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## REQUEST FOR PROPOSAL (RFP 102/19)

NAME & ADDRESS OF FIRM	DATE: October 17, 2019
	REFERENCE: Consultancy Services for Assessment of Agricultural Sector Vulnerability to Climate Change and Climate Change Adaptation Planning in Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services for Assessment of Agricultural Sector Vulnerability to Climate Change and Climate Change Adaptation Planning in Armenia (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before, 31 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 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](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	<b>Consultancy Services for Assessment of Agricultural Sector Vulnerability to Climate Change and Climate Change Adaptation Planning in Armenia</b>
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	The overall objective of this consultancy is to assess the agricultural sector vulnerability due to climate change and to propose a roadmap for climate change adaptation planning for agricultural sector in Armenia, including recommendations related to climate change consideration in agricultural management through overcoming legal, institutional and data gaps and barriers.
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	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	6 months after contract signing by both parties.
Target start date	20 November 2019
Latest completion date	20 May 2020
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 type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
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

<sup>1</sup> 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.

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)				
Value Added Tax on Price Proposal <sup>2</sup>	<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 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 <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	Deliverable 1: as per Annex 1a	25%	2 weeks 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.	
	Deliverable 2: as per Annex 1a		2 months after contract signing		
	Deliverable 3: as per Annex 1a	40%	3 months after contract signings		
	Deliverable 4: as per Annex 1a		4 months after contract signings		
	Deliverable 5: as per Annex 1a	35%	5 months after		

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

			contract signings	
	Deliverable 6: as per Annex 1a		6 months after contract signings	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP Climate Change Programme Coordinator; Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator; Diana Harutyunyan, UNDP Climate Change Programme Coordinator			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience in the field of the assignment, minimum 3 contracts of similar value, nature and complexity (<b>max score: 150</b>);</li> <li>• Specialized knowledge and experience on similar engagements (<b>max score: 150</b>); <ul style="list-style-type: none"> <li>✓ Applied knowledge and experience for agricultural, environmental, ecological programs</li> <li>✓ Experience with climate change and agricultural risks sector (including in Armenia);</li> <li>✓ Documented experience in agricultural development program.</li> </ul> </li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>- 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 (<b>max score: 300</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 400</b>), including:</p> <p>Key Expert 1: Team Leader (as per Annex 1a), (max score: 100);</p> <p>Key Expert 2: International Technical Advisor on Agriculture and Climate Change (as per Annex 1a), (max score: 100);</p>			

	<p>Key Expert 3: Key Expert 3: Crop Production and Plant Selection Expert (as per Annex 1a), (max score: 50);</p> <p>Key Expert 4: Plant Diseases and Plant Protection Expert (as per Annex 1a), (max score: 50);</p> <p>Key Expert 5: Animal Diseases and Livestock Production Expert (as per Annex 1a), (max score: 50);</p> <p>Key Expert 6: Gender Mainstreaming Expert (as per Annex 1a), (max score: 50);</p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: as per maximum number of lots.
Annexes to this RFP <sup>4</sup>	<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) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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]	

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

<sup>5</sup> 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.

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

<sup>7</sup> 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.

**“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”  
UNDP-GCF/00104267 project**

**TERMS OF REFERENCE**

**Consultancy Services for Assessment of Agricultural Sector Vulnerability to Climate Change and  
Climate Change Adaptation Planning in Armenia**

**1. Background**

It is well known that key socioeconomic sectors like agriculture, health, crop production, natural resources, environment and others are facing big problems due to different climatic events that have wide-spread impacts and influences the sustainable development of the countries. Armenia’s variable climate is already contributing to its development and economy problems. In this respect, the adoption of the Kyoto Protocol (1997) and the Paris Agreement (2015) are particularly important, in addition to the United Nations Framework Convention on Climate Change (UNFCCC), which clarifies the obligations of individual countries in preventing climate change risks. The agricultural sector, being an important sector of the Armenian economy, is the most extremely exposed and highly vulnerable one. Being critical for the food supply, the crops and livestock that are grown and raised in Armenia contribute to at least 17% of the country’s GDP. In addition to that, 52% of the population is employed in the agricultural sector. The climate change impact on agriculture outputs is increasing the social vulnerability of rural poor, mainly having no other source of income, rather than subsistence agriculture.

