



MINISTERUL AGRICULTURII ȘI
INDUSTRIEI ALIMENTARE
AL REPUBLICII MOLDOVA

MINISTRY OF AGRICULTURE AND
FOOD INDUSTRY OF THE
REPUBLIC OF MOLDOVA

UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD
THE CONSOLIDATED UNIT FOR THE IMPLEMENTATION OF IFAD PROGRAMMES



Terms of Reference

Training services for the Moldova Savings and Credit Associations (SCAs) staff

BACKGROUND:

To stimulate the growth of strategic farming and rural business activities in Moldova, the Government of the Republic of Moldova signed with the International Fund for Agricultural Development (IFAD) the Financing Agreement to finance the Rural Financial Services and Marketing Programme (IFAD IV).

Rural Financial Services Component of the Programme provides financing for the Savings and Credit Associations (SCAs) through the Rural Finance Corporation, for lending to their members to develop rural businesses: agricultural and non-agricultural. Component also envisages training activities for SCAs staff on institutional capacity building, activities implemented through specialized companies in providing training services (service providers).

In the context of approval on 03.05.2012 the draft Law on amendments and completion the law on SCAs no. 139-XVI dd. 21 June 2007, as well as to ensure fostering capacity for SCAs development in the Republic of Moldova, the National Commission for Financial Markets kindly requests to support training of SCAs administrators of categories A and B.

OBJECTIVE OF THE ACTIVITY:

The main objective of this activity is to train administrators of SCAs of category A and B on amendments and completions of Law on SCAs no. 139-XVI dd 21 June 2007, approved on 03.05.2012. Training topics have been developed based on proposals of the National Commission for Financial Markets and include the following subjects:

- Application of new provisions of Law on SCAs no. 139-XVI dd 21 June 2007, approved on 03.05.2012;
- Application by the SCAs of cash registration machines and control over the cash flow;
- Stages of legal procedure of applying to the court for outstanding loans recovery;
- Peculiarities of the accounting evidence of SCAs activity;
- Training of SCAs staff to obtain qualification certificate.

TASKS AND RESPONSIBILITIES:

Under this training activity the CPIU-IFAD will cover costs for services rendered by the service providers. The service providers will be responsible for:

- Elaboration of a detailed training programme per each topic from the above, with indication of the number of hours per each sub-topic;
- Elaboration of training materials (PowerPoint presentation, practical exercises separately for each subject);
- Organization of participants' attendance in the training sessions;
- Renting of training hall and organization of catering services for the event;
- Presentation of training materials within the training sessions (multiplication of materials and distribution of each copy to each participant);
- Ensuring with equipment necessary for training purposes (screen, projector, flipchart, etc);
- Training of participants;

- Evaluation of knowledge and abilities obtained as a result of training;
- Reporting on activity results.

REPORTS AND TERMS:

As a result of training activities, service provider will deliver to the CPIU-IFAD, within the 30 calendar days from the date of completion of the training course, the following materials (both hard and electronic copies):

- Final report, with description of activities carried out, means and facilities used, results obtained (accumulated knowledge assessment test) and recommendations for the next training activities;
- As Addendum to the Report there shall be included the list of training participants with signatures, the overall training materials and other documents elaborated in the course of said activity.

The final report, the documents attached, work completion notice shall be approved by the CPIU - IFAD, constituting the basis for services payment.

ARRANGEMENTS:

Training seminars shall be carried out in Chişinău, within October-November 2012. Eligible for participation in training shall be administrators of SCAs of A and B type (director and accountant).

As part of this activity there will be trained a total of 290 persons, 25 persons in each group. The duration of a training course for 1 group will be 8 academic hours.

BID CONTENT:

Interested companies are invited to submit their documents that would confirm their qualification, including: **technical and financial bid**, that shall be submitted separately, in sealed envelopes, original and a copy thereof. Companies that would not comply with these requirements shall **NOT** be admitted for the bidding.

