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REQUEST FOR PROPOSAL (RFP 157/20)

NAME & ADDRESS OF FIRM	DATE: December 3, 2020
	REFERENCE: Consultancy Services for Development of Water Sector Adaptation Plan in Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services for Development of Water Sector Adaptation Plan in 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 may be submitted on or before, **17 December 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	Consultancy Services for Development of Water Sector Adaptation Plan in Armenia
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	The overall objective of the assignment is to develop Water Sector Adaptation Plan as important component within the national NAP framework and the NAP process. It shall be based on the stocktaking and vulnerability assessment reflect the needs of water sector and ecosystem approach principles to adaptation policies and measures of the water sector, guide sectoral decision-making processes related to climate change adaptation, and identify the specific interventions required to enhance climate resilience.
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	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project 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	6 months after contract signing by both parties.
Target start date	25 December 2020
Latest completion date	25 June 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 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

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.

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)				
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	
	Deliverable 1: Inception report, including detailed work-plan for the assignment and methodology.	20%	2 weeks 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.	
	Deliverable 2: Interim report, including identified goals, objectives, and identified adaptation options.	40%	3.5 months after contract signing		
	Deliverable 3: Draft final report, prepared in according with the outline of the WSAP.		5 months after contract signings		
	Deliverable 4: Final report, summarizing the key results of all implemented tasks.	40%	6 months after contract signings		
Person(s) to review/inspect/ approve	Diana Harutyunyan, UNDP CC Programme Coordinator, Gohar Hovhannisyan, "National Adaptation Plan to advance medium				

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.

outputs/completed services and authorize the disbursement of payment	and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project 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%. <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	<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"> - Contractor is a legally registered entity, or consortium of legal entities, with minimum 5 years of experience in the field of the assignment, including international (max score: 100); - Implementation of minimum 3 contracts of similar value, nature and complexity (for JV/Consortium/Association, all Parties cumulatively should meet requirement) (max score: 100). - Demonstrated knowledge and practical experience on similar engagements (Company /Organization or its full-time expert-employees) (max score: 100). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), 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: 250) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 450), including:</p> <p>Key Expert 1: Team Leader as per Section 8 of Annex 1a requirements (max score: 150);</p> <p>Key Expert 2: Climate Change and Water Adaptation Expert as per Section 8 of Annex 1a requirement. (max score: 100);</p> <p>Key Expert 3: Water Resources Management Expert as per Section 8 of Annex 1a requirement. (max score: 100);</p> <p>Key Expert 4: Water Policy, Legal and Institutional Development Expert as per Section 8 of Annex 1a requirement (max score: 50);</p> <p>Key expert 5: Gender Mainstreaming Expert as per Section 8 of Annex 1a requirement (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 or more Service Providers, depending on the following factors:

	as per maximum number of lots.
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</i> 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 [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.

**“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”
UNDP-GCF/00104267 Project**

TERMS OF REFERENCE

Consultancy Services for Development of Water Sector Adaptation Plan in Armenia

1. Background

Armenia is considered as a country with high baseline water stress by the World Resource Institute, and is ranked as the 34th most water stressed country among the 164 UN member countries. According to the Organisation for Economic Co-operation and Development (OECD), Armenia is a country with low water availability, and subject to water stress with 45% Water Exploitation Index⁸.

The proper management of water resources plays a key role in the socio-economic development of Armenia. Taking into account all available water resources in the country, Armenia has sufficient resources to supply approximately 3,100 m³ per capita per year⁹. However, these water resources are not evenly distributed in space and time, with significant seasonal and annual variability in river runoff.

In order to address temporal variations in river runoff, the country has built 87 dams with a total capacity of 1.4 billion cubic meters. Most of these dams are single purpose, mainly for irrigation. On average, the per capita storage capacity of Armenia is about 450 m³, which is considered low for a semi-arid country, and represents less than 20% of the per capita storage capacity of neighbouring countries of Azerbaijan and Turkey.