Armenia with particularly one of the key development sectors as agriculture is prone to a variety of recurring climate related natural disasters and has been frequently hit by climate variability and natural disasters of hydro-meteorological origin that have enormous social and economic impacts. Changes in temperature, and the frequency and intensity of extreme weather could have significant impacts on crop yields as well as could affect animals. Droughts, winter frosts, springtime freezes, hailstorms, flooding, incendiaries, landslides and desertification lead to severe adverse consequences in the form of reduced crop production, death of livestock, and enhanced soil erosion, and causing thousands of dollars of damage for farmers each year and finally increasing food insecurity in rural areas. The World Food Program (WFP), the lead United Nations agency for emergency food relief, lists earthquakes, deforestation, desertification, erosion, winter frosts, floods and droughts as the top risks to food security in Armenia.

To cope with climate change impact, the Government of Armenia launched a series of national stakeholders consultations for the national adaptation plan (NAP) process in June 2016. The Government sees the NAP process as a key step to achieving the adaptation objectives of its 2015 Nationally Determined Contribution (NDC) for selected sectors, including for agricultural sector, which is highly vulnerable to climate change. Thus, the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” GCF/UNDP project builds on the national climate priorities communicated in the 2015 NDC, and supports the Government of Armenia to advance its medium and long-term adaption planning, including for agricultural sector.

**2. UNDP-GCF Project objective**

The overall objective of the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF Project is to support Armenia with developing a national plan for climate change adaptation that is iterative. Specifically, the project aims to: (i) address the barriers identified during the stocktaking exercise; (ii) support the prioritization of adaptation options and investments in six priority sectors, include agriculture; and (iii) support the identification of financing options for the implementation of the prioritized adaptation options identified throughout the project.

The project has 5 main outputs to achieve its objectives:

- Under **Output 1**, the project **identifies information and capacity gaps, and supports improved synergies and coordination between and across sectorial initiatives**. Synergies are strengthened vertically, at the different levels of the economy, and horizontally, between the different sectors affected by climate change, to reduce duplication of effort, pool scarce resources and ensure a more coherent and comprehensive approach to integration of climate change adaptation into development planning.
- Under **Outputs 2 and 3**, the project builds on and strengthens institutional, functional and technical capacities to plan for gender sensitive climate change adaptation and improve the existing climate-related knowledge and evidence base to support more comprehensive and consistent assessment of climate risks, vulnerabilities and impacts for improved implementation at the national and local levels.
- Activities under **Output 4 establish climate change adaptation monitoring capacity** to efficiently and effectively integrate climate change adaptation into national and sectorial planning and management.
- Activities under **Output 5 develop a climate change adaptation financing strategy**. As part of this strategy, the project also supports the engagement of the private sector through a comprehensive assessment of the enabling environment and barriers, in line with Armenia’s priorities, for the development of the private sector.

Further information about the project can be obtained at the following URL: <http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>

### **3. Objective of the assignment**

The overall objective of this consultancy is to assess the agricultural sector vulnerability due to climate change and to propose a roadmap for climate change adaptation planning for agricultural sector in Armenia, including recommendations related to climate change consideration in agricultural management through overcoming legal, institutional and data gaps and barriers.

Based on the risks and opportunity from the impact of climate change, the NAP project’s for agricultural focus should be based on the search and formulation of ways to preserve existing and future agricultural opportunities, as well as increase its competitiveness under the new climate change conditions.

### **4. Scope of work**

#### **Task 1: Stocktaking of agriculture sector legal and institutional framework**



The Consulting Company shall perform stocktaking of agriculture sector policy, legal and institutional framework, and analyse the recent developments since 2004. Some inventory of the recent legislative and institutional framework in agriculture sector has already been conducted within the Fourth National Communication of Armenia being prepared under decision 17/CP.7 and the Second Biennial Update Report under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. However, under this task the Consulting Company is expected to perform more **in-depth analysis**, particularly in relation **to improved capacities to cope with the impact of climate change on agriculture sectors of the country**.

The Consulting Company should pay attention to the Decisions and Plans of the Government of Armenia, particularly to adopted Sustainable Economic Development Plans, which also highlighted the goals of preventing climate change risks in the most vulnerable sectors of agriculture and mitigating the consequences.

**Deliverable:**

- Report on results of stocktaking of agriculture sector legal and institutional framework, recent developments in the legislative, policy and institutional frameworks of the agriculture sector in the country, with a focus on identified policy, legal and institutional deficiencies and barriers to cope with the impact of climate change on agriculture.

