



REQUEST FOR QUOTATION RFQ 019/19

NAME & ADDRESS OF FIRM	DATE: February 26, 2019
	REFERENCE: Conducting of Local Level Risk Management Assessment in Amasia, Alaverdi, Tumanyan and Berd consolidated communities

Dear Sir / Madam:

We kindly request you to submit your quotation for the Conducting of Local Level Risk Management Assessment in Amasia, Alaverdi, Tumanyan and Berd consolidated communities detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **16:00** (local time), **March 11, 2019** and via ☒ e-mail, or ☒ courier mail to the address below:

Tenders.armenia@undp.org
or

United Nations Development Programme
14 Petros Adamyan street, 0010, Yerevan

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> N/A
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
Exact Address of Delivery Location:	Shirak, Lori and Tavush regions, Armenia
Latest Expected Delivery	<input checked="" type="checkbox"/> 10 months from the issuance of the Purchase Order (PO)/Contract for Services

¹ Must be linked to INCO Terms chosen.

Delivery Schedule	<input checked="" type="checkbox"/> Required		
Mode of Transport	N/A		
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Armenian drams		
Value Added Tax on Price Quotation ³	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes		
Deadline for the Submission of Quotation	<i>Monday, March 11, 2019, 16:00 local time</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English		
Documents to be submitted ⁴	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Licenses and Certificates (if any); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of successfully completed LLRM assessments or DRR activities (at least in 10 communities) with references (2-3) provided by organizations related to experience in working with your organization. <input checked="" type="checkbox"/> CVs of lecturers with not less than 2 year of experience of providing DRR trainings. <input checked="" type="checkbox"/> List of relevant publications (training materials, report, assessment etc.), developed materials. <input checked="" type="checkbox"/> Detailed budget breakdown for proposed activities.		
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	- 30% upon submitting the detailed work schedule and establishment of working group with involvement of representatives from regional Rescue service branches, establishment of resilience teams in all targeted consolidated communities (not later than 3 rd week after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables. - 40% upon conducting the LLRM assessment in Amasia Berd consolidated communities, development of Community Risk Certificates there, development/adaptation of public outreach materials (tool-kits, Guidelines) on Human Security, DRR		

² Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods

	<p>mainstreaming, conducting of introductory training (2nd month after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables.</p> <p>- 30% upon conducting the LLRM assessment in consolidated Alaverdi community, as well as update of the existing Tumanyan community LLRM assessment, development of Recommendation Package for Community Risk Informed Development, after submitting final financial and narrative reports of the assignment and approval of UNDP.</p>
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.25% Max. no. of days of delay: 6 weeks Next course of action: contract termination</p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price⁵</p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p> <p><input checked="" type="checkbox"/> At least 5 years of experience in the field of Crisis Management or Disaster Risk Reduction (DRR).</p> <p><input checked="" type="checkbox"/> At least 5 years of experience in local community-based programming and management in targeted Shirak, Lori and Tavush regions.</p> <p><input checked="" type="checkbox"/> Experience in providing Vulnerability and Capacity Assessment (VCA) or Local Level Risk Management in community level.</p> <p><input checked="" type="checkbox"/> At least 5 years of experience in organizing and conducting training/workshops at community level on DRR, as well as applying participatory methodology.</p> <p><input checked="" type="checkbox"/> At least 5 years of experience in cooperation with international organizations in Crisis Management and DRR field, as well as in cross-marz projects.</p> <p><input checked="" type="checkbox"/> Experience in project design and management.</p> <p><input checked="" type="checkbox"/> Experience in working with local and regional government, engaging with multiple stakeholders.</p>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements.
Annexes to this RFQ ⁶	<p><input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only)	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.
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Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that 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 Vendor to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers 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 quotation.

Sincerely yours,
Procurement Unit

TERMS OF REFERENCE

Conducting of Local Level Risk Management Assessment in Amasia, Alaverdi, Tumanyan and Berd consolidated communities

Project Name: “Enhancing Human Security and Building a Resilient Society in the Disadvantaged Communities of Armenia”

Duration: 10 months

Starting date: 15 March 2019

Background:

UNDP Armenia implements joint “Enhancing Human Security and Building a Resilient Society in the Disadvantaged Communities of Armenia” in partnership with UN Agencies (UNIDO, UNICEF, FAO, WFP and IOM) project funded by United Nations Trust Fund for Human Security.

