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REQUEST FOR PROPOSAL (RFP 109/21)

NAME & ADDRESS OF FIRM	DATE: September 1, 2021
	REFERENCE: Consultancy Services for Updating the River Basin Management Plans for the Southern and Ararat River Basin District of Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Consultancy Services for Updating the River Basin Management Plans for the Southern and Ararat River Basin District of Armenia*** (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before, **22 September 2021, 4:00 pm local Yerevan time (GMT +4) via email only:**

tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:
http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia

Description of Requirements

Context of the Requirement	Consultancy Services for Updating the River Basin Management Plans for the Southern and Ararat River Basin District of Armenia
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	The River Basin Management Plan (RBMP) development is mandatory requirement according to the Water Code of the Republic of Armenia. RBMP services as basis for the water use allocation among the competing water use sectors, including the environment. The RBMP development has an objective to increase the efficiency of water resources management and water use, including in the light of forecasted climate change impact.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected 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	6 months after contract signing by both parties.
Target start date	October 2021
Latest completion date	March 2022
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
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	
	Deliverable 1. Inception report with outline of the overall approach and workplan of implementation of the assignment.	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. Progress report, summarizing the status of implementation of all tasks of the assignment.	40	3 months after contract signing		
	Deliverable 3: Public hearings organized. Finalized package of amendments to the RBMPs for the Southern and Ararat RBDs submitted to the Ministry of Environment.	40	6 months after contract signing		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP Climate Change Programme Coordinator;				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers				

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

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

	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:</p> <ul style="list-style-type: none"> • At least 5 years of experience in the field of the assignment (max score: 100); • Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet the requirement) (max score: 100); • Demonstrated knowledge and practical experience on similar engagements (Company /Organization or its full-time expert-employees) (max score: 100); <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 200), including:</p> <ul style="list-style-type: none"> - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 200) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 500), including:</p> <ul style="list-style-type: none"> - Key Expert 1: Team Leader/Water Resources Management as per Annex 1a – Qualification paragraph (max score: 120); - Key Expert 2: Hydrologist as per Annex 1a – Qualification paragraph (max score: 90); - Key expert 3: Hydrogeologist as per Annex 1a – Qualification paragraph (max score: 90); - Key Expert 4: Water Quality Expert as per Annex 1a – Qualification paragraph (max score: 50); - Key Expert 5: GIS Expert as per Annex 1a – Qualification paragraph (max score: 50); - Key Expert 6: Climate Change Expert as per Annex 1a – Qualification paragraph (max score: 50); - Key Expert 7: Protected Areas Expert as per Annex 1a – Qualification paragraph (max score: 50); <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p>

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

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

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

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

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



Annex 1a
“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”
UNDP-GCF/00104267 project

TERMS OF REFERENCE

**Consultancy Services for Updating the River Basin Management Plans for
the Southern and Ararat River Basin District of Armenia**

1. Background

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

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

Compared with other countries in the region, Armenia is highly vulnerable to climate change. Armenia shows high exposure, high sensitivity, and limited adaptive capacity to climate change. Future climate projections indicate continued increases in temperature and decreases in precipitation. The impacts of climate change will be particularly severe for Lake Sevan. In the agriculture sector, the most climate-sensitive sector, crop yields are predicted to decline and irrigation demands to increase with climate change. In order to maintain crop yields, substantially more irrigation will be needed unless new water saving technologies are massively introduced. However, with overall water resources availability expected to decline, these demands may be difficult to fully meet in the future.

To cope with climate change impact, the Government of Armenia launched a series of national stakeholder consultations for initiating national adaptation plan (NAP) development process in June

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

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

2016. The Government sees the NAP process as a key step to achieving the adaptation objectives of its 2015 Nationally Determined Contribution (NDC) for selected sectors, including for **water sector**, which is highly vulnerable to climate change. Thus, the “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” GCF/UNDP project builds on the national climate priorities communicated in the 2015 NDC, and supports the Government of Armenia to advance its medium and long-term adaption planning, including for water sector.