**Task 2: Review of vulnerability assessments of agriculture sector due to climate change**

The Consulting Company shall review, identify and systematize available information on climate change impacts on agriculture and vulnerability assessments of agriculture production due to climate change. This includes compilation and synthesis of available analysis of climate change impacts on agriculture sector at national food production and vulnerability assessments of socio-economic information on agriculture sector (such as information on actual agriculture land use, livestock management, supply and demand), as well as identification of gaps and inconsistencies in performed assessments.

Particular attention should be paid to vulnerability assessments of agriculture to climate change impacts, which was performed within preparation of the Fourth National Communication of the Republic of Armenia to UNFCCC. Also, vulnerability assessments of agricultural resources and production in Ararat valley /Ararat & Armavir marzes/, Pres-Mountain /Aragatsotn, Kotayk, Vayots dzor marzes/, Tavush, Lori and Shirak zones, conducted within other Agricultural Units preparation should be part of the review as these regions are the largest producers of agricultural products and are the most susceptible to climate changes.

While the Consulting Company is not expected to perform forecasts of climate change impact on agriculture, the key part of this task should be the in-depth assessments and identification of inconsistencies between performed climate risk and vulnerability assessments and uncertainties in the assessments, with focus on key vulnerability components and analysis of information gaps for assessing the vulnerability of agriculture production, infrastructure, and management due to climate change.

The Consulting Company shall organize a workshop to present the result of this task (draft report) and to solicit comments and feedback from stakeholders.

**Deliverable:**

- Report, compiling assessment studies with application of climate change scenarios at national level of land use and livestock manage, available socio-economic information on agriculture, with specific focus on key risk and vulnerability components, and analysis of drawbacks and deficiencies in vulnerability assessments and data, and information gaps, including organization of a workshop to solicit comments and feedback from stakeholders.

**Task 3: Review of implemented and on-going climate change adaptation measures in agriculture sector**

The Consulting Company shall review climate change adaptation measures in agriculture sector implemented since 2004, including agriculture sector adaptation plans (overall and sectorial, such as land use, irrigation management, agriculture supply, etc.) and international adaptation projects. Compilation of existing agriculture use sub-sector strategies, and identification of existing adaptation programs/projects, will help to detect synergies between development and adaptation objectives, policies, plans and programs, including synergies with wider strategic frameworks, such as Agenda 2030/Sustainable development goals, and other strategic documents.

To the extent possible, the review should include all existing climate change adaptation and mitigation initiatives, which are of potential relevance to NAP, many of which are currently ongoing with the funding of international partners. Initial list of such adaptation projects and studies will be provided by the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” GCF/UNDP project.

Specific section of this task includes gender inclusiveness, as it highlights the need for gender mainstreaming in climate change adaptation planning in agriculture sector, and recognizes that adaptation cannot be successful without the involvement of all social groups, and in particularly women. In the analysis under this task, gender concerns should be brought to the forefront by mainstreaming gender sensitivity during climate change impact inventories and on-going adaptation programs in agriculture sector.

The Consulting Company shall also analyse the lessons learned and successful implementation of adaptation experiences, in order to identify options to scale them up, as well as assess gaps and opportunities that offer entry points for adaptation to inform the development of adaptation plans.

Company must provide consulting, local statistics collection, data results, exchange and discussions, organize field visits and local meetings.

**Deliverable:**

- Technical analysis of existing agriculture use sub-sector strategies, agriculture sector adaptation plans and international adaptation projects and their results, and synergies with wider national and international strategic frameworks in the context of integration of climate change adaptation into development planning process, including gender mainstreaming in climate change adaptation programs in agriculture with a focus on deficiencies in planning and in the results achieved.

**Task 4: Gaps and barriers in consideration of climate change component in agriculture management, and recommendations to overcome the barriers**

Based on the analysis undertaken in the previous tasks and identified gaps, the Consulting Company shall compile the list of identified gaps and barriers related to climate change consideration in agriculture production management, and develop recommendations to overcome the gaps and barriers including on legal/regulatory and institutional issues, as well as data for evidence-based decision making. This should be presented in a form of a road map on how to fill in the identified legal, institutional, capacity and gaps.

This includes identification of policy, legal and institutional deficiencies and barriers, related to climate change consideration in agriculture management, as well as identification and compilation of gaps in: (i) available socioeconomic information in agriculture sector; (ii) existing climate scenarios at the national and implications for local agricultural production; (iii) assessment of risk and vulnerability of agriculture due to climate change; (iv) assessment of how the sector is using available climate data and related assessments.

