



Empowered lives.
Resilient nations.

REQUEST FOR PROPOSAL (RFP 035/18)

| | |
|------------------------|--|
| NAME & ADDRESS OF FIRM | DATE: June 14, 2018 |
| | REFERENCE: Preparation of degraded forests rehabilitation action plan and implementation of actions in Ijevan Forest Enterprise of “Hayantar” SNCO, Tavush Marz, Armenia |

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Preparation of degraded forests rehabilitation action plan and implementation of actions in Ijevan Forest Enterprise of “Hayantar” SNCO, Tavush Marz, Armenia (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before, 28 June 2018, 4:00 pm local Yerevan time (GMT +4) via email, courier mail below (sealed in envelope):

United Nations Development Programme / UNDP
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia

Or submit via e-mail to the following e-mail address: **tenders.armenia@undp.org**

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 90 days calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

| | |
|---|---|
| Context of the Requirement | Preparing of degraded forests rehabilitation action plan and implementation of coppicing, support to natural regrowth actions in Ijevan Forest Enterprise of “Hayantar” SNCO, RA Tavush marz |
| Implementing Partner of UNDP | The UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia” |
| Brief Description of the Required Services ¹ | Implementation of the following forest rehabilitation activities in the territory of Ijevan Forest Enterprise of Hayantar SNCO of Tavush marz: (a) Coppicing of logged oak-hornbeam forests – 30 ha and (b) Support to natural regrowth (mostly in the hazel grove) – 300 ha. |
| List and Description of Expected Outputs to be Delivered | As per Terms of Reference, (Annex 1a) |
| Person to Supervise the Work/Performance of the Service Provider | <i>Technical Task Leader</i> , UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia” |
| Frequency of Reporting | As per Terms of Reference (Annex 1a) implementation schedule |
| Progress Reporting Requirements | NA |
| Location of work | <input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location |
| Expected duration of work | Within 6 months after contract signing by both parties. |
| Target start date | July 2018 |
| Latest completion date | December 2018 |
| Travels Expected | NA |
| Special Security Requirements | <input checked="" type="checkbox"/> Others Not Required |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted by the Armenian central bank submission day, www.cba.am) |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

| | | | | |
|---|---|------------|-------------------------------------|--|
| Value Added Tax on Price Proposal ² | <input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes | | | |
| Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>) | <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. | | | |
| Partial Quotes | <input checked="" type="checkbox"/> Not Permitted | | | |
| Payment Terms ³ | Outputs | Percentage | Timing | Condition for Payment Release |
| | Technical draft of rehabilitation of 30ha area of logged oak-hornbeam coppice forest in the territory of Ijevan Forest Enterprise of "Hayantar" SNCO in RA Tavush marz | 20% | 4 weeks after signing of contract | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. |
| | Support to natural regrowth on an area of 300 ha, mainly in the hazel grove | 40% | 12 weeks after signing of contract | |
| | Support to coppice regeneration of 30ha oak-hornbeam forests in the territory of Ijevan Forest Enterprise of "Hayantar" SNCO | 30% | 16 weeks after signing of contract | |
| | Handover of the fuelwood generated as a result of coppicing to the Ijevan Forest | 10% | (22 weeks after signing of contract | |

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

| | | | | |
|---|--|--|--|--|
| | Enterprise of "Hayantar" SNCO, to be distributed among the distressed families in forest-adjacent communities | | | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Technical Task Leader of UNDP/GEF "Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia" | | | |
| Type of Contract to be Signed | <input checked="" type="checkbox"/> Contract for Services | | | |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. | | | |
| Criteria for the Assessment of Proposal | <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 30), including:</p> <ul style="list-style-type: none"> - The company should have the status of a legal entity, with at least 5 years of proven experience in research/analysis in forest sector, as well as experience in preparing and implementing afforestation and forest rehabilitation projects (max score: 30). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 30).</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 40), including:</p> <ul style="list-style-type: none"> a. Team Leader with relevant advanced university degree and at least 5 years working experience in management; – (max score: 20); b. One forest inventory specialists with at least 5 years working experience – (max score: 5); c. One forest rehabilitation specialists with at least 5 years working experience – (max score: 5); d. One forest nursery specialists with at least 5 years working experience – (max score: 5); e. One expert in GIS mapping with 5 years working experience– (max score: 5); <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> | | | |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Providers. | | | |

| | |
|---|--|
| Annexes to this RFP ⁴ | <input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶ |
| Contact Person for Inquiries (Written inquiries only) ⁷ | <i>Procurement Unit, UNDP Armenia</i> procurement.armenia@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information [pls. specify] | |

