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REQUEST FOR PROPOSAL (RFP 121/18)

NAME & ADDRESS OF FIRM	DATE: November 30, 2018
	REFERENCE: Facilitating identification, preparation and monitoring of energy efficient retrofits projects in Multi-Apartment Buildings (MABs) in Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Facilitating identification, preparation and monitoring of energy efficient retrofits projects in Multi-Apartment Buildings (MABs) in 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, 8 January 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
11/30/2018*

Description of Requirements

Context of the Requirement	Facilitating identification, preparation and monitoring of energy efficient retrofits projects in Multi-Apartment Buildings (MABs) in Armenia
Implementing Partner of UNDP	Municipality of Yerevan
Brief Description of the Required Services ¹	The selected Consulting Company will support implementation of the Project's Component 4. The objective of this assignment is to provide financial and legal advisory services to enable the design and implementation of the GCF-funded Financial Incentive Program for EE retrofits in multi-apartment buildings (MABs).
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>
Frequency of Reporting	<i>As per TOR (Annex 1a) implementation schedule</i>
Progress Reporting Requirements	NA
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	8 months after contract signing by both parties.
Target start date	25 January 2019
Latest completion date	25 September 2019
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 checked="" type="checkbox"/> Euro

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.

	<input checked="" type="checkbox"/> Local Currency (AMD) (will be converted by the Armenian central bank submission day, www.cba.am)									
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 (Counting for the last day of submission of quotes)	<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 Proposals can be submitted per <i>each LOT</i> . <i>In case the bidder is interested in more than one LOT, the number of Key experts should be doubled.</i>									
Payment Terms ³	<table><tr><th>Deliverable</th><th>Payment</th></tr><tr><td><ul style="list-style-type: none">▪ Deliverable 0.1: Work-plan for the assignment and detailed work-plan for Task 1</td><td>10%</td></tr><tr><td><ul style="list-style-type: none">▪ Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations▪ Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP▪ Deliverable 1.3: Report on the support provided to promote the call and solicit invitations▪ Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection▪ Deliverable 1.5: Detailed work plan and time-frame for Task 2</td><td>20%</td></tr><tr><td><ul style="list-style-type: none">▪ Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile▪ Deliverable 2.2: Results of social survey and opinion poll▪ Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation▪ Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required</td><td>40%</td></tr></table>		Deliverable	Payment	<ul style="list-style-type: none">▪ Deliverable 0.1: Work-plan for the assignment and detailed work-plan for Task 1	10%	<ul style="list-style-type: none">▪ Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations▪ Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP▪ Deliverable 1.3: Report on the support provided to promote the call and solicit invitations▪ Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection▪ Deliverable 1.5: Detailed work plan and time-frame for Task 2	20%	<ul style="list-style-type: none">▪ Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile▪ Deliverable 2.2: Results of social survey and opinion poll▪ Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation▪ Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required	40%
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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.

	<ul style="list-style-type: none"> ▪ Deliverable 2.5: Detailed work plan and time-frame for Task 3 	
	<ul style="list-style-type: none"> ▪ Deliverable 3.1: Report summarizing residents' feedback on the implementation of EE retrofits ▪ Deliverable 3.2: Report about socio-economic impacts of the project ▪ Deliverable 3.3: Final assignment report summarizing the process results and lessons learnt 	30%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP-GCF Project Manager, UNDP Climate Change Programme Coordinator	
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: 300), including:</p> <ol style="list-style-type: none"> Minimum 3 years of experience in the field of assignment (max score: 100). Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years (for JV/Consortium/Association, all Parties cumulatively should meet requirement) (max score: 100). Specialized knowledge and experience on similar engagements (Company /Organisation' or its full-time expert-employees'): (max score: 100), including: <ul style="list-style-type: none"> • Applied knowledge and experience in the housing sector and multi-apartment building management (20 points) • Minimum of three similar complexity projects, including design and implementation of financial/social support schemes for EE retrofits (20 points); • Experience with community mobilization/involvement for collective actions/projects (20 points); • Experience with identification and implementation of EE retrofit projects in building sector (30 points); • Experience with undertaking socio-economic and vulnerability analysis (10 points). <p>Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects: no less than 3 references in the past 5 years, where at least one dealing with EE retrofit project in MABs.</p>	

