PROJECTS DIRECTORATE

European Investment Bank

PROCUREMENT OFFICE

For operations outside the European Union

STANDARD FORM OF CONTRACT NOTICE

The compliance of information provided in this form with the EIB's Guide to Procurement is the procuring entity's responsibility.

Project name: National Forest Extension and Rehabilitation Programme (NFERP)

Preliminary questions

***Type of contract:**

☐ Works

☐ Supplies

☐ Services

***Type of procedure:**

☒ Open procedure

☐ Restricted procedure

☐ Competitive procedure with negotiation

☐ Competitive dialogue

Section I: Procuring entity

Name and address *(please identify procuring entity responsible for the procedure)*

***Official name:** IP National Office for Implementation Environment Projects (ONIPM)

***Country:** Moldova

***Town:** Chisinau Postal address: Str. Gheorghe Tudor 5, etajul 4

Postal code: Click here to enter postal code.

Contact person: Click here to enter the name of contact person.

***Email:** mfdpgrievance@onipm.gov.md Tel: +373 068 222 249

Fax: Click here to enter fax number. Only one fax number is allowed.

***Internet address (URL):** https://onipm.gov.md or select ☐ N/A

*Communication

*

☐ **The procurement documents are available for unrestricted and full direct access, free of charge, at (URL):** Click here to enter URL. **or select** ☒ **N/A** *[if URL not available]*

or

☐ **Access to the procurement documents is restricted. Further information can be obtained at (URL):** Click here to enter URL. **or select** ☒ **N/A** *[if URL not available]*

[If N/A is selected, it is compulsory to fill the contact details in 'another address' *under* 'Additional information can be obtained from'*]*

***Additional information can be obtained from**

☒ the abovementioned address

☐ another address:

[Please fill this section only if 'another address' is selected]

***Official name:** Click here to enter the name.

***Country:** Click here to enter country.

***Town:** Click here to enter town. Postal address: Click here to enter street.

Postal code: Click here to enter postal code.

Contact person: Click here to enter the name of contact person.

***Email:** Click here to enter email. Only one email address is allowed. Tel: Click here to enter telephone number. Only one telephone number is allowed.

Fax: Click here to enter fax number. Only one fax number is allowed.

***Internet address (URL):** Click here to enter URL.

or select ☐ N/A

***Tenders or requests to participate must be submitted**

☐ electronically via: Click here to enter URL.

☒ to the abovementioned address

☐ to the following address: Click here to provide address.

[Please fill this section only if 'to the following address' is selected]

***Official name:** Click here to enter the name.

***Country:** Click here to enter country.

*Town: Click here to enter town. Postal address: Click here to enter street.

Postal code: Click here to enter postal code.

Contact person: Click here to enter the name of contact person.

*Email: Click here to enter email. Only one email address is allowed. Tel: Click here to enter telephone number. Only one telephone number is allowed.

Fax: Click here to enter fax number. Only one fax number is allowed.

*Internet address (URL): Click here to enter URL.

or select ☐ N/A

*Type of the procuring entity

☒ Ministry or any other national or regional authority, including their regional or local subdivisions

☐ Body governed by public law

☐ National or federal agency/office

☐ International organisation

☐ Regional or local authority

☐ Other type: Click here to enter other type.

☐ Regional or local agency/office

*Main activity

☒ General public services

☐ Housing and community amenities

☐ Public order and safety

☐ Social protection

☐ Environment

☐ Recreation, culture and religion

☐ Economic and financial affairs	☐ Education
☐ Health	
☐ Production, transport and distribution of gas and heat	☐ Urban railway, tramway, trolleybus or bus services
☐ Electricity	☐ Railway services
☐ Extraction of gas and oil	☐ Port-related activities
☐ Exploration and extraction of coal and other solid fuels	☐ Airport-related activities
☐ Water	☐ Postal services
☐ Other activity: Click here to enter other activity.	

Section II: Object

Scope of the procurement

***Title:**	Financial and Disbursement Expert (Financial Manager)	Reference number:	EIB-GtP/Click here and select the EIB Department from the drop-down list. Click here to enter procuring entity's contract reference number.

***Short description:** Financial Manager. The Consultant will be responsible for the overall financial management, disbursement coordination, and financial reporting of the Moldova Forest Development Program, in accordance with national legislation, international accounting standards, and the provisions of the Project Finance Contracts. The Financial Manager will work under the supervision of the Project Implementation Unit Project Manager and in close coordination with the Ministry of Finance and Project Co-financiers.

Estimated total contract value excluding VAT:	Click here to enter estimated contract value.	Currency:	Click here to enter currency of estimated value.

***This contract is divided into lots**

☐ yes ☒ no

[Please fill this section only if contract is divided into lots.]

Quantity of lots: Click here to enter number of lots.

***Tenders may be submitted for**

☐ all lots ☐ one lot only ☐ maximum number of lots Click here to enter max number of lots.

☐ Maximum number of lots that may be awarded to one tenderer Click here to enter max number of lots.

☐ The procuring entity reserves the right to award contracts combining the following lots or groups of lots

Click here to indicate lots or group of lots that may be combined up to 400 characters.

[If the contract is divided into lots, please fill the Annex I of the Standard Form of Contract Notice for each lot separately and do NOT fill the Description section immediately below.]

Description

Main site or place of performance

Chisinau, Moldova

***Description of the procurement**

Procurement information is available in the attached appendix. Further information on procedure and selection process, as well as procurement documents can be obtained contacting the promoter at the abovementioned address.