Groundwater resources play an important role in the overall water balance of Armenia. About 96% of the water used for drinking purposes and about 40% of water abstracted in the country comes from groundwater. Irrigation remains the largest consumptive water user in the country.

Compared with other countries in the region, Armenia is highly vulnerable to climate change. Armenia shows high exposure, high sensitivity, and limited adaptive capacity to climate change. Future climate projections indicate continued increases in temperature and decreases in precipitation. The impacts of climate change will be particularly severe for Lake Sevan. In the agriculture sector, the most climate-sensitive sector, crop yields are predicted to decline and irrigation demands to increase with climate change. In order to maintain crop yields, substantially more irrigation will be needed unless new water saving technologies are massively introduced. However, with overall water resources availability expected to decline, these demands may be difficult to fully meet in the future. The situation is highly aggravated with the recent reservoir construction activities for irrigation purposes in the Turkish part of Araks River basin, which is expected to cause a decrease of the annual flow of Araks transboundary River between Armenia and Turkey from 2.7 billion m³ to 1.2 billion m³ (almost 56% reduction).

To cope with climate change impact, the Government of Armenia launched a series of national stakeholders' consultations for the national adaptation plan (NAP) process in June 2016. The Government sees the NAP process as a key step to achieving the adaptation objectives of its 2015 Nationally Determined Contribution (NDC) for selected sectors, including for **water sector**, which is highly vulnerable to climate change. Thus, the “National Adaptation Plan to advance medium and

⁸) According to OECD, if the Water Exploitation Index is higher than 40%, than the country is considered under water stress.

⁹) According to the Republic of Armenia Law “On National Water Program of the Republic of Armenia” (2006) the total annual quantity of usable surface water resources composes about 8.1 billion m³, and the quantity of usable groundwater resources composes 1 billion m³.

long-term adaptation planning in Armenia” GCF/UNDP project builds on the national climate priorities communicated in the 2015 NDC, and supports the Government of Armenia to advance its medium and long-term adaption planning, including for water sector.

The National Adaptation Plan (NAP) compiles a series of national and sectoral documents that are collectively identified as the NAP. The framework establishes the general process and framework for adaptation in Armenia, and consists of: climate baseline, climate risk and vulnerability baseline, and framework NAP. The Framework NAP has two key functions: it supplies the coordinating structure for the NAP process, articulating the goals and principles that guide the NAP process across multiple planning cycles; and it establishes the conditions necessary for creating a strong foundation for adaptation action through a series of cross-sectoral interventions to strengthen the capacity of the country’s institutions to plan adaptation actions, to create intentional and strategic linkages between climate considerations, adaptation and national and sub-national development planning.

Thus, in 2019-2020 a Consulting Company was hired by the GCF/UNDP Project to assess the vulnerability of water resources due to climate change and propose roadmap for climate change adaptation planning in Armenia, including recommendations related to climate change consideration in water resources management through overcoming legal, institutional and data gaps and barriers. The result was summarized in the report “Stocktaking exercise to identify legal, institutional, vulnerability assessment and adaptation gaps and barriers in water resources management under climate change conditions”, which is available from the following link:

http://nature-ic.am/Content/announcements/12691/NAP_Water%20Assessment%20Report_ENG_final.pdf.

Also, works are on-going to perform climate risk and vulnerability analysis for the water sector, which is one of the key steps in formulation of water sector adaptation plan for Armenia.

2. GCF/UNDP Project objective

The overall objective of the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” GCF/UNDP project is to support Armenia with developing a national plan for climate change adaptation that is iterative. Specifically, the project aims to: (i) address the barriers identified during the stocktaking exercise; (ii) support the prioritization of adaptation options and investments in six priority sectors, including water; and (iii) support the identification of financing options for the implementation of the prioritized adaptation options identified throughout the project.