	<p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), including:</p> <ul style="list-style-type: none"> d. <u>Understanding</u> of barriers to energy efficiency financing in residential building sector in Armenia (max score: 100) e. <u>Approach</u>: Reasonableness of methodologies to develop financial and legal solution to enable investment in residential buildings retrofit. Comprehensiveness and clarity of the technical approach to this project (max score: 100) f. <u>Timetable</u>: appropriateness of work plan, justification of planning, capacity to tackle parallel tasks (max score: 100). <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ul style="list-style-type: none"> g. Key Expert 1 - Team Leader (as per TOR, Annex 1a) (max score: 60); h. Key Expert 2 - Housing Sector/Building Management Expert (as per TOR, Annex 1a), (max score: 70); i. Key Expert 3 - Community mobilization expert (as per TOR, Annex 1a), (max score: 70); j. Key Expert 4: Economist (as per TOR, Annex 1a), (max score: 50); k. Key expert 5: Building engineer/EE expert (as per TOR, Annex 1a), (max score: 50); l. Key expert 6: International technical advisor on MAB management (max score: 100). <p><u>Financial Proposal (30%)</u> 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 or more Service Providers, depending on the following factors: as per maximum number of lots.
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	<p><i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i></p> <p>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.</p>
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.

**“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” Annex 1 a
UNDP-GCF Project**

**Request for Proposal: Facilitating identification, preparation and monitoring of energy efficient
retrofits projects in Multi-Apartment Buildings (MABs) in Armenia**

TERMS OF REFERENCE

1. Background

The buildings sector is one of major energy consumers in Armenia. According to the 2010 GHG inventory, almost 28% of primary energy resources are consumed in buildings, mostly in the residential sector. Globally, GHG emissions from the building sector have more than doubled since 1970 and now represent 19% of all global GHG emissions. Middle-income countries in Eastern Europe & Central Asia (EECA), such as Armenia, account for almost 40% of all non-OECD GHG emissions in the buildings sector.

Improving energy efficiency (EE) in the building sector has been assigned a high priority in Armenia’s climate, energy and housing strategies. One sub-set of buildings with significant energy-saving potential in Armenia are multi-apartment buildings (MABs), of which there are approximately 12,100. In such buildings, the energy-saving potential of thermal modernization is over 1.250 TWh/year, with a GHG reduction potential of 250 ktCO₂eq/year, and annual savings of about US\$ 63 m.

Due to the presence of policy, financial, market and technical / capacity barriers, the overall investment risk profile of EE building retrofits however is prohibitive in Armenia, deterring private and public investment despite the vast potential for highly cost-effective energy-saving and GHG emission reduction opportunities.

In particular, privatization of multi-apartment housing stock of the Republic of Armenia led to a new institutional environment in the housing sector, with prevalence of private property (99% of the MABs are located in private ownership). MAB management bodies (mostly condominiums) first emerged in 1995. As of 01.01.2017, out of 12,106 multi-apartment buildings in 48 cities of the Republic of Armenia:

- homeowner-established management bodies, mainly condominiums, manage 8,026 buildings (or 66.3%), and in Yerevan those manage 4,750 buildings of the existing 4,824 buildings (or 98.5%);
- no established homeowner-established management bodies exist in 4,080 buildings (or 33.7%) located in 34 cities (out of 48 cities), and corresponding management powers are of the community heads, as set forth by law.