***Award criteria**

☐ Criteria below

☒ Price is not the only award criterion, and all criteria are stated only in the procurement documents

[Please fill the criterions below only if 'Criteria below' *is selected. If* 'Price is not the only award criterion and all criteria are stated only in the procurement documents' *is selected do not fill any of the quality or cost criteria or price below]*

☐ Quality criterion

[Please fill the quality criterions below ONLY if 'Quality criterion' *is selected.]*

	Quality criterion	Weighting
1.	____________	______
2.	____________	______
3.	____________	______
4.	____________	______
5.	____________	______

6. ______________________________ ________
7. ______________________________ ________
8. ______________________________ ________
9. ______________________________ ________
10. ______________________________ ________
11. ______________________________ ________

and/or

☐ Cost criterion

[Please fill the cost criterions below ONLY if ‘Cost criterion’ *is selected.]*

	Cost criterion	Weighting
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

and/or

If ONLY 'Price' is selected do not fill any of the quality or cost criterions above.]

☐ Price Weighting: Click here to enter weighting for price (ONLY if selected in combination with quality criterion).

***Duration of the contract**

☒ Duration in months 36 or ☐ Range

Start: Click here to enter start date.

End: Click here to enter end date.

*[This section to be filled only if **restricted procedure or competitive procedure with negotiation or competitive dialogue** is selected under the Preliminary questions of this form]*

☐ Envisaged number of candidates

Click here to enter envisaged number of candidates

☐ Range

Envisaged minimum number: Click here to enter envisaged **minimum** number of candidates

Maximum number: Click here to enter envisaged **maximum** number of candidates

Objective criteria for choosing the limited number of candidates

Click here to enter objective criteria for choosing the limited number of candidates to be invited up to 4000 characters.

***Variants will be accepted**

☐ Yes ☒ No

***Options**

☐ Yes ☒ No

Description of options

Click here to enter description of options up to 4000 characters.

Additional information

Click here to enter any relevant additional information related to the scope and/or description of the procurement up to 400 characters.

Section III: Legal, economic, financial and technical information

Conditions for participation

Suitability to pursue the professional activity

Click here to enter a list and brief description of relevant conditions for participation related to professional activity up to 4000 characters.

Economic and financial standing

☐ Selection criteria as stated in the procurement documents

or

List and brief description of selection criteria:

Click here to enter a list and brief description of selection criteria up to 4000 characters.

Minimum level(s) of standards possibly required:

Click here to enter minimum level(s) required up to 4000 characters.

Technical and professional ability

☐ Selection criteria as stated in the procurement documents

or

List and brief description of selection criteria:

Click here to enter a list and brief description of selection criteria up to 4000 characters.

Minimum level(s) of standards possibly required:

Click here to enter minimum level(s) required up to 4000 characters.

Conditions related to the contract

Contract performance conditions

Click here to enter contract performance conditions up to 1000 characters.

Information about staff responsible for the performance of the contract

☐ Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

Description

Information about a framework agreement

☐ The procurement involves the establishment of a framework agreement

[This section to be filled ONLY if 'The procurement involves the establishment of a framework agreement' *is selected.]*

☐ Framework agreement with a single operator

or

☐ Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: Click here to enter maximum number of participants, if applicable.

[This section to be filled ONLY if ***competitive procedure with negotiation or competitive dialogue*** *is selected]*

☐ Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

[This section may be filled only if ***competitive procedure with negotiation*** *is selected]*

☐ The procuring entity reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

Administrative information

Previous publication concerning this procedure

[Please enter the Prior Information Notice number, if there was one.]

Notice number in the OJEU (if published in the OJEU)	Field value must start with '19'or '20' and contain 4 digits.	/S	Field value must contain between 2 and 4 digits.	-	Field value must contain 6 digits.
EIB Reference Number (if published on the EIB website)	Field value must contain 6 digits.	-	Field value contains EIB contract number.		

Time limit for receipt of tenders or requests to participate

***Date:** 14/07/2025 Local time (hh:mm) 17:00

*[This section to be filled ONLY if **restricted procedure or competitive procedure with negotiation or competitive dialogue** is selected]*

Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: Click here to enter estimated date.

***Languages in which tenders or requests to participate may be submitted**

English, Moldovan

Click here to enter another language, if relevant.

☐ Tender must be valid until — Click here to enter a date.

or

☐ Duration in months (from the date stated for receipt of tender) — Click here to enter number of months.

*[This section to be filled only if **open procedure** is selected]*

Conditions for opening of tenders

***Date:** Click here to enter the public opening date. ***Local time (hh:mm)** ____________

Place

Click here to enter exact address of public opening procedure and who is invited to participate up to 400 characters.

Information about authorised persons and opening procedure

Click here to indicate authorised persons to be present and any other information for opening procedure up to 400 characters.

Section VI: Complementary information

Additional information:

Click here to enter any other relevant information (e.g. if access to procurement documents is restricted due to cost coverage for tender documents preparation, indicate purchasing price) up to 4000 characters.

Procedures for review

Review body

***Official name**	Chisinau court Bvd Stefan cel Mare 162
***Country**	Moldova
***Town**	Chisinau
Postal address:	Click here to enter street.
Postal code:	Click here to enter postal code.

***

*** Fields marked with * are compulsory**

PLEASE NOTE ATTACHED INFORMATION

Financial Manager of the Project Implementation Unit (PIU) for the implementation of the Moldova Forest Development Program

Project financed by the EIB

CALL FOR PROPOSALS
INDIVIDUAL CONSULTANT
(CONSULTANT SERVICES)

REPUBLIC OF MOLDOVA

Project Name: Moldova Forest Development Program

Client: The National Office for Implementation of Environmental Projects

Assignment name: Financial Manager of the Project Implementation Unit

The National Office for Implementation of Environmental Projects is procuring the consulting services (Individual Consultant) to act as the Financial Manager of the Project Implementation Unit.