Based on the analysis above, the expected key outcome of this task should be preparation of a road map on how to address the identified deficiencies and barriers, as well as fill in the identified gaps.

It is expected that the road-map will be the basis for the respective section on agriculture resources of the National Adaptation Plan to be prepared in the scope of the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” GCF/UNDP project. Thus, for each proposed activity to address the above mentioned policy, legal and institutional deficiencies and barriers, related to climate change consideration in agriculture management and gender mainstreaming in climate change adaptation programs in agriculture sector, as well as identified and compiled gaps, the road map should at least include information on proposed strategic approaches in adaptation planning and goals, the name and type of activity, implementation period of the activity, precondition for the implementation, expected interim and final results/outputs, responsible government unit and resource requirements.

The Consulting Company shall organize consultations, data collection, exchange and discussions, field visits and a workshop to present the result of this task (draft report) and to solicit comments and feedback from stakeholders.

**Deliverable:**

- Road map to address the identified policy, legal, institutional and technical deficiencies and barriers as the basis for the respective section on agriculture of the National Adaptation Plan, including the strategy/plan and goals to fill in identified capacity and data gaps in agriculture sector within the context of climate change adaptation as well as name and type of activity, implementation period of the activity, precondition for the implementation, expected interim and final results/outputs, responsible government unit and resource requirements; including organization of a workshop to solicit comments and feedback from stakeholders.

**5. Modalities of work**

Selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project’s National Consultant on Agriculture Sector Vulnerability and Adaptation Issues. In the course of assignment, Consulting Company will also have to work and coordinate closely with project partners in agriculture sector, such as Department of Agriculture Policy (under the Ministry of

Economy), Service of the Hydro-meteorology and Active Influence on Atmospheric Protection (Ministry of Emergency Situations), as well as other stakeholders. Coordination with on-going international projects, such as Armenian National Agrarian University, Research Institutions in Agricultural sector, Agricultural Consulting Center, is also expected.

## 6. Draft Time-frame of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within 6 months after contract signature according to the following tentative time schedule.

N	Deliverable Description	Months					
		M1	M2	M3	M4	M5	M6
1	Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from project management						
2	Report on results of stocktaking of agriculture sector legal and institutional framework, recent developments in the legislative, policy and institutional frameworks of the agriculture sector in the country, with a focus on identified policy, legal and institutional deficiencies and barriers to cope with the impact of climate change on agriculture						
3	Report, compiling assessment studies with application of climate change scenarios at national level of land use and livestock manage, available socio-economic information on agriculture, with specific focus on key risk and vulnerability components, and analysis of drawbacks and deficiencies in vulnerability assessments and data, and information gaps, including organization of a workshop to solicit comments and feedback from stakeholders						
4	Technical analysis of existing agriculture use sub-sector strategies, agriculture sector adaptation plans and international adaptation projects and their results, and synergies with wider national and international strategic frameworks in the context of integration of climate change adaptation into development planning process, including gender main-streaming in climate change adaptation programs in agriculture with a focus on deficiencies in planning and in the results achieved						
5	Road map to address the identified policy, legal, institutional and technical deficiencies and barriers as the basis for the respective section on agriculture of the National Adaptation Plan,						

	including the strategy/plan and goals to fill in identified capacity and data gaps in agriculture sector within the context of climate change adaptation as well as name and type of activity, implementation period of the activity, precondition for the implementation, expected interim and final results/outputs, responsible government unit and resource requirements, including organization of a workshop to solicit comments and feedback from stakeholders						
6	Final report, summarizing the key results of all implemented tasks						

The deliverables must be submitted both in Armenian and English languages.

During implementation of the assignment the Consulting Company shall twice present the results of the implemented tasks in workshops.

## 7. Qualifications of the company

- Contractor is a legally registered entity, or consortium of legal entities
- Minimum 5 years of experience in the field of the assignment
- Minimum 3 contracts of similar value, nature and complexity
- Specialized knowledge and experience on similar engagements (Company /Organization or its full-time expert-employees):
  - ✓ Applied knowledge and experience for agricultural, environmental, ecological programs
  - ✓ Experience with climate change and agricultural risks sector (including in Armenia);
  - ✓ Documented experience in agricultural development program.
- Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects: no less than 3 references in the past 5 years, where at least one dealing with agricultural, environmental, ecological projects.

