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Resilient nations.

## REQUEST FOR PROPOSAL RFP 020/2021

NAME & ADDRESS OF FIRM	DATE: February 12, 2021
	<b>REFERENCE:</b> Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Concept and Plan for Armenia's Agriculture Sector

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Concept and Plan for Armenia's Agriculture Sector** (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 need to be submitted on or before **Tuesday, 2 March 2021, 4:00pm** local Yerevan time (GMT +4) via email only to the following e-mail address:

[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 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*

## Annex 1

### Description of Requirements

Context of the Requirement	<b>Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Concept and Plan for Armenia's Agriculture Sector</b>
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
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 checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	7 months after contract signing by both parties
Target start date	25 March 2021
Latest completion date	25 October 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not 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 <input type="checkbox"/> Euro <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

<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.

	<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 type="checkbox"/> 60 days <input checked="" 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 <input type="checkbox"/> Permitted																								
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Deliverable 1: Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.</td><td rowspan="2">20%</td><td>2 weeks after contract signing</td><td rowspan="6">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.</td></tr> <tr> <td>Deliverable 2. Report on identified specific direction in agriculture sector (sub-sector(s) and/or region) for conducting CRVA and proposed methodology for CRVA.</td><td>1.5 months after contract signing</td></tr> <tr> <td>Deliverable 3. CRVA report and maps for selected sub-sector(s) in agriculture sector and workshop on CRVA findings.</td><td>20%</td><td>4 months after contract signing</td></tr> <tr> <td>Deliverable 4. Outline of the ASACAP consulted with key stakeholders.</td><td rowspan="2">40%</td><td>4 months after contract signing</td></tr> <tr> <td>Deliverables 5. Draft ASACAP.</td><td>6 months after contract signing</td></tr> <tr> <td>Deliverable 6. Workshop to present the final draft of ASACAP; final version of the ASACAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.</td><td>20%</td><td>7 months after contract signing</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1: Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	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. Report on identified specific direction in agriculture sector (sub-sector(s) and/or region) for conducting CRVA and proposed methodology for CRVA.	1.5 months after contract signing	Deliverable 3. CRVA report and maps for selected sub-sector(s) in agriculture sector and workshop on CRVA findings.	20%	4 months after contract signing	Deliverable 4. Outline of the ASACAP consulted with key stakeholders.	40%	4 months after contract signing	Deliverables 5. Draft ASACAP.	6 months after contract signing	Deliverable 6. Workshop to present the final draft of ASACAP; final version of the ASACAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.	20%	7 months after contract signing
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<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.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP CC Programme Coordinator, Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract
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><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> <b>Expertise of the Firm (max score: 300)</b>, including:</p> <p><input checked="" type="checkbox"/> 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 (<b>max score: 100</b>);</p> <p><input checked="" type="checkbox"/> Implementation of minimum 3 contracts of similar value, nature and complexity (for JV/Consortium/Association, all Parties cumulatively should meet requirement) (<b>max score: 100</b>);</p> <p><input checked="" type="checkbox"/> Demonstrated knowledge and practical experience on similar engagements (Company/ Organization or its full-time expert-employees), experience in working with international organizations, development agencies and Armenia’s governmental institutions (<b>max score: 100</b>).</p> <p><input checked="" type="checkbox"/> <b>Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300)</b>, including:</p> <p><input checked="" type="checkbox"/> 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>)</p> <p><input checked="" type="checkbox"/> <b>Qualification of Key Personnel (max score: 400)</b>, including:</p> <p><input checked="" type="checkbox"/> Key Expert 1: Team Leader – Expert in Agriculture as per Section 8 of Annex 1a requirements (<b>max score: 150</b>);</p> <p><input checked="" type="checkbox"/> Key Expert 2: Agricultural Economist as per Section 8 of Annex 1a requirements (<b>max score: 100</b>);</p> <p><input checked="" type="checkbox"/> Key Expert 3: Climate Change Adaptation Expert as per Section 8 of Annex 1a requirements (<b>max score: 100</b>);</p> <p><input checked="" type="checkbox"/> Key Expert 4: Gender Mainstreaming Expert (<b>max score: 50</b>).</p>

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: N/A
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input checked="" type="checkbox"/> Detailed TOR (Annex 1a) <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</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>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</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>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</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.



