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REQUEST FOR PROPOSAL (RFP 99/19)

NAME & ADDRESS OF FIRM	DATE: December 26, 2019
	REFERENCE: Technical Consultancy Service to Assess the Knowledge Base and Propose Recommendations for Climate Change Adaptation Planning for Health Sector in Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for Technical Consultancy Service to Assess the Knowledge Base and Propose Recommendations for Climate Change Adaptation Planning for Health Sector 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, **16 January 2020, 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
12/26/2019

Annex 1

Description of Requirements

Context of the Requirement	**Technical Consultancy Service to Assess the Knowledge Base and Propose Recommendations for Climate Change Adaptation Planning for Health Sector in Armenia**
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services[1]	The objective of this assignment is to establish the knowledge base and propose recommendations to inform development of the health sector component of the climate change adaptation planning in Armenia.
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	*As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services*
Progress Reporting Requirements	*As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services*
Location of work	☐ Exact Address as provided below ☒ At Contractor's Location
Expected duration of work	5 months after contract signing by both parties.
Target start date	27 January 2020
Latest completion date	27 May 2020
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	☐ Others ☒ Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space and facilities ☐ Land Transportation ☐ Others ☒ N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ United States Dollars (USD) ☒ Local Currency (AMD) (will be converted in accordance to UNORE)

[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.*

<table>
<tr><td>Value Added Tax on Price Proposal[2]</td><td>☐ must be inclusive of VAT and other applicable indirect taxes
☒ must be exclusive of VAT and other applicable indirect taxes</td></tr>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☒ 60 days
☐ 90 days
☐ 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.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not Permitted</td></tr>
<tr><td>Payment Terms[3]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Deliverable 1: as per Annex 1a</td><td rowspan="2">25%</td><td>1 month after contract signing</td><td rowspan="5">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.</td></tr>
<tr><td>Deliverable 2: as per Annex 1a</td><td>2 months after contract signing</td></tr>
<tr><td>Deliverable 3: as per Annex 1a</td><td rowspan="2">40%</td><td>3 months after contract signings</td></tr>
<tr><td>Deliverable 4: as per Annex 1a</td><td>4 months after contract signings</td></tr>
<tr><td>Deliverable 5: as per Annex 1a</td><td>35%</td><td>5 months after contract signings</td></tr>
</table>
</td></tr>
</table>

[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.*

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Gohar Hovhannisyan, "National Adaptation Plan to advance medium and long-term adaptation planning in Armenia" UNDP-GCF/00104267 Project Coordinator
Type of Contract to be Signed	☒ Contract for Services
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. ☒ 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	**Technical Proposal (70%)** ☒ Expertise of the Firm **(max score: 300)**, including: - At least 5 years of proven experience in providing technical professional services related to health sector and public health (**max score: 100**); - Proven experience in successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association, all Parties cumulatively should meet requirement) (**max score: 100**). - Demonstrated knowledge and practical experience on similar engagements (Company/Organization or its full-time expert-employees, as per Annex 1a, 7 b.) (**max score: 100**). ☒ Methodology, its Appropriateness to the Conditions and Implementation Plan **(max score: 300)**, including: - 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**) ☒ Qualification of Key Personnel **(max score: 400)**, including: **Key Expert 1: Public Health Expert/Team Leader (as per Annex 1a)** (**max score: 200**); **Key Expert 2: Public Health Expert/Team member (as per Annex 1a)** (**max score: 100**); **Key Expert 3 International Consultant on Health and Climate Change/Team member (as per Annex 1a)** (**max score: 100)**; **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	☒ One or more Service Providers, depending on the following factors: as per maximum number of lots.
Annexes to this RFP[4]	☒ Detailed TOR (Annex 1) ☒ Form for Submission of Proposal (Annex 2) ☒ General Terms and Conditions / Special Conditions (Annex 3)[5] ☐ Others[6]
Contact Person for Inquiries (Written inquiries only)[7]	*Procurement Unit, UNDP Armenia 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.*