## 8. Qualifications of key personnel

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

The tenderers are required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

- Methodology Applications in Agriculture field
- Prevention, diagnosis and control of diseases
- Agricultural advisor
- Agricultural management

- Animal and Plant genetic
- Crop production and protection
- Livestock process control
- Environmental protection
- Disease diagnosis

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

**Key Expert 1: Team Leader (min 50 days)**

*Qualifications and Skills*

- Advanced university degree in Agricultural sector, nature protection, ecology, agro economics, natural sciences, environmental management or other relevant discipline.
- Experience and good knowledge of the context of climate change related issues in agriculture sector in Armenia.
- Fluency in Armenian and English is required.
- Strong knowledge and familiarity with Armenian agricultural, environmental, ecological sector: production, markets, policies and regulations.
- Excellent drafting, communications, and team work skills.
- Good knowledge of agriculture sector and ability to conduct agriculture vulnerability assessment under climate change;
- Good professional skills,
- Good communication skills, ability to work with people of different social and cultural background and maintain effective collaboration.
- Ability to work independently and to participate effectively in a team based information sharing;
- Demonstrated attention to details and organizational skills;
- Good analytical and writing skills;
- Timely delivery of high quality products.

*Professional experience*

- At least 7 years of working experience in agriculture sector management, including at least 5 years in Armenia,
- At least 5 years' experience with projects dealing with public infrastructure.
- Experience and good knowledge of the context of climate change related issues in agriculture sector in Armenia.
- Experience with innovative agricultural technologies, instruments and products.

**Key Expert 2: International Technical Advisor on Agriculture and Climate Change (min 20 days)**

*Qualifications and Skills*

- Higher university degree in Agricultural sector, nature protection, ecology, agro economics, natural sciences, environmental management or other relevant discipline
- Excellent command of English, especially in writing is required; working knowledge of Armenian or Russian will be an advantage
- Practical knowledge on forecasts of climate change scenarios/application of models, assessment of climate change impact on agriculture, climate change adaptation plans in agricultural sector

*Professional experience*

- At least 10 years of professional experience, of which 5 years of international consultancy experience in the area of climate change impact on agriculture
- Experience in at least 3 countries with similar socio-economic context
- Demonstrated practical experience in assessment of agricultural vulnerability due to climate change, and development of corresponding adaptation strategies

### **Key Expert 3: Crop Production and Plant Selection Expert (min 40 days)**

#### *Qualifications and Skills*

- Higher university degree in agricultural, nature protection, ecology, genetic resources or related discipline.
- Experience and good knowledge of the context of climate change related issues in agriculture sector in Armenia.
- Fluency in Armenian; knowledge of English is an advantage.
- Strong knowledge and familiarity with Armenian agricultural sector: financial markets, policies and regulations.
- Knowledge of agronomic and economic analysis.

#### *Professional experience*

- 7 years' professional experience as corporate agro expert, field officer or researcher with specialization in genetic and selection of plants.
- Expertise in agronomic projects.
- Experience with irrigation efficiency project is an advantage.

### **Key Expert 4: Plant Diseases and Plant Protection Expert (min 30 days)**

#### *Qualifications and Skills*

- Higher university degree in agricultural, nature protection, plant protection or related discipline.
- Experience and good knowledge of the context of climate change related issues in agriculture sector in Armenia.
- Fluency in Armenian; knowledge of English is an advantage
- Strong knowledge and familiarity with Armenian agricultural sector: production, pesticide markets, policies and regulations.
- Knowledge of agronomic and economic analysis.

#### *Professional experience*

- 7 years' professional experience as corporate agro expert, field officer or researcher with specialization in genetic and selection of plants.
- Expertise in agronomic projects
- Experience with irrigation efficiency project is an advantage.

### **Key Expert 5: Animal Diseases and Livestock Production Expert (min 20 days)**

#### *Qualifications and Skills*

- Higher university degree in animal health protection, livestock production or related discipline.
- Experience and good knowledge of the context of climate change related issues in agriculture sector in Armenia.
- Fluency in Armenian; knowledge of English is an advantage.
- Strong knowledge and familiarity with Armenian agricultural sector: production, pesticide markets, policies and regulations.

- Knowledge of agronomic and economic analysis.

#### *Professional experience*

- 7 years' professional experience as corporate agro expert, field officer or researcher with specialization in genetic and selection of plants.
- Expertise in animal health protection and livestock production projects.
- Experience with wild nature protection efficiency project is an advantage.