The goal of the Project is to support Armenia’s efforts in achieving the 2030 Agenda for Sustainable Development by addressing the root causes of human insecurity for vulnerable people of Amasia, Tumanyan and Berd communities in Shirak, Lori and Tavush regions to: 1. ensure early prevention and sustainability of interventions through identification of root causes of threats to human security and enhancing community resilience; 2. strengthen social protection and inclusion to improve human security in targeted communities; and 3. address the economic and food insecurity in the target communities through strengthened livelihoods, creation of sustainable economic opportunities and capacity building.

Human security approach (HSA) within the project will address, in its relevant aspects, individual rights, good governance, access to education and health care, ensuring that opportunities and choices are fulfilled at maximum potential, and are aimed at reducing poverty, achieving economic growth and community resilience, as well as promoting understanding of human security in terms of the risks and insecurities faced by individuals and groups at grass roots level.

The project supports the goals and objectives advanced by the UN Trust Fund for Human Security and addresses Article V. Focus of Implementation (a), and the following Article IV. Key Funding Criteria: (a) – (h) that are stipulated in the UNTFHS Guidelines.

By identifying the concrete needs of populations under stress, human security highlights the complexity of the challenges and promotes integrated solutions that ensure greater coherence and stronger impact. Through the project implementation, the participating UN Agencies, along with the national implementing partners will address the following types of insecurities: economic, food, health, personal and environmental in Berd, Tumanyan and Amasia consolidated communities of Armenia starting from economic and food security through supporting the vulnerable households to establish and broaden economic activities and cultivate climate smart agriculture; and addressing health and environmental issues by incorporating risk informed planning and policy at community social economic development plans as well as with enterprise development activities and the development capacities of MRCs clearly follows prevention oriented principle. Through targeted, effective, collaborative and complementary measures, this project will strive to advance the human security results in greater resilience, peace and sustainable development.

The existing methodology of participatory planning championed and successfully applied by UN in community development during the recent years will be updated in accord with HSA and along with child and gender sensitive Local level Risk Management (LLRM) methodology will be used to identify the root causes of insecurities and their interlinkages, as well as to design short, medium and long-term strategies to ensure resilience and sustainable growth in the communities.

II. Objective and expected outputs

UNDP Armenia is looking for an Organization to conduct LLRM to support the integration of disaster risk reduction issues into local and community development strategies/plans, as well as the development of local capacities to ensure the further efforts towards Risk informed development in the following targeted consolidated communities: Amasia, Alaverdi, Berd and Tumanyan. There has been an initial assessment done in Tumanyan community, which needs to be updated considering the community consolidation and integrating the human security approach.

Working with the project team and experts, the Organization should provide necessary input in the DRR mainstreaming into community, municipal, and regional level. The Organization should provide recommendations on DRR integration into local level development plans and budgets, and support activities aimed at increasing awareness on DRR issues (including Vulnerability and Capacity Assessment, Climate Risk Management, Human security approach and gender component).

Under the direct supervision of DRR Programme Coordinator, the Organization will be responsible for the following activities:

1. Facilitate the mainstreaming of DRR and CRM components into municipal and community level development plans:
 - a. Organization of one day long training on LLRM toolkit and its methodology, with a view to involve the trainees in LLRM assessment process to ensure community participation and capacity building through “learning by doing” methods.
 - b. Introduction of LLRM objectives and implementation timeframe to the target community administration in cooperation with MES regional rescue service and Regional administration and development, as well as in consultation with relevant experts on human security, education, early warning, city resilience, emergency management and identify Local Focal Points in community/cluster of communities’ level that will support the LLRM implementation process.
 - c. Formation of community resilience team at each consolidated community (at least *15-20 people at community level*) involving representatives from local administration, schools, businesses, communication and utility services, local/regional NGOs and community members.
 - d. Conduct introduction training for community resilience team members on LLRM implementation and integrate them into the assessment process to ensure the participatory process as well as capacity building through the implementation of “Learning by doing” modality.
 - e. In cooperation with project VCA, Human Security Gender, Disaster Risk Management and Climate Risk Assessment experts, as well as regional rescue service and regional administration departments, develop basic guidelines and tool-kits to integrate DRR into community development plans of local municipalities.
 - f. In cooperation with MES regional rescue service and regional administration departments, as well as in consultation with Human Security, Education, Early Warning, City Resilience, Emergency Management experts and city/community resilience team develop city/community risk certificate and support the integration of identified risk management recommendations into local development plans, in line with Sendai Framework for DRR priority 4 directions and SDG, Development Plans should include the disaster risk reduction, climate risk management and gender-balance as basic directions, with integrated human security approach.
 - g. In cooperation with the city/community resilience team members identify and prioritise a small-scale mitigation project for each vulnerable community and support the development of Community Passport.
 - h. Facilitate exchange of experience related to mainstreaming of DRR activities and small-scale mitigation projects at local level in target communities. Involve the representatives

