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REQUEST FOR PROPOSAL (RFP 63/20)

NAME & ADDRESS OF FIRM	DATE: June 5, 2020
	REFERENCE: Drafting of Analytical Document "On the Development of the Biofuel market in the Republic of Armenia"

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Drafting of Analytical Document "On the Development of the Biofuel market in the Republic of 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 need to be submitted on or before 19 June 2020, 4:00pm local Yerevan time (GMT +4) via email to the address below:

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 days calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	Drafting of Analytical Document “On the Development of the Biofuel market in the Republic of Armenia”
Implementing Partner of UNDP	The UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”, Ministry of Environment of RA
Brief Description of the Required Services ¹	The objective of this task is: to carry out an analytical study of the possibilities of developing the biofuel market in Armenia, based on the development of strategic directions of use of alternative types of fuel which are economically profitable and do not have a negative impact on the environment and human health. With a view to contributing to climate change-related risk reduction and mitigation, increase of resilience, reduction of (ruling out of) illegal logging, and increase of efficiency of fighting forest fires, it is planned to introduce a flexible mechanism for production and consumption of alternative fuels. For this purpose, it is necessary to carry out a comprehensive study in the field of the use of alternative fuels, in particular solid biofuel.
List and Description of Expected Outputs to be Delivered	As per Terms of Reference, (Annex 1a)
Person to Supervise the Work/Performance of the Service Provider	<i>Technical Task Leader</i> , UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”
Frequency of Reporting	As per Terms of Reference (Annex 1a) implementation schedule
Progress Reporting Requirements	NA
Location of work	<input checked="" type="checkbox"/> Exact Address as provided below <input type="checkbox"/> At Contractor’s Location
Expected duration of work	Within 2 months after contract signing by both parties.
Target start date	July 2020
Latest completion date	August 2020
Travels Expected	NA
Special Security Requirements	<input checked="" type="checkbox"/> Others Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

will be involved in completing the services				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted by the Armenian central bank submission day, www.cba.am)			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days 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 ³	Outputs	Percentage	Timing	Condition for Payment Release
	The intermediate report on: a) the best local and international practices for the biofuel production and consumption, b) the reliable analytic data on available solid bio-fuel resources in Armenia and acting legal framework,	20	10 days after signing of contract	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
	The intermediate report on: a) the best acceptable solutions for the biofuel production and burning technologies, b) the potential (planned) import, export and internal markets for solid biofuel as well as their production equipment, c) the possible impact of development of solid biofuel use on the environment, the economy, the social sphere, public health, energy and other field, d)	40	40 days after signing of contract	b) Receipt of invoice from the Service Provider.

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.

	the biofuel market impact analyses by beneficiary groups and potential impact on the income/expenses of economic operators (cost-benefit analysis), e) the public and the different levels of governance structures awareness and educational needs, f) recommendations on innovative legal, economic and fiscal mechanisms for the further development of the solid biofuel system.			
	Analytical report- road map “On the Development of the Biofuel market in the Republic of Armenia” and work plan which will serve as basis for the development of new approaches of state policy, as well as for determining short-, medium- and long-term objectives and appropriate actions.	40	60 days after signing of contract	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Task Leader of UNDP/GEF “Mainstreaming Sustainable Land and Forest Management in Mountain Landscapes of North-eastern Armenia”			
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), where the minimum passing score of technical proposal is 70%. <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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including: <ul style="list-style-type: none"> - The Company should have at least 5 years of work experience in projects related to nature resources management and energy, with focus on renewable sources of energy (max score: 150). - Hand-on experience of conducting complex subject related institutional, regulatory and economic studies, regulating product 			

	<p>and service supply chains, as well as defining market opportunities (max score: 100).</p> <p>- Proven ability in dealing with population surveys and data analysis (max score: 50).</p> <p>Working experience with state, regional and local authorities is a must, working with international organizations is an advantage</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300).</p> <p>- 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)</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <p>a. Team leader with 5 years of managerial experience in nature resource management, climate change and energy sectors, from which 3 years of experience in the energy aspects of natural resources, with a focus on promotion of renewable sources of energy; – (max score: 150);</p> <p>b. Resource Economist (economist) with strong knowledge and experience in cost-benefit analysis of nature resources use options, energy efficiency/renewables , knowledge of economic instruments and mechanisms to promote alternative resource use options– (max score: 100);</p> <p>c. Agriculture specialist with minimum 3 years of practical experience in horticulture and grassland management – (max score: 50);</p> <p>d. Legal expert with the experience in the area of energy, nature resource management, including forest resource management – (max score: 50);</p> <p>e. Engineer -specialist of alternative energy technologies with 3 years of experience – (max score: 50);</p> <p><u>Financial Proposal (30%)</u></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 Providers.
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶

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.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

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

TERMS OF REFERENCE

Drafting of Analytical Document “On the Development of the Biofuel market in the Republic of Armenia”

I. Project description:

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. 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 promotes an integrated approach towards fostering sustainable forest management – seeking to balance environmental management with development and community needs.