Annex 1a

"National Adaptation Plan (NAP) to advance medium and long-term adaptation planning in Armenia" UNDP-GCF/00104267 Project

TERMS OF REFERENCE

Technical Consultancy Service to Assess the Knowledge Base and Propose Recommendations for Climate Change Adaptation Planning for Health Sector in Armenia

1. Project Background

With financing from the Green Climate Fund, the "National Adaptation Plan (NAP) to advance medium and long-term adaptation planning in Armenia" project (the Project) supports the Government of Armenia to develop a national plan for climate change adaptation (CCA) through an iterative process focused on strengthening foundational capacities to ensure that they are institutionalized for long-term sustainability. The Project aims to address existing barriers, support the prioritization of climate change adaptation investments in six priority sectors, including water resources, agriculture, energy, **health**, tourism and human settlement, and increase the identification of finance options.

2. Project Objective

With the development of a NAP process, Armenia will lay the groundwork for the systemic and iterative identification of medium- and long-term risks, establish adaptation priorities and build out specific activities that ensure no one is left behind in the country's work to reach its goals outlined through the Paris Agreement and 2030 Agenda for Sustainable Development. As part of the localization of the Sustainable Development Goals (SDGs), the NAP process will contribute to the formulation of corresponding national climate-responsive indicators and targets.

The project has 5 main outputs to achieve its objectives:

- **Output 1** will **identify information and capacity gaps, and support improved synergies and coordination between and across sectorial initiatives**. Synergies will be 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 CCA responses into development planning.
- Under **Outputs 2 and 3**, the project will build on and strengthen **institutional, functional and technical capacities to plan for gender sensitive CCA** and improve the existing climate-related knowledge and evidence base to support more comprehensive and consistent assessments of climate risks, vulnerabilities and impacts for improved **implementation at the national and local levels.**
- Activities under **Output 4** will **establish climate change adaptation monitoring capacity** to efficiently and effectively integrate CCA into national and sectorial planning and management.
- Activities under **Output 5** will **develop a CCA financing strategy**. As part of this strategy, the project will also support 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: http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030.

3. Objective of the assignment

The objective of this assignment is to establish the knowledge base and propose recommendations to inform development of the health sector component of the climate change adaptation planning in Armenia. A comprehensive stocktaking for health sector should be conducted i) to identify and synthesize the available information on climate change impacts on human health, vulnerability and adaptation; ii) assess capacity, gaps and barriers in health sector to identify areas that require strengthening; and iii) propose recommendations to successfully undertake the health adaptation planning in the country. This will ensure value addition on coherence integration of climate change related risks into national health policy, climate-relevant disease control national strategies and programs.

4. Scope of Work

Essential elements of the assignment will include the following:

Task 1. Stocktaking: Identify and synthesize available information and knowledge on climate change health impacts, vulnerability and adaptation in health sector.

This task will define where Armenia health sector stands regarding effective short- and long-term adaptation activities, and describe what knowledge and data are available to assess current and future climate risks, vulnerability and adaptation.

- Review and synthesize available analyses of vulnerability in health sector of Armenia conducted over the recent years with focus to climate change related health risks and impacts. Attention should also be given to the compatibility of existing assessments and their assumptions;
- Review and synthesize adaptation measures, any ongoing and past adaptation activities in managing climate-sensitive health outcomes and their effectiveness;
- Describe the existing institutional capacity and practices of health sector to access, interpret and apply climate related data and information in the design and implementation of public health, disease control and prevention policies and strategies at national, sub-national and local levels;
- Describe current cross-sectoral collaboration between health and health-determining sectors for communicating health related climate change hazards and addressing the risks of climate-sensitive health outcomes;
- Conduct an inventory of health sector legal and policy documents in relevance to address the risks of climate-sensitive health outcomes; and that can also serve as a platform for formulation and implementation of the adaptation processes in health sector. Provide consolidated summary of the most important contents that influence the climate change health impacts and adaptation;
- Review and summarize the health policy and program context relevant to climate change including, but not limited to, externally funded health programs, national climate-relevant public health, disease control strategies and initiatives[8] to assess their consideration of climate change impacts and define those that might serve as an entry points for integration