Technical offer shall include:

- General information about the company - shall be presented the information about companies experience and relevant services provided, with reference to the type of services requested;
- Detailed programme of the training separately for each topic (for each and every day of the training, specifying the duration in hours for each topic and the name of the expert);
- Membership of the team that will provide advisory services, mandatory attaching the CVs of the main professionals to be involved in the above-said activities;
- Addendum Form 1 presented here, filled-in as per requirements, signed and stamped.

Financial offer shall include related costs for the following services:

- Elaboration of training materials (constant costs), indicated title of each material, number of pages and cost per each material;
- Rent of the training hall (per day);
- Remuneration of experts (per academic hour);
- Accommodation of participants (per night);
- Cost per coffee break and lunch;
- Communication and organization of attendance of the participants;
- Multiplication of training materials, with indication of number of pages for each participant;
- Consumables for each participant, to be specified, quantity and price.

Cost of services shall be presented in US Dollars¹. Companies that will not comply with this condition will be excluded from the bidding.

EVALUATION METHOD APPLIED:

- Evaluation of bidders will be done in strict compliance with provisions of IFAD Procurement Guidelines.
- Selection of companies for provision of services from the above shall be carried out based on „Quality and Cost-based selection” method, the final score obtained by each company being composed in proportion of 70% from the score obtained for the „Quality” parameter (evaluated based on technical bid) and 30% - the score obtained for the „Cost” parameter (established based on financial bid).
- Evaluation of technical bid will include assessment of: (i) competence of the institution (20%), (ii) methodology of teaching and work plans/seminars (30%); (iii) evaluation of staff competence (40%);(iv) national experts will have the priority (10%).
- Only companies that will accumulate 70% of the maxim score established for „Quality” parameter will be admitted for financial bids opening.

CONDITIONS FOR BIDS SUBMISSION:

- The set of documents with the bidding title shall be submitted to the CPIU-IFAD venue: bd. Ștefan cel Mare și Sfânt, 162, et.13,of 1305, not later than **12 October 2012, 12:00**. **The set of documents shall include Technical Bid and Financial Bid, each sealed in the separate envelops and submitted in one common envelop, also sealed.**
- Bids that will be submitted upon the deadline expiry will not be admitted to the bidding.

¹ As per the GoM Decree no.246 dd 08.04.2010, procurement of goods and services under the IFAD programmes shall be carried out applying 0% VAT.

GENERAL INFORMATION
on qualification for the bidding on
Training Services for the staff of the Savings and Credit Associations of Moldova

#	Title	Note
1.	Indicate the no. of seminars organized by you (on any topic) in the following years:	XXXXXX
	2010	
	2011	
	2012	
2.	Indicate no. of seminars organized by you on thematic relevant/similar to the bidding in the following years:	XXXXXX
	2010	
	2011	
	2012	
3.	Which of the following techniques of teaching are widely used by you in organizing and carrying out of the seminars:	XXXXXX
	<ul style="list-style-type: none"> a) Use of PowerPoint (YES/NO) b) Practical exercises per each topic (YES/NO) c) Interactive dialogue (YES/NO); d) Case Studies (YES/NO); e) Didactic plays (YES/NO); f) Self evaluation of the professor/expert (YES/NO); 	
4.	Number of experts/professors proposed by you to organize and carry out the seminar	
5.	How many experts proposed in p.4 have didactic grade?	
6.	How many experts proposed in p.4 have higher education?	
7.	How many experts proposed in p.4 DON'T have higher education?	
8.	Indicate the experience of the team-leader in carrying out the seminars (expressed in years).	
9.	Indicate general experience of your lawyer proposed to organize and carry out the seminars on legal topics of the bidding (in years).	
10.	Indicate experience of your lawyer in legal procedure of applying to the court to recuperate outstanding loans (in years).	
11.	Indicate general experience of the accountant proposed to organize and carry out the seminars (in years).	
12.	How many team members (experts/professors) proposed by you are the citizens of Moldova (expressed in %)	

I hereby declare on my own responsibility that the information from the above is trustworthy and correspond to reality.

Bidder (name) _____

Signature _____

P.S.