



Empowered lives.
Resilient nations.

REQUEST FOR PROPOSAL (RFP 071/20)

NAME & ADDRESS OF FIRM	DATE: June 18, 2020
	REFERENCE: Development of Training Modules/Materials and conducting training workshops to build capacities on Greenhouse Gas inventory preparation under Armenia's commitments under UNFCCC

Dear Sir / Madam:

We kindly request you to submit your Proposal for consultancy services for Development of Training Modules/Materials and conducting training workshops to build capacities on Greenhouse Gas inventory preparation under Armenia's commitments under UNFCCC (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, **2 July 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 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	Development of Training Modules/Materials and conducting training workshops to build capacities on Greenhouse Gas inventory preparation under Armenia's commitments under UNFCCC
Implementing Partner of UNDP	Ministry of Environment of RA
Brief Description of the Required Services ¹	The overall objective of this assignment is the development of training materials and conducting two workshops related to GHG Inventory development process in Armenia in line with the Intergovernmental Panel on Climate Change (IPCC) 2006 Guidelines and Road Map for the Development of Climate Change-related Statistics.
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	UNDP Climate Change Programme Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months after contract signing by both parties.
Target start date	15 July 2020
Latest completion date	15 November 2020
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

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 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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	The training course and materials (according the TOR para 1) developed and agreed with Project	50%	3 months after contract signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Organized and facilitated two workshops on GHG inventory and activity data collection for at least 30 decision-makers. Submitted final report	50%	4 months after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Climate Change Programme Coordinator			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.			

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.

	<p><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.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:</p> <ul style="list-style-type: none"> • At least 5 years of proven experience in training or education sector, including development of training materials and conducted trainings (max score: 100); • Proven knowledge and understanding of Climate change related issues, particularly on the process of GHG (max score: 100); • Experience in development of online and online training materials, particularly with focus on decision-makers (max score: 50); • Experience in cooperation with governmental structures (ministries, regional administration etc.), self-governing bodies and international organizations (max score: 50); <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), including:</p> <ul style="list-style-type: none"> -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><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ul style="list-style-type: none"> - <u>Key Expert 1 Project Leader:</u> with advanced university degree in education, environmental management or other related areas with at least 7 years of working experience in development of training materials, public education programmes or other relevant tasks, as well as with strong coordination and team leading skills (max score: 200); • <u>Key Expert 2</u> with advanced university degree in natural science and at least 5 years of working experience in Climate Change with focus on Energy and Industrial Processes and Product Use (IPPU) sectors. Experience in development of training materials and delivery of training is an asset (max score: 100); <p><u>Key Expert 3</u> with relevant university degree and at least 5 years of working experience in climate change with particular focus on Agriculture, Forestry and other Land Use (AFOLU) and Waste sectors. Experience in development of training materials and delivery of training is an asset (max score: 100);</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 Provider.
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
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 [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.

TERMS OF REFERENCE

Scope of services:	Development of Training Modules/Materials and conducting training workshops to build capacities on Greenhouse Gas inventory preparation under Armenia's commitments under UNFCCC
Duration:	July 2020 – November 2020
Location:	Yerevan
Project title:	"Development of Armenia's Fourth National Communication to the UNFCCC and Second Biennial Report" UNDP-GEF/00096445 Project

I. Project Background

"Fourth National Communication and Second Biennial Update Report" Project objective is to enable Armenia to prepare its Fourth National Communication (4NC) under decision 17/CP.7 and the Second Biennial Update Report under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The 4NC and 2BUR will build upon previous studies, self-assessment exercises and will be based on the UNFCCC Guidelines. It will enable Armenia to present the updated information on Convention implementation in a consistent, transparent and comparable manner. The project will contribute to strengthening the institutional cooperation and capacity building within national institutions.

In the scope of the Project the Road Map for the Development of Climate Change-related Statistics in the Republic of Armenia (RoA) has been developed to assess the current status of climate change-related national statistical system, the priorities and actions for the development of such system.

