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REQUEST FOR PROPOSAL (RFP 74/19)

NAME & ADDRESS OF FIRM	DATE: September 10, 2019
	REFERENCE: Preparation of Forest Management Plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (Lori marz) with integrated consideration of biodiversity, ecosystem services, climate mitigation and community resource use; Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza surrounding community lands and protected areas

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Preparation of Forest Management Plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (Lori marz) with integrated consideration of biodiversity, ecosystem services, climate mitigation and community resource use; Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza surrounding community lands and protected areas (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, 1 October 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	Preparation of Forest Management Plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (Lori marz) with integrated consideration of biodiversity, ecosystem services, climate mitigation and community resource use; Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza surrounding community lands and protected areas
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	The objective of the task is: 1) Incorporation of sustainable forest and land management objectives and safeguards in the forest management plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (FEs), forest land allocation and compliance monitoring system at the local level; 2) Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza FEs and surrounding community lands and protected areas; 3) Adjusting of Stepanavan, Tashir and Jiliza FE FMPs to ensure optimal allocation of land resources to generate development and critical environmental benefits (including biodiversity conservation, climate change adaptation and mitigation, and community use and management) in tandem.
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 12 months after contract signing by both parties.
Target start date	October 2019
Latest completion date	October 2020
Travels Expected	NA
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
Implementation Schedule indicating breakdown	<input checked="" type="checkbox"/> Required

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.

and timing of activities/sub-activities									
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)								
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 <p>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.</p>								
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted								
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Revised previous FMP materials of Stepanavan, Tashir and Jiliza FEs, inventory and mapping/remote sensing data, relevant materials and international/regional experience with consideration of inclusion of biodiversity, ecosystem services, and carbon protocols in the FMP. Forest management planning consultations with relevant stakeholders, including security services on the "border ribbon" and</td> <td>15%</td> <td>4 weeks after signing of contract</td> <td> <p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p> </td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Revised previous FMP materials of Stepanavan, Tashir and Jiliza FEs, inventory and mapping/remote sensing data, relevant materials and international/regional experience with consideration of inclusion of biodiversity, ecosystem services, and carbon protocols in the FMP. Forest management planning consultations with relevant stakeholders, including security services on the "border ribbon" and	15%	4 weeks after signing of contract	<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Outputs	Percentage	Timing	Condition for Payment Release						
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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

	<p>“border zone” geographic location and management particularities.</p>			
<p>On-the-ground training, forest management consultations and capacity development for forest and other staff on forest inventory and mapping. Forest inventory and training materials. Setup of proper inventory methodology, sample plots (also including permanent sample plots).</p>	<p>15%</p>	<p>12 weeks after signing of contract</p>		
<p>Forest inventory and mapping digital database on Stepanavan, Tashir and Jiliza FEs, including mapped protected (Gyulagarak pine state sanctuary) or valuable (HCVF, etc.) areas, potential seed collection stands, degraded forest (infected, burned, windfall, etc.) and pasture lands.</p>	<p>25%</p>	<p>16 weeks after signing of contract</p>		
<p>GIS thematic map layers and cartographic data with relevant database on forest enterprise, surrounding community lands and specially protected areas with detailed description of the accurate boundaries, records on land property, land types and updated land use map sheets. Consultations on the drafted FMPs with forest stakeholders.</p>	<p>15%</p>	<p>(22 weeks after signing of contract</p>		

	<p>Finalized FMPs of the Stepanavan, Tashir and Jiliza FEs (28,817 ha) with consideration of biodiversity, ecosystem services, carbon and community resource use with integration of specially protected (Gyulagarak pine state sanctuary, 2576 ha) and valuable (High Conservation Value Forests (HCVF), etc.) areas and management prescriptions for the degraded forest lands of Stepanavan, Tashir and Jiliza FEs.</p>	15%		
	<p>Demarcation scheme and demarcation of the Stepanavan, Tashir and Jiliza FEs, protected area (Gyulagarak pine state sanctuary) and surrounding community boundaries with geographical coordinates, agreed maps on boundaries between communities and forest estate, and other relevant information on land property and land use.</p>	15%		
<p>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</p>	<p>Technical Task Leader of UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”</p>			
<p>Type of Contract to be Signed</p>	<p><input checked="" type="checkbox"/> Contract for Services</p>			
<p>Criteria for Contract Award</p>	<p><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.</p>			

