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REQUEST FOR PROPOSAL (RFP 109/19)

NAME & ADDRESS OF FIRM	DATE: October 28, 2019
	REFERENCE: LOT 1 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Gugarq and Dsegh forest enterprises of "Hayantar" SNCO of Lori marz
	LOT 2 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Lalvar and Jiliza forest enterprises of "Hayantar" SNCO of Lori marz
	LOT3 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Sevqar forest enterprise of "Hayantar" SNCO of Tavush marz

Dear Sir / Madam:

We kindly request you to submit your Proposal for:

LOT 1 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Gugarq and Dsegh forest enterprises of "Hayantar" SNCO of Lori marz

LOT 2 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Lalvar and Jiliza forest enterprises of "Hayantar" SNCO of Lori marz

LOT3 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Sevqar forest enterprise of "Hayantar" SNCO of Tavush marz
(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, 18 November 2019, 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	<p>LOT 1 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Gugarq and Dsegh forest enterprises of “Hayantar” SNCO of Lori marz</p> <p>LOT 2 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Lalvar and Jiliza forest enterprises of “Hayantar” SNCO of Lori marz</p> <p>LOT3 - Rehabilitation of degraded forests and assisted natural regeneration in the territory of Sevqar forest enterprise of “Hayantar” SNCO of Tavush marz</p>
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	As per Terms of Reference, (Annex 1a)
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	November 2019
Latest completion date	April 2020
Travels Expected	NA
Special Security Requirements	<input 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
	As per Annex 1 – Terms of Reference’s appropriate lot’s Section III – Expected outputs, Line 1	40%	One month 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.
	As per Annex 1 – Terms of Reference’s appropriate lot’s Section III – Expected outputs, Line 2	60%	Six months after signing of contract	
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:			

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"> - The Company should have at least 5 years of proven experience in the forest sector, particularly experience in forest rehabilitation, reforestation and afforestation activities. (max score: 150). - Company profile with description of proven records and experience in the area of required expertise Prior relevant experience with international projects will be an asset (max score: 150). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300).</p> <ul style="list-style-type: none"> - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 300) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ol style="list-style-type: none"> a. Team Leader with at least 5 year relevant working experience in forest management; – (max score: 150); b. 1 forester, biologist or agronomist with at least 5 year relevant working experience – (max score: 100); c. 1 forest restoration specialist with at least 5 year relevant working experience – (max score: 100); d. 1 expert in GIS mapping with at least 3 years working experience – (max score: 50); <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 or more Service Providers depending number of Lots (3).
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>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</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.

TERMS OF REFERENCE**Lot 1**

Scope of services	Rehabilitation of degraded forests and assisted natural regeneration in the territory of Gugark and Dsegh forest enterprises of “Hayantar” SNCO of Lori marz
Duration	November 2019 - April 2020
Location	Republic of Armenia, Lori 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.

As a major task of project, it is envisaged rehabilitation of degraded forest ecosystems in Tavush and Lori marz of RA through the demonstration of assisted natural re-growth and reconstruction of coppiced stands.

II. Scope of Work***The objective of the task is:***

Implementation of the forest rehabilitation activities in the pre-selected areas of Gugark and Dsegh forest enterprises (FEs) of “Hayantar” SNCO in Lori marz through assisted natural regeneration on 300 ha.

The scope of the services**Assisted natural regeneration on 300 ha including mineralization and sowing of oak seeds (acorns)**

1. Short practical training on assisted natural regeneration;
2. Removal of litter in the pre-selected areas in the forest and soil loosening by 8 cm on 1x1m plot, about 1000 plots on 1 ha - 300 ha;
3. Procurement of seeds - 15 kg/ha;
4. Sowing 4-5 seeds (acorns) in the center of prepared plots (4000-5000 seeds per ha).

III. Expected outputs

#	Deliverables	Milestones	Timeline
1.	On-site identification and survey of the 300 ha pre-selected area for assisted natural regeneration in the territory of Gugark and Dsegh FEs of “Hayantar” SNCO of Lori region; prepared GIS maps on 300 ha of intervention sites, conduction of short-term trainings and procurement of seeds.	40%	After one month of contract signed.

2.	Assisted natural regeneration on an area of 300 ha with mineralization and sowing of oak seeds (acorns) - on 1000 1X1m plots.	60%	After six months of contract signed
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IV. Work oversight and accountability

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader, and the expert hired by the project.
- The work of the contractor will also be monitored by the RA Ministry of Environment, Gugarq and Dsegh FEs staff of "Hayantar" SNCO.
- The work of the contractor may also be monitored by independent public monitoring visits. To make this process effective, the contractor will provide advance information on intervention sites, types of interventions, and their volumes.
- 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 with the Gugarq and Dsegh FEs of "Hayantar" SNCO and forest-adjacent communities of RA Lori marz.

