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REQUEST FOR PROPOSAL (RFP 111/20)

NAME & ADDRESS OF FIRM	DATE: September 23, 2020
	REFERENCE: Conduct of Study on Mitigation Opportunities and Mainstreaming in the Agriculture

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Conduct of Study on Mitigation Opportunities and Mainstreaming in the Agriculture (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, **7 October 2020, 4:00 pm** local Yerevan time (GMT +4) via e-mail to the following e-mail address: **tenders.armenia@undp.org**

No hardcopy submission is accepted.

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	Conduct of Study on Mitigation Opportunities and Mainstreaming in the Agriculture
Implementing Partner/s of UNDP	N/A
Brief Description of the Required Services ¹	The objective of the task is to conduct a study on Mitigation Opportunities in the Agriculture sector in Armenia to determine mitigation potential for developing the sector Long-Term Low Emission Development Strategy (LT-LEDS) focusing on the greenhouse gas (GHG) emissions from the key sources (enteric fermentation, manure management, fertilizer application to crops) and develop recommendations on policies and measures for mainstreaming climate change mitigation practices in Agriculture sector of Armenia
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Climate Change Programme Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected deliverables and timeline</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected deliverables and timeline</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	20 October 2020
Latest completion date	20 March 2021
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 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 <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Euro <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	
	Technical report that is to include the development perspectives in agriculture, sector's GHG emission profile, assessment of mitigation opportunities, and long-term targets in accordance with the requirements set out in points 1, 2 and 3	40	2 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.	
	Presentation and a workshop report on the initial recommendations on mainstreaming climate change mitigation policies into agriculture sector as it is set out in points 4 and 5	40	4 months after Contract signing		
	Final package of recommendations and guidance on mainstreaming climate change mitigation policies into the agriculture sector, in accordance with point 6	20	5 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				

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"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.</p> <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"> a. Experience in agriculture, environment, climate change sectors' policy assessment, design, monitoring and evaluation; (max score: 150) b. Research experience in economics and/or agriculture, including the ability to collect data, analyze data series, use the projection models (max score: 100) c. Experience in cooperation with specialized organizations, research teams, state governance bodies, and other stakeholders (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"> - Team Leader with at least 10 years of professional experience in policy development in the agriculture sector (max score: 150); - Chief Expert with at least 7 years of professional experience in the related sectors, and 5 years in developing climate change policy (max score: 100); - Expert with at least 5 years of experience in conducting analysis in animal breeding sector, working with planning methodological tools (max score: 100); - Specialist with at least 3 years of experience in developing and implementing agriculture projects, with knowledge on the best available technology in agriculture, including costs, and with awareness of the private initiatives in the sector (max score: 50); <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	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁵</p> <p><input type="checkbox"/> Others⁶</p>

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	Procurement Unit, UNDP Armenia procurement.armenia@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [p/s. specify]	

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
FOR PROVISION OF PROFESSIONAL SERVICES**

Service Title:	Conduct of Study on Mitigation Opportunities and Mainstreaming in the Agriculture
Programme title:	“EU4Climate” UNDP-EU/00115652 Regional Programme
Duration:	5 months
Starting Date:	15 October 2020
Location:	Yerevan, Armenia

1. Background:

EU4Climate Programme (Programme) helps governments in the six EU Eastern Partner countries - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine - to take action against climate change. It supports countries in improving climate policies and legislation that contribute to their low emission and climate resilient development and their commitments to the Paris Agreement on Climate Change. Its ambition is to limit climate change impact on citizens' lives and make them more resilient to it. EU4Climate is funded by the European Union (EU) and implemented by the United Nations Development Programme (UNDP). The objective of the Programme is to support the development and implementation of climate-related policies by the Eastern Partnership countries