2. GCF/UNDP Project objective

Objective of the GCF/UNDP project “De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits in Armenia” (Project) is to support the creation of a favorable market environment and a scalable business model for investment in EE buildings retrofits, leading to sizeable energy savings and accompanying GHG emission reductions. The project has four components indicated below:

- **Component 1:** Establishment of Building Sector MRV: Provision of technical assistance to establish and implement energy measurement, reporting and verification (MRV) systems for the building sector for various categories of buildings.
- **Component 2:** Policy de-risking: Provision of technical assistance to (i) national, sub-national and local authorities to adopt and implement an enabling policy framework for EE retrofits using UNDP’s framework to support policy-makers in selecting public instruments to promote

renewable energy investment; (ii) support on-going legislative reform; and (iii) building owners, associations and energy service companies on legal matters related to energy efficiency.

- **Component 3:** Financial de-risking: Provision of technical assistance to banks, financial institutions and local banks in developing and implementing financial instruments to finance EE retrofits in private and public owned buildings.
- **Component 4:** Financial Incentives: Project will design and implement the **Financial Incentive (FI) Program for Multi-Apartment Buildings (MABs)**. GCF funds will be used to provide targeted financial incentives in order to ensure that the most vulnerable households can afford the costs of building-level EE retrofits.

Further information about the project can be obtained at [\[link\]](#). In addition, methodology for conducting households' vulnerability assessment has been elaborated, as well as recommendations on and results of its practical application presented in the report "Social Vulnerability Assessment of Population: Main Approaches, Criteria and System of Indicators" available at [\[link\]](#).

3. Objective of the assignment

The selected Consultancy company will support implementation of the Project's Component 4. The objective of this assignment is to facilitate identification, preparation and monitoring of EE retrofits in multi-apartment buildings (MABs) under the GCF-funded Financial Incentive Program.

4. Scope of work

Task 1: Identification of pilot Multi Apartment Buildings (MABs)

- Propose and clearly define criteria for pilot buildings selection in line with provision of the UNDP-GCF prodoc and social vulnerability assessment of population report and in consultation with relevant stakeholders, including rationale/justification for the proposed criteria. Such criteria should, inter alia, cover the following aspects:
 - Building technical characteristics and condition, age, seismic stability, visibility etc
 - Baseline energy consumption/sources
 - Building location within the city and district
 - Socio-economic and demographic profile of buildings' owners and/or occupants (e.g. sex, age, education, employment, income)
 - Strength of buildings' association of apartment owners, including financial sustainability, trust of owners and/or occupants towards the association, smartness and professionalism of line managers
 - Commitment of relevant public body/municipality to support project with co-financing
 - Preliminary agreement/consent of building's owners and/or occupants to program participation
- Prepare public call for expression of interest among MABs to participate in the FIP, including application form, required supporting documents to be provided and description of review/selection process
- Widely promote the call among relevant stakeholders, including by organizing a series of presentation and consultations with management companies, condominiums and municipal authorities
- Support interested MABs to prepare applications in line with call's requirements
- Review received applications, conduct assessment for compliance with established criteria and make recommendations for UNDP-GCF board for selection of pilot buildings (3 buildings in the first round).

List of deliverables under Task 1:

- Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations
- Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP
- Deliverable 1.3: Report on the support provided to promote the call and solicit invitations
- Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection
- Deliverable 1.5: Detailed work plan and time-frame for Task 2

Task 2: Preparation of pilot EE retrofit projects in selected MABs

- Conduct comprehensive socio-economic analysis of the pilot buildings (3 buildings), specifically to determine the number and assess the profile of low-income households in line with recommendations and based on the findings of the earlier research conducted by the Project⁸
- Conduct social opinion poll to determine willingness to pay for the EE retrofit of the selected MABs
- Work with selected buildings to inform occupants about benefits of EE retrofits, explain and agree upon feasible legal and financial modalities for implementation of EE retrofit project
- Develop recommendations for the design of financial incentives taking into consideration the criteria provided under Task 1, as well as results of socio-economic analysis of the building and social opinion poll. The Consultancy Company should make a SWOT analysis of each recommended financial incentive scheme and contribute to the design of the institutional, legal and financial model (to be led by the Financial Advisor to FI Program - see section Modalities of work)
- Facilitate obtaining formal commitments of the building occupants to participate in the FIP and other required permits and approval for such projects in line with relevant provisions of the Armenian legislation for MAB management
- Provide training and capacity building to the building management bodies regarding construction process management/supervision, as well as overall building management