2. UNDP/GCF Project objective

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

With the development of a 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 the following URL: <http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>

3. Objective of the assignment

The River Basin Management Plan (RBMP) development is mandatory requirement according to the Water Code of the Republic of Armenia. RBMP services as basis for the water use allocation among the competing water use sectors, including the environment. The RBMP development has an objective to increase the efficiency of water resources management and water use, including in the light of forecasted climate change impact.

With the signature of the Comprehensive and Enhanced Partnership Agreement (CEPA) with the European Union (EU) in November 2017 Armenia, among other things, also undertook obligations to development RBMPs complaint to the principles and approaches of the EU Water Framework Directive. CEPA entered into force on March 1, 2021 and within 5 years of its entry into force, Armenia has an obligation to develop WFD complaint RBMPs for all River Basin Districts of the country.

With the support of the USAID Clean Energy and Water Program River Basin Management Plan (RBMP) for the Southern River Basin District of Armenia (RBD) was developed within the period of 2012-2015. On May 26, 2016 Government Resolution No 539-N was adopted “On Approving RBMP for Southern RBD”, and Protocol Session Resolution “On approving the program of measures for 2016-2021”.

The RBMP for Ararat RBD was developed under the state budget funding, and was adopted by Government of Armenia Resolution No 338-N “On Approving RBMP for Ararat RBD”, and Protocol Session Resolution “On approving the program of measures for 2016-2021” of March 31, 2016.

Implementation of some of the measures for both RBMPs within the program of measures has commenced since then.

The outlines of the RBMPs for Southern and Ararat RBDs are available respectively from the following links: https://www.e-gov.am/u_files/file/decrees/kar/2016/05/16_539.pdf (RBMP for Southern RBD) and <https://www.e-gov.am/protocols/item/626/> (RBMP for Ararat RBD).

However, RBMPs for both districts need revision and upgrading considering following observed shortcoming and new regulatory requirements:

- Chapter on “Protected areas” of the plans did not fully take into consideration the Government of Armenia Resolution No 64-N of January 20, 2005 “On Criteria for Defining Territories of Zones for Water Ecosystem Sanitary Protection, Flow Formation, Groundwater Resources Protection, Water Protection, Ecotone and Inalienable Zones”. Moreover, in 2018 Government of Armenia adopted a new methodology on calculation of environmental flow.
- New methodology for calculation of environmental flow was adopted by the of Armenian Resolution No 57-N of January 25, 2018 “On Approving the Method for Calculation of Environmental Flow” the new methodology is defined for calculating the values of environmental flow for hydrological seasons (December-February, March-June, July-November), using values of monthly environmental flows (Available from the following link: <https://www.arlis.am/documentview.aspx?docid=119430>).
- There is a need to update the water balance and water-economic balance calculations in the RBMP, and particularly their forecasts in light of the expected vulnerability of water resources due to climate change.

Thus, the overall objective of this assignment is to revise the RBMPs for the Southern and Ararat RBDs of Armenia through updating selected chapters of the plan and development of new chapters (as described in the Section 4 “Scope of Work and Specific Tasks of the Consultancy” of this TOR, taking into consideration the requirements of the above-mentioned Government Resolutions.

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 Management Unit, as well as in close coordination and collaboration with the Project consultants, the Consulting Company will be responsible for the revision and updating of selected chapters of the RBMP for Southern and Ararat RBDs, as well as development of new chapters and sub-chapters, as indicated below.

Task 1. Updating RBMP for the Southern RBD

1.1. Revision and updating of the following chapters and sub-chapters

Chapter 1: Characterization of the Southern RBD

Sub-chapter 1.2: General hydrological and hydrogeological characteristics of the Southern RBD

- Revise and update with recent information the such-chapters (1.2.3) on Water Balance and (1.2.5) on Usable water resources, strategic and national water reserves in the Southern RBD.

Chapter 5: Determining ecological flow for water bodies in the Southern RBD

- Re-calculate the environmental flow requirements for delineated water bodies, taking into consideration the Government of Armenia Resolution No 57-N of January 25, 2018, and the new methodology for calculation of the environmental flows, outlined in the Annex of the Resolution (Available from the following link: <https://www.arlis.am/documentview.aspx?docid=119430>).