The project has 5 main outputs to achieve its objectives:

- Under **Output 1**, the project **identifies information and capacity gaps, and supports improved synergies and coordination between and across sectorial initiatives**. Synergies are strengthened vertically, at the different levels of the economy, and horizontally, between the different sectors affected by climate change, to reduce duplication of effort, pool scare resources and ensure a more coherent and comprehensive approach to integration of climate change adaption into development planning.
- Under **Outputs 2 and 3**, the project builds on and strengthens institutional, functional and technical capacities to plan for gender sensitive climate change adaption and improve the exiting climate-related knowledge and evidence base to support more comprehensive and consistent assessment of climate risks, vulnerabilities and impacts for improved implementation at the national and local levels.
- Activities under **Output 4 establish climate change adaptation monitoring capacity** to efficiently and effectively integrate climate change adaptation into national and sectorial planning and management.

- Activities under **Output 5 develop a climate change adaptation financing strategy**. As part of this strategy, the project also supports the engagement of the private sector through a comprehensive assessment of the enabling environment and barriers, in line with Armenia's priorities, for the development of the private sector.

Further information about the project can be obtained at the following URL: <http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>

3. Objective of the assignment

The overall objective of the assignment is to develop Water Sector Adaptation Plan as important component within the national NAP framework and the NAP process. It shall be based on the stocktaking and vulnerability assessment reflect the needs of water sector and ecosystem approach principles to adaptation policies and measures of the water sector, guide sectoral decision-making processes related to climate change adaptation, and identify the specific interventions required to enhance climate resilience.

Adaptation measures included in the water sector adaptation plan should support decision-making processes by:

- Addressing weaknesses in the capacities of sector stakeholders to plan and implement effective adaptation actions with measures that seek, for example, to improve the information base for decision-making (climate projections, hazard mapping and impact assessment, vulnerability assessments, etc.); to strengthen project design, funding and implementation abilities; or improve advocacy and outreach.
- Integrating adaptation considerations into water sector policy, legislative, regulatory, strategic, and other planning processes to ensure that new projects and investments are resilient to climate change, with measures such as, updated standards or codes, water allocation/permits principles, climate responsive environmental impact assessments; and revisions to sectoral policies.
- Increasing the prioritization and effectiveness of investments and activities in the water sector to withstand, minimize or avert the impacts of climate variability and climate change, with measures that, for example, reinforce at-risk infrastructure; shift the location of activities or investments; diversify activities and products; or improve efficiency of resource use.

Thus, the water sector adaptation plan should provide the context for operationalizing adaptation planning within the existing governance structures. It should outline the responses to the challenges presented by the climate change and help prioritize climate change adaptation activities and related investments in water sector.

The tentative proposed components of the water sector adaptation plan involve the following consecutive steps: stocktaking, climate risk and vulnerability analysis, development of goals and objectives for climate adaptation, development and prioritization of adaptation measures, and development of the investment pipeline.

The overall objective of this consultancy is to develop water sector adaptation plan, including the above-mentioned consecutive steps and excluding the last step of the process: development of the investment pipeline, which will be carried out later on, upon completion of this consultancy assignment.

4. Scope of work

The proposed tentative outline for development of water sector adaptation plan is presented below. The Consulting Company is free to make adjustments and revisions in the outline, based on their expertise and discussions with stakeholder organizations.

The “Stocktaking exercise to identify legal, institutional, vulnerability assessment and adaptation gaps and barriers in water resources management under climate change conditions” and “Climate risk and vulnerability assessment” reports, prepared within the UNDP/GCF project, to be made available to the Consulting company, are expected to be correspondingly updated and adjusted based, if needed, as a result of development of the WSAP.