[8] *These relates to policies/programs/strategies might not be specifically designed to address climate change related health impacts, vulnerability and adaptation, however contribute/address it.*

of climate change adaptation into overall health sector national strategic and development planning presses and targets;

- Specific attention should be given to gender inclusiveness, and to ensuring gender equity of health outcomes, as a basis for mainstreaming of climate change adaptation planning in health sector. 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 and climate-relevant public health, disease control programs and strategies in health sector.

Deliverable: Report compiling and summarizing results of implementation of Task 1 (including stocking of health sector legal and institutional framework, review of vulnerability assessments, past and ongoing adaptation measures due to climate change, and relevant polices and strategies of health sector).

Task 2. Stocktaking: Identify gaps, barriers and needs of the enabling environment within the health sector for the effective adaptation planning process

Based on the results of Task 1, which will provide indication of adequacy of existing data and knowledge, Task 2 is essentially a 'SWOT' (strengths, weaknesses, opportunities and threats) analysis to guide development of the health sector adaptation planning.

- Conduct a gap analysis to assess the health sector's i) institutional capacities (infrastructure, facilities, health workforce) and knowledge to analyze causal pathways from climate hazards to health outcomes, adjust to changing climate change patterns and to respond to new trends/projections by predicting and managing the expected health risks of climate change; ii) adequacy of available data and information, including identification of needed climate data not currently collected; iii) use of climate responsive health vulnerability and impact assessments; and iv) legal/regulatory and policy/strategy framework required to effectively engage health sector in the adaptation planning process;
- Assess and define potential institutional (intra- and cross-sectorial) and legislative barriers to the planning, design and implementation of vulnerability assessment and adaptation activities in health sector.

Deliverable: Report summarizing analysis and findings/results of implementation of Task 2 (including capacity, gaps and barriers assessments related to climate change considerations in health sector management in Armenia, legal/regulatory and institutional issues, as well as data for evidence based decision making). At least one workshop to solicit comments and feedback from stakeholders is also expected.

Task 3. Main recommendations: Propose strategic approaches to address gaps and weaknesses in undertaking the health adaptation planning

- Outline approaches and propose actionable recommendations in addressing identified gaps, barriers and weaknesses in managing the vulnerability and adaptation planning processes in health sector, including on capacity, legal/regulatory, institutional and gender inclusiveness issues as well as data for evidence based decision making;

Deliverable: Draft Stocktaking and *Gap Analysis Report for the Health Adaptation Planning* summarizing the results of all implemented tasks (including recommendations where the "causal link" between identified gaps and barriers and recommendation is strictly observed). At least one workshop to solicit comments and feedback from stakeholders is also expected.

It is expected that the Consulting Company will widely use available international technical resources in designing and conducting the assessment, considering national circumstances. Technical resources on NAP process, particularly with respect to defining the scope and baselines of the stocktaking process, are elaborated in UNFCCC and other development partners technical guidelines. Additionally, World Health Organization (WHO) provides technical resources that specifically address climate change and health issues.

5. Modalities of work

The selected Consulting Company will report directly to UNDP Climate Change Program Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project's Public Health Expert on Vulnerability and Adaptation Issues. In the course of assignment, the Consulting Company will also have to work and coordinate closely with project partners in health sector as well as collaborate with the project team of experts and national consultants whenever required.

6. Expected Deliverables and Draft Timeframe 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 5 months after contract signature according to the following tentative time schedule.

