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REQUEST FOR PROPOSAL (RFP 111/19)

NAME & ADDRESS OF FIRM	DATE: November 13, 2019
	REFERENCE: Development of National Program on Energy Saving and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development of National Program on Energy Saving and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation (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, 4 December 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 60 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	Development of National Program on Energy Saving and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation
Implementing Partner/s of UNDP	Ministry of Territorial Administration and Infrastructures of the Republic of Armenia
Brief Description of the Required Services ¹	The objective of the task is development of the new “National Program on Energy Efficiency and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation” (NP&TAP) that is to be based on the full-scale results’ assessment of the “National Program on Energy Efficiency and Renewable Energy of the Republic of Armenia for 2007 to 2020”, the results’ review of implementation of other energy saving and renewable energy initiatives, identification of Armenia's energy needs and opportunities and definition of new targets, its observation in the context of regional and global perspectives.
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	UNDP Climate Change Programme Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected deliverables and timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected deliverables and timeline</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	18 months after contract signing by both parties.
Target start date	22 December 2019
Latest completion date	22 June 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
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)

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"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)				
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 checked="" type="checkbox"/> 60 days <input 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	
	1. Progress evaluation report of the Program's implementation, and the results' analysis of the approved policies' and commitments' implementation	35	2 months after contract signing	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.	
	2. Analytical report that is to include the assessment results of intra-state, inter-state and regional programs in energy saving and renewable energy sector, and the energy balances and national greenhouse gas inventories studies' and findings		2 months after contract signing		
	3. Baseline report that is to reflect the projected macroeconomic environment, the economy' demands towards its energy system and the relevant needs, micro level analysis		3 months after contract signing		

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.

	4. Interim report that is to reflect the findings of corresponding studies, recommendations for applicable business models, and global commitments	20	4 months after contract signing	
	5. Initial presentation that is to reflect Armenia’s energy saving and renewable energy sector mid/long term policy objectives, goals and targets for the national program		6 months after contract signing	
	6. Working draft of NP&TAP with cost estimates and potentials sources of funding for indicated measures	40	9 months after contract signing	
	7. Working draft of M&E Plan of NP&TAP		11 months after contract signing	
	8. Executive summary of the NP&TAP and presentation		12 months after contract signing	
	9. Final versions of the NP&TAP, M&E plan for TAP of the Republic of Armenia including the formal clarifications as required for the approval process in the established order	5	18 months after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment		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), where the minimum passing score of technical proposal is 70%.		

	<p><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.</p>
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> <p>a. Experience in energy sector policy assessment, design and their implementation results monitoring (max score: 150)</p> <p>b. Research experience in economics and/or energy, including the ability to collect data, analyze data series, use the projection models (max score: 100)</p> <p>c. Participation in workshops and round-table discussions on draft documents for energy saving and renewable energy sector and in the framework of nationalizing global efforts. Experience of cooperation with specialized organizations, research teams, state governance bodies, and other sector actors (max score: 50)</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"> - 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> <ul style="list-style-type: none"> - Team Leader with at least 10 years of professional experience in policy development in energy sector and at least 5 years of research involvement (max score: 150); - Expert in Macroeconomic Analysis with 7 years professional and at least 5 years of experience in application of forecasting toolkit and knowledge of a system of indicators reflecting developments in energy sector (max score: 100); - Expert with at least 5 years of experience in assessing the impact of policy / program implementation in energy sector, in working with up-to-date forecast and planning methodological and software tools in energy sector (eg MAED, LEAP, TIMES, VASP-IV, BALANCE, etc.) (max score: 50); - International expert with at least 5 years of experience in micro level analysis of the energy sector low carbon-development objectives and economic and social benefit analysis, and expertise in application of up-to-date forecast tools (max score: 50); - Specialist with at least 3 years of experience in developing and implementing energy saving and renewable energy projects, with expertise in regional and global energy cooperation, with knowledge of costs of technologies, and with awareness on innovative initiatives in the private sector (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 and only one Service Providers
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia</i> procurement.armenia@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

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

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

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

TERMS OF REFERENCE

1. General Information

Service Title:	Development of National Program on Energy Saving and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation
Project:	“EU4Climate” UNDP-EU regional project
Duration:	December 2019 – June 2021
Starting date:	December 2019
Location:	Yerevan, Armenia

2. Background

The objective of the project is to support the development and implementation of climate-related policies by the Eastern Partnership countries which contribute to their low emission and climate resilient development and their commitments to the Paris Agreement on Climate Change. It identifies key actions and results in line with the Paris Agreement, the "20 Deliverables for 2020", and the key global policy goals set by the UN 2030 Agenda for Sustainable Development. The project will also translate into action priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change of October 2016.