List of deliverables under Task 2:

- Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile
- Deliverable 2.2: Results of social survey and opinion poll
- Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation
- Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required
- Deliverable 2.5: Detailed work plan and time-frame for Task 3

Task 3: Monitoring of pilot project implementation and results

⁸ Social Vulnerability Assessment of Population: Main Approaches, Criteria and System of Indicators available at http://nature-ic.am/Content/announcements/10558/Report_Population%20social%20vulnerability%20assessment_ENG.pdf

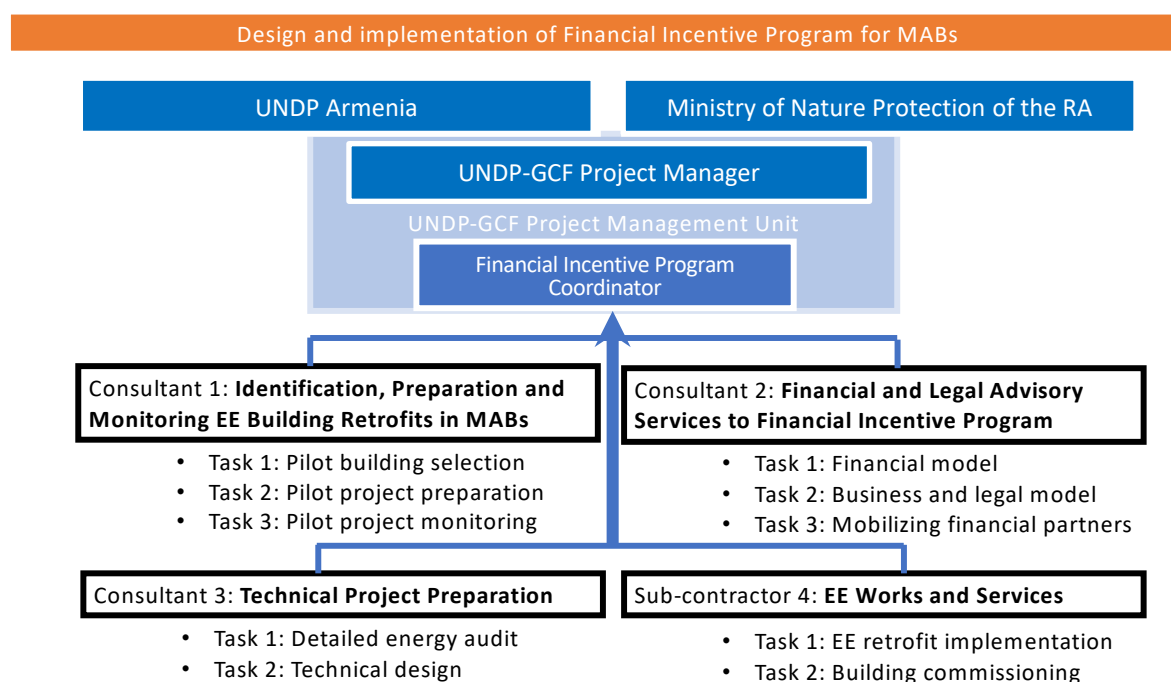
- Ensure communication with pilot MABs' residents during implementation of EE retrofit works to collect feedback and any potential grievances, as well as to facilitate liaison between residents and sub-contractors (e.g. construction companies)
- Collect data and undertake analysis of the socio-economic impact of EE retrofits, in particular on vulnerable households, women, etc, as well as social opinion poll (one heating season after EE retrofit implementation)
- Summarize final results and key lessons learnt from the assignment in the final report

List of deliverables under Task 3:

- Deliverable 3.1: Report summarizing residents' feedback on the implementation of EE retrofits
- Deliverable 3.2: Report about socio-economic impacts of the project
- Deliverable 3.3: Final assignment report summarizing the process results and lessons learnt