## **Annex 1a**

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

#### **TERMS OF REFERENCE**

##### **Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Concept and Plan for Armenia’s Agriculture Sector**

### **1. Background**

With financing from the Green Climate Fund, the "National Adaptation Plan (NAP) to advance medium and long-term adaptation planning in Armenia" project (the Project) supports the Government of Armenia to foster the process of the national planning for climate change adaptation (CCA) through an iterative process focused on strengthening foundational capacities to ensure that they are institutionalized for long-term sustainability. The Project aims to address existing barriers, support the prioritization of climate change adaptation investments in six priority sectors (water resources, agriculture, energy, health, tourism and human settlement) and two regions of Armenia, develop adaptation plans, and increase the identification of associated finance options.

### **2. UNDP/GCF Project Objective**

With the NAP process, Armenia will lay the groundwork for the systemic and iterative identification of medium- and long-term risks, establish adaptation priorities and build out specific activities that ensure no one is left behind in the country’s work to reach its goals outlined through the Paris Agreement and 2030 Agenda for Sustainable Development. As part of the localization of the Sustainable Development Goals (SDGs), the NAP process will contribute to the formulation of corresponding national climate-responsive indicators and targets.

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

### **3. Objective of the Assignment**

Presently, there are project-based, isolated, and partial vulnerability assessments to inform interventions in project based geographical areas. These need to be harmonized, improved/enhanced or replaced, per discussion with Project Team. The objective of the assignment is to conduct the climate risk and vulnerability assessment for selected sub-sector(s) of Armenia’s agriculture sector to provide additional basis for evidence-based adaptation planning for agriculture sector; and to develop an adaptation plan for the agriculture sector in wider consultation with sector stakeholders to address legal, institutional, decision making and technical barriers for planning and implementation of adaptation measures in the sector. The plan will also recommend strategies for the sector to prepare for and adapt to local climate change effects with climate smart interventions through a “win-win” approach for adaptation and mitigation. The climate risk and vulnerability assessment, and the data collected, will serve as an important effort to inform target setting in the short, medium and long-term to enable objective monitoring & evaluation of adaptation interventions. The plan will also have a particular focus on strengthening local capacity, gender equality and in support of disadvantaged groups of population. Ultimately, the goal is to help the agriculture sector decision-makers to further formulate, develop and implements adaptation planning strategies, approaches and measures to guide integrated climate action. The task shall be inter alia carried out based on the stocktaking exercise for agriculture sector conducted in the scope of the Project (<https://bit.ly/2Kz5Auj>) as well as other relevant studies.

#### 4. Scope of Work and Specific Tasks of the Consultancy

Under the overall guidance of the UNDP Climate Change Program Coordinator and the UNDP-GCF Project Manager, direct oversight by the Project team, as well as in close coordination and collaboration with the Project experts and national consultants, the Consulting Company will be responsible for the following activities:

**Task 1.** Conduct a **Climate Risk and Vulnerability Assessment (CRVA)** to refine the available assessment information, including:

- Identify and review existing quantitative and qualitative CRVA studies conducted for Armenia's agriculture sector;
- identify specific direction in agriculture sector (sub-sector(s) and/or region) for conducting CRVA along with respective justification, including feasibility of conducting CRVA; consult the selection of specific sub-sector(s) with local stakeholders and experts;
- Identify and/or develop methodology for CRVA (s) based on best available international experience applicable for local conditions and availability of data and information for the selected methodology;
- Collect data necessary for CRVA, including climate related and other relevant data with high spatial and temporal resolution as well as respective socio-economic data;
- Conduct extensive and thorough surveys/interviews, workshops and focus group discussions to identify locally relevant secondary information for CRVA to gain the necessary background knowledge;
- As part of CRVA identify and analyze climate related hazards and stresses that present the highest risk to agriculture sector;
- As part of CRVA analyze socio-economic and gender dimensions of vulnerability to climate change in the selected direction of agriculture sector; socio-economic analysis shall include but not be limited to damage and loss assessment, as well as the risks of migration and displacement of rural population due climate change impacts
- Conduct CRVA study considering current and forecasted climate risks to predict climate change impact on the selected direction, to determine what environmental changes will affect agriculture (e.g. change in the duration/length of the vegetative period, higher demand for irrigation water due to frequent droughts etc.);
- Present the final draft CRVA report (methodology, GIS based maps, findings from existing quantitative and qualitative assessments under various forecast models, as well findings from CRVA developed as part of this assignment) during the workshop with wider stakeholders, partners and experts in Armenia; consolidate the input from stakeholders into the final version of the CRVA report. The workshop may occur in-person or remotely\*.

*\* While the organization of the workshop is to be handled by the Consulting Company, the costs for organization (venue, stationary, catering, interpretation) will be covered from the NAP Project side*

**Task 2.** Develop **Agriculture Sector Adaptation Concept and Adaptation Plan (ASACAP)** for Armenia:

- Identify the best available practices for adaptation planning in agriculture sector, taking lessons learned from other countries into consideration;
- In consultations with key stakeholders, identify overarching adaptation goal(s), key expected outcomes and associated strategic objectives of the ASACAP for Armenia based *inter alia* on, agriculture sector stocktaking exercise\*, CRVA findings, and draft adaptation planning outline\*;
- Identify adaptation measures for implementation to address the current and future impacts of climate change based on identified goal(s), expected outcomes and strategic objectives to also address legal, institutional, policy and decision making, as well as technical and technological barriers for planning and implementation of adaptation measures in the sector;

- In consultations with key stakeholders prioritize adaptation measures for implementation and develop a roadmap for implementation of the priority measures, aimed at preparing for and adapting to local climate change effects and risks, strengthening local capacities and gender equality, and supporting disadvantaged groups of population;
- As part of the ASACAP outline a proposal for (i) implementation of the agriculture sector adaptation plan, including its integration into the agricultural sector development planning documents in Armenia, (ii) financial aspects of the implementation, (iii) adaptation plan monitoring and evaluation provisions, and (iv) identification of stakeholders and partners for consultation and implementation of the adaptation plan;
- Consult with key stakeholders the expected design and legal status of the ASACAP (e.g. Government Decision, Prime Minister's Decision, Minister's Order etc.), and take that into consideration throughout the implementation of the assignment;
- Develop the draft ASACAP and present it during the workshop with wider stakeholders, partners and experts in Armenia; consolidate the input from stakeholders into the final version of the Agriculture Sector Adaptation Concept and Adaptation Plan. The workshop may occur in-person or remotely\*\*;
- Develop at least five possible project ideas for agriculture sector adaptation in the country and prioritize the project ideas based on discussion with key stakeholders during the workshop; each project idea has to reflect the goal, strategic objectives and expected outcomes.

*\* To be provided by the NAP Project*

*\*\* While the organization of the workshop is to be handled by the Consulting Company, the costs for organization (venue, stationary, catering, interpretation) will be covered from the NAP Project side*

## 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 respective staff. In the course of assignment, the Consulting Company will also have to work and coordinate closely with key project stakeholders in agriculture sector: responsible departments of the Ministry of Economy and Ministry of Environment, as well as other stakeholders and partners. Particularly, upon commencement of the assignment, the Consulting Company shall discuss and agree with the Ministry of Economy the expected design and legal status of the Agriculture Sector Adaptation Plan (e.g. Government Decision, Prime Minister's Decision, Order of the Minister of Economy, etc.), and take that into consideration throughout the implementation of the assignment. Coordination with on-going international projects is also expected.