The European Green Deal identified excessive methane emissions as an important and urgent issue requiring action. The Commission's objective is to reduce methane emissions in the EU, as well as promoting and supporting similar action internationally, with the aim of curbing temperature pathways to 2050, improving air quality, and reinforcing the EU's global leadership in the fight against climate change. On July 2020 the European Environmental Bureau had an input to the European Commission's DG AGRI on the urgency to establish binding measures to cut methane emissions from farming⁸. The methane emissions are considered as a transboundary problem to be tackled on international level to be effective. The agricultural sector is one of the key sectors of Armenia's economy. It is significant not only as an important contributor to the nation's economic vitality, but also as one that affects the country's security, productivity of the land use, as well as the population's health, nutrition, and quality of life. On December 19, 2019, by the Decree No. 1886-L, the GoA approved the Strategy of the Main Directions for the Economic Development of the Agricultural Sector of the Republic of Armenia for 2020-2030, the vision of which is to have sustainable, innovative, high value-added agriculture in harmony with the environment, safeguarding the natural resources, producing organic products and creating conditions for the well-being of the people living in the countryside.

Agriculture is the second largest sector in the GHG inventory in terms of emissions. Direct emissions from the Agriculture sub-sector made up 22.3% of country's total emissions in 2016. Direct agricultural emissions include methane (CH₄) emissions from enteric fermentation of the livestock, manure management and biomass burning, as well as nitrous oxide (N₂O) emissions from manure management and direct and indirect emissions from managed soils following additions of urea-containing fertilizer and crop residues.

2. Scope of Professional Services:

⁸ On 8 July 2020, the European Commission (DG Energy) published a roadmap to the EU Methane Strategy which is to be published in the 3rd quarter of 2020. An EU event on best practices in MRV and abatement in the agriculture, energy and waste sectors was held by DG Energy on 9 July 2020. It also advocated that Energy Community Parties should be included in the EU methane leakage policy early on, providing for voluntary participation in a range of initiatives and programmes.

Methane is generated from the fugitive emissions from fuels, agriculture and waste.

2.1. Objective of the Task

The objective of the task is to conduct a study on Mitigation Opportunities in the Agriculture sector in Armenia to determine mitigation potential for developing the sector Long-Term Low Emission Development Strategy (LT-LEDS) focusing on the greenhouse gas (GHG) emissions from the key sources (enteric fermentation, manure management, fertilizer application to crops) and develop recommendations on policies and measures for mainstreaming climate change mitigation practices in Agriculture sector of Armenia.

2.2. Activities to Implement

The task is to be implemented via involving a relevant organization to provide the required professional services.

The scope of study will include but is not limited to the following:

1. Review the current state support programs to agriculture, institutional and regulatory framework, recent strategic plans or roadmaps adopted by the government on the agriculture sector development, perspectives of agriculture sector's development in terms of enhancing productivity and addressing climate change in the sector.
2. Based on IPCC 2006 Guidelines for GHG inventories, 1990-2017 National GHG inventory report of Armenia, expert interviews, characterize emissions associated with emissions from the Agriculture sector (livestock and crop production) in Armenia. Describe relative magnitude and implementation feasibility of mitigation opportunities by the year 2030 through identifying the largest technical opportunities, considering the level of uncertainty, feasibility and the benefits or trade-offs associated with these mitigation/GHG reduction measures. In this context:
 - 2.1. Assess the impact and cost-effectiveness of available options to reduce enteric methane emissions caused by the enteric fermentation defined by 2030. Key issues include the "adaptability" of the rumen ecosystem, the cost and feasibility of measures reducing methane emissions from enteric fermentation, herd management and breeding and the possible negative side effects from some options of feeding practices, supplements and additives.
 - 2.2. Evaluate the effectiveness of mechanisms for introduction of manure management in Armenia. Purpose the scope of regulatory measures (including taxes and incentives) leading to more efficient use of manure as an energy and fertilizer source, as part of environment negative impact reduction policy.
 - 2.3. Discuss the rationale of mitigation of GHG emissions from managed soils: managing inputs (type, rate, placement, and timing for application of nitrogen and other nutrients) for matching crop needs with nutrient (fertilizer) application, identify the range of practices available and applicable in Armenia for certain cropping systems. Provide recommendations on monitoring and reporting on soil management practices as e.g. regular soil testing practice for developing appropriate nutrient management plans, use of more efficient fertilizers and nitrification inhibitors.
3. Summarize technical opportunities to reduce GHG emissions in agriculture, in consultation with the international technical expert on mainstreaming and LEDS, and in line with the EU practices and regulations aimed at reduction of GHG emissions from the Agriculture sector, provide recommendations in setting long-term targets of the methane emissions reductions in line with the priorities of sector in Armenia.
4. Develop initial recommendations on how to mainstream climate change mitigation into the development strategy of the agricultural sector, relevant programs and strategic plans with presentation of expected socio-economic benefits and trade-offs.
5. Facilitate a technical workshop with the help of the engaged international consultant and with participation of national government representatives, to improve their understanding and increase their awareness and knowledge on climate mainstreaming and share the initial recommendations on mainstreaming climate into agriculture sector.
6. Based on the comments and recommendations received from the partners, develop and provide final package of recommendations, as well as a guidance on the development of policy framework for mainstreaming climate change into existing decision-making and policy processes, suggest tools for policymakers to support the various stages of mainstreaming process.

