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REQUEST FOR PROPOSAL (RFP 161/20)

NAME & ADDRESS OF FIRM	DATE: December 7, 2020
	REFERENCE: Development of Training Modules/Materials and conducting remote internship on digital Crop Production (Arable Farming) in Agribusiness

Dear Sir / Madam:

We kindly request you to submit your Proposal for consultancy services for Development of Training Modules/Materials and conducting remote internship on digital Crop Production (Arable Farming) in Agribusiness (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, **21 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	Development of Training Modules/Materials and conducting remote internship on digital Crop Production (Arable Farming) in Agribusiness
Implementing Partner of UNDP	RA Ministry of Territorial Administration and Infrastructure
Brief Description of the Required Services ¹	The overall objective of this assignment is the development of a training course and conducting two remote internship courses related to digital Crop Production (Arable Farming)
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	Marina Mkhitarian, Citizen Engagement Programme Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months after contract signing by both parties.
Target start date	25 December 2020
Latest completion date	25 February 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
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

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

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<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 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.
	The internship course developed and agreed with Project	40%	3 weeks after contract signing	
	Organized and facilitated two internship courses on digital Crop Production (Arable Farming) for at least 30 interns. Submitted final report	60%	8 weeks after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Marina Mkhitarian, Citizen Engagement Programme Coordinato			

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.

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> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including: <ul style="list-style-type: none"> - At least 5 years of proven experience in training or education sector, including the development of training materials and conducted trainings (max score: 100); - Proven knowledge and understanding of issues in digital Crop Production (Arable Farming). (max score: 100). - Proven work (consultancy) experience with Agricultural companies related to the digitalization of their businesses. Experience in developing online training materials (max score: 100). <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including: <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) <input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 450), including: <ul style="list-style-type: none"> - Expert 1 (Team lead) with an advanced university degree in education, Crop Production (Arable Farming), agriculture, innovation management or other related areas with at least 7 years of working experience in the development of training materials, public education programs, or other relevant tasks, as well as with strong coordination and team-leading skills. (max score: 150); - Expert 2 with an advanced university degree in natural sciences and at least 5 years of working experience in the relevant field. Experience in the development of training materials and delivery of training is an asset (max score: 100); - Expert 3 with a relevant university degree and at least 5 years of working experience in digital technologies with a particular focus on Agriculture. Experience in the development of training materials and delivery of trainings (max score: 100); <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider.

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

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

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

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

TERMS OF REFERENCE

Scope of services:	Development of Training Modules/Materials and conducting remote internship on digital Crop Production (Arable Farming) in Agribusiness
Duration:	January – February 2021
Project title:	“Future Skills and Jobs for Armenia’s Rural Youth” Project

I. Project Background

In the networked world, civil society and media functions are widely distributed among non-formal actors, including individual citizens. The growth of citizen journalism and eye-witness culture in Armenia is reflected in the number of new information platforms, the popularity of video blogging, and social network channels. Youth, a traditionally disadvantaged segment, are becoming more involved in decision-making and future-shaping actions. Citizens also take over the traditionally institutionalized monitoring and oversight functions of civil society, by holding a spotlight over government operations through mobile applications, self-organised civil actions, and citizen scrutiny of policy decisions. ICT platforms, including e-participation tools enabled by the government (e-draft, e-request, interactive budget), remain the main framework for communicating feedback to the decision-makers.

The United Nations Development Programme (UNDP) in Armenia is a recognized global leader in development innovation. UNDP has built a reputation as a trusted innovation partner among many stakeholders, including national and local government, civil society organizations, and most importantly – the citizenry.

In 2018 UNDP launched the project: “Future Skills and Jobs for Armenia’s Rural Youth”. The project seeks to enhance opportunities for employability as well as promote self-employment and entrepreneurship amongst youth in Lori, Tavush, Shirak, and Gegharkunik regions of Armenia.