Chapter 11: Water resources improvement scenario in the Southern RBD by sectors

- Revise and update the chapter, taking into consideration the following: i) re-calculated and updated water balance calculations, ii) the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the sub-chapter 3 of chapter VII: Assessment and forecast of water supply and water demand (pursuant to the requirements of the Armenian water legislation).

1.2. Development of the following new chapters and sub-chapters

New chapter: Protected Areas

- Develop new chapter on protected areas, taking into consideration the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the chapter IV (Available from the following link: https://www.e-gov.am/u_files/file/decrees/arc_voroshum/2017/10/ardz_voroshum-TQ096_1.pdf)
- Perform mapping of the actual territories of the protected areas, including mapping of nitrate vulnerable zones.

New sub-chapter: Water resources vulnerability within the climate change context

- Develop new sub-chapter on the vulnerability of water resources in the Southern RBD within the climate change context, taking into consideration the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the sub-chapter 5 of chapter V (Available from the following link: https://www.e-gov.am/u_files/file/decrees/arc_voroshum/2017/10/ardz_voroshum-TQ096_1.pdf).
- Develop map of vulnerability of water resources of the basin within the climate change context.

Task 2. Updating RBMP for Ararat RBD

2.1. Revision and updating of the following chapters and sub-chapters

Chapter 1: Characterization of the Ararat RBD

Sub-chapter 1.2: General hydrological and hydrogeological characteristics of the Ararat RBD

- Revise and update with recent information the sub-chapters (1.2.3) on Water Balance and (1.2.5) on Usable water resources, strategic and national water reserves in the Ararat RBD.

Chapter 5: Determining ecological flow for water bodies in the Ararat RBD

- Re-calculate the environmental flow requirements for delineated water bodies, taking into consideration the Government of Armenia Resolution No 57-N of January 25, 2018, and the new methodology for calculation of the environmental flows, outlined in the Annex of the Resolution (Available from the following link: <https://www.arlis.am/documentview.aspx?docid=119430>).

Chapter 11: Water resources improvement scenario in the Ararat RBD by sectors

- Revise and update the chapter, taking into consideration the following: i) re-calculated and updated water balance calculations, ii) the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the sub-chapter 3 of chapter VII: Assessment and forecast of water supply and water demand (pursuant to the requirements of the Armenian water legislation).

2.2. Development of the following new chapters and sub-chapters

New chapter: Protected Areas

- Develop new chapter on protected areas, taking into consideration the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the chapter IV (Available from the following link: https://www.e-gov.am/u_files/file/decrees/arc_voroshum/2017/10/ardz_voroshum-TQ096_1.pdf)
- Perform mapping of the actual territories of the protected areas, including mapping of nitrate vulnerable zones.

New sub-chapter: Water resources vulnerability within the climate change context

- Develop new sub-chapter on the vulnerability of water resources in the Ararat RBD within the climate change context, taking into consideration the Government of Armenia Protocol Session Resolution No 45 of October 26, 2017 on the Model Outline of the River Basin Management Plan in Armenia, and particularly the sub-chapter 5 of chapter V (Available from the following link: https://www.e-gov.am/u_files/file/decrees/arc_voroshum/2017/10/ardz_voroshum-TQ096_1.pdf).
- Develop map of vulnerability of water resources of the basin within the climate change context.

5. Modalities of work

The selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project's National Consultant on Water Sector Vulnerability and Adaptation Issues. In the course of assignment, the Consulting Company will also have to work and coordinate closely with the Department of Water Resources Management of the Ministry of Environment of the Republic of Armenia. Particularly, upon commencement of the assignment, the Consulting Company shall discuss and agree the details of the expected chapters and sub-chapters of the RBMP to be updated, as well as new chapters and sub-chapters to be added.

All deliverables should be produced in electronic formats. All reports shall be provided in Armenian language, in Word and Pdf versions. The charts, graphs and maps shall be provided in editable format(s). All 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.

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.

6. Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within **6 months** after contract signature according to the following tentative time schedule (October 2021- March 2022), as presented in the table below.

