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## REQUEST FOR PROPOSAL RFP 052/20

NAME & ADDRESS OF FIRM	DATE: May 7, 2020
	REFERENCE: "Development of Concept, Methodology and Curriculum for the Civic Education component of the Centre for Parliamentary Democracy (CPD) of the National Assembly (NA) of Armenia"

Dear Sir / Madam:

We kindly request you to submit your Proposal for "Development of Concept, Methodology and Curriculum for the Civic Education component of the Centre for Parliamentary Democracy (CPD) of the National Assembly (NA) of Armenia" (the detailed TOR is attached as Annex 1a).

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

**28 May 2020, 4:00 pm** local Yerevan

time (GMT +4) via email to the following e-mail address: [tenders.armenia@undp.org](mailto:tenders.armenia@undp.org)

**No hardcopies are accepted.**

Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than 3 transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

***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 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	Development of Concept, Methodology and Curriculum for the Civic Education component of the Centre for Parliamentary Democracy (CPD) of the National Assembly (NA) of Armenia
Implementing Partner of UNDP	National Assemble of the Republic of Armenia
Brief Description of the Required Services <sup>1</sup>	As per attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	As per attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Sossi Tatikyan – National Advisor of Modern Parliament for a Modern Armenia Project
Frequency of Reporting	Weekly progress reports during the active stage and monthly during the warranty period
Progress Reporting Requirements	On a regular basis
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months
Target start date	May 30, 2020
Latest completion date	November 30, 2020
Travels Expected	<input checked="" type="checkbox"/> Not Required
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

<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 <input checked="" type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal <sup>2</sup>	<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"/> 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 <input type="checkbox"/> Permitted																	
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Analyzed international experiences of Parliamentary/civic education centers for the youth in the parliaments and developed concept and structure of the Parliamentary/Civic Education Centre for the NA</td> <td>45%</td> <td>2<sup>nd</sup> month after contract signed</td> <td rowspan="3">           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>Developed modalities of operation and the workplan of the Civic Education Centre</td> <td>25%</td> <td>4<sup>th</sup> month after contract signed</td> </tr> <tr> <td>Final developed methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities</td> <td>30%</td> <td>6<sup>th</sup> month after contract signed</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Analyzed international experiences of Parliamentary/civic education centers for the youth in the parliaments and developed concept and structure of the Parliamentary/Civic Education Centre for the NA	45%	2 <sup>nd</sup> month after contract signed	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.	Developed modalities of operation and the workplan of the Civic Education Centre	25%	4 <sup>th</sup> month after contract signed	Final developed methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities	30%	6 <sup>th</sup> month after contract signed
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Person(s) to review/inspect/ approve	Sossi Tatikyan – National Advisor of Modern Parliament for a Modern Armenia Project																	

<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.

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> <b><u>Expertise of the Firm - Maximum obtainable points: – 300</u></b></p> <ul style="list-style-type: none"> <li>- The organization should have the status of a legal entity, with at least 5 years of proven experience in Civic Education, <b>max: 100;</b></li> <li>- Organization profile/portfolio with description of proven records and experience in the area of required specific expertise, <b>max: 100;</b></li> <li>- <i>Experience in projects of assistance to the state institutions, experience in joint activities with the parliaments, experience in civic education centers for the youth is required, max: 100;</i></li> </ul> <p><input checked="" type="checkbox"/> <b><u>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan, technical capacity - Maximum obtainable points: 300</u></b></p> <ul style="list-style-type: none"> <li>- The detailed description of implementation methods and organisational approaches, milestones, timeframe and detailed budget breakdown (see budget breakdown template attached)- <b>max 300.</b></li> </ul> <p><input checked="" type="checkbox"/> <b><u>Management Structure and Qualification of Key Personnel - Maximum obtainable points: 400</u></b></p> <ul style="list-style-type: none"> <li>- Team Leader: with at least 7 years of professional experience in civic education, democracy and least 4 years of research involvement, <b>max: 200</b></li> <li>- Expert in Education/working with youth in education with 5 years professional and at least 3 years of experience in application of curricula development, training modules design, <b>max: 100</b></li> <li>- Specialist with at least 3 years of experience in developing concepts and structures of educational center with expertise in parliamentary education and work with youth, with knowledge of international experiences and cases, and with awareness on innovative initiatives in Civic Education, <b>max: 100</b></li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 1a) <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>
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Procurement Unit, UNDP Armenia</i> <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> 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]	

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

## Terms of Reference

### “Development of Concept, Methodology and Curriculum for the Civic Education component of the Centre for Parliamentary Democracy (CPD) of the National Assembly (NA) of Armenia”.

#### A. *Project Title: Modern Parliament for a Modern Armenia (MAP)*

#### B. *Project Description*

UNDP MAP project is designed to strengthen the National Assembly in its new and fundamentally enhanced role within the governance system in carrying out key functions of law-making, oversight and representation. With a long-term goal of enhancing the overall effectiveness of the Parliament, the project is designed to support the newly elected National Assembly to take the advantage of the modern governance tools and mechanisms that are focusing on improved quality, transparency and inclusiveness of parliamentary operations and enhanced parliamentary capacity for gender-responsive policy making.

