REQUEST FOR PROPOSAL (RFP 042/20)

NAME & ADDRESS OF FIRM

DATE: April 21, 2020

REFERENCE: Development of strategy for the management of firewood collection and distribution from the forests

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development of strategy for the management of firewood collection and distribution from the forests (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, 6 May 2020, 4:00 pm local Yerevan time (GMT +4) via email only:

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. As 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/](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

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Development of strategy for the management of firewood collection and distribution from the forests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>The UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”</td>
</tr>
<tr>
<td>Brief Description of the Required Services¹</td>
<td>The objective of this task is to define an alternative strategy to address the management of firewood collection and distribution from the forest.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>As per Terms of Reference, (Annex 1a)</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Technical Task Leader, UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>As per Terms of Reference (Annex 1a) implementation schedule</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>NA</td>
</tr>
</tbody>
</table>
| Location of work | ☒ Exact Address as provided below  
☐ At Contractor’s Location |
| Expected duration of work | Within 12 months after contract signing by both parties. |
| Target start date | May 2020 |
| Latest completion date | July 2020 |
| Travels Expected | NA |
| 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 |
| 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)  
☐ Euro  
☐ Local Currency (AMD) (will be converted by the Armenian central bank submission day, www.cba.am) |

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.
Value Added Tax on Price Proposal:
- ☐ must be inclusive of VAT and other applicable indirect taxes
- ☒ must be exclusive of VAT and other applicable indirect taxes

Validity Period of Proposals (Counting for the last day of submission of quotes):
- ☐ 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.

Partial Quotes:
- ☒ Not Permitted

Payment Terms:

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report on revised current policy, legal, regulatory framework (including import, tax and custom regulations) and governance aspects on collection, transport and use of firewood; historical patterns of firewood use and potential impacts on the forest and biodiversity.</td>
<td>40%</td>
<td>4 weeks after signing of contract</td>
<td>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>Report on findings of the local people needs, options and perceptions on provision and use of alternative sources of energy; feasibility of alternative options of energy to fuelwood in terms of policy, supply and demand, technical, economic and social aspects.</td>
<td>40%</td>
<td>9 weeks after signing of contract</td>
<td></td>
</tr>
</tbody>
</table>
Road map with recommendations to deal with alternative energy needs of local communities, including options for improved management of fuel wood harvest and collection, efficient isolation of houses, alternative sources of energy and mechanisms for their implementation.

<table>
<thead>
<tr>
<th>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</th>
<th>Technical Task Leader of UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract to be Signed</td>
<td>☒ Contract for Services</td>
</tr>
</tbody>
</table>
| 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 work experience in projects related to nature resources management, forestry, environmental protection and social-economic studies. (max score: 150).  
- Working experience with state, regional and/or international organizations. (max score: 150).  
☒ Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300).  
- 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: |
- Team leader with 5 years of managerial experience, from which 3 years of experience in the natural resource management and/or environmental studies (max score: 150)
- Economist with strong experience in nature resources management and social-economic studies (max score: 100)
- Nature resource management specialist with minimum 3 years of experience in forestry and/or biodiversity (max score: 50)
- Lawyer with certain experience in the area of environment and nature protection (max score: 50)
- Social-economic study specialist with certain experience in the area of rural development (max score: 50)

**Financial Proposal (30%)**
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

<table>
<thead>
<tr>
<th>UNDP will award the contract to:</th>
<th>☒ One and only one Service Providers.</th>
</tr>
</thead>
</table>
| Annexes to this RFP⁴ | ☒ Detailed TOR (Annex 1)  
☒ Form for Submission of Proposal (Annex 2)  
☒ General Terms and Conditions / Special Conditions (Annex 3)⁵  
☐ Others⁶ |
| Contact Person for Inquiries (Written inquiries only)⁷ | Procurement Unit, UNDP Armenia procurement.armenia@undp.org  
Any delay in UNDP’s response shall not be 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] | |

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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.
Development of strategy for the management of firewood collection and distribution from the forests

I. Project description:

The long-term solution sought is to facilitate shift from unsustainable to sustainable forest management in NE 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), land slide 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 project major objective is sustainable land and forest management in the 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 through the removal of the aforementioned barriers will ensure sustainable land and forest management to secure continued flow of multiple ecosystem services. This would be achieved 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.

It 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.

With the elimination of the subsidized energy following independence, the dependency on firewood for household energy has placed a greater burden on the remaining forests in Armenia. The government policy to provide each household with 8m3 of firewood (2011, Governmental decision 1535-Ն) has further placed heavy burden on the forestry sector to find solutions to meet this need without compromising on the efforts to manage forest degradation. The issue of firewood demand and supply is hence a complex issue that would require an integrated management approach that takes into consideration options for provision of alternative sources of energy on the one hand and the sustainable forest management on the other.