The Consultant will be responsible for the overall financial management, disbursement coordination, and financial reporting of the Moldova Forest Development Program, in accordance with national legislation, international accounting standards, and the provisions of the Project Finance Contracts. The Financial Manager will work under the supervision of the Project Implementation Unit Project Manager and in close coordination with the Ministry of Finance and Project Co-financiers.

The assignment is a full-time assignment (8 hours per day, 5 working days per week) and covers a duration of 3 years, with possibility of extension of up to 1 year. The performance of the Financial Manager will be assessed by the Client after 6 months from the start of the contract, and then once every twelve (12) months against the Key Performance Indicators (KPIs) and deliverable schedules set out in the Contract.
Proposals must be prepared in accordance with the Call for Proposals documentation and must be submitted no later than the following date and time: **14 July 2025, 17:00 EEST (Chișinău, Moldova — UTC +3).**

CALL FOR PROPOSALS DOCUMENTATION

PUBLICATION REFERENCE: onipm.gov.md, mediu.gov.md

Financial Manager of the Project Implementation Unit (PIU) for the implementation of the Moldova Forest Development Program

When submitting their Proposals, Candidates must follow all instructions, forms and Terms of Reference contained in this Call for Proposals. Failure to submit a Proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the Proposal.

These instructions set out the rules for submitting, selecting Candidates and implementing contracts financed under this Call for Proposals, in conformity with the EIB's Guide to Procurement (available on the internet at this address:

https://www.eib.org/attachments/strategies/guide_to_procurement_en.pdf .

Candidates should alert the Client in writing, with a copy to the European Investment Bank (The Bank), in case they should consider that certain clauses of the Call for Proposals documents might limit international competition or introduce an unfair advantage to some Candidates.

1. Services to be provided

The services required by the Client are described in the Terms of Reference (Annex 1 to this Call for Proposals).

2. Timetable

	DATE	TIME
Deadline for requesting clarification from the Client	30.06.2025*	17:00
Last date for the Client to issue clarification	4.07.2025*	-
Deadline for submitting Proposals	14.07.2025*	17:00

Interviews (if any)	22.07.2025-25.07.2025**	-
Notification of award	July/August 2025**	
Contract signature	July/August 2025**	-
Start date	August 2025**	-

* The time zone of the country of the Client

** Provisional date

3. Participation

a) This Call for Proposals is open to candidates originating from all countries of the world except Russia and Belarus.

b) Natural or legal persons are not entitled to participate in this procedure or be awarded a contract if they have engaged in Prohibited Conduct (including but not limited to, fraud, corruption, collusion, coercion, obstruction, money laundering and terrorist financing or if any of the mandatory exclusion grounds for rejection apply.

c) Candidates that have been sanctioned by the Bank in accordance with the Bank's Policy on Preventing and Deterring Prohibited Conduct[1] in European Investment Bank activities (EIB Anti-Fraud Policy, 2013), and EIB Exclusion Policy shall be ineligible to be prequalified for, bid for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. These policies can be found at:

https://www.eib.org/en/publications/anti-fraud-policy,
https://www.eib.org/en/publications/exclusion-policy.

d) Pursuant to its Sanctions Policy, the Bank shall not provide or otherwise make funds available, directly or indirectly, to or for the benefit of a Candidate 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.

[1] Prohibited Conduct includes corruption, fraud, coercion, collusion, obstruction, money laundering and financing of terrorism defined as defined in section IV.10 of the EIB Anti-Fraud Policy, 2013.

e) Candidates shall be excluded from this Call for Proposals procedure if any of the mandatory exclusion grounds for rejection apply. Candidates may be excluded from this Call for Proposals procedure if any of the discretionary grounds for exclusion apply. Candidates found to have a conflict of interest shall be disqualified. Assessment of any potential conflict of interest, which is defined in section 1.5 of the GtP, will be done as per the EIB GtP.

f) For the purpose of implementing the contract, subcontracting is not allowed.

4. Content of Proposals

1. The Proposal, all correspondence and documents related to this procedure exchanged by the Candidate and the Client must be written in English.

2. Supporting documents and printed literature furnished by the Candidate may be in another official language, provided they are accompanied by a translation into English language. For the purposes of interpreting the Proposal, the language of the procedure has precedence.

The Proposal must include only a technical offer. The financial conditions for this contract will be disclosed only to the Candidates who will be invited to interviews.

Failure to fulfil the requirements in clauses 4.1 and 7 will constitute an irregularity and may result in rejection of the Proposal.

4.1. Technical offer

The Technical offer must include the documents listed below.

a) The CV of the Candidate in the template provided as Annex 2. The CV should be no longer than 5 pages. In case of a CV longer than 5 pages, only the first 5 pages will be taken into account. Only the work experience mentioned in the CV will be considered by the evaluation committee.

The qualifications and experience of the Candidate must clearly match the profiles indicated in the Terms of Reference. If a Candidate does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), his/her Request to Participate must be rejected.

Candidates must provide the following supporting documents:

- a copy of their diplomas mentioned in their CV,
- a copy of employer certificates or references, or signed copies of consultancy or labour contracts, proving the professional experience indicated in his/her CV. The admissibility of any other

supporting documents to prove the work experience indicated in the CV will be subject to the discretion of the Client.

