt and hereby confirm my agreement to deliver professional services in accordance with the scope of work.

Below is my maximum total financial proposal for the assignment:

Rate per day (EUR)	Rate per working days (EUR)
Total contract price (EUR)	

I confirm that my financial proposal will remain unchanged. Furthermore, I acknowledge that the price I am offering is inclusive of all relevant taxes and insurances.

My proposal shall remain binding for a period of 60 days. However, I acknowledge that the National Office for Implementation of Environmental Projects is not obligated to accept any financial proposal.

Name:

Address:

Telephone/Email

Date:

[Signature]

COVENANT OF INTEGRITY TEMPLATE

[Name of lead tenderer] hereby declare and covenant, on our behalf and on that of our joint venture partners, if any, for [name of the contract] managed by [name of promoter] (the “Contract”), that neither we nor anyone, including any of our directors, employees, agents or subcontractors for the Contract, acting on our behalf with due authority or with our knowledge or consent or facilitated by us (together, the “Associated Entities and Persons”), nor any of our parent, subsidiary or affiliate companies,

(i) have engaged in any Prohibited Conduct¹⁸ in connection with the tendering process, nor will we or the Associated Entities and Persons engage in such Prohibited Conduct during the execution of the Contract;

(ii) are listed or otherwise subject to EU/United Nations sanctions;¹⁹

(iii) are the subject of a current decision of exclusion by the European Investment Bank;

(iv) during the 5 (five) years immediately preceding the date of this Covenant, have been convicted in any court or sanctioned²⁰ by any authority (irrespective of whether such conviction or sanction is still in force) of any offence on grounds comparable to Prohibited Conduct in connection with a tendering process or any provision of works, goods or services; or

(v) are excluded or subject to enforcement actions or otherwise sanctioned²¹ by the EU institutions or bodies, or any multilateral development bank,²² on grounds comparable to Prohibited Conduct, or have been under such exclusion, enforcement action or sanction the effectiveness of which ceased no more than 5 (five) years immediately preceding the date of this Covenant.

We will immediately inform you if any instance described under (i) to (v) above in respect of us or any of the Associated Entities and Persons comes to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant at any time during the tendering process and, if successful, during the Contract.

We further declare and covenant that, if successful, neither us nor any of the Associated Entities and Persons will act in contravention of EU/United Nations sanctions during the execution of the Contract.

If applicable, we provide below the details of all convictions, exclusions or other sanctions, exclusion/sanctions proceedings, and/or enforcement actions, listed above under paragraphs (i) to (v), in respect of us or any of the Associated Entities and Persons, together with details of the measures taken, or to be taken, to ensure that no Prohibited Conduct is committed in connection with the tendering process or with the execution of the Contract (if not applicable, please indicate not applicable in the table below):

Name of entity	Details of disclosure	Measures taken or to be taken

¹⁸ Corruption, fraud, collusion, coercion, obstruction, theft at EIB Group premises, misuse of EIB Group resources or assets, money laundering or financing of terrorism, all as defined in the EIB Group Anti-Fraud Policy, available at <https://www.eib.org/en/publications/anti-fraud-policy> and as amended from time to time.

¹⁹ EU sanctions or restrictive measures pursuant to Chapter 2 of Title V of the EU Treaty and the objectives of the Common Foreign and Security Policy set out in Article 21 of the EU Treaty and Article 215 of the Treaty on the Functioning of the EU, either autonomously or pursuant to the sanctions decided by the United Nations Security Council on the basis of Article 41 of the United Nations Charter.

²⁰ Including a fine or any other financial penalty, irrespective of whether paid yet or not.

²¹ Including any decision having an effect similar to conditional non-exclusion, temporary suspension, letters of reprimand, or self-restraint.

²² Including the World Bank Group, the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the European Investment Bank and the Inter-American Development Bank

We, or any of the Associated Entities and Persons, have paid, or will pay, the following commissions, gratuities or fees with respect to the tendering process or execution of the Contract *[insert complete name of each recipient, its full address, the reason for which each commission, gratuity or fee was paid, or will be paid, and the amount and currency of each such commission, gratuity or fee]*:

Name of recipient	Address	Reason	Amount

For the duration of the tendering process and, if we are successful, for the duration of the Contract, we will appoint and maintain in office an officer who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We grant the *[name of promoter]*, the European Investment Bank, and any persons appointed by it and/or any authority or European Union institution or body having competence under European Union law, the right to (i) visit the sites, installations and works, (ii) interview our representatives and any other relevant person and (iii) inspect and copy our books and records in connection with the tendering process or the Contract, and we shall require our Associated Entities and Persons with knowledge of the Contract to respond to questions from the European Investment Bank and to provide to it any information or documents necessary for the investigation of allegations of Prohibited Conduct.

We agree to preserve our books and records and ensure that the books and records of the Associated Entities are preserved generally in accordance with applicable law but in any case, for at least 6 (six) years from the date of tender submission and, in the event, we are awarded the Contract, at least 6 (six) years following the date of substantial performance of the Contract. We shall ensure that in any agreements with Associated Entities concerning the execution of the Contract provisions to the effect of this paragraph are included.

We acknowledge that any failure to comply with the obligations under this Covenant of Integrity (including any omission or misrepresentation, made knowingly or recklessly, of a past conviction, exclusion, other sanction or enforcement action), or any unauthorised amendment to the Covenant, may be considered a breach of the EIB Group Anti-Fraud Policy and thus result in the rejection of our tender for the Contract and/or cause the initiation of exclusion proceedings by the EIB against us and/or any of the Associated Entities and Persons.