The law of the Republic of Armenia on “Energy Saving and Renewable Energy” of 09 November 2004 is the main document of legislative regulation in the sector. As required by the law, the RA Government, by its Protocol Decision #2 of 18 January 2007, approved the “National Program on Energy Efficiency and Renewable Energy of the Republic of Armenia”, which covered years from 2007 through 2020 for the assessment of potential and projection of realization of energy saving and renewable energy sector. Implementation of the project was carried out via: (a) the Action Plan of the Government of the Republic of Armenia for 2011 to 2013 on the Implementation of the National Program of Energy Efficiency and Renewable Energy of the Republic of Armenia, approved by the GoA protocol decision #43 of 04 November 2011; and (b) the Second Phase of the Energy Saving Program of the Republic of Armenia for 2017 to 2018, approved by the GoA protocol decision #4 of 02 February 2017. Importantly, the Phase II Action Plan approval was informed by the report on the implementation of the Phase I Action Plan.

Point 125 of the Annex to the GoA decision #650-L of 16 May 2019 “On Approving the Action Plan for the activities of the Government of the Republic of Armenia from 2019 to 2023” envisages to elaborate a new draft National Program on Energy Efficiency and Renewable Energy for 2021 to 2030. The Program’s elaboration is in accordance with the requirements of Article 5 part (2) point (j) and Article 6 part (1) point (a) of the RA Law on “Energy Saving and Renewable Energy”. At the same time, it is also envisaged that the GoA adopt a new document reflecting the long-term development paths of the Armenian energy system, which would guide the work to be performed within the scope of this task.

The Ministry of Territorial Administration and Infrastructure of the Republic of Armenia (Ministry) applied to the United Nations Development Program (UNDP), expecting its support in development of the draft of National Program on Energy Saving and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation.

Given that the objectives of the NP&TAP are in line with the UNDP-EU regional framework for the EU4Climate program, UNDP supports its development work.

3. Scope of Professional Services

3.1. Objective of the Task

The objective of the task is development of the new “National Program on Energy Efficiency and Renewable Energy for 2021 to 2030 and Triennial Action Plan for the First Phase of its Implementation” (NP&TAP) that is to be based on the full-scale results’ assessment of the “National Program on Energy Efficiency and Renewable Energy of the Republic of Armenia for 2007 to 2020”, the results’ review of implementation of other energy saving and renewable energy initiatives, identification of Armenia's energy needs and opportunities and definition of new targets, its observation in the context of regional and global perspectives.

3.2. Activities to implement

The task is planned to be implemented in two stages via involving a relevant organization to provide the required professional services.

The task should be carried out using modern methodological and software tools (e.g. MAED, LEAP, TIMES, VASP-IV, BALANCE, etc.).

Reports presenting the results of the work performed are free-format as per the choice of the tools applied and the finding presentation options used.

The stages of implementation are as follows.

Stage 1. Assessment of the results of “National Program on Energy Efficiency and Renewable Energy of the Republic of Armenia for 2007 to 2020” (Program), and evaluation of the results of initiatives and programs related to the sector. For that purpose, it is necessary to implement the following:

- 1.1. Assessment of Program and two action plans’ implementation progress and of performance as per the target indicators, via revealing their impact on the level of meeting the development needs of energy saving and renewable energy;
- 1.2. Examine the results of the implementation of the actions envisaged by the strategic development documents on the energy system of the Republic of Armenia, as well as the commitments undertaken as per the international agreements and conventions (including within the EU and EAEU) in terms of ensuring their performance and achieving energy saving and renewable energy development goals. The implementation of unified legislative regulations and under the Comprehensive and Enlarged Partnership Agreement signed with the EU and of the approximation of the delegated procedures, directives and associated guidelines should be taken into consideration;
- 1.3. Inventory of all the projects (including by private, loan, public resources) and initiatives in the field of energy saving and renewable energy in Armenia, both ongoing and completed, assessment of the results’ impact of the completed ones on the energy system;
- 1.4. The results’ analysis of regional and bilateral cooperation (including EEU, Georgia, Iran) in fuels energy, assessment of their impact in terms of energy system development;
- 1.5. Analysis of structural transformation and development trends in Armenia's energy balance for 2015 – 2020 period and National greenhouse gas inventory for 2010 – 2020 period, including assessment in terms of realization of energy saving and renewable energy potential.