Only diplomas and documented experience (i.e. not self-statement from the experts) will be taken into account. Previous experience which caused breach of contract and termination shall not be used as reference.

Candidates are reminded that the provision of false information in this procedure may lead to the rejection of their Proposal and to their exclusion from EIB-funded procedures and contracts.

b) Motivation Letter which shall provide the information indicated in the following paragraphs:

i) Motivation and understanding of Forest Development Programme objectives, including the technical responsibilities outlined in the Terms of Reference,
ii) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment,
iii) Description of the approach to financial management, disbursement planning, and reporting.

The Motivation Letter should ideally consist of 1,500–2,500 words (roughly three to five pages). In case of a Motivation Letter longer than 5 pages, only the first 5 pages will be taken into account.

c) Signed Statement of Availability in the template provided as Annex 4.

5. Period during which Proposals are binding

Candidates are bound by their Proposals for 60 calendar days after the submission deadline or until they have been notified of non-award, whichever comes first. In exceptional cases, before the period of validity expires, the Client may request an extension of this binding period by up to 40 additional calendar days.

The selected Candidate must maintain the validity of their Proposal for an additional 60 calendar days beyond the initial period, regardless of when notification of award is received. The Client may also request an extension of this additional period for a specific number of calendar days, as deemed necessary.

6. Additional information before the deadline for submitting Proposals

If the Client, either on its own initiative or in response to a request from a Candidate, provides additional information on the Call for Proposals documents, it must send such information in writing to all Candidates at the same time.

Candidates may submit questions in writing to the following address up to 10 calendar days before the deadline for submission of Proposals, specifying the publication reference and the contract title:

> National Office for Implementation of Environment Projects
> Selection Committee
> Address: Republica Moldova, I.P. Oficiul National de Implementare a Proiectelor de Mediu, str Gheorghe Tudor 5, et.4
> E-mail: mfdpgrievance@onipm.gov.md

The Client has no obligation to provide clarification on questions received after this date.

Any Candidate seeking to arrange individual meetings with the Client and/or the government of the beneficiary country and/or the EIB concerning this contract during the procurement period may be excluded from the procedure.

Any clarification of the Call for Proposals documents will be communicated simultaneously in writing to all Candidates at the latest 10 calendar days before the deadline for submitting Proposals.

No information meeting is planned.

No site visit is planned.

7. Submission of Proposals

Proposals must include the requested documents in clause 4 above and be sent by email to the Selection Committee at the following address: mfdp@onipm.gov.md with in copy moldovafdp@mediu.gov.md, indicating as subject “FDP-PIU Financial Manager”, no later than the deadline for submitting Proposals (see section 2 above).

Proposals submitted by any other means will not be considered.

8. Amending or withdrawing Proposals

Candidates may amend or withdraw their Proposals by written notification prior to the deadline for submitting Proposals. Proposals may not be amended after this deadline.

9. Costs for preparing Proposals

No costs incurred by the Candidate in preparing and submitting the Proposal are reimbursable. All such costs must be borne by the Candidate.

10. Ownership of Proposals

The Client retains ownership of all Proposals received under this procurement procedure.

11. Evaluation of the Proposals

11.1. Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the selection criteria and the weighting detailed in the Selection Criteria matrix in Annex 3 of this Call for Proposals. The selection criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

To assist in the examination, evaluation, and comparison of the Proposals, the evaluation committee may, at its discretion, ask any Candidate for a clarification of its Proposal, given a reasonable time for a response.

Only Proposals that achieve 70/100 overall and score at least half of the available points in each of Sections A–C (qualifications and experience) as defined in Annex 3 Selection Criteria, are declared “technically compliant”. Any Proposal falling to reach the above thresholds is automatically rejected.

Out of the Proposals reaching the 70-score threshold, the best technical Proposal is awarded 100 points. The others receive points calculated using the following formula:

Technical score = (final score of the technical Proposal in question/final score of the best technical Proposal) x 100.

11.2. Interviews

The Evaluation Committee will invite the Candidates whose Proposals are technically compliant to interviews, after having established its written provisional conclusions but before concluding the technical evaluation. The costs for the interviews should be borne by the Candidates.

The date and time of any such interview will be confirmed or notified to the Candidates by e-mail at least 5 days in advance. If a Candidates is prevented from attending an interview by force majeure, a mutually convenient alternative appointment is arranged with the Candidate. If the Candidate is unable to attend this second appointment, its Proposal will be eliminated from the evaluation process.

The Candidates will be scored from 0 to 100. The best performing Candidate is awarded 100 points. The score of the other Candidates will be calculated using the following formula:

Interview score = the score of the Candidate in question / the score of the best performing Candidate) x 100.

During the interviews the Client will disclose the monthly salary and the payment conditions. The Candidates should confirm their agreement with the monthly salary and the payment conditions or declare their willingness to withdraw from participation in the procedure. Should a Candidate withdraw from participation in the procedure, their Proposal will be automatically considered unsuccessful.

11.3. Choice of selected Candidate

The Contract will be awarded to the Candidate with the highest score established by weighing the technical proposal against the score from the interviews on a 50/50 basis.

This is done by multiplying:

- the technical scores awarded to the technical offers by 0.50.

- the scores awarded to the interview by 0.50.

12. Confidentiality

The entire evaluation procedure is confidential, subject to the Client's legislation on access to documents. The evaluation committee's decisions are collective, and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the Candidates nor to any party other than the Client, the European Investment Bank, the EIB Fraud Investigation Division, the EIB Complaint Mechanism and other official institutions authorized by the legislation of Moldova.