Due to the need to reduce human impact on forest ecosystems, as well as taking into account the potential for reducing energy dependence, it is necessary to come with the policy approach on introducing new affordable alternative energy options based on solid biofuel.

In order to enhance the efficiency of fight against illegal logging, it is necessary to introduce a working system of alternative types of fuel which are economically viable and safe for the environment. In the recent years, wildfires have been a serious challenge as well, which, give the fact of scarce forests in Armenia, can cause irreparable harm to the environment. Wildfires are mostly man-made, and are often caused by people burning the residue stubble after crop harvest. Thus development and introduction of economic and technological mechanisms enabling proper management of agricultural waste as need to reduce wildfire risk due to open burning is of crucial importance. It is necessary to improve the management of fires in vegetated areas through the introduction and application of economic mechanisms.

Tentatively, the energy resource potential of biomass is assessed as quite high in Armenia – power - 29-30 MWt, production – 228-230 GWth/year. According to calculations, in the bioenergy potential of 29-30 MWt the potential share of firewood will be 4-5 MWt and that of agricultural waste will be about 25 MWt.

In agricultural waste, the residue stubble in fields after crop harvest has the highest potential. At the most modest calculations, 1.6-1.8 million tons of straw-hay mixture is generated in Armenia each year, the majority of which is used as fodder. About 500-600 thousand tons is burnt. If we add to this household biological residue and the biowaste generated from orchard and yard pruning and household farming, given the introduction of appropriate sectoral policy

and technical support, the current stock of biomass can fully replace fuelwood, taking into account the fact that 1 ton of biofuel is equivalent to 2.5-3 m³ of fuelwood.

Currently, biofuel use isn't popular in Armenia. In terms of production, briquettes and pellets are relatively widely spread. Both can be produced from wood as well as from agricultural waste. Briquettes and pellets (fuel granules) are more widely spread in Armenia; in particular, there are production lines in Yeghvard community of Kotayq marz, Mets Parni community of Lori marz, and a number of other communities.

There are three technologies for briquette production - auger-type, mechanical, and hydraulic. The cost of auger-type production line with a capacity of 1 ton per hour starts at \$40-50 thousand (Ukraine) and can be as high as \$200-250 (Japan). The cost of mechanical production line is between \$60-40 thousand (Ukraine) and \$300 thousand (Germany, Denmark). As for the hydraulic type, the cost starts at \$200 thousand (Germany, USA).

In Armenia, pellets are produced in village Bassen, Shirak. The cost of the production line with a capacity of 1 ton per hour starts at \$40 thousand (Ukraine), getting as high as \$180 thousand (Germany, Denmark).

Apart from the peculiarities of production, the abovementioned types of biofuel differ by density, raw material requirements (sizes and humidity), and other characteristics. Peculiarities of stoves where biofuel is burnt are also noteworthy. For example, briquettes can be burned in regular tin stoves (at the cost of efficiency), and pellets can only be used in special custom-made stoves. The cost of these latter stoves starts at \$2000 whereas the cost of stoves of sufficient quality for briquettes starts at \$800-1000; local manufacturing can yield even lower prices.

II. Scope of work

The objective of this task is: to carry out an analytical study of the possibilities of developing the biofuel market in Armenia, based on the development of strategic directions of use of alternative types of fuel which are economically profitable and do not have a negative impact on the environment and human health. With a view to contributing to climate change-related risk reduction and mitigation, increase of resilience, reduction of (ruling out of) illegal logging, and increase of efficiency of fighting forest fires, it is planned to introduce a flexible mechanism for production and consumption of alternative fuels. For this purpose, it is necessary to carry out a comprehensive study in the field of the use of alternative fuels, in particular solid biofuel.

The content of the task includes:

Task 1: Carry out a comprehensive study and analysis of the current situation in Armenia and of international best practices (including market state and perspectives, institutional framework and trade chains, raw materials sources, target groups and spatial peculiarities, major legal and economic obstacles, etc.).

Task 2: Develop applicable models for the production and consumption of biofuels in Armenia, for which it is necessary to:

- Carry out a comprehensive assessment of solid biofuel raw materials resources in RA, including the possibilities to develop high bio-energetic plantings;
- Carry out the analyses of acting legal framework in RA, highlight the legal problems that needed to be settled,
- Carry out an analysis of raw materials, criteria of fuel, the best acceptable solutions for the biofuel production and burning technologies, carry out the comparative analyses of the technological, sanitary and environmental standards/criteria of national and international regulatory framework for raw materials, fuels, production equipment, auxiliary infrastructure, combustion and heating systems.
- Provide biofuel based energy efficiency and economic profitability financial assessments existing experience and best international practices.

Task 3: Carry out a comprehensive analysis of the potential (planned) import, export and internal markets for solid biofuel as well as their production equipment.

