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REQUEST FOR PROPOSAL (RFP 145/21)

NAME & ADDRESS OF FIRM	DATE: October 14, 2021
	REFERENCE: To conduct a feasibility study on innovative financial instruments and provide targeted recommendations on feasible SDG-aligned financing tools/mechanisms for Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***conducting a feasibility study on innovative financial instruments and provide targeted recommendations on feasible SDG-aligned financing tools/mechanisms for 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, **4 November 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:

[Procurement protest and vendor sanctions | United Nations Development Programme \(undp.org\)](#)

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:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_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	To conduct a feasibility study on innovative financial instruments and provide targeted recommendations on feasible SDG-aligned financing tools/mechanisms for Armenia
Implementing Partner of UNDP	-
Brief Description of the Required Services ¹	To conduct a feasibility study on innovative financial instruments and provide targeted recommendations on feasible SDG-aligned financing tools/mechanisms for Armenia
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Ligia Ghazaryan, Innovative Financial Instruments for SDG acceleration, Project Coordinator; UNDP-UNICEF-WFP – Project: 00129268
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	5 months after contract signing by both parties.
Target start date	November 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	<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>1. Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.</td> <td rowspan="3">20%</td> <td rowspan="3">1.5 months after contract signing</td> <td rowspan="4"> 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>2. The research and consultations with a research plan and holding consultations with key informants</td> </tr> <tr> <td>3. Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS</td> </tr> <tr> <td>4. Summary of the best international practice relevant for Armenia</td> <td>20%</td> <td>2 months after contract signing</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	1. Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	20%	1.5 months 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.	2. The research and consultations with a research plan and holding consultations with key informants	3. Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS	4. Summary of the best international practice relevant for Armenia	20%	2 months after contract signing
Outputs	Percentage	Timing	Condition for Payment Release											
1. Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	20%	1.5 months 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.											
2. The research and consultations with a research plan and holding consultations with key informants														
3. Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS														
4. Summary of the best international practice relevant for Armenia	20%	2 months after contract signing												

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.

	5. Draft Report, including general recommendations on innovative financial instruments for sustainable finance and SDGs finance in Armenia	40%	4 months after contract signings	
	Workshop to present the Report	20%	5 months after contract signings	
	Final Report on recommendations of innovative financial instruments in the selected 2-3 priority areas			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Ligia Ghazaryan, Innovative Financial Instruments for SDG acceleration, Project Coordinator;			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory 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.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 450), including: <ul style="list-style-type: none">• Company should be a legally registered entity, or consortium of legal entities; At least 5 years of proven experience (international experience will be an asset) related to country-wide development/reforms, innovative finance, development finance (max score: 150);• Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet requirement), max score: 100);• Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with			

	<p>international organizations, development agencies and Armenia's governmental institution, (max score: 100);</p> <ul style="list-style-type: none"> • Extensive understanding of local, provincial and national government systems in Armenia; Extensive knowledge of financial tools, development finance, socio-economic and gender issues, (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: 350), including:</p> <ul style="list-style-type: none"> • Key Expert 1: Team Leader – Expert in Finance, Economics and/or Public Policy as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 150); • Key Expert 2: Development Finance Consultant as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 100); • Key Expert 3: Private Finance Consultant as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 100); <p>Financial Proposal (30%) 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	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</p> <p>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.</p>
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.

**“Innovative Financial Instruments for SDG acceleration”
UNDP-UNICEF-WFP – Project: 00129268**

TERMS OF REFERENCE

to conduct a feasibility study on innovative financial instruments and provide targeted recommendations on feasible SDG-aligned financing tools/mechanisms for Armenia

1. Background:

The 2030 Agenda for Sustainable Development (2030 Agenda), including the 17 Sustainable Development Goals (SDGs) presents an ambitious, complex and interconnected vision for sustained and inclusive economic growth, social inclusion, and environmental protection, fostering peaceful, just, and inclusive societies.. Realizing this vision will require mobilizing a diverse range of public and private resources to contribute to sustainable development outcomes. Related to this, the Addis Ababa Action Agenda, which outlines a framework for financing the 2030 Agenda, calls for integrated approaches to finance that are driven at the national level. Moreover, it calls for a systemic change for mobilization and re-alignment of public and private financial resources (domestic and international) towards development objectives.