from other selected communities in the identification, design, implementation, monitoring and evaluation to promote effectiveness and learning impact of the projects.

IV. Expected outputs

- Community resilience team established and functioning.
- LLRM assessment with integrated human security approach conducted and reported for all target consolidated communities
- Community risk certificate developed and DRR component consulted and considered by local and regional authorities to be integrated into local development cycle.
- Introductory trainings conducted, DRR and human security awareness of target groups raised.
- Partnerships and networking on human security, disaster risk reduction, response and recovery fostered.
- LLRM report developed and presented to UNDP and city/community administration.

V. Conditions of service and requirements

Payment schedule:

- 30% upon submitting the detailed work schedule and establishment of working group with involvement of representatives from regional Rescue service branches, establishment of resilience teams in all targeted consolidated communities (not later than 3rd week after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables.
- 40% upon conducting the LLRM assessment in Amasia Berd consolidated communities, development of Community Risk Certificates there, development/adaptation of public outreach materials (tool-kits, Guidelines) on Human Security, DRR mainstreaming, conducting of introductory training (2nd month after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables.
- 30% upon conducting the LLRM assessment in consolidated Alaverdi community, as well as update of the existing Tumanyan community LLRM assessment, development of Recommendation Package for Community Risk Informed Development, after submitting final financial and narrative reports of the assignment and approval of UNDP.

Monitoring of the process will be conducted by the UNDP DRR programme and group of project experts.

Evaluation of outcomes is the responsibility of the Project Coordinator. Payment will be issued upon approval of the submitted deliverables, in AMD according to the official UN exchange rate.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁷

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁸)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. **RFQ 019/19**:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Services	Total Price per Item, currency	
1	Enhancing Human Security and Building a Resilient Society in the Disadvantaged Communities of Armenia (Please provide price detailed breakdown per deliverables as per Annex 1, paragraph V. Conditions of service and requirements).		
1.1	Submitting the detailed work schedule and establishment of working group with involvement of representatives from regional Rescue service branches, establishment of resilience teams in all targeted consolidated communities (not later than 3 rd week after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables	30%	
1.2	Conducting the LLRM assessment in Amasia Berd consolidated communities, development of Community Risk Certificates there, development/adaptation of public outreach materials (tool-kits, Guidelines) on Human Security, DRR mainstreaming, conducting of introductory training (2 nd month after the start of assignment). Payment will be provided upon submission of financial and narrative reports on the mentioned deliverables	40%	
1.3	Conducting the LLRM assessment in consolidated Alaverdi community, as well as update of the existing Tumanyan community LLRM assessment, development of Recommendation Package for Community Risk Informed Development, after submitting final financial and narrative reports of the assignment and approval of UNDP	30%	
	Total:		
	Total Prices of Services		
	Add : Other Charges (pls. specify)		
	Total Final and All-Inclusive Price Quotation		

⁷ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Additional Requirements

No	Description	Availability (Yes/No)
1	Technical responsiveness/Full compliance to requirements	
2	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;	
3	Full acceptance of the PO/Contract General Terms and Conditions	
4	Licenses and Certificates (if any);	
5	List of successfully completed LLRM assessments or DRR activities (at least in 10 communities) with references (2-3) provided by organizations related to experience in working with your organization.	
6	CVs of lecturers with not less than 2 year of experience of providing DRR trainings.	
7	List of relevant publications (training materials, report, assessment etc.), developed materials.	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized
Person]
[Designation]
[Date]*

General Terms and Conditions

Attached separately.