Description of deliverables	Due dates									
	M1		M2		M3		M4		M5	
Deliverable 1. An Inception report (including the situational background, detailed work-plan for the assignment, assessment design, methodological approaches and developed (adjusted) tools to capture data and information).										
Deliverable 2. Report compiling and summarizing results of implementation of Task 1 (including stocking of health sector legal and institutional framework, review of vulnerability assessments, past and ongoing adaptation measures due to climate change, and relevant polices and strategies of health sector).										
Deliverable 3. Report summarizing analysis and findings/results of implementation of Task 2 (including capacity, gaps and barriers assessments related to climate change consideration in health sector management in Armenia, legal/regulatory and institutional issues as well as data for evidence based decision making). At least one workshop to solicit comments and feedback from stakeholders organized.										

Deliverable 4. Draft Stocktaking and *Gap Analysis Report for the Health Adaptation Planning* summarizing the results of all implemented tasks (including recommendations where the "causal link" between identified gaps and barriers and recommendation is strictly observed). At least one workshop to solicit comments and feedback from stakeholders conducted.										
Deliverable 5. Final *Stocktaking and Gap Analysis Report for the Health Adaptation Planning* with summary of key findings and recommendations in a PowerPoint format.										

Reports shall be provided both in Armenian and English, in printed and electronic versions. The charts and graphs shall be provided in editable format(s).

During implementation of the assignment the Consulting Company shall present the results of the implemented tasks in at least two workshops. The workshops are planned to present and discuss the interim and final results of the assignment to broader stakeholder society and will tentatively take pace upon preparation of Deliverables 3 and 4. It is expected that the Consulting Company will incorporate the feedback obtained from the workshop participants in the respective deliverables/reports.

7. Qualifications of the Company

The Company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference and present clear methodology for implementing the task, as well as it should be able to mobilize resources and the experts in order to successfully implement the works as per Terms of Reference. The requirements for this contract are as follows:

a) Contractor should be a legally registered entity, or consortium of legal entities.

b) Expertise of the Company:

- At least 5 years of proven experience in providing technical professional services related to health sector and public health;
- Proven experience in successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association, all Parties cumulatively should meet requirement);*
- Demonstrated knowledge and practical experience on similar engagements (Company/Organization or its full-time expert-employees).
  - conducting assignment(s) relating to assessment of health impacts, evaluation of health programs and policies, development of policy reports with actionable recommendations for decision makers;
  - applied knowledge and experience on environmental or climate change issues and health impacts will be considered highly relevant and an added advantage;
  - experience in working with international organizations, development agenesis and Armenia's governmental institutions.

** 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.*

8. Management Structure and Qualifications of Key Personnel:

The Company should have a strong team of experts, with shown professional capacities. 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.

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

Key Expert 1: Public Health Expert/Team Leader *(up to 70 days)*

Qualifications and Skills

- An advanced university degree in Public Health, Environmental Health, Epidemiology, Development Studies, Public Policy;
- In-depth knowledge and familiarity with Armenia's health sector: health policies and regulations, national health initiatives/strategies
- Proven leadership skills, with track-record to lead a team of experts (evaluation or research teams);
- Strong analytical, research, presentation, and writing skills;
- Fluency in Armenian and English is required.

Professional experience

- Minimum of seven years of professional experience in public health (management, research, academic, consultancy)
- Experience on environmental health or climate change issues will be considered highly relevant and an added advantage;
- Experience in working on public health strategy and program development, leading and conducting health policy/program evaluations and assessments, policy reports writing
- Demonstrated knowledge of assessment methods and tools
- Experience in working with the government and national stakeholders

Key Expert 2: Public Health Expert/Team member *(up to 60 days)*

Qualifications and Skills

- A medical doctor with advanced university degree in Public Health, Environmental Health, Health Policy;
- Good knowledge and understanding of Armenia's health sector: health system infrastructure, national health initiatives/strategies, key stakeholders;
- Strong analytical, research, and report writing skills;
- Fluency in Armenian is required, knowledge of English is an asset.