The capacity building outputs of the project will be used to institutionalize the Greenhouse gas (GHG) inventory process in the work of the relevant agencies and ministries. It is envisaged that this approach will promote ownership and participation among relevant agencies and will sustain the GHG inventory process in Armenia.

II. Scope of Work, Terms and Conditions

The overall objective of this assignment is the development of training materials and conducting two workshops related to GHG Inventory development process in Armenia in line with the Intergovernmental Panel on Climate Change (IPCC) 2006 Guidelines and Road Map for the Development of Climate Change-related Statistics.

The workshops must contribute to the capacity building of the key national institutions engaged in the process of activity data provision required for GHG Inventory development and building knowledge and understanding of the commitments of Armenia under UNFCCC particularly related to the GHG Inventory reporting, enhancing awareness on how official statistics are or could be used for GHG inventories and how to improve the quality of official national and sector specific statistics used for GHG inventories, as well as building partnerships with information providers and experts.

The provision of the following tasks is expected for:

- 1. Development of training module in line with UNFCCC (related reporting and institutional aspects) and IPCC requirements (related data) for national GHG Inventory management**

system and following activities identified in the Road Map for the Development of Climate Change-related statistics for the specialists in the corresponding ministries/agencies and self-government entities involved in activity data provision:

- a) **Study and assess existing approaches and training materials** at local (including materials developed in the scope of the National Communications and Biennial Update Reports preparation projects) and international level: conduct literature review of existing training modules on GHG inventory with the view to develop training modules and incorporate the recommendations done for improvement the GHG Inventory process in Armenia including ones identified in the Road Map for the Development of Climate Change-related Statistics. Explore the possibilities to improve the usefulness of existing environmental, social and economic statistics for climate change analysis and to improve the contribution of official statistics to Climate Change analysis.
- b) **Develop training module** with total duration of up to 10 hours, including curriculum, training materials and handouts.
- c) The module should cover all sectors of GHG inventory:
 - ✓ Energy,
 - ✓ Industrial Processes and Product Use (IPPU),
 - ✓ Agriculture Forestry and other Land Use (AFOLU)
 - ✓ Waste.

The materials should be elaborated in view of different education and background of potential learners and based on the relevant need. The module should be based not only on theoretical approaches, but also should have examples of best local and international practice, practical recommendations and exercises with special focus on GHG inventory process. It should be linked to work related tasks and responsibilities of potential learners. Each package should include as a minimum:

- Presentations;
 - Manual/handouts for participants;
 - Post-training questionnaires for testing knowledge of learners.
- d) **Present training package** to Project team and finalize materials based on received feedback.

2. Organization and facilitation of two 1.5-day training workshops on GHG Inventory and activity data conducted in close cooperation with Ministry of Environment and Statistics Committee.

- a) **Selection of target groups, involving at least 30 decision-makers, ensuring gender balanced participation and including:**
 - Civil servants and other decision-makers from Ministry of Environment, Statistical Committee, Ministry of Economy, Ministry of Territorial Administration and Infrastructure, Public Services Regulatory Commission, other key Ministries or Adjunct bodies of the RoA Government responsible for GHG related activity data provision;
 - Representatives of Regional Administrations (Marzpetarans) of the RoA and community servants;
 - Private sector to enhance public-private sector partnership, overcoming confidentiality concerns, and acknowledging the importance of data sharing.
- b) **Planning and preparation of workshops, including.**
 - Selection and recruitment of qualified facilitator and experts in consultation with Project management;

- Development of workshops' agenda (2 workshops each for 1,5 days). The agendas must be organized around introductory and general aspects, institutional cooperation and on specifics of sectorial inventories taking into account the needs of all invited participants (including decision making /head of departments) based on roles and responsibilities for GHG inventories. The discussion of sector-specific GHG inventories and required activity data has to be organized in 2 groups:
 1. Energy and IPPU sectors,
 2. AFOLU and Waste sectors.
- Arrangement of all logistic issues (venue, transportation etc.; in case of significant improvement of epidemiological situation related to COVID-19 in the country, it is advisable to organise the training session out of Yerevan⁸).

c) Conducting workshops.