5. Modalities of work

Four independent Consultancy Company/sub-contractors will be engaged by UNDP to support the design and implementation of the Financial Incentive Program under the Project's Component 4, as illustrated in the Figure 1 "Implementation structure for Component 4". Selected Consultancy Company will work along with these service and work providers and will report directly to FI Program Coordinator, who will provide guidance and supervision of the work and services under this assignment on behalf of UNDP-GCF Project Management Unit. In the course of assignment, Consultancy Company will also have to work and coordinate closely with other project partners, such as partner financial institutions, municipalities, and other stakeholders.



6. Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within 13 months after contract signature according to the following tentative time schedule. In the beginning of the assignment and after completion of each Task time schedule will be revised and adjusted taking into account progress in FI Program design, status of deliverables by other Consultancy Companies and sub-contractors

under Component 4, as well as general partners' readiness and commitment, etc. Accordingly, a request for no-cost extension of the contract can be made by a Consultancy Company at this point based on appropriate justification.

Tasks and deliverables	Due Date
Task 0 Work-plan for the assignment and detailed work-plan for Task 1: <ul style="list-style-type: none"> ▪ Deliverable 0.1: Work-plan for the assignment and detailed work-plan for Task 1 	1 week after contract signed
Task 1 Identification of pilot buildings: <ul style="list-style-type: none"> ▪ Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations ▪ Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP ▪ Deliverable 1.3: Report on the support provided to promote the call and solicit invitations ▪ Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection ▪ Deliverable 1.5: Detailed work plan and time-frame for Task 2 	Within 3 months after contract signed
Task 2 Preparation of pilot EE retrofit projects in selected MABs <ul style="list-style-type: none"> ▪ Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile ▪ Deliverable 2.2: Results of social survey and opinion poll ▪ Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation ▪ Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required ▪ Deliverable 2.5: Detailed work plan and time-frame for Task 3 	Within 7 months after contract signed
Task 3 Monitoring of pilot project implementation and results <ul style="list-style-type: none"> ▪ Deliverable 3.1: Report summarizing residents' feedback on the implementation of EE retrofits ▪ Deliverable 3.2: Report about socio-economic impacts of the project ▪ Deliverable 3.3: Final assignment report summarizing the process results and lessons learnt 	Within 13 months after contract signed

The deliverables must be submitted both in Armenian and English.

7. Qualifications of the company

- Contractor is a legally registered entity, or consortium of legal entities.
- Minimum 3 years of experience in the field of assignment;
- Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years (for JV/Consortium/Association, all Parties cumulatively should meet requirement).
- Specialized knowledge and experience on similar engagements (Company /Organisation' or its full-time expert-employees'):
 - ✓ Applied knowledge and experience in the housing sector and multi-apartment building management (10 points)

- ✓ Minimum of three similar complexity projects, including design and implementation of financial/social support schemes for EE retrofits (20 points);
 - ✓ Experience with community mobilization/involvement for collective actions/projects (30 points);
 - ✓ Experience with identification and implementation of EE retrofit projects in building sector (30 points);
 - ✓ Experience with undertaking socio-economic and vulnerability analysis (10 points).
- Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects: no less than 3 references in the past 5 years, where at least one dealing with EE retrofit project in MABs.

8. Qualifications of key personnel

All experts who have a crucial role in implementing the contract are referred to as key experts. The tenderers shall submit CV's and statements of exclusivity and availability for the key experts listed below. Other experts profiles (Non-Key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach. The tenderers are required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

The profiles of the key experts for this contract are as follows:

Key Expert 1: Team Leader (Full-time)

Qualifications and Skills

- Master's degree or equivalent in Engineering, Economics or similar relevant discipline. A higher university degree in a relevant discipline will be an advantage.
- Fluency in Armenian is required.
- Working knowledge of English will be an advantage.
- Excellent drafting, communications, and team work skills.