The project strives to reach out to the most vulnerable youth groups in rural areas of Armenia with an offer of ambitious economic opportunities and new employment frameworks. The project will cover four especially vulnerable regions of Armenia and will help with (i) needs assessment and identification of future job opportunities; (ii) agile skill-building among large groups of young people, especially – but not only - in the IT sector (traditionally strong in Armenia and growing faster than the rest of the economy) and eventually (iii) set up of regional resource centers to ensure self-employment and startup opportunities for local youth – building on the results of other UNDP and other UN agencies’ projects, funded by Russia. The project results include not only positive dynamics in formal employment but also an increase in self-employment and freelance opportunities, preventing urban migration and internal brain drain inside the country.

II. Scope of Work, Terms, and Conditions

The overall objective of this assignment is the development of a training course and conducting two remote internship courses related to digital Crop Production (Arable Farming) .

The purpose of the remote internship program is to develop a set of competencies to introduce digital technologies and set up automation management processes for Armenian companies in the field of Crop Production (Arable Farming).

Format of the Internship program:

Online lectures via Zoom or similar platforms with the practical implementation of newly received knowledge and skills, online consultations, final examination.

Total hours: 72 (2 weeks)

Language: One of the following languages: Armenian, Russian, English

Expected results:

- Raise competitiveness in the field of digital Crop Production (Arable Farming) on individual level;
- Provide knowledge to the change agents, so they can transfer agriculture companies into new technological stages through the introduction of digital technologies.
- Prepare specialists to introduce and promote digital technologies in Crop Production (Arable Farming);
- Participants will understand how profitability can be increased, while the production costs can be decreased on a practical basis.

The target audience:

- Last year students of vocational or higher educational institutions, specializing in agriculture
- Recent graduates or applicants having a professional qualification in agriculture
- Startup entrepreneurs
- Specialists of agriculture companies

III. Expected Outputs

#	Outputs/Deliverables	Cost	Due date
1.	The internship course developed and agreed with Project	40%	By December 2020
2.	Organized and facilitated two internship courses on digital Crop Production (Arable Farming) for at least 30 interns. Submitted final report	60%	By February 2021

IV. Institutional Arrangements

- The contractor will work under the overall guidance of the UNDP Citizen Engagement Programme Manager, and in close collaboration with the Project experts.
- The contractor should closely collaborate with UNDP in the selection of facilitators, development of agendas, and selection of target group. The selected company has to agree on expectations, the scope of work, milestones, and work plans.
- Regular briefings should be held with the Project on the task progress and completed milestones, as well as discussing any issues requiring decisions or guidance from UNDP.
- All developed materials, presentations, agendas, list of participants, schedule of training, and other relevant issues must be agreed upon and approved by UNDP Citizen Engagement Programme Manager prior to delivery of the internship courses.

V. Required Qualifications and Application Package

The company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference and present a clear methodology for implementing assessment, as well as it should be able to mobilize resources and the experts to successfully implement the works as per Terms of Reference.

The bidder is required to submit the following:

The expertise of the Company:

- At least 5 years of proven experience in training or education sector, including the development of training materials and conducted trainings.
- Proven knowledge and understanding of issues in digital Crop Production (Arable Farming).
- Proven work (consultancy) experience with Agricultural companies related to the digitalization of their businesses.
- Experience in developing online training materials

Proposed Methodology, Approach, and Implementation Plan:

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

Management Structure and Key Personnel:

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

CVs of professional staff to be involved:

- **Expert 1 (Team lead)** with an advanced university degree in education, Crop Production (Arable Farming), agriculture, innovation management or other related areas with at least 7 years of working experience in the development of training materials, public education programs, or other relevant tasks, as well as with strong coordination and team-leading skills.
- **Expert 2** with an advanced university degree in natural sciences and at least 5 years of working experience in the relevant field. Experience in the development of training materials and delivery of training is an asset.
- **Expert 3** with a relevant university degree and at least 5 years of working experience in digital technologies with a particular focus on Agriculture. Experience in the development of training materials and delivery of trainings

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

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

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	The internship course developed and agreed with Project	40%	
2	Organized and facilitated two internship courses on digital Crop Production (Arable Farming) for at least 30 interns. Submitted final report	60%	
	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]



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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)