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## REQUEST FOR PROPOSAL (RFP 138/20)

NAME & ADDRESS OF FIRM	DATE: November 24, 2020
	REFERENCE: Development of NDC (Nationally Determined Contributions) Implementation Plan

Dear Sir / Madam:

We kindly request you to submit your Proposal for Development of NDC (Nationally Determined Contributions) Implementation Plan (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, **14 December 2020, 4:00 pm local Yerevan time** (GMT +4) **via email only:**

[tenders.armenia@undp.org](mailto: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](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	<b>Development of NDC (Nationally Determined Contributions) Implementation Plan</b>
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	The objective of the task is to draft the NDC implementation plan of Armenia to support more effective implementation process, coordination and ensure transparency. The NDC implementation plan development process includes 1) gap analysis to identify priority activities, 2) an assessment of resource needs, 3) sequencing of activities, and 4) documenting the NDC implementation plan 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 Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	4 months.
Target start date	December 2020
Latest completion date	April 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 <input checked="" type="checkbox"/> N/A
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

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

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)				
Value Added Tax on Price Proposal <sup>2</sup>	<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 <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	Background report on institutional set up, and needs assessment in terms of NDC implementation in accordance with the requirements set out in points 3 and 4	25%	1 month 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.	
	Initial draft of NDC implementation plan of Armenia as it is set out in the point 8	45%	3 months after contract signing		
	Finalized draft of NDC implementation plan of Armenia, in accordance with the points 9 and 10	30%	4 months after contract signings		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP Climate Change Programme Coordinator;				

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <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><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>• At least 3 years of experience in climate change sectors' policy assessment, design, monitoring and evaluation (<b>max score: 100</b>);</li> <li>• Research experience in economics and/or climate change, including the ability to collect data, analyse data series, use the projection models (<b>max score: 100</b>);</li> <li>• Experience in cooperation with specialized organizations, research teams, state governance bodies, and other stakeholders skills (<b>max score: 100</b>);</li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>- 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 (<b>max score: 300</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 400</b>), including:</p> <ul style="list-style-type: none"> <li>- <b>Key Expert 1: Team Leader</b> with at least 10 years of professional experience in policy development in the climate change mitigation and/or adaptation sectors. (max score: 200);</li> <li>- <b>Key Expert 2: Chief expert</b> with at least 5 years of international experience in technical support in developing National Determined Contributions and/or national climate plans. (<b>max score: 100</b>);</li> <li>- <b>Key Expert 3: Public policy expert</b> with at least 5 years of experience in policy design, implementation and monitoring in sustainable development, environmental management, climate mitigation and adaptation, climate finances and other related sectors (<b>max score: 50</b>);</li> <li>- <b>Key Expert 4: Specialist</b> with at least 3 years of experience in developing implementation plans, and monitoring systems; knowledge and awareness of climate change policies and UNFCCC processes is an asset (<b>max score: 50</b>);</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Detailed 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) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<i>Procurement Unit, UNDP Armenia</i> <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

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



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## **“EU4Climate” EU-UNDP/00115652 regional project**

### **TERMS OF REFERENCE**

#### **FOR PROVISION OF PROFESSIONAL SERVICES**

<b>Service Title:</b>	Development of NDC Implementation Plan
<b>Programme title:</b>	“EU4Climate” UNDP-EU/00115652 Regional Programme
<b>Duration:</b>	4 months
<b>Starting Date:</b>	20 November 2020
<b>Location:</b>	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 Paris Agreement has established a process by which countries increase their efforts to reduce emissions and increase resilience over time in an effort to achieve the long-term temperature goal of the Paris Agreement. Countries have been requested to prepare, communicate, and implement subsequent NDC (Nationally Determined Contributions) every five years. They are to do so with a view to ensuring that successive NDCs represent a progression beyond the current NDC and reflect the Party's highest possible ambition.

The Republic of Armenia submitted its INDC approved by the protocol decision N41 of September 10, 2015 of the RA Government to the UNFCCC Secretariat in 2015. Once Paris Agreement entered into force in November 2016, the INDCs, previously submitted by countries, became their first NDCs (2015NDCs). However, the starting year of the first NDCs implementation cycle is 2021, what had given countries time to set up implementation frameworks before the NDC kicks in, and time for a review of their initial NDCs. A global stock take following entry into force of the agreement was conducted by parties in 2017 and 2018 (Talanoa Dialogue). As a result, in 2019 countries declared the need to increase joint ambition under PA at the COP.25 in Madrid. This was preceded by high-level political declarations, such as at the UN Climate Action Summit in September 2019, where many heads of state and heads of governments declared their intent to review or enhance their 2015NDCs in 2020. Armenia initiated 2015NDC revision in January 2020 with the support of the “EU4Climate” UNDP-EU regional project, which allowed to involve local and international experts in the process. Final NDC approved by the government must be submitted to UNFCCC by the end of 2020.