Tentative time schedule for implementation of the assignment

N	Description of the Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1	Deliverable 1. Inception report with outline of the overall approach and workplan of implementation of the assignment						
	Updating calculations on water balance, usable water resources, strategic water reserve and national water reserve						
	Recalculation of the environmental flow requirements for the delineated surface water bodies						
	Updating the calculations on water supply and water demand, as well as on their forecasts						
	Development of a new chapter on protected areas according to the Model Plan Outline, including identification of nitrate vulnerable zones						
	Development of a new sub-chapter on water resources vulnerability due to climate change						
	Field work for data collection and complication of information necessary for mapping of protected areas						
	Mapping. Protected areas, territories vulnerably to climate change, status of the environmental flow maintenance						
2	Deliverable 2. Progress report, summarizing the status of implementation of all tasks of the assignment						
	Public consultation of the package of proposed amendments to the RBMPs for Southern and Ararat RBDs						
3	Deliverable 3. Finalized package of amendments to the RBMP submitted to the Ministry of Environment						

All the results must be submitted in Armenian language.

Upon commencement of the assignment the Consulting Company shall prepare an Inception Report, outlining the overall approach and workplan for implementation of the assignment. By the end of month 3 the Consulting Company shall present a progress report, summarizing the results of the implemented tasks. Finally, upon completion of the draft of all tasks of the assignment, the Consulting Company, in cooperation with the Department of Water Resources Management and its Southern Basin Management Organization and Ararat Basin Management Organization, shall conduct a public hearing, to present the results of the work and incorporate comments from the stakeholders, which will be afterwards submitted to the Ministry of Environment as the final deliverable of the assignment.

7. Qualifications of the company

- Contractor is a legally registered entity, or consortium of legal entities
- At least 5 years of experience in the field of the assignment
- Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet the requirement) *
- Demonstrated knowledge and practical experience on similar engagements (Company /Organization or its full-time expert-employees)

* Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and, if available, statement/confirmation of organizations/clients on the success of similar complexity projects.

8. Qualifications of key personnel

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

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

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

Key Expert 1: Team Leader/Water Resources Management Expert (65 days)

Qualifications and Skills

- Advanced university degree in management, environmental or natural sciences or similar relevant discipline
- Strong knowledge of the policy, legal and institutional frameworks of water sector of Armenia, challenges and opportunities for integrated water resources management and river basin planning
- Strong managerial skills, proven ability to work under pressure and handle multiple activities and tasks concurrently
- Excellent drafting, communications, and team work skills.

Professional experience

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

Key Expert 2: Hydrologist (50 days)

Qualifications and Skills

- Advanced university degree in water engineering, hydrology, natural resources management, geography or other related discipline
- Strong knowledge of the methodologies for calculation of water balance, water-economic balance and environment flow.

Professional experience

- At least 10 years of professional experience in the field of hydrology
- Demonstrated experience in calculation of current and perspective water balance and water-economic balance in different river basins of Armenia, including taking into consideration the impact of climate change
- Demonstrated experience in calculation of environment flow for the Armenian rivers according to the new methodology (Available from the following link: <https://www.arlis.am/documentview.aspx?docid=119430>)
- Experience in development of analytical documents and reports.

Key expert 3: Hydrogeologist (20 days)

Qualifications and Skills

- Advanced university degree in hydrogeology, geology, earth sciences or related fields
- Strong knowledge in groundwater-surface water interactions, assessment of groundwater reserves and current and perspective trends in groundwater use in Armenia
- Experience in development of analytical documents and reports

Professional experience

- At least 10 years of professional experience in the field of hydrogeology
- Demonstrated knowledge in assessment of groundwater-surface water interactions, calculation of groundwater component in water balance and assessment of groundwater reserves
- Experience in development of analytical documents and reports.

Key Expert 4: Water Quality Expert (35 days)

Qualifications and Skills

- Advanced university degree in chemistry, environmental or natural sciences or similar relevant discipline
- Knowledge of EU water acquis, particularly EU Nitrates Directive.