SIGNED by a duly authorised representative with the requisite power and authority to sign on behalf of its company and, in the case of a joint venture, on behalf of each member thereof:

Date:

Name of company:

Name of signatory:

Position of signatory:

Signature:

Note: This Covenant must be sent to the Bank together with the contract in the case of an international procurement procedure (as defined in section 3.3.2). In other cases, it must be kept by the promoter and be made available, upon request, to the Bank.

CONTRACT FOR CONSULTANT'S SERVICES

Time-Based

Assignment Title: "Project Coordinator for the preparation of the Integrated Waste Management project in Waste Management Zones 4 and 7" Consultancy Services

Contract No. _

between

The National Office for Implementation of Environmental Projects
and

[Name of the Consultant]

Dated: _____

This CONTRACT (hereinafter called the "Contract") is made the *[number]* day of the month of *[month]*, 2025, between, on the one hand, the National Office for Implementation of Environmental Projects, and, on the other hand, *[name of Consultant]* (hereinafter called the "Consultant").

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) The process for selecting the candidate were adhered to the guidelines outlined in the Guide to Procurement (GtP) for projects funded by the European Investment Bank, as of September 2018.

NOW THEREFORE the parties hereto hereby agree as follows:

Conditions of Contract

- 1. Services** The Consultant shall perform the services specified in scope of work, which is made an integral part of this Contract ("the Services"), along with the Consultant's Technical and Financial Proposals.

The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex, "Consultant's Reporting Obligations".
- 2. Term** The initial term of this time-based Contract shall be 18 months, commencing from the Effective Date. The Consultant will work on a full-time basis, offering continuous service. The Client reserves the right to extend the contract period upon satisfactory performance evaluation and mutual agreement between the Parties.
- 3. Budget**
 - A. Ceiling
For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed-----EUR by means of the bank transfer to the Consultant's bank account, after the Consultant issues an invoice, approved by the Client.
 - B. Rate and periodicity of payments

The Client shall pay the Consultant for the services rendered on a monthly basis, at the rate of _____EUR per day. This amount has been established on the understanding that it includes all the Consultant's costs and profits as well as any tax obligations that may be imposed on the Consultant.

C. Reimbursement

No ancillary or travel expenses related to the provision of services or deliverables by the Consultant are to be reimbursed by the Client. In the event that off-site visits are deemed necessary, the Client is responsible for making arrangements in advance, independent of the Consultant's compensation.

D. Payment Conditions

Payment shall be made monthly for the days worked no later than 3 days following submission and acceptance by the Client of the report, timesheets and the corresponding invoice. Payments will be directed to the Consultant's provided bank account. All payments under this Contract shall be made in Moldovan Lei (MDL), based on the exchange rate determined according to the official rate published by the National Bank of Moldova (BNM) on the day the invoice is issued by the Consultant.

4. Project Administration

A. Coordination.

The Consultant work will be coordinated by the Director. The latter will receive and approve the monthly reports and invoices of the Consultant.

B. Reports.

The reports listed in Annex B, "Consultant's Reporting Obligations", shall be submitted during the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Law Governing Contract and Language** The Contract shall be governed by the laws of the Republic of Moldova, and the language of the Contract shall be in English.
- 11. Dispute Resolution** Any dispute arising out of or in connection with this Contract shall be resolved amicably through negotiations between the Parties. If the Parties fail to reach a resolution, the dispute shall be submitted to judicial court.
- 12. Contract Termination** The Client may terminate the Contract with at least 10 working days written notice to the Consultant after the occurrence of any of the events specified in sub-paragraphs (a) through (d) of this Clause¹:
- (a) if the Consultant does not remedy a failure in the performance of their obligations under the Contract within seven working days from the date of written notification or within any further period as may be further agreed with the Client in writing.
- (b) if the Consultant becomes insolvent or bankrupt.

¹ For the purposes of this Clause, the terms set forth below are defined as follows:

(i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.

(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

(iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.

(iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

(v) "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under Clause 14. process, or affect the execution of a contract.

(c) if the Consultant, in the judgment of the Client, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice in competing for or in executing the Contract.

(d) if the Client, in its sole discretion, decides to terminate the Contract.

14. Accounting, Inspection and Auditing

The Consultant shall permit the EIB and/or persons appointed by the EIB to inspect its accounts and records as well as those of its Sub-Consultants relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the EIB if required by the EIB. The Consultant's attention is drawn to Clause 13 which provides, inter alia, that acts intended to materially impede the exercise of the EIB's inspection and audit rights provided for under Clause 14 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Consultant Guidelines). Additionally, the Contractor is required to comply with the EIB Group Anti-Fraud Policy ².

List of annexes:

- Annex: Reporting requirements
- Annex: Cost Estimate of Services

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Client

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant]*

[Authorized Representative of the Consultant – name and signature]

² <https://www.eib.org/en/publications/anti-fraud-policy>

Annex**Consultant's Reporting Obligations**

The Consultant will report to the director of the National Office for Implementation of Environmental Projects and the Ministry of Environment.

The Consultant will prepare and submit to the National Office for Implementation of Environmental Projects monthly reports and invoices for services offered.

Annex**Cost Estimate of Services**

Name	Years	Rate in EUR (per day)	Time spent (number of days envisaged)	Total, EUR
Total				