13. Ethics clauses and code of conduct

For EIB ethical conduct requirements please refer to EIB Guide to Procurement, inter alia the clauses 1.4 and 3.6. (available on the EIB website).

14. Signature of contract(s)

14.1. Notification of award

Candidates will be notified of the outcome of this procurement procedure in writing.

14.2. Signature of the contract(s)

Within 5 calendar days of receipt of the contract already signed by the Client, the selected Candidate shall sign and date the contract and return it to the Client.

Failure of the selected Candidate to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Client may award the Contract to the second-best Candidate or cancel the procedure.

The other Candidates will, at the same time as the notification of award is submitted, be informed that their Proposal were not retained, by electronic means, including an indication of the relative weaknesses of their Proposal by way of a comparative table of the scores for the winning Candidate and the unsuccessful Candidate.

The corresponding contract award notice will be published on the EIB website.

15. Cancellation of the procurement procedure

In the event of cancellation of the procurement procedure, the Client will notify Candidates of the cancellation.

Cancellation may occur, for example, where:

- the procedure has been unsuccessful, i.e. no suitable, qualitatively Proposals have been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition.

In no event shall the Client be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a procurement procedure, even if the Client has been advised of the possibility of damages.

16. Appeals

Any appeals and complaints on the actions of Client should be made first to the Client in writing, with a copy to the Promoter, after notification of award within fourteen (14) calendar days. The Client shall promptly respond, within fourteen (14) calendar days, in writing answers to the complaints. If the complainant is not satisfied with the outcome, or response, it is entitled to escalate their complaints to the Chisinau Court at the below address, to review any activity within its Terms of Reference:

Chisinau court,
Chisinau
Bvd Stefan cel Mare 162

Any appeals and complaints on the actions of the EIB in respect of an instance of maladministration in their procurement due diligence should be made to the EIB complaint mechanism in accordance with the article 1.8.2 and Annex 8 of the EIB's Guide to Procurement.

17. Data Protection

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data.

Annexes:

Annex 1: Terms of Reference

Annex 2: Selection Criteria

Annex 3: Template CV

Annex 4: Template Statement of Availability

ANNEX 1

REPUBLIC OF MOLDOVA

MINISTRY OF ENVIRONMENT

PROJECT IMPLEMENTATION UNIT

TERMS OF REFERENCE FOR A

FINANCIAL AND DISBURSEMENT EXPERT (FINANCIAL MANAGER)

MOLDOVA FOREST DEVELOPMENT PROGRAMME

1. BACKGROUND INFORMATION

Moldova has one of the lowest forest coverages in Europe (11%), significantly below the EU average (39 %), due to historical deforestation, unsustainable land use, and weak forest management. To address these issues, Government of Moldova launched the **National Forest Extension and Rehabilitation Programme (NFERP)** in 2023, aiming to afforest 110,000 ha of degraded land and rehabilitate 35,000 ha of degraded forests by 2032, with an estimated budget of EUR 749 million. The programme aligns with sustainable forest management principles, focusing on native species, climate resilience, biodiversity conservation, and public engagement. In 2024, the Government of Moldova received a loan of up to EUR 200 million from the European Investment Bank (EIB) - the **Forest Development Programme (FDP)**, a holistic approach to forestry sector modernisation that will also support the implementation of NFERP's first phase. The FDP seeks to improve governance, regulatory frameworks, and institutional capacities while expanding afforestation and landscape restoration efforts. It aims to integrate forestry with other sectors (e.g., agriculture, water resources) and promote economic incentives, public-private partnerships, and digitalisation. Ultimately, the FDP's goal is to enhance climate resilience, ecosystem health, and the supply of sustainable forest products while reducing vulnerabilities to climate change[2].

The project: EIB is providing a loan of up to EUR 200 million to the Ministry of Environment to finance the "Moldova Forest Development Programme" or the "FDP Project").

The Client: The Ministry of Environment through IP National Office for Implementation Environment Projects ("NOIEP" or the "Client") is the promoter of the Project, a public institution under which the Project Implementation Unit (PIU) will be set-up.

The FDP focuses on the following priorities:

- Improvement of forest governance and legal framework.
- Strengthening the institutional capacity of local stakeholders.
- Improving the production capacity of forest reproductive material.
- Restoration and rehabilitation of approximately 63,200 ha of degraded forest land.

The NFERP will be co-financed in parallel through various funding sources (confirmed and potential), as follows:

- Moldova Government funds, contributing in kind approximately EUR 75 million to the FDP.
- The Agence Française de Développement (AFD), providing a budgetary support loan of EUR 40 million for developing and implementation of certain forestry reforms and a grant in the amount of 1.2 million EUR.
- A potential investment grant of EUR 49 million from Green Climate Fund (GCF) sought by the Austrian Development Agency (ADA) on behalf of MENV.
- World Bank accessed the Green Environment Fund (GEF), providing an investment grant of USD 7.8 million sought by the MENV.
- A potential investment and technical assistance grant of EUR 15 million sought by the EIB from EU-Neighbourhood Investment Platform (DG ENEST).

[2] More information about the programme is available here: https://www.eib.org/en/projects/all/20230445

A Project Implementation Unit (PIU) will be set up within the NOIEP to implement the Project. The PIU will consist of several experts that will ensure the day-to-day coordination, management and implementation of the Project's activities, including the technical assistance components, coordination between the Project's stakeholders and EIB, and the required monitoring, evaluation and reporting.

The PIU will be responsible to implement the Moldova Forest Development Programme, including all the activities defined in the Finance Contract between the Republic of Moldova (the Borrower), the NOIEP (the Promoter), and the European Investment Bank[3].