Chapter/Section	Description
1. INTRODUCTION	
Overview	Sets the background for adaptation in the water sector Briefly discusses the progress made in Armenia in terms of climate change adaptation in water sector
Armenia’s National Adaptation Planning Process	A short description of the NAP process in Armenia (to be provided by the Project)
The Water Sector Adaptation Plan within Armenia’s National Adaptation Planning Process	Indicates the timeframe for adaptation action in the sector, presents the overarching goal of the water sector adaptation plan (WSAP), and explains the measures, objectives and outcomes included in the WSAP
Scope of the Water Sector Adaptation Plan	Establishes the scope of the WSAP
Methodological approach and formulation process for the Water Sector Adaptation Plan	Briefly summarize the formulation process, and outreach activities, and define the driving factors in the sector for the formulation of the WSAP
2. ARMENIA’S WATER SECTOR	
Key components of the water sector	Background information about role of the water the sector for Armenia and its socio-economic development
Links to other sectors	Linkage of the water sector with other sectors of the economy of country
3. IMPACTS OF CLIMATE CHANGE ON WATER SECTOR	
Climate change trends in Armenia	A short description of the climate change trends in Armenia (to be provided by the Project)
Impacts of climate change trends on water resources, water management and services	This section provides information on the impacts of climate change trends on the sector, its activities, resources, and services, including recent losses and damages This section also requires the development of comprehensive Climate Risk and Vulnerability Analyses to identify the water sector needs and gaps in how the sector is thinking about and addressing climate adaptation (to be provided by the Project)
Implications of climate	What are the implications of the above for water sector

Chapter/Section	Description
change trends on water resources, water management and water services to the year 2040	policies, plans and activities, as well as information (availability and use) and capacity gaps (partially to be provided by the Project)
Gender considerations	Briefly inform on gender issues and considerations in the sector as they relate to climate change, and how the water sector will address gender differences in adaptation needs and capacities. Incorporate relevant gender-disaggregated data for the water sector (partially to be provided by the Project)
4. ENABLING ENVIRONMENT FOR CLIMATE ADAPTATION IN WATER SCTOR	
Water planning and governance framework	
Roles and responsibilities of water in climate change adaptation	Explains the role of the sector in climate change adaptation based on existing development policy, legislative, regulatory, strategic and planning environment guiding the development of the water sector; roles and responsibilities; water sector organizations and their responsibilities relating to climate change adaptation; and, where/if there are gaps that need to be addressed
Existing climate change adaptation policies, initiatives and identified gaps	This section summarizes status of climate adaptation in water sector and provides a summary of key policy, legislation and planning instruments for the water sector and implications for climate change adaptation (partially to be provided by the Project)
Research review on climate adaptation in water sector	
Research	Outlines key climate change issues identified in research
Key research gaps and their implications	Summarize implications of key research gaps and their implications to improved adaptation in the water sector
5. WATER SECTOR ADAPTATION PLAN FOR THE PERIOD OF 2021-2025	
Strategic goal, objectives, and outcomes	Outlines the overarching goal, key outcomes and associated strategic objectives of the WSAP
Cross-sectoral considerations and coordination requirements	Outlines how the water sector is addressing cross-sectoral considerations and coordination issues in the WSAP
Implementation and funding of the Water Sector Adaptation Plan	Indicates the lead agencies for the formulation and implementation of the WSAP Outline the strategy to be followed for the implementation of the WSAP
Monitoring and evaluation	General text (to be provided by the Project) Outline additional sector specific M&E provisions for the

Chapter/Section	Description
	WSAP
Long-term approach to integration into water sector development plan	Indicate what is the preferred approach to integration of the WSAP into the sector development plan, and the projected timeframe for complete integration
Adaptation measures	<p>For each strategic objective, a table with the adaptation measures should be developed. Each table with measures should include columns for:</p> <ul style="list-style-type: none"> - The adaptation measures - The proposed period for implementation - Indicative outputs - Indication if is a priority measure <p>The strategic objectives should be organized under the outcomes they are expected to contribute to</p>
Prioritization of adaptation measures	Articulate the process used, the criteria, and the weighting, used to prioritize the adaptation measures within the sector
Priority adaptation measures	A roadmap for how the priority measures are to be implemented