V. Schedule of Payments

Payments will be made in 2 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 bidder should have a legal entity status with at least 5 years of proven experience in the forest sector, particularly experience in forest rehabilitation, reforestation and afforestation activities.

The bidder is required to submit the following:

- Company profile with description of proven records and experience in the area of required expertise. Prior relevant experience with international projects will be an asset;
- The detailed description of implementation methodology and organisational approaches, milestones, timeframe and detailed budget breakdown per main expenditures and years;
- CVs of professional staff to be involved:
 - Team Leader with at least 5 year relevant working experience in forest management;
 - 1 forester, biologist or agronomist with at least 5 year relevant working experience;
 - 1 forest restoration specialist with at least 5 year relevant working experience;
 - 1 expert in GIS mapping with at least 3 years working experience.
- Detailed proposal with the suggested methodology, timeline and budget descriptions.
- Language of the proposal: English

IMPORTANT: If a company wants to participate in more than one lot, then they have to provide a proportionate number of (1) foresters, (2) forest restoration specialists, and (3) experts in GIS mapping.

Organizations bidding for several lots are required to present the list of experts by Lots, as described in the table below.

LOT	Team Leader	Forester, biologist or agronomist	Forest restoration specialist	expert in GIS mapping
No	full name	full name	full name	full name
1				
2				
3				

Terms of Reference

Lot 2

Scope of services	Rehabilitation of degraded forests and assisted natural regeneration in the territory of Lalvar and Jiliza forest enterprises of “Hayantar” SNCO of Lori marz
Duration	November 2019 - April 2020
Location	Republic of Armenia, Lori marz
Project title	UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”

VII. 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.

As a major task of project, it is envisaged rehabilitation of degraded forest ecosystems in Tavush and Lori marz of RA through the demonstration of assisted natural re-growth and reconstruction of coppiced stands.

VIII. Scope of Work

The objective of the task is:

Implementation of the forest rehabilitation activities in the pre-selected areas of Lalvar and Jiliza forest enterprises (FEs) of “Hayantar” SNCO in Lori marz through assisted natural regeneration on 315 ha.

The scope of the services

Assisted natural regeneration on 315 ha including mineralization and sowing of oak seeds (acorns)

5. Short practical training on assisted natural regeneration;
6. Removal of litter in the pre-selected areas in the forest and soil loosening by 8 sm on 1x1m plot, about 1000 plots on 1 ha - 315 ha;
7. Procurement of seeds - 15 kg/ha;
8. Sowing 4-5 seeds (acorns) in the center of prepared plots (4000-5000 seeds per ha).

IX. Expected outputs

#	Deliverables	Milestones	Timeline
3.	On-site identification and survey of the 315 ha pre-selected area for assisted natural regeneration in the territory of Lalvar and Jiliza FEs of “Hayantar” SNCO of Lori region; prepared GIS maps on 315 ha of intervention sites, conduction of short-term trainings and procurement of seeds.	40%	After one month of contract signed.
4.	Assisted natural regeneration on an area of 315 ha with mineralization and sowing of oak seeds (acorns) - on 1000 1X1m plots.	60%	After six months of contract signed

X. Work oversight and accountability

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader, and the expert hired by the project.
- The work of the contractor will also be monitored by the RA Ministry of Environment, Lalvar and Jiliza FEs staff of “Hayantar” SNCO.
- The work of the contractor may also be monitored by independent public monitoring visits. To make this process effective, the contractor will provide advance information on intervention sites, types of interventions, and their volumes.
- 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 with the Lalvar and Jiliza FEs of “Hayantar” SNCO and forest-adjacent communities of RA Lori marz.

XI. Schedule of Payments

Payments will be made in 2 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.

XII. Required Qualifications and Application Package

- The bidder should have a legal entity status with at least 5 years of proven experience in the forest sector, particularly experience in forest rehabilitation, reforestation and afforestation activities.
- The bidder is required to submit the following:
- Company profile with description of proven records and experience in the area of required expertise. Prior relevant experience with international projects will be an asset;
 - The detailed description of implementation methodology and organisational approaches, milestones, timeframe and detailed budget breakdown per main expenditures and years;
 - CVs of professional staff to be involved:
 - Team Leader with at least 5 year relevant working experience in forest management;
 - 1 forester, biologist or agronomist with at least 5 year relevant working experience;
 - 1 forest restoration specialist with at least 5 year relevant working experience;
 - 1 expert in GIS mapping with at least 3 years working experience.
 - Language of the proposal: English

IMPORTANT: If a company wants to participate in more than one lot, then they have to provide a proportionate number of (1) foresters, (2) forest restoration specialists, and (3) experts in GIS mapping.