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Terms of Reference

| | |
|--------------------------|--|
| Scope of services | Preparing of degraded forests rehabilitation action plan and implementation of coppicing, support to natural regrowth actions in Ijevan Forest Enterprise of “Hayantar” SNCO, RA Tavush marz |
| Duration | July - December 2018 |
| Location | Republic of Armenia, Tavush marz |
| Project title | UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia” |

I. Project Background

The objective of the proposed project is to enhance sustainable land and forest management in the NE Armenia to secure continued flow of multiple ecosystem services. In particular, it aims at implementation of two components that are aimed at addressing the barriers of inadequate planning, regulatory and institutional framework for integrated forest resource management, and the limited experience among key government and civil society stakeholders in developing and implementing SFM practices on the ground.

To achieve planned outcomes, the project strategy is to address the barriers described through a coherent combination of corresponding incremental outputs organized into two components/ outcomes, the first one focusing on developing an enabling environment to plan, monitor and adapt sustainable forest and land management that will facilitate incorporation of sustainable forest, land and environmental management objectives and safeguards in forest management planning, forest land allocation and management and compliance monitoring systems at the local level. The second component will help in piloting the implementation of sustainable forest management and ecosystem rehabilitation practices in the eleven forest enterprise branches covering 220,000 ha in Northeastern Armenia as a means to change the way the fundamentals of forest management are undertaken so as to derive multiple forest benefits of biodiversity conservation, carbon improvement, water retention and erosion prevention, grazing management, sustainable community non-timber forest resource use and timber production.

The main objective of the project is to demonstrate a model of sustainable management of natural resources in mountain pastures and forests in Armenia which will enhance the carbon sequestration ability of ecosystems under climate change conditions, at the same time preserving biodiversity and economic values.

II. Scope of Work

The objective of the task is

Implementation of the following forest rehabilitation activities in the territory of Ijevan Forest Enterprise of Hayantar SNCO of Tavush marz: (a) Coppicing of logged oak-hornbeam forests – 30 ha and (b) Support to natural regrowth (mostly in the hazel grove) – 300 ha.

The scope of the services

(a) Coppicing of logged oak-hornbeam forests – 30 ha

1. Land survey of the 30ha pre-defined area of logged oak-hornbeam coppice forest in the territory of Ijevan Forest Enterprise of “Hayantar” SNCO in RA Tavush marz envisaged for rehabilitation through coppicing, prepare appropriate GIS maps and calculate the approximate amount of branches/offshoots to be removed (firewood);
2. Submit the methodology and technical design of the work to be done (coppicing), as well as cost estimates and timeline;
3. Submit a certificate about the environmental impact assessment of the draft of the work to support coppicing as per the “Law of the RA on Environmental Impact Assessment and Expertise;”
4. Implement activities toward coppicing in oak-hornbeam forests:
 - Leave 2-3 well-developed and relatively straight branches/offshoots, and chop off the rest. Remove the chopped offshoots and branches from the forest and store them in appropriate location;
 - During the work, pay special attention to rare and endangered plant species under protection which are included in the Red Book of Armenia;
 - Involve the members of the local communities in the forest rehabilitation work and conduct relevant trainings in advance;
 - Hand over the fuelwood generated as a result of coppicing to the Ijevan Forest Enterprise of “Hayantar” SNCO, to be distributed among the distressed families in forest-adjacent communities. The fuelwood will be distributed among the families determined by the heads of the communities; in case of excess, it will be distributed among the population of the communities included in the list approved by the joint decrees of the RA Minister of Agriculture (No 227-A, dated 29 November 2011) RA Minister of Nature Protection (No 254-A dated 29 November 2011), and RA Minister of Territorial Administration (No 144-A dated 30 November 2011).