Professional experience

- At least 10 years of professional experience in the building sector.
- At least 5 years' experience in management and implementation of projects dealing with housing sector reform/management and/or energy efficiency in building sector
- At least 3 projects in MABs involving implementation of EE measures
- Experience in capacity building and institutional support.

Key Expert 2: Housing Sector/Building Management Expert (minimum 130 days)

Qualifications and Skills

- Master's degree or equivalent in Law, Public Policies, Economics, Engineering or similar relevant discipline. A higher university degree in a relevant discipline will be an advantage.
- Fluency in Armenian is required and working knowledge of English will be an advantage.
- Familiarity and hands-on experience with policies, laws and regulations in the area of MAB management

Professional experience

- At least 10 years of professional experience in the housing sector;
- At least 3 specific project experiences with MABs: creation and capacity building of building management bodies and similar
- Experience in capacity building and institutional support in the area of building management.

Key Expert 3: Community mobilization expert (minimum 130 days)

Qualifications and Skills

- Master's degree or equivalent in PR, marketing, social science or similar relevant discipline. A higher university degree in a relevant discipline will be an advantage.
- Fluency in Armenian is required and working knowledge of English will be an advantage.
- Exceptional interpersonal skills, consensus building skills and conflict resolution

Professional experience

- At least 7 years of professional experience in the area of community work/mobilization; experience in the housing sector would be an advantage
- Experience with at least 3 similar projects in MABs/housing sector
- Experience with community mobilization, facilitating collective decision making and other forms of community involvement.

Key Expert 4: Economist (minimum 60 days)

Qualifications and Skills

- Master's degree or equivalent in economics, finance or similar relevant discipline. A higher university degree in a relevant discipline will be an advantage.
- Fluency in Armenian is required and working knowledge of English will be an advantage.
- Knowledge of financial and economic analysis and relevant techniques
- Exceptional analytical/report writing skills

Professional experience

- At least 7 years of professional experience in the area of economic/financial and social analysis, in particular social vulnerability assessments
- Experience with at least 3 similar projects involving the design of social support scheme to vulnerable groups

Key expert 5: Building engineer/EE expert (minimum 130 days)

Qualifications and Skills

- Master's degree or equivalent in engineering or similar relevant discipline. A higher university degree in a relevant discipline will be an advantage.
- Fluency in Armenian is required and working knowledge of English will be an advantage.
- Knowledge of policies, laws and regulations on EE in building sector, as well as technical knowledge of feasible EE solutions in building sector

Professional experience

- At least 7 years of professional experience in the area of energy efficiency in building sector,
- At least 5 years of experience in the design preparation or supervision of civil works and/or construction and/or rehabilitation of buildings.
- Experience in the implementation of at least three similar projects.

Key Expert 6: International technical advisor on MAB management (min 30 days)

Qualifications and Skills

- Higher University Degree in Engineering, Economics or similar relevant discipline.
- Fluency in English is required; working knowledge of Armenian or Russian will be an advantage.
- Practical knowledge of business, legal and institutional model for implementation of EE building retrofits in housing sector

Professional experience

- At least 15 years of professional experience in the housing sector, e.g. with policy sector reform, creation and capacity building of building management bodies, legal and institutional framework for MAB management;
- Experience in at least 3 countries with similar socio-economic and housing sector context; experience in former USSR countries would be an advantage;
- Practical experience with supporting implementation of thermal modernization project for MABs is an advantage

Short-term non-key experts

The Consultancy Company can provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts should include a good mix experiences and know-how to complement the key experts in delivering on the tasks. These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. They should have relevant experience in (this list is not limitative):

- Energy efficiency;
- Housing sector/building management;
- Social vulnerability assessment and design/implementation of social support schemes
- Housing sector legislation

The following maximum number of working days for non-key experts can be included in the proposal:

- Up to 15 working days for international experts;
- Up to 50 working days of Armenia-based experts.