Stage 2. Program development based on Phase 1 findings and revealed current development trends. For that purpose, it is necessary to implement the following:

- 2.1 Projection and assessment of macroeconomic development trends for 2019-2030 period, including GDP production by NACE 2 classification, expenditure of the GDP by main consumption elements, GDP energy-intensity, development trends in international energy carriers market, supply of fuel resources and consumption by economic sectors;
- 2.2 Based on the assessment of needs of economic development and energy system development prospects, Armenia's energy balance elements projection for the 2021-2023 period;
- 2.3 Review and analyse corresponding studies and reports in energy efficiency and renewable energy sector of Armenia, including policy development recommendations;
- 2.4 Identification of public-private-partnership opportunities and effective business models in the sector of energy saving and renewable energy from the point of applicability in Armenia;
- 2.5 Review and consider:
 - commitments set forth by the strategic development documents (including the draft energy system development paths by 2036);
 - commitments in the context of the Sustainable Development Goals (in particular Goal 7);
 - commitments of Armenia National Determined Contributions;
 - Ongoing processes of development of and Long-term Low Greenhouse Gas Emission Development Strategy under the Paris Agreement.
- 2.6 Identify and outline Armenia's energy saving and renewable energy sector mid/long term policy objectives, goals and targets for the national program, follow up on these by delivering a presentation during workshop organized by the Project with key partners and stakeholders;
- 2.7 Based on the comments and recommendations received from the partners pointed in 2.6, develop:
 - a. draft National Program on Energy Efficiency and Renewable Energy for 2021-2030 period and Triennial Action Plan for the First Phase of its Implementation (NP&TAP) with monitoring indicators, cost estimates and potentials sources of funding for indicated measures,
 - b. draft M&E plan for NP&TAP, including recommendations on establishment of an effective institutional framework, agencies responsible for data provision, data gathering and reporting procedures, recommendations open sources dashboard (with visual elements infographics, diagrams, and etc.), reflecting the policy actions' implementation results.
- 2.8 Develop executive summary of the NP&TAP and presentation for communication to the policy and decision makers;

- 2.9 Based on the insights and comments received from the stakeholder state authorities, develop final version of the NP&TAP, M&E plan for TAP of the Republic of Armenia, including the formal clarifications as required for the approval process in the established order.

4. Expected deliverables and timelines

The expected result of the stage 1 of this task are as follows.

- Delivery 1.** **Progress evaluation report** of the Program's implementation, and the results' analysis of the approved policies' and commitments' implementation, in accordance with the requirements set out in points 1.1 and 1.2;
- Delivery 2.** **Analytical report** that is to include the assessment results of intra-state, inter-state and regional programs in energy saving and renewable energy sector, and the energy balances and national greenhouse gas inventories studies' and findings, in accordance with points 1.3, 1.4 and 1.5;

The expected result of the stage 2 of this task are as follows.

- Delivery 3.** **Baseline report** that is to reflect the projected macroeconomic environment, the economy' demands towards its energy system and the relevant needs, micro level analysis, in accordance with the requirements set out in points 2.1 and 2.2
- Delivery 4.** **Interim report** that is to reflect the findings of corresponding studies, recommendations for applicable business models, and global commitments, in accordance with points 2.3, 2.4 and 2.5
- Delivery 5.** **Initial presentation** that is to reflect Armenia's energy saving and renewable energy sector mid/long term policy objectives, goals and targets for the national program, in accordance with points 2.6;
- Delivery 6.** **Working draft of NP&TAP** with cost estimates and potentials sources of funding for indicated measures, in accordance with point 2.7/a;
- Delivery 7.** **Working draft of M&E Plan** of NP&TAP, in accordance with point 2.7/b;
- Delivery 8.** **Executive summary of the NP&TAP and presentation**, in accordance with point 2.8;
- Delivery 9.** **Final versions of the NP&TAP, M&E plan for TAP** of the Republic of Armenia including the formal clarifications as required for the approval process in the established order, in accordance with point 2.9.