2. SCOPE OF WORK

The **Financial Manager** will report to the PIU Project Manager and will be responsible for the overall financial management and reporting for the Project and for coordination with Project Co-financiers.

The Financial Manager will ensure that all accounting and disbursement activities financed under the Project will be implemented in accordance with the applicable laws of the Republic of Moldova, international accounting and financial standards and set of policies and rules described in the Project Finance Contracts[4].

The Financial Manager is responsible for liaising between the Ministry of Finance of the Client, PIU and Project's Co-Financiers and for producing on behalf of the Client all the financial reports required by the Projects Co-financiers and the Republic of Moldova`s central authorities and audit bodies.

Additionally, the Financial Manager will assist the Procurement expert with the preparation of the parts of Tender Documents which requires the financial and accounting expertise (i.e. terms and condition of payments; taxes, qualification requirements concerning the financial strength of the participants to the tendering process, tender and contractual securities, etc). When required, the Financial Manager shall assist the Evaluation to assess the qualification requirements and in the verification of securities.

The Financial Manager will also manage the Project Accountant.

[3] contract_299eng.pdf
[4] EIB Finance Contract, relevant donor/investment grant agreements, any other related financing documents.

The Client reserves the right to revise or update the Terms of Reference (ToR) in accordance with the provisions of the Project Implementation Manual (PIM), once developed.

Specific duties of the Financial Manager will include (non-exhaustive list)**:**

1. **Establish and maintain** the PIU's accounting, disbursement, and financial-reporting system in full compliance with Moldovan legislation, International Public Sector Accounting Standards (IPSAS), and the requirements of all Project-Financing Agreements and the Project Implementation Manual (PIM).

2. **Draft and implement** the PIU's financial-management policies, including a chart of accounts, primary-document formats, document-flow rules, and internal controls; update these instruments whenever legislation, EIB rules, or project needs evolve.

3. **Operate** modern, automated accounting software (national and/or internationally recognised packages), ensuring timely entry, reconciliation, and secure back-up of all financial data.

4. **Prepare and submit** accurate interim unaudited financial reports, withdrawal applications, and disbursement requests to the EIB and other co-financiers, and **liaise** with their treasury departments to monitor fund flows.

5. **Produce** monthly budget-execution statements, quarterly financial progress reports, and annual project financial statements, analysing variances and recommending corrective actions to the Project Manager.

6. **Support and monitor** all procurement and contract-management activities from a financial perspective, verifying budget availability, ensuring consistency of financial data across procurement, contract-monitoring, and accounting systems, and flagging any cost overruns.

7. **Coordinate** external and internal audits, **facilitate** auditors' access to records, and **implement** agreed audit recommendations within agreed timelines.

8. **Forecast and manage** project cash-flow requirements, maintaining bank accounts, preparing cash forecasts, and ensuring liquidity for planned activities while optimising idle balances.

9. **Supervise, mentor, and coordinate** PIU finance personnel, **in particular the PIU Accountant**, by setting performance objectives, overseeing daily tasks, conducting periodic evaluations, and providing on-the-job training to strengthen capacity.

10. **Ensure** compliance with tax, social-security, and reporting obligations arising from project expenditures and consultant contracts, and **file** all statutory returns on time.

11. **Maintain** the PIU's financial-risk register, **identify** emerging fiduciary risks, and **propose** mitigation measures to the Project Manager.

12. **Perform** any additional finance-related tasks that the Project Manager may reasonably assign, provided they remain consistent with the Project's Investment Plan, the PIM, and applicable finance contracts.

Guidance will be provided in accordance with the specifications set out in the Project Implementation Manual (PIM), which will be made available by the Client following the start of the contract. The PIM documents all procedural and operational requirements for the implementation of FDP investment program. The PIM is a comprehensive document outlining clear procedures and processes for the PIU-FDP that will cover all aspects of project implementation, including, *inter alia*, the following:

- Project organization structure, roles and responsibilities of NOIEP, WG-NFERP, and the PIU-FDP staff;
- Project management procedures, incl. work planning, budgeting, monitoring, and reporting;
- Financial management guidelines/procedures for project funds, including disbursement procedures, financial reporting requirements, and internal controls;
- Procurement procedures for goods, works, and services, aligned with the Bank standards;
- Environmental and social safeguard implementation procedures, such as Environmental and Social Management Plan (ESMP), and Stakeholder Engagement Plan (SEP), ensuring compliance with the Bank's E&S Standards (ESS);

- Monitoring and evaluation (M&E) framework, including monitoring, reporting, and verification (MRV) plan for tracking project progress and achieving results;
- Grievance redress mechanism (GRM) for addressing stakeholder concerns related to project implementation.