All deliverables should be produced in electronic formats. Final reports shall be provided both in Armenian and English, in word and pdf versions. The charts, graphs and maps shall be provided in editable format(s). All final deliverables should clearly define all data inputs and outputs, and deliverables should be developed to facilitate future identification and reporting and include all raw input and output data.

All public-facing materials should be formatted and branded in a standard that is consistent with existing UNDP-GCF publications.

The Consulting Company will be expected to provide overall management of the task implementation, quality control/quality assurance, data organization, analysis of results and final reports with oversight, guidance, and input from the Project Coordinator and its partners.

It is expected that the Consulting Company will incorporate the feedback obtained from the workshop participants into the respective deliverables/reports.

## 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 **7 months** after contract signature according to the following tentative time schedule (March - October 2021).

Deliv.	Description	M1	M2	M3	M4	M5	M6	M7
1.	Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.							
2.	Report on identified specific direction in agriculture sector (sub-sector(s) and/or region) for conducting CRVA and proposed methodology for CRVA							
3.	CRVA report and maps for selected sub-sector(s) in agriculture sector and workshop on CRVA findings							
4.	Outline of the ASACAP consulted with key stakeholders							
5.	Draft ASACAP							
6.	Workshop to present the final draft of ASACAP; final version of the ASACAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop							

## 7. Qualifications of the Consulting Company

The Consulting Company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference, present clear methodology for implementing the task and its ability to mobilize resources and the experts in order to successfully implement the works per Terms of Reference. The requirements for this contract are as follows:

- Consultant should be a legally registered entity, or consortium of legal entities;
- At least 5 years of proven experience (including international experience) related to CRVA, climate adaptation and agriculture;
- Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet requirement)\*;
- Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia's governmental institutions;
- Extensive understanding of local, provincial and national government systems in Armenia;
- Extensive knowledge of climate change, socio-economic and gender issues.
- Proficiency in using GIS software (e.g. QGIS, ArcGIS, etc.) and GPS devices is an asset.

*\* 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. Management Structure and Qualifications of Key Personnel

The Consulting Company should have a strong team of experts with international and local experience and proven professional capacities. All experts who have a crucial role in implementing the contract are referred to as key experts. The applicants shall submit CV's and statements of exclusivity and availability for the key experts. Other expert 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 team of experts (must have at least 4 key personnel) includes:

### **Key Expert 1: Team Leader – Expert in Agriculture**

#### *Qualifications and Skills*

- Advanced university degree in agriculture or other relevant disciplines
- Strong knowledge of the following components in agriculture sector: policy, legal and institutional frameworks, challenges and opportunities for agriculture sector management, food security and climate change impact on agriculture
- Being familiar with environmental sciences and climate change problems
- Proven leadership skills, with track-record to lead a team of experts
- Proven ability to work under pressure and handle multiple activities and tasks concurrently
- Excellent drafting, communications and presentation skills
- Fluency in English is required; knowledge of Armenian and Russian is an asset

#### *Professional experience*

- At least 7 years of professional international experience in a relevant 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 in similar climate change projects

### **Key Expert 2: Agricultural Economist**

#### *Qualifications and Skills*

- Advanced university degree in agriculture, economy or other relevant disciplines
- Strong knowledge of the following components agriculture sector: agricultural economy, farming, agricultural technologies, land management, rural development etc.
- Being familiar with environmental sciences and climate change problems
- Excellent drafting, communications, presentation and teamwork skills.
- Proficiency in English and Armenian; knowledge of Russian is an asset

#### *Professional experience*

- At least 5 years of professional experience in the relevant field
- Experience in development of analytical documents and reports

### **Key Expert 3: Climate Change Adaptation Expert**

#### *Qualifications and Skills*

- Advanced university degree in environment, agriculture, climate sciences or other relevant disciplines
- Strong knowledge of the following components: climate change risks and effects (ecosystems and agriculture), climate change vulnerability assessment, planning, implementation, monitoring and evaluation of the climate change adaptation measures.
- Excellent drafting, communications, presentation and teamwork skills.
- Fluency in English is required; knowledge of Armenian and Russian is an asset