(b) Support to natural regrowth (mainly in the hazel grove) – 300 ha

1. Removal of the litter;
2. Soil mineralization up to 8 cm with 1X1 platforms and/or tranches ;
3. Sowing of seeds and their cultivation.

III. Expected outputs

| # | Deliverables | Milestones | Timeline |
|----|--|------------|------------------------------------|
| 1. | Technical draft of rehabilitation of 30ha area of logged oak-hornbeam coppice forest in the territory of Ijevan Forest Enterprise of “Hayantar” SNCO in RA Tavush marz | 20% | 4 weeks after signing of contract |
| 2. | Support to natural regrowth on an area of 300 ha, mainly in the hazel grove | 40% | 12 weeks after signing of contract |
| 3. | Support to coppice regeneration of 30ha oak-hornbeam forests in the | 30% | 16 weeks after signing of contract |

| | | | |
|----|--|-----|------------------------------------|
| | territory of Ijevan Forest Enterprise of “Hayantar” SNCO | | |
| 4. | Handover of the fuelwood generated as a result of coppicing to the Ijevan Forest Enterprise of “Hayantar” SNCO, to be distributed among the distressed families in forest-adjacent communities | 10% | 22 weeks after signing of contract |

IV. Institutional Arrangements

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor shall submit the narrative progress reports upon completion of each deliverable to the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor is expected to interact and collaborate the staff of Ijevan Forest Enterprise of Hayantar SNCO and the members of the forest-adjacent communities.
- Technical verification of the work carried out by the contractor shall be performed by the project and/or project-assigned consultant/expert.

V. Schedule of Payments

Payments will be made in 4 installments (see above in Expected Outputs), upon timely completion of the respective task and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.

VI. Required Qualifications and Application Package

- The company should have the status of a legal entity, with at least **5 years of proven experience** in research/analysis in forest sector, as well as experience in preparing and implementing afforestation and forest rehabilitation projects.

The bidder is required to submit the following:

- **Company profile** with description of proven records and experience in the area of required expertise. Previous experience in international projects is an asset.
- **CVs** of professional staff to be involved, including:
 - Team Leader with relevant advanced university degree and at least 5 years working experience in management,
 - One forest inventory specialists with at least 5 years working experience;
 - One forest rehabilitation specialists with at least 5 years working experience;
 - One forest nursery specialists with at least 5 years working experience;
 - One expert in GIS mapping with 5 years working experience;

Proof of availability of the following technical equipment

- At least two power saws;
- Two GPS navigators
- Detailed offer about methodology/approaches, timeline, and budget breakdown.
- Bids shall be submitted in English.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are experts, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

| | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|---|--|---|--|
| 1 | Technical draft of rehabilitation of 30ha area of logged oak-hornbeam coppice forest in the territory of Ijevan Forest Enterprise of "Hayantar" SNCO in RA Tavush marz | 20% | |
| 2 | Support to natural regrowth on an area of 300 ha, mainly in the hazel grove | 40% | |
| 3 | Support to coppice regeneration of 30ha oak-hornbeam forests in the territory of Ijevan Forest Enterprise of "Hayantar" SNCO | 30% | |
| 4 | Handover of the fuelwood generated as a result of coppicing to the Ijevan Forest Enterprise of "Hayantar" SNCO, to be distributed among the distressed families in forest-adjacent communities | 10% | |
| | Total | 100% | |

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|--|---------------------------------------|-----------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Key Expert 1 | | | | |
| b. Key Expert 2 | | | | |
| c. Expert 3 | | | | |
| d. Expert 4 | | | | |
| 2. Services from Field Offices | | | | |
| a. Key Expert 1 | | | | |
| b. Key Expert 2 | | | | |
| c. Expert 3 | | | | |
| d. Expert 4 | | | | |
| 3. Services from Overseas | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]



*Empowered lives.
Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)