Task 4: Assess the possible (potential) impact of development of biofuel use on the environment, the economy, the social sphere, public health, territorial development, energy, and other fields.

Task 5: Carry out an analysis by beneficiary groups, including considering the armed forces, schools and kindergartens of the Republic of Armenia, as well as other facilities under state or community oversight, as potential beneficiaries.

Task 6: Carry out an analysis of the potential impact on the income and expenses of economic operators and citizens (cost-benefit analysis) as well as compliance analysis of all the criteria prescribed by the law within the framework of “Public–private partnership.”

Task 7: Evaluate the public and the different levels of governance structures awareness and educational needs in terms of the introduction of a culture of biofuel production and use, and outline the main directions of actions.

Task 8: Provide clear recommendations on innovative legal, economic and fiscal mechanisms for the further development of the solid biofuel system, as well as cooperation between potential business models (public-business sectors, services).

Task 9: Based on the comprehensive conclusions obtained from the conducted studies, analyses and evaluations, develop a corresponding road map, as well as short-, medium- and long-term program of measures.

2. Expected results

As a result of proper completion of the abovementioned tasks, an analytical document of strategic importance “On the Development of the Biofuel market in the Republic of Armenia” will be drafted which will serve as basis for the development of new approaches of state policy, as well as for determining short-term and long-term objectives and appropriate actions.

III. Deliveries

#	Deliverables	Payment, %	Delivery time
1.	The intermediate report on: a) the best local and international practices for the biofuel production and consumption, b) the reliable analytic data on available solid bio-fuel resources in Armenia and acting legal framework,	20	10 days after the contract signature
2.	The intermediate report on: a) the best acceptable solutions for the biofuel production and burning technologies, b) the potential (planned) import, export and internal markets for solid biofuel as well as their production equipment, c) the possible impact of development of solid biofuel use on the environment, the economy, the social sphere, public health, energy and other field, d) the biofuel market impact analyses by beneficiary groups and potential impact on the income/expenses of economic operators (cost-benefit analysis), e) the public and the different levels of governance structures awareness and educational needs, f) recommendations on innovative legal, economic and fiscal mechanisms for the further development of the solid biofuel system.	40	40 days after the contract signature
3.	Analytical report- road map “On the Development of the Biofuel market in the Republic of Armenia” and work plan which will serve as basis for the development of new approaches of state policy, as well as for determining short-, medium- and long-term objectives and appropriate actions.	40	60 days after the contract signature

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 all the interested state agencies, within the framework of their authority, for example, the Ministries of Environment, Territorial Administration and Infrastructure, and Economy, the Statistical Committee of RA, as well as international partner organizations and structures (with their consent).

- According to Consultation No KA/48 with RA Prime Minister Nikol Pashinyan dated 28 February 2020, the Ministry of Environment is the state agency authorized to coordinate the work.

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 and energy, with focus on renewable sources of energy. Hand-on experience of conducting complex subject related institutional, regulatory and economic studies, regulating product and service supply chains, as well as defining market opportunities. Proven ability in dealing with population surveys and data analysis. Working experience with state, regional and local authorities is a must, working with international organizations is an advantage.

The consultant company should have the following expertise to carry out the specified activities.

The list of experts with the required qualifications is:

- Team leader with 5 years of managerial experience in nature resource management, climate change and energy sectors, from which 3 years of experience in the energy aspects of natural resources, with a focus on promotion of renewable sources of energy;
- Resource Economist (economist) with strong knowledge and experience in cost-benefit analysis of nature resources use options, energy efficiency/renewables, knowledge of economic instruments and mechanisms to promote alternative resource use options;
- Agriculture specialist with minimum 3 years of practical experience in horticulture and grassland management;
- Legal expert with the experience in the area of energy, nature resource management, including forest resource management;
- Engineer -specialist of alternative energy technologies with 3 years of experience;

Social scientist with extensive experience in field surveys and complex social analyses on education needs and awareness.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	The intermediate report on: a) the best local and international practices for the biofuel production and consumption, b) the reliable analytic data on available solid bio-fuel resources in Armenia and acting legal framework,	20%	
2	The intermediate report on: a) the best acceptable solutions for the biofuel production and burning technologies, b) the potential (planned) import, export and internal markets for solid biofuel as well as their production equipment, c) the possible impact of development of solid biofuel use on the environment, the economy, the social sphere, public health, energy and other field, d) the biofuel market impact analyses by beneficiary groups and potential impact on the income/expenses of economic operators (cost-benefit analysis), e) the public and the different levels of governance structures awareness and educational needs, f) recommendations on innovative legal, economic and fiscal mechanisms for the further development of the solid biofuel system.	40%	
3	Analytical report- road map "On the Development of the Biofuel market in the Republic of Armenia" and work plan which will serve as basis for the development of new approaches of state policy, as well as for determining short-, medium- and long-term objectives and appropriate actions.	40%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				

c. Expert 3				
d. Expert 4				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]



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Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)