<p>Criteria for the Assessment of Proposal</p>	<p>Technical Proposal (70%)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including: <ul style="list-style-type: none"> - The Company should have at least 5 years of proven experience in forest inventory and forest management planning. (max score: 150). - Company profile with description of proven records and experience in the area of required expertise (experience in drafting of forest management plans, land use mapping, training of staff in forest inventory, negotiations with different stakeholders on boundary corrections). Prior relevant experience with international projects will be an asset. (max score: 150). <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300). <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) <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including: <ol style="list-style-type: none"> a. Team Leader (expert in forest inventory and mapping, forest management planning) with relevant advanced university degree and at least 10 years working experience in forest management; – (max score: 100); b. Three forest inventory specialists with at least 5 years working experience – (max score: 50); c. Two biodiversity specialists (fauna and flora) with at least 5 years working experience – (max score: 50); d. One ecosystem service/landscape planning specialist with at least 3 years working experience – (max score: 50); e. One licensed (by Committee of the Real Estate Cadaster) land-use planning/land cadaster specialist with at least 5 years working experience – (max score: 50); f. Two experts in GIS mapping/Remote sensing with at least 3 years working experience – (max score: 50); g. One forest management planner with at least 5 years working experience– (max score: 50); <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>
<p>UNDP will award the contract to:</p>	<p><input checked="" type="checkbox"/> One and only one Service Providers.</p>

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 procurement.armenia@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

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

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

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

TERMS OF REFERENCE

Scope of services:	Preparation of Forest Management Plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (Lori marz) with integrated consideration of biodiversity, ecosystem services, climate mitigation and community resource use; Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza surrounding community lands and protected areas
Duration:	October 2019 - October 2020
Location:	Stepanavan, Tashir and Jiliza forest enterprises of Lori Marz
Project title:	UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”

I. Project Background

The long-term solution sought is to facilitate the shift from unsustainable to sustainable forest management in North-Eastern Armenia. The target area contains 65% of Armenia’s forest resources and provides essential ecosystem services including water provision (for urban use and food production), landslide control, and carbon storage and sequestration. The project will promote an integrated approach towards fostering sustainable forest management – seeking to balance environmental management with development and community needs.

The major objective of the project is sustainable land and forest management in North-Eastern Armenia to secure continued flow of multiple ecosystem services (such as water provision, land slide control, and carbon storage/sequestration) and to ensure conservation of critical wildlife habitats. This would be achieved during the five years of implementation through two main components, namely: (i) Integration of sustainable forest and land management objectives into planning and management of forest ecosystems to reduce degradation and enhance ecosystem services in two marzes covering 0.65 million hectares; and (ii) Sustainable Forest Management practices effectively demonstrating reduced pressure on high conservation forests and maintaining flow of ecosystem services.

The project will attempt to reduce conflicting forest land uses and improve the sustainability of forest management to maintain the flow of vital ecosystem services and sustain the livelihoods of local forest-dependent communities (and downstream users). This platform will be underpinned by a robust forest management planning support system and monitoring framework that will inform plans for the forest estate.

II. Scope of Work, Terms and Conditions

The objective of the task is: 1) Incorporation of sustainable forest and land management objectives and safeguards in the forest management plans (FMPs) of Stepanavan, Tashir and Jiliza forest enterprises (FEs), forest land allocation and compliance monitoring system at the local level;

2) Updating of mapping information on accurate boundaries of Stepanavan, Tashir and Jiliza FEs and surrounding community lands and protected areas; 3) Adjusting of Stepanavan, Tashir

and Jiliza FE FMPs to ensure optimal allocation of land resources to generate development and critical environmental benefits (including biodiversity conservation, climate change adaptation and mitigation, and community use and management) in tandem.

The provision of the following services is expected for the project purposes:

- Review of previous forest management plans' materials, inventory and mapping/remote sensing data, technical descriptions, forest estate characteristics and related materials and their digitalization; Study of international and regional experience with consideration to inclusion of biodiversity, ecosystem services, and carbon protocols in FMPs;
- Organization of on-the-ground training, setting up of inventory methodology and sample plots (including permanent sample plots), forest management consultations, and capacity development for forest and other staff on forest inventory and mapping techniques and on the interpretation of information arising from these exercises;
- Updating of inventory data and mapping to define: (i) accurate boundaries of forest and other land uses; (ii) critical habitats and endangered and threatened species; (iii) areas with the most of ecosystem values and carbon sink potential; (iv) forests that are best suited for multiple benefit sharing and use by local communities; (v) stands for seed collections, (vi) area of common use of pastures managed by FE, firewood collection and NTFPs by communities, etc.; (vii) identification and mapping of degraded forests (infected, burned, windfall, etc.), degraded grazing lands and community resource use forest areas - these activities should be conducted according to the decree N130 of the RA Ministry of Agriculture dated 10 August 2005 and should also take into account (as far as applicable) the multifunctional zones identified within GIZ IBIS project;
- Preparation of digital map layers for Stepanavan, Tashir and Jiliza FEs (6,665 + 6,860 + 15,292 ha = **28,817 ha**) and surrounding community lands and protected area - Gyulagarak pine state sanctuary - **2576 ha** - with corrected boundaries and records on land property (state, community, etc.), land types (agricultural, forest, specially protected areas, etc.) and updated land use map sheets. Special attention should be paid to the "Border ribbon" and "Border zone" of the forest ecosystem next to the state border with the Republic of Georgia. In this respect, discussions with responsible parts (security service, border communities, etc.) and analysis of the particularities of natural resources management should be conducted;
- Preparation of processed GIS thematic map layers and cartographic data on the base of high resolution satellite images, aerial photos (once they are available), official cadastral maps and former forest management plan materials with relevant database on forest enterprise, surrounding community lands and the specially protected area (Gyulagarak pine state sanctuary) with detailed description of the accurate boundaries;
- Preparation of the Stepanavan, Tashir and Jiliza FEs FMPs with forest sub-compartment detailed characteristic database, based on forest field inventory data, developed biodiversity, ecosystem services, and carbon protocols, integration of specially protected (Gyulagarak pine state sanctuary) and valuable (High Conservation Value Forests (HCVF), etc.) areas;
- Preparation of management prescriptions for the Stepanavan, Tashir and Jiliza FEs with

consideration of biodiversity, ecosystem services, carbon and community resource use with integration of specially protected (Gyulagarak pine state sanctuary, 2576 ha) and valuable (High Conservation Value Forests (HCVF), etc.) areas, as well degraded lands and pastures;

- Negotiation on the proposed boundaries of the Stepanavan, Tashir and Jiliza FEs and surrounding community lands and protected areas (Gyulagarak pine state sanctuary) with respective stakeholders;
- Demarcation scheme and demarcation of the forest enterprises, protected area (Gyulagarak pine state sanctuary) and surrounding community boundaries with geographical coordinates, agreed maps on boundaries between forest estate and communities, and other relevant information on land property and land use, to become a part of respective government decree.

III. Expected Outputs

N	Deliverables	Milestones	Timeline
1.	Revised previous FMP materials of Stepanavan, Tashir and Jiliza FEs, inventory and mapping/remote sensing data, relevant materials and international/regional experience with consideration of inclusion of biodiversity, ecosystem services, and carbon protocols in the FMP. Forest management planning consultations with relevant stakeholders, including security services on the “border ribbon” and “border zone” geographic location and management particularities.	15%	15 days after contract signing
2.	On-the-ground training, forest management consultations and capacity development for forest and other staff on forest inventory and mapping. Forest inventory and training materials. Setup of proper inventory methodology, sample plots (also including permanent sample plots).	15%	1 month after contract signing
3.	Forest inventory and mapping digital database on Stepanavan, Tashir and Jiliza FEs, including mapped protected (Gyulagarak pine state sanctuary) or valuable (HCVF, etc.) areas, potential seed collection stands, degraded forest (infected, burned, windfall, etc.) and pasture lands.	25%	2.5 months after contract signing
4.	GIS thematic map layers and cartographic data with relevant database on forest enterprise, surrounding community lands and specially protected areas with detailed description of the accurate boundaries, records on land property, land types and updated land use map sheets. Consultations on the drafted FMPs with forest stakeholders.	15%	6 months after contract signing

5.	Finalized FMPs of the Stepanavan, Tashir and Jiliza FEs (28,817 ha) with consideration of biodiversity, ecosystem services, carbon and community resource use with integration of specially protected (Gyulagarak pine state sanctuary, 2576 ha) and valuable (High Conservation Value Forests (HCVF), etc.) areas and management prescriptions for the degraded forest lands of Stepanavan, Tashir and Jiliza FEs.	15%	8 months after contract signing
6.	Demarcation scheme and demarcation of the Stepanavan, Tashir and Jiliza FEs, protected area (Gyulagarak pine state sanctuary) and surrounding community boundaries with geographical coordinates, agreed maps on boundaries between communities and forest estate, and other relevant information on land property and land use.	15%	12 months after contract signing