Organizations bidding for several lots are required to present the list of experts by Lots, as described in the table below.

LOT	Team Leader	Forester, biologist or agronomist	Forest restoration specialist	expert in GIS mapping
No	full name	full name	full name	full name
1				
2				
3				

Terms of Reference

Lot 3

Scope of services	Rehabilitation of degraded forests and assisted natural regeneration in the territory of Sevqar forest enterprise of “Hayantar” SNCO of Tavush marz
Duration	November 2019 - April 2020
Location	Republic of Armenia, Tavush marz
Project title	UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”

XIII. 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.

As a major task of project, it is envisaged rehabilitation of degraded forest ecosystems in Tavush and Lori marz of RA through the demonstration of assisted natural regeneration and reconstruction of coppiced stands.

XIV. Scope of Work

The objective of the task is:

Implementation of the forest rehabilitation activities in the pre-selected areas of Sevqar forest enterprise (FE) of “Hayantar” SNCO in Tavush marz through assisted natural regeneration on 100 ha.

The scope of the services

Assisted natural regeneration on 100 ha including mineralization and sowing of oak seeds (acorns)

9. Short practical training on assisted natural regeneration;
10. Removal of litter in the pre-selected areas in the forest and soil loosening by 8 sm on 1x1m plot, about 1000 plots on 1 ha - 100 ha;
11. Procurement of seeds - 15 kg/ha;
12. Sowing 4-5 seeds (acorns) in the center of prepared plots (4000-5000 seeds per ha).

XV. Expected outputs

#	Deliverables	Milestones	Timeline
5.	On-site identification and survey of the 100 ha pre-selected area for assisted natural regeneration in the territory of Sevqar FE of “Hayantar” SNCO; prepared GIS maps on 100 ha of intervention sites, conduction of short-term trainings and procurement of seeds.	40%	After one month of contract signed.
6.	Assisted natural regeneration on an area of 100 ha with mineralization and sowing of oak seeds (acorns) - on 1000 1X1m plots.	60%	After six months of contract signed

XVI. Work oversight and accountability

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader, and the expert hired by the project.

- The work of the contractor will also be monitored by the RA Ministry of Environment, Sevqar FEs staff of “Hayantar” SNCO.
- The work of the contractor may also be monitored by independent public monitoring visits. To make this process effective, the contractor will provide advance information on intervention sites, types of interventions, and their volumes.
- 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 with the Sevqar FE of “Hayantar” SNCO and forest-adjacent communities of RA Sevqar marz.

XVII. Schedule of Payments

Payments will be made in 2 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.

XVIII. Required Qualifications and Application Package

- The bidder should have a legal entity status with at least 5 years of proven experience in the forest sector, particularly experience in forest rehabilitation, reforestation and afforestation activities.

The bidder is required to submit the following:

- Company profile with description of proven records and experience in the area of required expertise. Prior relevant experience with international projects will be an asset;
- The detailed description of implementation methodology and organisational approaches, milestones, timeframe and detailed budget breakdown per main expenditures and years;
- CVs of professional staff to be involved:
 - Team Leader with at least 5 year relevant working experience in forest management;
 - 1 forester, biologist or agronomist with at least 5 year relevant working experience;
 - 1 forest restoration specialist with at least 5 year relevant working experience;
 - 1 expert in GIS mapping with at least 3 years working experience.
- Language of the proposal: English

IMPORTANT: *If a company wants to participate in more than one lot, then they have to provide a proportionate number of (1) foresters, (2) forest restoration specialists, and (3) experts in GIS mapping.*

2.

Organizations bidding for several lots are required to present the list of experts by Lots, as described in the table below.

LOT	Team Leader	Forester, biologist or agronomist	Forest restoration specialist	expert in GIS mapping
No	full name	full name	full name	full name
1				
2				
3				

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

To be used separately for each lot.

[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, contract 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.

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*

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

- 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	As per Annex 1 – Terms of Reference’s appropriate lot’s Section III – Expected outputs, Line 1	40%	
2	As per Annex 1 – Terms of Reference’s appropriate lot’s Section III – Expected outputs, Line 2	60%	
	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)