#### *Professional experience*

- At least 5 years of professional international experience in climate change and related fields
- Experience in development of analytical documents and reports

### **Key Expert 4: Gender Mainstreaming Expert**

#### *Qualifications and Skills*

- Advanced university degree in social sciences or other relevant disciplines with a focus on gender.
- Strong knowledge of the following components: gender equality and women's economic empowerment, gender equality criteria, gender equality mainstreaming in local/rural development
- Being familiar with environmental sciences and climate change problems
- Excellent drafting, communications, presentation and teamwork skills.
- Proficiency in English and Armenian; knowledge of Russian is an asset

#### *Professional experience*

- At least 4 years of professional experience in a relevant field
- Experience in development of analytical documents and reports

### **Short-term non-key experts**

The Consulting Company should provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts (such as experts in agronomy (farming/crop development/climate smart agriculture), agrometeorology, hydrology, GIS etc.) 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.

For the short-term non-key experts, at least 50 working days (in summary for all) can be included in the proposal.

It is expected that the Consultant will involve local and international experts with proven experience in similar assignments in Armenia. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Note that civil servants and other staff of the public administration cannot be recruited as experts.

## **9. Level of efforts of the key personnel**

Within their offers, Proposers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). In addition, Proposers are expected to suggest the allocation of level of effort for each expert, based on the table below:

Overview of key experts and level of effort						
Task/Deliverables	Resources (expert days)					Total
	Key experts (KE)				Non-key experts	
	KE 1	KE 2	KE 3	KE 4		
Deliverable 1						
Deliverable 2 ...						
Total number of expert days:						

## **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 during the task implementation.

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. Deliverables and Schedule of Payments**

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 four installments upon timely completion of respective deliverables.

Deliverable 1 and 2	- 20% of total contract amount;
Deliverable 3	- 20% of total contract amount;
Deliverable 4 and 5	- 40% of total contract amount;
Deliverable 6	- 20% of total contract amount.

Description of Deliverables	Payments
<b>Deliverable 1.</b> Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	20%
<b>Deliverable 2.</b> Report on identified specific direction in agriculture sector (sub-sector(s) and/or region) for conducting CRVA and proposed methodology for CRVA.	
<b>Deliverable 3.</b> CRVA report and maps for selected sub-sector(s) in agriculture sector and workshop on CRVA findings.	20%
<b>Deliverable 4.</b> Outline of the ASACAP consulted with key stakeholders.	40%
<b>Deliverable 5.</b> Draft ASACAP.	
<b>Deliverable 6.</b> Workshop to present the final draft of ASACAP; final version of the ASACAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.	20%

## 12. Bids and Evaluation of Bids

The application package of the bidders should include:

1. Technical proposal
  - Proposed Methodology, Approach and Implementation Plan, including detailed description of implementation methods and milestones to carry out the proposed task;
  - Detailed work plan with timelines for the expected Deliverables/Outputs consistent with the timeline of deliverables;
  - Demonstration of the capacity of the Consultant, including references to similar projects;
  - Brief CVs of required professional staff and copies of documental proof of their professional background, etc.
2. Financial proposal
  - Detailed budget breakdown per main expenditures (consultancy fees, other related costs, etc.).

The Consulting Company will be evaluated based on the following criteria and scores:

Proposal	Criteria	Score, %
<b>Technical proposal</b>	Expertise of the Company	20%
	Methodology, its appropriateness to the conditions and implementation plan	20%
	Expert qualifications	30%
	<i>Sub-total of Technical Proposal</i>	<b>70%</b>
<b>Financial proposal</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

- Technical proposal: 70%
- Financial proposal: 30%

## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</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 and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- g) For more documents (details) please see the ToR, Annex 1a, paragraph 4.*

#### 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

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*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 supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; 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</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive),</i> <i>currency</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

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

E.

**F. 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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
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>				

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