Professional experience

- At least 10 years of professional experience in the area of water quality management and monitoring

- Demonstrated experience in water quality assessment and classification, assessment of chemical status of surface and groundwater bodies
- Demonstrated experience in identification and delineation of Nitrate Vulnerable Zones, pursuant to the requirements of the relevant EU Directive
- Experience in development of analytical documents and reports.

Key Expert 5: GIS Expert (50 days)

Qualifications and Skills

- Advanced university degree in geography, environment, water, hydrology, natural resources management or other related discipline
- Strong knowledge of GIS and related mapping tools.

Professional experience

- At least 7 years of demonstrated experience in the field work for compilation of data necessary for mapping, using GPS and other cartographic equipment
- At least 7 years of demonstrated professional experience in working with ArcGIS, experience in development of GIS maps with relevant geospatial databases and attributes.

Key Expert 6: Climate Change Expert (25 days)

Qualifications and Skills

- Advanced university degree in geography, hydrology, environment, natural resources management or other related discipline
- Strong knowledge on the water and climate change issues in Armenia.

Professional experience

- At least 7 years of demonstrated experience in assessment of climate change impact on water resources, and assessment of vulnerability of water resources due to climate change
- Demonstrated experience in incorporation of the climate change component into the forecasted water balance and water-economic balance calculations
- Experience in development of analytical documents and reports.

Key Expert 7: Protected Areas Expert (40 days)

Qualifications and Skills

- Advanced university degree in environment, natural resources management, geography or other related discipline
- Strong knowledge of the Government of Armenia Resolution No 64-N of January 20, 2005 “On Criteria for Defining Territories of Zones for Water Ecosystem Sanitary Protection, Flow Formation, Groundwater Resources Protection, Water Protection, Ecotone and Inalienable Zones”
- Familiarity with the EU Nitrates Directive.

Professional experience

- At least 10 years of professional experience in identification and delineation of protected areas in Armenia, such as drinking water catchment areas, zones for water ecosystem sanitary

protection, flow formation zones, groundwater resources protection zones, water protection zones, ecotones and inalienable zones

- Experience in development of analytical documents and reports.

Short-term non-key experts

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

For the short-term non-key experts, maximum of 20 working days can be included in the proposal.

9. Level of efforts of the key personnel

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

Overview of key experts and level of effort									
	Resources (expert days)							Non key experts	Total
	Key experts (KE)								
	KE 1	KE 2	KE 3	KE 4	KE 5	KE 6	KE 7		
Deliverable 1									
Deliverable 2									
Deliverable 3									
Total number of expert days:	65	50	20	35	50	25	40	20	305

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 and secretarial 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 provide all necessary equipment devices for field work and mapping.

The Consulting Company is required to:

- 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 payment

Description of Deliverables	Payment (%)
Deliverable 1. Inception report with outline of the overall approach and workplan of implementation of the assignment.	20%
Deliverable 2. Progress report, summarizing the status of implementation of all tasks of the assignment.	40%
Deliverable 3: Public hearings organized. Finalized package of amendments to the RBMPs for the Southern and Ararat RBDs submitted to the Ministry of Environment.	40%

Deliverable 1 - 20% of total contract amount;
 Deliverable 2 - 40% of total contract amount;
 Deliverable 3 - 40% of total contract amount.

UNDP reserves a right to terminate the contract at any phase if the requirements per the TOR are not met.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

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

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

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***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1. Inception report with outline of the overall approach and workplan of implementation of the assignment.	20%	
2	Deliverable 2. Progress report, summarizing the status of implementation of all tasks of the assignment.	40%	
3	Deliverable 3: Public hearings organized. Finalized package of amendments to the RBMPs for the Southern and Ararat RBDs submitted to the Ministry of Environment.	40%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Key Expert 3				
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				

Overview of key experts and level of effort									
	Resources (expert days)							Non key experts	Total
	Key experts (KE)								
	KE 1	KE 2	KE 3	KE 4	KE 5	KE 6	KE 7		
Deliverable 1									
Deliverable 2									
Deliverable 3									
Total number of expert days:	65	50	20	35	50	25	40	20	305

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



*Empowered lives.
Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)