3. RESOURCE REQUIREMENTS

Qualifications	At least a university degree (Bachelor or higher) in accounting, finance, economics, or a closely related discipline. **Preferred:** postgraduate degree (e.g. MSc in Financial Management, MBA) or an internationally recognised professional-accountancy credential such as Association of Chartered Certified Accountants (ACCA), Certified public accountants (CPA), or Chartered Institute of Public Finance and Accountancy (CIPFA). A candidate holding an internationally recognised accounting qualification and a strong track record with IFI-financed projects may be accepted in lieu of a higher degree.
General professional experience	At least fifteen (15) years of progressive experience in accounting and financial management, including preparation of financial statements, budgeting, and treasury operations. Exceptional senior-level achievements of similar scale (e.g. managing the finance function of a large public programme) may compensate for up to three years of the general-experience requirement.
Specific professional experience	• Project finance leadership: five (5) years performing financial-management, accounting, and disbursement functions for projects, preferably those funded by International Financial Institution (IFIs), e.g. EIB, World Bank (WB), Asian Development Bank (ADB), European Bank for Reconstruction and Development (EBRD) or comparable organisations

	• Team management: at least three (3) years as Lead Financial Specialist / Chief Accountant or equivalent, supervising staff and coordinating audits. • Proven application of IPSAS, IFRS, or comparable public-sector accounting standards, and hands-on use of modern accounting software and Excel-based financial models. • Familiarity with IFI disbursement, withdrawal-application, and fund-flow requirements. Candidates with fewer years in a formal chief-accountant role may still qualify if they demonstrate substantial responsibility for end-to-end IFI disbursement and reporting on multi-million-euro operations.
Language & other skills	• English: CEFR C1. • Romanian: CEFR C1. • Russian: CEFR B1 (preferred). • IT: Advanced proficiency in MS Office (Excel, Word, PowerPoint, Outlook) and at least one recognised accounting or ERP package; ability to set up financial data interfaces between systems.

***Note:** All experience requirements refer to full-time equivalents (FTE). Years of part-time engagement may be aggregated to meet the minimum thresholds.*

4. TERMS AND CONDITIONS

The assignment is expected to start in Q3 2025. The contract will last for 3 years with possibility for extension of 1 year. The Financial Manager will be offered a **competitive remunerative package** benchmarked against senior experts' roles in CEE Region and consistent with the principles of the EIB Remuneration Framework, which emphasises “attraction, motivation and retention of talented staff” and a pay-for-performance approach. Exact figures will be discussed with shortlisted candidates during the interview.

The **Financial Manager’s performance** shall be assessed by the Client after six (6) months from the start of the contract, and then once every twelve (12) months against the Key Performance Indicators (KPIs) and deliverable schedules set out in the Contract:

a) **Notice of deficiencies**. If the evaluation identifies material under-performance, the Client will provide the Financial Manager written notice specifying the deficiencies and allowing reasonable period to submit and implement a corrective-action plan.

b) **Right to replace or terminate**. If the Financial Manager fails to remedy the identified deficiencies within a reasonable period, to the Client's satisfaction, the Client may, with appropriate written notice, terminate the contract on the grounds of non-performance.

c) **Continuity of services**. Until replacement or termination takes effect, the Financial Manager shall continue to perform the assignment diligently to safeguard the Project schedule.

d) **No prejudice to other remedies**. The rights above are without prejudice to any other contractual or legal remedies available to the Client.

Level of effort and working-time parameters

- The Financial Manager shall deliver the Services on a flexible, self-managed schedule averaging twenty-one (21) working days per calendar month. The Financial Manager may set its own timetable and work location, provided that about seventy percent (70 %) of the effort is carried out at the PIU office (Client's office, Chisinau, Moldova), and the remaining thirty percent (30%) through field missions and site visits, as project needs dictate.
- For health-and-safety reasons, the Financial Manager will not ordinarily work more than forty (40) hours per week for the Client, in line with the working-time limits and rest-period principles set out in EIB Environmental & Social Standard 8 and legislation of the Republic of Moldova.

Office facilities

The Client shall provide the Financial Manager, free of charge, with fully serviced and maintained workspace within the PIU premises, including a desk, a project-dedicated laptop computer pre-loaded with the necessary licensed software, high-speed internet access, utilities, printing/photocopying, and reasonable use of meeting rooms and administrative support required for the Services.

Field missions

For authorised field trips inside Moldova (and any occasional international missions), the Client will either (i) arrange suitable transport and accommodation in advance or (ii) reimburse the Financial Manager's actual expenses in accordance with the Project's Travel & Expense Policy. Domestic travel will normally be organized by PIU vehicle/driver or hired vehicle at standard mileage rates; accommodation will be in mid-range hotels (three-star or equivalent) with daily subsistence allowances that follow EIB per-diem ceilings.

Leave entitlement and approval procedure

- The Financial Manager is entitled to paid annual leave at least equal to the statutory minimum granted to employees in Moldova. Public holidays recognised in the Republic of Moldova are additional and do not count against this quota.
- The Financial Manager shall give the Client adequate advance notice of any proposed leave. In urgent circumstances—such as medical or family emergencies, shorter notice may be accepted. Upon receiving a leave request, the Client may ask, once only, to adjust the dates if the absence would demonstrably jeopardise a critical project milestone. In such case the Client will suggest alternative dates as close as practicable to the original request; the Parties will work in good faith to agree on revised dates. If the Client does not respond within a reasonable time, the leave request will be considered approved.
- **Statutory or medical leave**. Absences for illness, maternity/paternity, or other statutory reasons shall be notified as soon as practicable and cannot be refused; the Parties will agree on workload re-scheduling in line with EIB Environmental & Social Standard 8, which requires fair treatment of all project workers.
- **Independent-contractor status.** These leave provisions are contractual benefits extended to ensure decent working conditions and do not create an employment relationship; the Financial Manager remains an independent contractor responsible for organising their own work and deliverables.

Reporting

The Financial Manager shall submit a concise **monthly activity report** to the PIU Project Manager **promptly**, after the end of each calendar month, summarising activities performed, deliverables produced, issues encountered, and the work plan for the next period.

Ownership and use of deliverables

All documents, data, designs, digital files, and other materials generated in the course of the assignment (collectively, the "Project Materials") **shall vest exclusively in the Client upon creation**. The Financial Manager may not reproduce, publish, distribute, or otherwise use any Project Materials for purposes outside this assignment without the Client's prior written consent.