5. Modalities of work

It is encouraged to form consortium of international and local companies for the assignment. Selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project's National Consultant on Water Sector Vulnerability and Adaptation Issues. In the course of assignment, the Consulting Company will also have to work and coordinate closely with project partners in water sector: responsible departments of the Ministry of Environment, such as Department of Environmental Protection Policy; Department for Licenses, Permits and Compliances and its Territorial Water Basin Management Divisions; Hydrometeorology and Environmental Monitoring Centre; Water Committee of the Ministry of Territorial Administration and Infrastructure, as well as other stakeholders. Particularly, upon commencement of the assignment, the Consulting Company shall discuss and agree with the Ministry of Environment the expected legal status of the WSAP (e.g. Government Resolution Prime Minister's Resolution, Decree of the Minister of Environment, etc.), and take that into consideration throughout the implementation of the assignment.

Coordination with on-going international projects is also expected.

6. Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within 6 months after contract signature according to the following tentative time schedule.

	Deliverable	M1	M2	M3	M4	M5	M6
1	Inception report, including detailed work-plan for the assignment and methodology						
2	Interim report, including background vulnerability assessment identified goals, objectives, and						

	identified adaptation options						
	Workshop: Participatory approach to development of WSAP						
	Workshop: Prioritization of adaptation options						
3	Draft final report, prepared in according with the outline of the WSAP						
	Workshop: Presentation and discussion of the draft final report						
4	Final report, summarizing the key results of all implemented tasks						

Note: M – month

The WSAP and the results must be submitted both in Armenian and English languages.

During implementation of the assignment the Consulting Company shall present the results of the implemented tasks in 3 workshops.

The first workshop will be conducted in the early stage of the assignment (tentatively in month 2), to ensure a participatory approach to development of the WSAP.

The second workshop is planned to present the interim results of the work. Based on the identified goals, objectives, and identified adaptation options, decisions will have to be made on which of the measures are suitable for implementation. These involve a multi-criteria assessment of the adaptation options in the workshop that will review the proposed adaptation objectives and measures, agree on sector specific criteria, and initiate the prioritization process. The Consulting Company and the water sector stakeholders will articulate the criteria and process used to prioritize the adaptation measures within the sector.

The third workshop will be help upon completion of all tasks, when the draft WSAP is disseminated among the stakeholders. During the workshop comments to the draft WSAP will be discussed.

7. Qualifications of the company

- Contractor is a legally registered entity, or consortium of legal entities
- Minimum 5 years of experience in the field of the assignment, including international
- Implementation of minimum 3 contracts of similar value, nature and complexity (for JV/Consortium/Association, all Parties cumulatively should meet requirement)
- Demonstrated knowledge and practical experience on similar engagements (Company /Organization or its full-time expert-employees)
- Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects.

8. Qualifications of key personnel

All experts who have a crucial role in implementing the contract are referred to as key experts. The tenderers shall submit CV's and statements of exclusivity and availability for the key experts listed below. Other experts' profiles (non-key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach.

The tenderers are required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

The profiles of the key experts for this contract are as follows:

Key Expert 1: Team Leader (60 days)

Qualifications and Skills

- Higher university degree in management, environmental or natural sciences or similar relevant discipline
- Fluency in English is required
- Strong knowledge of the following components water sector: policy, legal and institutional frameworks, challenges and opportunities for integrated water resources management, and climate change impact on water resources
- Strong managerial skills, proven ability to work under pressure and handle multiple activities and tasks concurrently
- Excellent drafting, communications, and team work skills.

Professional experience

- At least 10 years of professional experience in the field,
- Experience in working as a team leader/project management in at least 3 projects of similar scope and complexity
- Experience in development of analytical documents and reports.