The three outcomes of the project are focused on the areas of Legislative capacity, Legislative transparency, and Legislative responsiveness. To that end, a three-stage strategy will be applied: (i) catalytic stage of needs assessment, strategic agenda-setting and pilots of the designed approaches, (ii) full-fledged implementation of the strategic agenda, tested approaches and activities, (iii) evaluation of the implementation, policy recommendations and project closure.

Under the second outcome one of the activities is *Legislative Transparency and Openness*, where the Project in partnerships with the National Assembly prioritizes the establishment of a Centre for Parliamentary Democracy, comprising the following three components:

- i) **Visitor’s Centre:** designed to facilitate the access of citizens to the NA and their meetings with MPs
- ii) **Information/Outreach Centre:** Information and Engagement: designed to improve awareness, processes and relevance of the parliamentary work of the Institution of Parliament with the aim of increasing levels of engagement between the public and the National Assembly
- iii) **Civic Education Centre:** designed to promote civic education amongst the youth

The MAP project will provide technical advice and assistance for the establishment and strengthening of all three components.

#### C. **Objective**

**To support the establishment of a working group bringing together experts specialized in civic education in order to discuss and develop the concept, structure and workplan of the Civic Education Centre, methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities, with a focus on promotion of interest, awareness and knowledge of the parliamentary culture and engagement with the parliament. The working group will be facilitated by an NGO/CSO specialized in civic education.**

#### D. **Assignment (Scope of Services)**

In close collaboration with the National Assembly and UNDP, the NGO/CSO will be responsible for constituting and facilitating a Working Group of representatives of the NA, Ministry of Education, Science, Culture and Sports (MoESCS), experts specialized in civic education, teachers and other relevant

stakeholders in order to discuss and develop the concept and structure of the Parliamentary Education Centre, methodology and curricula for the civic education of the youth in the parliamentary culture.

For that purpose, under the guidance of UNDP MAP Project Team and in close consultation of the NA President's Office and Standing Committee on Science, Education, Culture, Diaspora, Youth and Sport, the selected NGO/CSO will:

- Analyze the international experiences of parliamentary/civic education centers for the youth in the parliaments;
- Map the civic education experts in Armenia, bring them together, constitute the working group on the civic education and facilitate regular meetings;
- Based on the discussions of the meetings, draft the concept, structure, mode of operation and workplan of the Parliamentary/Civic Education Centre, and the methodology and the curricula for the civic education for the youth.
- Discuss and validate the draft concept and structure of the Parliamentary/ Civic Education Centre, the methodology and the curricula for the civic education for the youth with the NA, MoESCS and other stakeholders.
- Upon validation, to produce the final concept and structure of the Parliamentary/Civic Education Centre, the methodology and the curricula for civic education and submit it to the NA and UNDP.

#### **E. Expected results /Deliverables**

- Analysis of the international experiences of Parliamentary/civic education centers for the youth in the parliaments
- **The concept and structure of the Parliamentary/Civic Education Centre**
- **The modalities of operation and the workplan of the Civic Education Centre**
- **The methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities**

#### **F. Qualification of the Organization**

The organization should have the status of a legally registered entity:

- The organization should have the status of a legal entity, with at least 5 years of proven experience in Civic Education;
- Organization profile/portfolio with description of proven records and experience in the area of required specific expertise;
- Experience in projects of assistance to the state institutions, experience in joint activities with the parliaments, experience in civic education centers for the youth is required.

Key Personnel qualification requirements:

- Team Leader: *with at least 7 years of professional experience in civic education, democracy education and least 4 years of research involvement;*
- Expert in Education/*working with youth in education with 5 years professional and at least 3 years of experience in application of curricula development, training modules design;*
- Specialist(s): *with at least 3 years of experience in developing concepts and structures of educational centre with expertise in parliamentary education and work with youth, with knowledge of international experiences and cases, and with awareness on innovative initiatives in Civic Education.*

### **G. Payment Mode**

The contractor will be paid upon the acceptance and approval of the deliverables, per the timescale presented in the table below:

<b>Deliverable</b>	<b>Deadline</b>	<b>Payment %</b>
Analyzed international experiences of Parliamentary/civic education centers for the youth in the parliaments and developed concept and structure of the Parliamentary/Civic Education Centre for the NA	2 <sup>nd</sup> month after contract signed	45%
Developed modalities of operation and the workplan of the Civic Education Centre	4 <sup>th</sup> month after contract signed	25%
Final developed methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities	6 <sup>th</sup> month after contract signed	30%

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</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 and 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, Environmental Sustainability Certificates, licenses, 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>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</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 supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive),</i> <i>currency</i>
1	Analyzed international experiences of Parliamentary/civic education centers for the youth in the parliaments and developed concept and structure of the Parliamentary/Civic Education Centre for the NA	45%	
2	Developed modalities of operation and the workplan of the Civic Education Centre	25%	
3	Final developed methodology, curricula and training modules for the civic education programme amongst the youth in high schools and universities	30%	
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
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>				

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

*[Designation]*

*[Date]*

### ***Annex 3***

(Attached separately)

General Terms and Conditions