TOR Review and Amendment

- Once every twelve (12) months, or sooner if both Parties deem it useful, the Client and the Financial Manager shall jointly review this TOR to confirm its continued consistency with the PIM.
- Any change that materially affects the scope, deliverables, level of effort, or remuneration of the Services shall take effect only if set out in a written addendum signed by both Parties. Minor administrative clarifications that do not alter the substance of the Services may be recorded in meeting minutes and appended to the TOR for reference.
- Where an agreed amendment materially increases or decreases the Financial Manager's workload or responsibilities, the Parties shall negotiate in good faith an equitable adjustment to the Financial Manager's fee, delivery timetable, and any other affected contractual terms.

Annex 2 – Selection Criteria

Financial Manager

The selection committee will assess every Proposal against the technical-quality grid below, worth 100 points in total. The grid mirrors the key requirements set out in the Terms of Reference (TOR) for the Financial Manager, formal qualifications, breadth and depth of professional experience, language abilities, and the clarity of your Motivation Letter commitment.

Scoring and thresholds

- Points are awarded only for evidence that can be verified in your CV, cover letter, references, certificates, or online publications.

- You must reach at least 70/100 overall and score at least half of the available points in each of Sections A–C (qualifications and experience) to be deemed technically compliant.

- Where a range is indicated ("up to … points"), evaluators will award points proportionally to the relevance, scale, and concreteness of the evidence you provide.

Tips for a strong submission

- Structure your CV and cover letter around the matrix headings. Spell out years, countries, budgets, accounting systems, disbursement mechanisms, International-financial-institution (IFI) / multilateral-development-bank (MDB) roles, and specific deliverables such as financial reports, audits coordinated, or procurement-related financial inputs.

- Attach copies of diplomas/certificates (e.g. MSc, ACCA, CPA) and, where relevant, provide hyperlinks or annexes for financial reports, audit summaries, or budget documents that demonstrate your role in IFI work.

- Keep the Motivation Letter concise, ideally between 1,500 and 2,500 words (about three to five pages) and use it to highlight the achievements that map directly to the matrix.

- Applications that clear the technical threshold will proceed to any subsequent steps set out in the procurement notice (e.g. interviews). The matrix that follows makes the point allocation fully transparent, so you can tailor your submission accordingly.

#	Evaluation area	Sub-criteria & scoring guidance	Max. points
A	**Formal qualifications** (see TOR "Qualifications")	• Bachelor's degree (BSc or equivalent) in finance, accounting, economics, or a closely related discipline – **10 pts**. • higher degree (MSc in Financial Management , MBA) or an internationally recognised professional-accountancy credential such as ACCA, CPA, or CIPFA – **up to 10 pts**.	**20**
B	**General professional experience** (≥ 15 yrs in accounting, financial management)	• 15 yrs relevant experience – **12 pts.** • 16–19 yrs – **18 pts.** • ≥ 20 yrs – **24 pts.** *NB: demonstrable equivalence (senior achievements) may score pro-rata.*	**24**
C	**Specific professional experience**	• Project finance leadership (≥ 5 yrs) – **10 pts** • Team management (≥ 3 yrs) – 10 **pts**. • Proven application of IPSAS, IFRS, or comparable public-sector accounting standards, and modern accounting software – **6 pts** • Coordination with public institutions and oversight bodies (≥ 4 yrs) – **3 pts**.	**36**

		• EU-funded project experience – **3 pts**. • Familiarity with IFIs disbursement, withdrawal-application, and fund-flow requirement – **4 pts**.	
D	**Language & IT skills**	• English ≥ C1 – **3 pts** (no points if not met). • Romanian ≥ C1 – **3 pts**. • Russian ≥ B1 – **3 pts**. • Advanced MS Office & at least one recognised acounting or ERP package – **1 pts.**	**10**
E	**Explanatory Note (Cover letter) quality & availability declaration**	• Motivation and understanding of Financial Manager role and its alignment with Forest Development Program objectives – **4 pts**. • Comments and suggestions on the Terms of Reference, particularly regarding the financial-reporting framework, or disbursement procedures – **4 pts**. • Description of the financial management approach – **2 pts**.	**10**
	TOTAL		**100**

Annex 3 – Template CV

Annex 2: Template of CV

1. **Family name:**
2. **First names:**
3. **Education:**
4. **Nationality:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

5. **Language skills:** Indicate competence using the CEFR for language skills (A1 - C2)[1]

Language	Reading	Speaking	Writing

6. **Membership of professional bodies:**

7. **Other skills (computer literacy, etc.):**

8. **Present position:**

9. **Key qualifications:**

[1] Common European Framework of Reference for Language skills | Europass

Name of Expert

10. **Professional experience**

Date from - Date to	Location	Company	Position	Description

11. Other relevant information (Publications, etc.)

ANNEX 4 STATEMENT OF AVAILABILITY[5]

PUBLICATION REF: ____________________

I, the undersigned, hereby declare that I am able and willing to work for the period(s) set for the position of PIU Financial Manager if this Proposal is successful, namely:

From	To	Availability
		full time

I confirm that I do not have a confirmed engagement[6] as an expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I should be present in Moldova for the whole duration of the assignment, except during my contractual vacation period.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the Client of any change in my situation.

Name	
Signature	
Date	

[5] To be completed by the expert.

[6] The engagement of an expert is confirmed if the expert is committed to work as an expert under a signed contract financed by the EIB budget or if he/she is an expert in a tender that has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the contractor.