IV. Institutional Arrangements

- The contractor will work under the direct supervision of the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The project management unit will provide high-resolution satellite images to the contractor, will cover the publication costs of the final products (management plan, sub-compartment-based inventory data description books, maps, forest ranger guideline-books), as well as workshops designed for the discussion of the drafted forest management plans. The PMU also will support the bidder to submit the agreed version of FMPs for Environmental Impact Assessment (EIA).
- Upon completion of each deliverable, the contractor shall submit narrative progress reports to the Sustainable Growth and Resilience Portfolio Manager and the Project Technical Task Leader.
- The contractor is expected to interact and collaborate with the Ministry of Environment, State Forest Committee, "Hayantar" SNCO, Committee of the Real Estate Cadaster, Stepanavan, Tashir and Jiliza FEs' staff, surrounding community members and protected areas' staff.
- Technical verification of the conducted forest inventory, prepared FMPs, and demarcated boundaries shall be performed by the project and/or project-assigned consultant/expert.
- The contractor shall submit the detailed description of implementation methods and organizational approaches, milestones, timeframe and detailed budget breakdown per main expenditures and years (see budget breakdown template attached);

V. Required Qualifications and Application Package

- The Company should have at least **5 years of proven experience** in forest inventory and forest management planning.

The bidder is required to submit the following:

- Company profile with description of proven records and experience in the area of required expertise (experience in drafting of forest management plans, land use mapping, training of staff in forest inventory, negotiations with different stakeholders on boundary corrections). Prior relevant experience with international projects will be an asset.

CVs of professional staff to be involved:

- Team Leader (expert in forest inventory and mapping, forest management planning) with relevant advanced university degree and at least 10 years working experience in forest management,
- Three forest inventory specialists with at least 5 years working experience;
- Two biodiversity specialists (fauna and flora) with at least 5 years working experience;
- One ecosystem service/landscape planning specialist with at least 3 years working experience;
- One licensed (by Committee of the Real Estate Cadaster) land-use planning/land cadaster specialist with at least 5 years working experience;
- Two experts in GIS mapping/Remote sensing with at least 3 years working experience;
- One forest management planner with at least 5 years working experience.

VI. Schedule of Payments

Payments will be made in 6 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.

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.

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

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

C. Qualifications of Key Personnel

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

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Revised previous FMP materials of Stepanavan, Tashir and Jiliza FEs, inventory and mapping/remote sensing data, relevant materials and international/regional experience with consideration of inclusion of biodiversity, ecosystem services, and carbon protocols in the FMP. Forest management planning consultations with relevant stakeholders, including security services on the “border ribbon” and “border zone” geographic location and management particularities.	15%	
2	On-the-ground training, forest management consultations and capacity development for forest and other staff on forest inventory and mapping. Forest inventory and training materials. Setup of proper inventory methodology, sample plots (also including permanent sample plots).	15%	
3	Forest inventory and mapping digital database on Stepanavan, Tashir and Jiliza FEs, including mapped protected (Gyulagarak pine state sanctuary) or valuable (HCVF, etc.) areas, potential seed collection stands, degraded forest (infected, burned, windfall, etc.) and pasture lands.	25%	
4	GIS thematic map layers and cartographic data with relevant database on forest enterprise, surrounding community lands and specially protected areas with detailed description of the accurate boundaries, records on land property, land types and updated land use map sheets. Consultations on the drafted FMPs with forest stakeholders.	15%	
5	Finalized FMPs of the Stepanavan, Tashir and Jiliza FEs (28,817 ha) with consideration of biodiversity, ecosystem services, carbon and community resource use with integration of specially protected (Gyulagarak pine state sanctuary, 2576 ha) and valuable (High Conservation Value Forests (HCVF), etc.) areas and management prescriptions for the degraded forest lands	15%	

	of Stepanavan, Tashir and Jiliza FEs.		
6	Demarcation scheme and demarcation of the Stepanavan, Tashir and Jiliza FEs, protected area (Gyulagarak pine state sanctuary) and surrounding community boundaries with geographical coordinates, agreed maps on boundaries between communities and forest estate, and other relevant information on land property and land use.	15%	
	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)