The first NDC of Armenia had a timeframe of 35 years, beginning on 2015 and concluding in 2050. With the 2020NDC the timeframe of the implementation period has been reviewed and re-aligned with Paris Agreement requirement, as well as with that of the majority of countries, including the EU and its Member States which is 10 years, from 2021 till 2030.

Given that the objectives established in the NDC are commitments made by the country and that the country shall account for its NDCs on a 5 years basis, Armenia should plan the NDC implementation once the NDC document has been finalized.

## **2. Scope of Professional Services:**

### **2.1. Objective of the Task**

The objective of the task is to draft the NDC implementation plan of Armenia to support more effective implementation process, coordination and ensure transparency. The NDC implementation plan development process includes 1) gap analysis to identify priority activities, 2) an assessment of resource needs, 3) sequencing of activities, and 4) documenting the NDC implementation plan 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 activities will include but is not limited to the following:

1. Review the 2020NDC of Armenia, with particular attention to the “ Planning processes” section, compare the existing country policy landscape against any commitments made in the NDC to identify any current or planned arrangements for NDC implementation.
2. Review key documents (including drafts), such as national and sectoral low-emission development strategies, national adaptation plans, National Communications, Biennial Update Reports, sectoral master plans and national planning documents to determine the extent of existing structures’ in support of both adaptation and mitigation, and extent of collation of the NDC and with existing plans as well as new goals set by NDC, which need additional planning.
3. Identify the NDC implementation coordination structure, define the central NDC implementation coordination team’s roles and responsibilities with regards to NDC implementation, including its mandate, the roles and responsibilities of relevant government ministries and agencies, decision-making and coordination processes, powers to obtain information or data relevant to climate policy, powers (specific or generic) to make secondary legislation to achieve climate actions, for mitigation or adaptation.
4. Undertake an initial assessment of the resources needed for implementing the activities identified, including the finance required, staff time, expertise, technology and tools (e.g. emissions-scenario models). Carry out an initial assessment of the expected duration of the different activities, distinguishing between those that could be completed in less than a year and those that will be multi-year.
5. Based on needs assessment, develop recommendations to provide appropriate capacity-building for the team and key counterparts across government in relation to their mandated roles and responsibilities. Identify processes to retain knowledge within institutions, improving institutional memory.
6. Undertake mapping of the key national stakeholders and their potential roles in NDC implementation, including private sector, academia and civil society including women’s organizations. Outline a stakeholder engagement plan to be developed separately.
7. Sequence the various NDC implementation activities identified from the gap analysis, identify which activities should be started immediately and which can be started in the future. This includes:
  - the relative priority of activities, including their alignment with wider national priorities (e.g. employment, economic growth, poverty reduction, food security),
  - the assessment of resources, identifying which activities are feasible with the resources available and when these should be undertaken,
  - the scope and timing of the NDC implementation plan overall,
  - identification of the critical path activities required to enable the achievement of key mitigation and adaptation results.



8. Draft NDC implementation plan with clearly set out actions, timings, responsibilities, monitoring and revision modality, as well as making clear links to the vision of what the government aims to achieve, as set out in its NDC, not only over the implementation period but also in the longer term.
9. Facilitate a validation workshop with the help of the engaged facilitator of NDC implementation in Armenia and with participation of national government representatives, private sector, NGOs, academia and donor community to verify the prioritization, sequence and feasibility of the drafted NDC implementation plan.
10. Based on the comments and recommendations received from the workshop participants, finalize NDC implementation plan of Armenia.

### 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.	<b>Background report</b> on institutional set up, and needs assessment in terms of NDC implementation in accordance with the requirements set out in points 3 and 4	1	25%
2.	<b>Initial draft of NDC implementation plan of Armenia</b> as it is set out in the point 8	3	45%
3.	<b>Finalized draft of NDC implementation plan of Armenia</b> , in accordance with the points 9 and 10	4	30%

The initial and finalized drafts of NDC implementation plan must be provided in Armenian and English.

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:

- At least 3 years of experience in climate change sectors' policy assessment, design, monitoring and evaluation;
- Research experience in economics and/or climate change, 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 climate change mitigation and/or adaptation sectors;
- Chief expert with at least 5 years of international experience in technical support in developing National Determined Contributions and/or national climate plans;
- Public policy expert with at least 5 years of experience in policy design, implementation and monitoring in sustainable development, environmental management, climate mitigation and adaptation, climate finances and other related sectors.
- Specialist with at least 3 years of experience in developing implementation plans, and monitoring systems; knowledge and awareness of climate change policies and UNFCCC processes is an asset.

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### **A. Qualifications of the Service Provider**

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are 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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Background report on institutional set up, and needs assessment in terms of NDC implementation in accordance with the requirements set out in points 3 and 4	25%	
2	Initial draft of NDC implementation plan of Armenia as it is set out in the point 8	45%	
3	Finalized draft of NDC implementation plan of Armenia, in accordance with the points 9 and 10	30%	
	Total	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. 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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				

4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

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



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## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**