II. Scope of work

The objective of this task is: To define an alternative strategy to address the management of firewood collection and distribution from the forest.

The content of the task includes:
(i) review of current policy, legislation, existing regulatory framework (including import, tax and custom regulation related to wood and wood products) and practice governing the collection, transport and use of firewood;
(ii) assessing the historical patterns of firewood use and potential impacts on the forests and biodiversity;
(iii) desk review on previous similar studies, set up clear methodology/approach for understanding the needs of the local people and options and perceptions of local community on the provision and use of alternative sources of energy;
(iv) review feasibility of alternative options of energy to fuelwood and implications in terms of policy, supply and demand, technical feasibility, economic and social aspects etc*;
(v) provide road map with recommendations for dealing with alternative energy needs of local communities, including options for improved management of fuel wood harvest and collection, efficient isolation of houses, alternative sources of energy and mechanisms for their implementation*.

*For the task IV and V the contractor should communicate tightly with GIZ co-ordinate study on energy-efficiency and renewable energy studies to escape any overlap

### III. Deliveries

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverables</th>
<th>Payment, %</th>
<th>Delivery time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Report on revised current policy, legal, regulatory framework (including import, tax and custom regulations) and governance aspects on collection, transport and use of firewood; historical patterns of firewood use and potential impacts on the forest and biodiversity.</td>
<td>40</td>
<td>4 weeks after contract signed</td>
</tr>
<tr>
<td>2.</td>
<td>Report on findings of the local people needs, options and perceptions on provision and use of alternative sources of energy; feasibility of alternative options of energy to fuelwood in terms of policy, supply and demand, technical, economic and social aspects.</td>
<td>40</td>
<td>9 weeks after contract signed</td>
</tr>
<tr>
<td>3.</td>
<td>Road map with recommendations to deal with alternative energy needs of local communities, including options for improved management of fuel wood harvest and collection, efficient isolation of houses, alternative sources of energy and mechanisms for their implementation.</td>
<td>20</td>
<td>12 weeks after contract signed</td>
</tr>
</tbody>
</table>

### IV. Institutional Arrangement:

- The selected company will be under the overall supervision of UNDP Sustainable Growth and Resilience (SGR) Portfolio Analyst and direct supervision of the project technical task leader.
- The contractor will report and seek approval/acceptance from SGR portfolio analyst and project technical task leader.
- The company hired by project management unit (PMU) will work in close collaboration with Ministry of Environment (MoNP), State Forest Committee, “Hayantar” SNCO and its forest enterprises, local communities and regional administrations.

V. Payment

Payments will be made in 3 installments (see the expected deliverables) on a timely basis for completion of the respective task and the UNDP report on their adoption.

VI. The required qualifications and documents

The company should have at least 5 years of work experience in projects related to nature resources management, forestry, environmental protection and social-economic studies. Working experience with state, regional and/or international organizations is an advantage. The consultant company should have a relevant experience to carry out the specified activities.

The list of experts with the required qualifications is:

- Team experience leader with 5 years of managerial experience, from which 3 years of experience in the natural resource’s management and/or environmental studies
- Economist with strong experience in nature resources management and social-economic studies
- Nature resource management specialist with minimum 3 years of experience in forestry and/or biodiversity
- Lawyer with certain experience in the area of environment and nature protection
- Social-economic study specialist with certain experience in the area of rural development
Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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;
- 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, 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.

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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

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.

D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report on revised current policy, legal, regulatory framework (including import, tax and custom regulations) and governance aspects on collection, transport and use of firewood; historical patterns of firewood use and potential impacts on the forest and biodiversity.</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>2. Report on findings of the local people needs, options and perceptions on provision and use of alternative sources of energy; feasibility of alternative options of energy to fuelwood in terms of policy, supply and demand, technical, economic and social aspects.</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>3. Road map with recommendations to deal with alternative energy needs of local communities, including options for improved management of fuel wood harvest and collection, efficient isolation of houses, alternative sources of energy and mechanisms for their implementation.</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

Total 100%

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Key Expert 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Key Expert 2</td>
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<td></td>
<td></td>
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<tr>
<td>c. Expert 3</td>
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<tr>
<td>d. Expert 4</td>
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<tr>
<td>2. Services from Field Offices</td>
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<tr>
<td>a. Key Expert 1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>b. Key Expert 2</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>c. Expert 3</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>d. Expert 4</td>
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<tr>
<td>3. Services from Overseas</td>
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<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
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<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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]
Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)