Professional experience

- At least 5 years of professional experience in public health (health programs, international health organizations, research)

- Experience in working in a team of experts in the projects of similar scope and complexity, preferably in the field of public health and climate change or environmental health
- Experience in conducting health sector analytical assignments or assessments, reports writing;
- Demonstrated knowledge of assessment methods and tools
- Experience in working the government and national stakeholders

Key Expert 3 International Consultant on Health and Climate Change/Team member *(up to 10 days).* International technical advisor on Health and Climate Change should be included in the team to provide technical guidance during the stocktaking and assessment, and for report development. The involvement of international consultant should not include country visit.

Qualifications and Skills

- Higher university degree in Public Health, Environmental Health or similar relevant discipline;
- Excellent command of English, especially in writing is required;
- Strong analytical and report writing skills;
- Practical knowledge on assessment of climate change impact on health, climate change adaptation planning in health sector, and assessment of policy, legal and institutional frameworks in health sector in a changing climate.

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 health;
- Experience in consulting health sector adaptation planning in countries with similar socio-economic context (preferably in CIS countries or Europe);
- Demonstrated practical experience in assessment of health sector vulnerability due to climate change, and development of corresponding adaptation strategies.

Short-term non-key experts

The Consulting Company 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.

For the short-term non-key experts maximum of 30 working days (in summary for all) can be included in the proposal.

It is expected that the Company will involve local experts with proven experience in similar assignments in Armenia and with hands-on knowledge of health system infrastructure, national health initiatives/strategies, and key stakeholders. 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.

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:

Overview of key experts and level of effort			
Task/Deliverables	**Resources (expert days)**		**Totals**
	Key experts (KE)	**Non-key experts**	

	KE 1	KE 2	Intl. KE 3	National	
Deliverable 1					
Deliverable 2					
Deliverable 3					
Deliverable 4					
Deliverable 5					
Total number of expert days:					

9. Facilities to be provided by the Company

The 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 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 Company shall ensure translation of all necessary documents/reports and any interpretation required.

10. Schedule of Payments

Payment per each deliverable as referred to in ToR will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in the following installments upon timely completion of respective deliverables.

Description of deliverables	Payment (%)
Deliverable 1. An Inception report (including the situational background, detailed work-plan for the assignment, assessment design, methodological approaches and developed (adjusted) tools to capture data and information).	25%
Deliverable 2. Report compiling and summarizing results of implementation of Task 1 (including stocking of health sector legal and institutional framework, review of vulnerability assessments, past and ongoing adaptation measures due to climate change, and relevant polices and strategies of health sector).	
Deliverable 3. Report summarizing analysis and findings/results of implementation of Task 2 (including capacity, gaps and barriers assessments related to climate change consideration in health sector management in Armenia, legal/regulatory and institutional issues as well as data for evidence based decision making). At least one workshop to solicit comments and feedback from stakeholders organized.	40%
Deliverable 4. Draft *Stocktaking and Gap Analysis Report for the Health Adaptation Planning* summarizing the results of all implemented tasks (including recommendations where the "causal link" between identified gaps and barriers and recommendation is strictly observed). At least one workshop to solicit comments and feedback from stakeholders conducted.	
Deliverable 5. Final *Stocktaking and Gap Analysis Report for the Health Adaptation Planning* with summary of key findings and recommendations in a PowerPoint format.	35%

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[9]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[10])

[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, contact 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.

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[9] *This serves as a guide to the Service Provider in preparing the Proposal.*
[10] *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)**				**Totals**
	Key experts (KE)			**Non-key experts**	
	KE 1	KE 2	Intl. KE 3	National	
Deliverable 1					
Deliverable 2					
Deliverable 3					
Deliverable 4					
Deliverable 5					
Total number of expert days:					

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	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%	
	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. …				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
TOTAL				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)