- To organize and conduct workshops for the aforementioned target groups.

3. Reporting

The Final report shall outline key outcomes, detailed data on participants, the training materials, presentations (if needed updated based on discussions in the course of workshop), evaluation of feedbacks from participants etc. The recommendations regarding enabling environment and institutional arrangements impacting retention as well as utilization of acquired skills should be also reflected in the report.

III. Expected Outputs

#	Outputs/Deliverables	Cost	Due date
1.	The training course and materials (according the TOR para 1) developed and agreed with Project	50%	By October 2020
2.	Organized and facilitated two workshops on GHG inventory and activity data collection for at least 30 decision-makers. Submitted final report	50%	By November 2020

IV. Institutional Arrangements

- The contractor will work under the overall guidance of UNDP Climate Change Programme Coordinator, and in close collaboration with the Project experts.
- The contractor should closely collaborate with UNDP in selecting facilitators, development of workshops agendas and selection target groups on national (Ministries) and sub-national levels (Communities). The selected company has to agree on expectations, scope of work, milestones and the work plans.
- Regular briefings should be held with the Project on the task progress and completed milestones, as well as discussing any issues requiring decisions or guidance from UNDP.

⁸ The costs for transportation, accommodation and meals will be covered by the Project

- All developed materials, presentations, agendas, list of participants, schedule of training and other relevant issues must be agreed and approved by UNDP Climate Change Programme Coordinator prior to delivery of workshops.
- The developed methodology should also include the approach/solution for distance learning/ dissemination in the case if the face-to-face workshops are not possible due to COVID-19.
- In ensuring the quality of the work undertaken, regular meetings will be held with the Project team.

V. Required Qualifications and Application Package

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 assesment, as well as it should be able to mobilize resourses and the experts in order to sucessfully implement the works as per Terms of Reference.

The bidder is required to submit the following:

Expertise of the Company:

- At least 5 years of proven experience in training or education sector, including development of training materials and conducted trainings.
- Proven knowledge and understanding of Climate change related issues, particularly on the process of GHG.
- Experience in development of online and online training materials, particularly with focus on decision-makers.
- Experience in cooperation with governmental structures (ministries, regional administration etc.), self-governing bodies and international organizations.

Proposed Methodology, Approach and Implementation Plan:

Task implementation approach, including detailed description of implementation methods and milestones the steps to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs.

Management Structure and Key Personnel:

The Company should have a strong team of experts, with shown professional capacities. Resumes (CV) of at least **3 (three)** main experts/tranees with proven experience in Climate Change, developing methodology and conducting training, designing and delivering educational content should be provided. One of the Experts should act as a Team Leader/Expert.

CVs of professional staff to be involved:

- **Expert 1** with advanced university degree in education, environmental management or other related areas with at least 7 years of working experience in development of training materials, public education programmes or other relevant tasks, as well as with strong coordination and team leading skills.
- **Expert 2** with advanced university degree in natural sicence and at least 5 years of working experience in Climate Change with focus on Energy and Industrial Processes and Product Use (IPPU) sectors. Experience in development of training materials and delivery of training is an assest.

- **Expert 3** with relevant university degree and at least 5 years of working experience in climate change with particular focus on Agriculture, Forestry and other Land Use (AFOLU) and Waste sectors. Experience in development of training materials and delivery of training is an asset.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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.*

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

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 training course and materials (according the TOR para 1) developed and agreed with Project	40%	
2	Organized and facilitated two workshops on GHG inventory and activity data collection for at least 30 decision-makers. Submitted final report	50%	
	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]*



*Empowered lives.
Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)