#### **Key expert 6: Gender Mainstreaming Expert (min 5 days)**

##### *Qualifications and Skills*

- Higher university degree in gender studies, social sciences focusing on gender issues or related discipline
- Fluency in Armenian; knowledge of English is an advantage

##### *Professional experience*

- At least 5 years of professional experience in gender-related issues and gender mainstreaming
- Experience in working in the teams in the projects of similar scope and complexity, preferably in the field of agriculture and climate change

#### **Short-term non-key experts**

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

- Agronomic and economic analysis;
- Agriculture sector and natural risks product design;
- Building similar projects

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

- Up to 20 working days for additional national experts.

It is expected that the Team leader will involve local experts with proven experience in similar assignments in Armenia and with hands-on knowledge of current regulations, standards and practices. All experts are required to have a good working command of the required MS Office applications and relevant specialized software operation in relation to the tasks to be performed. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Note that civil servants and other staff of the public administration cannot be recruited as experts.

## **9. Level of efforts of the key personnel**

Within their offers, Proposers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). In addition, Proposers are expected to suggest the allocation of level of effort for each expert, based on the table below:

#### **Expected deliverables:**

Overview of key experts and level of effort
---



Task/ Deliverables	Resources (expert days)							Total
	Key experts (KE)						Non key experts (Non-KE)	
	KE 1	KE 2	KE 3	KE 4	KE 5	KE 6	National	
<b>Deliverable 1</b>								
<b>Deliverable 2</b>								
<b>Deliverable 3</b>								
<b>Deliverable 4</b>								
<b>Deliverable 5</b>								
<b>Deliverable 6</b>								
<b>Total number of expert days</b>								

## 10. Facilities to be provided by the Consulting Company

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

The Consulting Company is required to:

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

## 11. Schedule of payment

Deliverables	Payment
<b>Deliverable 1:</b> Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from project management.	25%
<b>Deliverable 2:</b> Report on results of stocktaking of agriculture sector legal and institutional framework, recent developments in the legislative, policy and institutional frameworks of the agriculture sector in the country, with a focus on identified policy, legal and institutional deficiencies and barriers to cope with the impact of climate change on agriculture.	
<b>Deliverable 3:</b> Report, compiling assessment studies with application of climate change scenarios at national level of land use and livestock manage, available socio-economic	40%

Deliverables	Payment
<p>information on agriculture, with specific focus on key risk and vulnerability components, and analysis of drawbacks and deficiencies in vulnerability assessments and data, and information gaps, including organization of a workshop to solicit comments and feedback from stakeholders.</p> <p><b>Deliverable 4:</b> Technical analysis of existing agriculture use sub-sector strategies, agriculture sector adaptation plans and international adaptation projects and their results, and synergies with wider national and international strategic frameworks in the context of integration of climate change adaptation into development planning process, including gender main-streaming in climate change adaptation programs in agriculture with a focus on deficiencies in planning and in the results achieved.</p>	
<p><b>Deliverable 5:</b> Road map to address the identified policy, legal, institutional and technical deficiencies and barriers as the basis for the respective section on agriculture of the National Adaptation Plan, including the strategy/plan and goals to fill in identified capacity and data gaps in agriculture sector within the context of climate change adaptation as well as name and type of activity, implementation period of the activity, precondition for the implementation, expected interim and final results/outputs, responsible government unit and resource requirements, including organization of a workshop to solicit comments and feedback from stakeholders.</p> <p><b>Deliverable 6:</b> Final report, summarizing the key results of all implemented tasks.</p>	35%

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)***

[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, 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**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.

Overview of key experts and level of effort								
Task/ Deliverables	Resources (expert days)							Total
	Key experts (KE)						Non key experts (Non-KE)	
	KE 1	KE 2	KE 3	KE 4	KE 5	KE6	National	
<b>Deliverable 1</b>								
<b>Deliverable 2</b>								
<b>Deliverable 3</b>								
<b>Deliverable 4</b>								
<b>Deliverable 5</b>								
<b>Deliverable 6</b>								
<b>Total number of expert days</b>								

**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	Deliverable 1: as per Annex 1a	25%	
2	Deliverable 2: as per Annex 1a		
3	Deliverable 3: as per Annex 1a	40%	
4	Deliverable 4: as per Annex 1a		
5	Deliverable 5: as per Annex 1a	35%	
6	Deliverable 6: as per Annex 1a		
	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
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. ...				
d. Expert 3				
e. Expert 4				
f. ...				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

*[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)**