3. Expected deliverables and timelines

Under the overall supervision of UNDP CO Climate Change Programme Coordinator, and under direct supervision of Task Leader, the incumbent will be responsible for the following activities:

#	Deliverable	Timeline: months after signing the contract	Budget
1.	Technical report that is to include the development perspectives in agriculture, sector's GHG emission profile, assessment of mitigation opportunities, and long-term targets in accordance with the requirements set out in points 1, 2 and 3	2	40%
2.	Presentation and a workshop report on the initial recommendations on mainstreaming climate change mitigation policies into agriculture sector as it is set out in points 4 and 5	4	40%
3.	Final package of recommendations and guidance on mainstreaming climate change mitigation policies into the agriculture sector, in accordance with point 6	5	20%

The reports must be provided in Armenian and English, in a hard copy and in the electronic version.

The UNDP reserves a right to terminate the contract at any phase, if the requirements as per the TOR are not met, including in the case when the implementing organization/company is not able to ensure the participation in the project of the initially designated staff.

4. Professional Requirements towards Organization/Company

Applicant organization/company must meet the following criteria:

- Experience in agriculture, environment, climate change sectors' policy assessment, design, monitoring and evaluation;
- Research experience in economics and/or agriculture, including the ability to collect data, analyze data series, use the projection models;
- Experience in cooperation with specialized organizations, research teams, state governance bodies, and other stakeholders.

4.1. Professional Requirements towards the Key Staff of Organization/Company

Applicant organization/company must have experienced professional staff, including the following key specialists:

- Team Leader with at least 10 years of professional experience in policy development in the agriculture sector;
- Chief Expert with at least 7 years of professional experience in the related sectors, and 5 years in developing climate change policy;
- Expert with at least 5 years of experience in conducting analysis in animal breeding sector, working with planning methodological tools;
- Specialist with at least 3 years of experience in developing and implementing agriculture projects, with knowledge on the best available technology in agriculture, including costs, and with awareness of the private initiatives in the sector.

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, 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.
- g) **A short paper demonstrating understanding of the TOR, the proposed methodology and a proposal of a work plan with a Gantt chart/visualization of progress.**

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***

N	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Technical report that is to include the development perspectives in agriculture, sector's GHG emission profile, assessment of mitigation opportunities, and long-term targets in accordance with the requirements set out in points 1, 2 and 3	40	
2	Presentation and a workshop report on the initial recommendations on mainstreaming climate change mitigation policies into agriculture sector as it is set out in points 4 and 5	40	
3	Final package of recommendations and guidance on mainstreaming climate change mitigation policies into the agriculture sector, in accordance with point 6	20	
	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)