Key Expert 2: Climate Change and Water Adaptation Expert (50 days)

Qualifications and Skills

- Higher university degree in environment, water, hydrology, natural resources management, geography or other related discipline
- Fluency in English
- Strong knowledge and familiarity with Armenian water and climate change adaptation sector

Professional experience

- At least 10 years of professional experience in the field of water management and/or climate change and water adaptation
- Experience in working in the teams in the projects of similar scope and complexity, preferably in the field of water and climate change
- Experience in development of analytical documents and reports.

Key Expert 3: Water Resources Management Expert (30 days)

Qualifications and Skills

- Higher university degree in water engineering, hydrology, natural resources management, geography or other related discipline
- Fluency in Armenian; knowledge of English is an advantage
- Strong knowledge and familiarity with Armenian water sector: policy, legal and institutional framework, challenges in overall water resources management, river basin management in a changing climate.

Professional experience

- At least 10 years of professional experience in the field of water resources management
- Experience in working in the teams in the projects of similar scope and complexity, preferably in the field of water and climate change
- Experience in development of analytical documents and reports.

Key Expert 4: Water Policy, Legal and Institutional Development Expert (20 days)

Qualifications and Skills

- Higher university degree in water policy, law, environmental or natural sciences or similar relevant discipline
- Fluency in Armenian; knowledge of English is an advantage
- Strong knowledge of Armenian water law, policy and institutional context
- Knowledge of EU water acquis.

Professional experience

- At least 10 years of professional experience in the area of water policy, legislative and institutional analysis
- Experience in working in the teams in the projects of similar scope and complexity, preferably in the field of water and climate change
- Experience in development of analytical documents and reports.

Key expert 5: Gender Mainstreaming Expert (5 days)

Qualifications and Skills

- Higher university degree in gender studies, social sciences focusing on gender issues or related discipline
- Fluency in Armenian; knowledge of English is an advantage

Professional experience

- At least 5 years of professional experience in gender-related issues and gender mainstreaming
- Experience in working in the teams in the projects of similar scope and complexity, preferably in the field of water and climate change

Short-term non-key experts

The Consulting Company can provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts should include a good mix experiences and know-how to complement the key experts in delivering on the tasks. These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Civil servants cannot be recruited as experts.

For the short-term non-key experts maximum of 25 working days can be included in the proposal.

9. Level of efforts of the key personnel

Within their offers, the tenderers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). The proposed allocation of level of effort for each key expert is provided in the table below. However, if deemed necessary, in their technical proposals the tenderers can make corresponding adjustments in the level of efforts in line with their proposed methodology for implementation of the assignment.

Overview of key experts and level of effort							
	Resources (expert days)						Total
	Key experts (KE)					Non key experts	
	KE 1	KE 2	KE 3	KE 4	KE 5		
Total number of expert days:	60	50	30	20	5	25	190

10. Facilities to be provided by the Consulting Company

The Consulting Company must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The Consulting Company should provide their own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consulting Company shall ensure translation of all necessary documents/reports and any interpretation required.

The Consulting Company is required to:

- Arrange and finance travel costs and subsistence allowances for missions by Consulting Company's experts to be undertaken as part of this contract;
- Arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract;
- Undertake the necessary security measure for the experts' safety.

11. Schedule of payment

Payment per each deliverable as referred to in ToR will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in three instalments upon timely completion of respective deliverables and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.

Deliverables	Payment
Deliverable 1: Inception report, including detailed work-plan for the assignment and methodology.	20%
Deliverable 2: Interim report, including identified goals, objectives, and identified adaptation options.	40%
Deliverable 3: Draft final report, prepared in according with the outline of the WSAP.	
Deliverable 4: Final report, summarizing the key results of all implemented tasks.	40%

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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, 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.

D. Cost Breakdown per Deliverable*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1: Inception report, including detailed work-plan for the assignment and methodology.	20%	
2	Deliverable 2: Interim report, including identified goals, objectives, and identified adaptation options.	40%	
3	Deliverable 3: Draft final report, prepared in according with the outline of the WSAP.		
4	Deliverable 4: Final report, summarizing the key results of all implemented tasks.	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. ...				
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)