#	Deliverable	Timeline: months after signing the contract
1.	Progress evaluation report of the Program's implementation, and the results' analysis of the approved policies' and commitments' implementation	2
2.	Analytical report that is to include the assessment results of intra-state, inter-state and regional programs in energy	2

#	Deliverable	Timeline: months after signing the contract
	saving and renewable energy sector, and the energy balances and national greenhouse gas inventories studies' and findings	
3.	Baseline report that is to reflect the projected macroeconomic environment, the economy' demands towards its energy system and the relevant needs, micro level analysis	3
4.	Interim report that is to reflect the findings of corresponding studies, recommendations for applicable business models, and global commitments	4
5.	Initial presentation that is to reflect Armenia's energy saving and renewable energy sector mid/long term policy objectives, goals and targets for the national program	6
6.	Working draft of NP&TAP with cost estimates and potentials sources of funding for indicated measures	9
7.	Working draft of M&E Plan of NP&TAP	11
8.	Executive summary of the NP&TAP and presentation	12
9.	Final versions of the NP&TAP, M&E plan for TAP of the Republic of Armenia including the formal clarifications as required for the approval process in the established order	18

The reports (deliverables 1 to 7) must be provided in Armenian, while draft Program and presentation (deliverables 8 and 9) – also in English, hard copy and electronic version. In the course of work contractor is obliged to provide regular consultations on essential matters of performance of work by phone and/or e-mail.

5. Professional Requirements towards Organization/Company

Applicant organization/company must meet the following criteria:

- Experience in energy sector policy assessment, design and their implementation results monitoring;
- Research experience in economics and/or energy, including the ability to collect data, analyze data series, use the projection models;
- Participation in workshops and round-table discussions on draft documents for energy saving and renewable energy sector and in the framework of nationalizing global efforts;
- Experience of cooperation with specialized organizations, research teams, state governance bodies, and other sector actors.

5.1. Professional Requirements towards the Key Staff of Organization/Company

Applicant organization/company must have experienced professional staff, including the following key specialists:

- Team Leader with at least 10 years of professional experience in policy development in energy sector and at least 5 years of research involvement;
- Expert in Macroeconomic Analysis with 7 years professional and at least 5 years of experience in application of forecasting toolkit and knowledge of a system of indicators reflecting developments in energy sector;

- Expert with at least 5 years of experience in assessing the impact of policy / program implementation in energy sector, in working with up-to-date forecast and planning methodological and software tools in energy sector (eg MAED, LEAP, TIMES, VASP-IV, BALANCE, etc.);
- International expert with at least 5 years of experience in micro level analysis of the energy sector low carbon-development objectives and economic and social benefit analysis, and expertise in application of up-to-date forecast tools;
- Specialist with at least 3 years of experience in developing and implementing energy saving and renewable energy projects, with expertise in regional and global energy cooperation, with knowledge of costs of technologies, and with awareness on innovative initiatives in the private sector.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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 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.*

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

D. **Cost Breakdown per Deliverable***

N	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Progress evaluation report of the Program's implementation, and the results' analysis of the approved policies' and commitments' implementation	35	
2	Analytical report that is to include the assessment results of intra-state, inter-state and regional programs in energy saving and renewable energy sector, and the energy balances and national greenhouse gas inventories studies' and findings		
3	Baseline report that is to reflect the projected macroeconomic environment, the economy' demands towards its energy system and the relevant needs, micro level analysis		
4	Interim report that is to reflect the findings of corresponding studies, recommendations for applicable business models, and global commitments	20	
5	Initial presentation that is to reflect Armenia's energy saving and renewable energy sector mid/long term policy objectives, goals and targets for the national program		
6	Working draft of NP&TAP with cost estimates and potentials sources of funding for indicated measures	40	
7	Working draft of M&E Plan of NP&TAP		
8	Executive summary of the NP&TAP and presentation		
9	Final versions of the NP&TAP, M&E plan for TAP of the Republic of Armenia including the formal clarifications as required for the approval process in the established order	5	
	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)