It is expected that the Consultancy Company will involve local experts with proven experience in similar assignments in Armenia and with hands-on knowledge of current regulations, standards and practices. All experts are required to have a good working command of the required MS Office applications and relevant specialized software operation in relation to the tasks to be performed. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Note that civil servants and other staff of the public administration cannot be recruited as experts. Within their offers, Proposers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). In addition, Proposers are expected to suggest the allocation of level of effort for each expert, based on the table below:

Overview of key experts and level of effort									
Task/Deliverables	Resources (expert days)							Overview w Totals	/
	Key experts (KE)						Non key experts Non-KE		
	KE 1	KE 2	KE 3	KE 4	KE 5	KE 6	International	National	
Task 1									
Deliverable 1.1.									
Deliverable 1.2									
....									
Total number of expert days:									

9. Facilities to be provided by the Consultancy Company

The Consultancy Company must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The Consultancy Company should provide their own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consultancy Company shall ensure translation of all necessary documents/reports and any interpretation required.

The Consultancy Company is required to:

- Arrange and finance travel costs and subsistence allowances for missions by the Consultant outside Yerevan to be undertaken as part of this contract, if required;
- Arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract;
- Undertake the necessary security measure for the experts' safety. **Schedule of payment**

Deliverable	Payment
<ul style="list-style-type: none"> ▪ Deliverable 0.1: Work-plan for the assignment and detailed work-plan for Task 1 	10%
<ul style="list-style-type: none"> ▪ Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations ▪ Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP ▪ Deliverable 1.3: Report on the support provided to promote the call and solicit invitations ▪ Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection ▪ Deliverable 1.5: Detailed work plan and time-frame for Task 2 	20%
<ul style="list-style-type: none"> ▪ Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile ▪ Deliverable 2.2: Results of social survey and opinion poll ▪ Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation ▪ Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required ▪ Deliverable 2.5: Detailed work plan and time-frame for Task 3 	40%
<ul style="list-style-type: none"> ▪ Deliverable 3.1: Report summarizing residents' feedback on the implementation of EE retrofits ▪ Deliverable 3.2: Report about socio-economic impacts of the project ▪ Deliverable 3.3: Final assignment report summarizing the process results and lessons learnt 	30%

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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 121/18, 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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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C. Qualifications of Key Personnel

<i>If required by the RFP, the Service Provider must provide:</i>	
a)	<i>Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are experts, etc.;</i>
b)	<i>CVs demonstrating qualifications must be submitted; and</i>
c)	<i>Written confirmation from each personnel that they are available for the entire duration of the contract.</i>

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	<ul style="list-style-type: none"> ▪ Deliverable 0.1: Work-plan for the assignment and detailed work-plan for Task 1 	10%	
2	<ul style="list-style-type: none"> ▪ Deliverable 1.1: Report with proposed building selection criteria and justification, including summary of stakeholder consultations ▪ Deliverable 1.2: Documents for the Call for expression of interest among MABs to participate in the FIP ▪ Deliverable 1.3: Report on the support provided to promote the call and solicit invitations ▪ Deliverable 1.4: Report on the assessment of applications and recommendations for UNDP-GCF Project Board on project selection ▪ Deliverable 1.5: Detailed work plan and time-frame for Task 2 	20%	
	<ul style="list-style-type: none"> ▪ Deliverable 2.1: Socio-economic analysis of pilot buildings and vulnerability profile ▪ Deliverable 2.2: Results of social survey and opinion poll ▪ Deliverable 2.3: Recommendations on the design of the financial incentive scheme with appropriate legal and institutional model for its implementation ▪ Deliverable 2.4: Commitments of buildings' occupants to participate in the FI Program and other approvals and permits, as required ▪ Deliverable 2.5: Detailed work plan and time-frame for Task 3 	40%	
	<ul style="list-style-type: none"> ▪ Deliverable 3.1: Report summarizing residents' feedback on the implementation of EE retrofits ▪ Deliverable 3.2: Report about socio-economic impacts of the project <p>Deliverable 3.3: Final assignment report summarizing the process results and lessons learnt</p>	30%	
	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				

F. **Cost breakdown by kindergartens/LOTs**

*[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)