The Government of Armenia (GoA), being a signatory of the 2030 Agenda, has expressed the intention to translate the guiding principles of the Agenda and the SDGs into national development strategies and plans, particularly the Armenian Transformation Strategy (ATS) 2050 and sectoral strategies. To achieve this, the GoA needs to create clear links between policies, planning and budgeting processes and deploy innovative and evidence-driven mechanisms to implement its strategies by leveraging partnerships and multiple sources of SDG-aligned finance to bridge its investment gaps. This is particularly important when considering the dual shocks of the COVID-19 pandemic and the hostilities in and around Nagorno-Karabakh in 2020, which exacerbated pre-existing inequalities, deepened social and economic vulnerabilities in Armenia, and worsened the economic outlook of the country (and thus its ability to finance the implementation of key strategies and plans).

In this context, **“Making Finance Work for Transformative Change in Armenia: UN-Locking Finance for Armenia 2030”** (the Project) was designed to operationalize the ATS and the country’s sectoral strategies through an SDG integrated financial framework and strengthen the financing architecture for effective policy implementation. To strengthen the overall capacity of country-led SDG actions on integrated policy and financing, the Project will carry out detailed assessments of national financing schemes and work with government stakeholders to develop capacity for effective, gender-sensitive and inclusive implementation of new/innovative financing options.

2. Scope of Work

UNDP in Armenia is looking to contact a Company to conduct a feasibility study focused on innovative financing instruments (public and private) and their potential in Armenia to address identified funding and investment gaps related to the successful implementation of the ATS, sectoral strategies, and other national strategies and plans, and thus achieve development objectives.

The work should be done through consultations with relevant stakeholders to address legal, institutional, decision making and technical barriers for planning and implementation of innovative financial instruments. The study will also have a particular focus on financial instruments developed

and implemented by the private sector, which can/could contribute to the implementation of the SDGs in Armenia.

3. Duties and responsibilities

The Company is expected to work under the overall supervision of UNDP's Innovation Lead and the Project Coordinator. Coordination with the Resident Coordinator's Office and close collaboration with the Joint Project's team and experts from UNDP, UNICEF and WFP are also expected, particularly the project Development Finance Assessment (DFA) team to ensure synergies and avoid duplication of activities.

The Company will be responsible for:

Task 1. Conduct an assessment of existing financing schemes of key national strategies and associated action plans to identify financing and investment gaps (with particular focus on the instruments relevant to SDGs).

This will include:

- Data collection and analysis of policies, plans and programmes, budgeting information and other relevant data related to the government's current financing instruments (with particular focus on the instruments relevant to SDGs);
- Organize and conduct extensive and thorough surveys/interviews, workshops and focus group discussions to identify locally relevant secondary information for the Assessment to gain the necessary background knowledge;
- Identify key financing and investment gaps which need to be bridged to ensure successful operationalization of the ATS and sectoral policies and thus sustainable development.

Task 2. Identify and analyze international best practices/innovative financing instruments and tools that can accelerate SDG implementation (both public and private) in Armenia

- Identify and analyze innovative financing tools and instruments that may be relevant in the Armenian context with particular focus on tools related to diaspora financing, veteran bonds, SDG bonds, green finance and climate finance, social/development impact bonds, impact investments, venture impact funds.
- Summarize risks, opportunities and lessons learned from other countries and context where the above-mentioned tools and mechanisms have been deployed.
- Outline feasible options/examples of innovative financing instruments and tools to be deployed in Armenia

Task 3. Develop targeted recommendations on the potential application and support the design of specific innovative financial instruments (where needed backed also by pre-feasibility study) to accelerate SDG implementation in Armenia.:

- Based on the findings from the analysis and stakeholder consultations, develop pre-feasibility studies that demonstrate the economic viability of the solutions proposed (based on legal, institutional, policy and decision making as well as technical and technological aspects) and recommendations on how to effectively deploy the identified financing instrument/s, including key steps to adjust the tool/s and mechanisms to the Armenian context
- Propose areas and design new instruments that are feasible to target in the Armenian context (taking into account legal, institutional, policy and decision making, business culture as well as technical and technological aspects)

- In consultations with key stakeholders, select 2-3 priority areas which needs more practical solutions in Armenia with specified activities and responsible bodies, develop recommendations on selected 2-3 priority areas how to effectively deploy the identified financing instrument/s, including key steps to adjust the tool/s to the Armenian context (based on legal, institutional, policy and decision making, as well as technical and technological aspects).
- Propose specific action plans (roadmaps) for each area with set deadlines, responsible parties and outputs.
- In consultations with key stakeholders, develop an approximate timeline and cost-breakdown for implementation of the respective recommended innovative financing instruments; and
- Prepare a final report with key findings and recommendation and organise a stakeholders' final workshop⁸ to disseminate the information.

4. Modalities of Work

The selected Company will work under the direct supervision of “Unlocking finance for Armenia 2030” project coordinator, under the overall guidance of Innovation and SDG Finance Team leader. The company will work in close cooperation with project experts' team and particularly the DFA team to ensure synergies. The deliverables of the Company will be also overseen by the project's respective staff and experts. In the course of assignment, the Company will also have to work and coordinate closely with key project stake holders in the sector: responsible departments of the Deputy Prime Minister's office; Ministry of Finance, the Ministry of Economy, the Central Bank of Armenia, as well as other stakeholders and partners.

All deliverables should be produced in electronic formats. Final reports shall be provided in 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 publications.

The 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 Company will incorporate the feedback obtained from the workshop participants into the respective deliverables/reports.

5. Draft Timeframe of the Services

The start date for the Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within **5 months** after contract signature according to the following tentative time schedule (November 2021 - March 2022).

Deliv.	Description	M1	M2	M3	M4	M5
1.	Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.					
2.	The research and consultations with a research plan and holding consultations with key informants					

⁸ While the organization of the workshop is to be handled by the Company, the costs for organization (venue, stationary, catering, interpretation) will be covered from the Project side

3.	Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS						
4.	Summary of the best international practice relevant for Armenia						
5.	Draft Report, including general recommendations on innovative financial instruments for sustainable finance and SDGs finance in Armenia						
6.	Workshop to present the Report						
7.	Final Report on recommendations of innovative financial instruments in the selected 2-3 priority areas						

6. Qualifications of the Company

The 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:

- Company should be a legally registered entity, or consortium of legal entities;
- At least 5 years of proven experience (international experience will be an asset) related to country-wide development/reforms, innovative finance, development finance;
- 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 financial tools, development finance, socio-economic and gender issues.

** 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.*

7. Management Structure and Qualifications of Key Personnel

The 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 should as a minimum include the following roles:

Key Expert 1: Team Leader – Expert in Finance, Economics and/or Public Policy

Qualifications and Skills

- Advanced university degree in Finance, Economics or other relevant disciplines, PhD level is an asset
- Strong knowledge of the following components in financial sector and development finance (Results Based Financing, Blended Finance and Impact Investment): policy, legal and institutional frameworks, challenges and opportunities for innovative financial tools and investment,

- Being familiar with sustainable finance and SDGs finance problems in Armenia,
- 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 and Armenian is required; knowledge of Russian is an asset

Professional experience

- At least 10 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 projects

Key Expert 2: Development Finance Consultant

Qualifications and Skills

- Advanced university degree in Finance, Economics, Public Policy or other relevant disciplines
- Strong knowledge of public policy financing schemes, development finance, sustainable development finance, SDGs finance (Results Based Financing, Blended Finance and Impact Investment).
- Being familiar with public policy financing and investment problems
- Excellent drafting, communications, presentation and teamwork skills.
- Fluency 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: Private Finance Consultant

Qualifications and Skills

- Advanced university degree in Finance, Economics or other relevant disciplines
- Strong knowledge of the following components in financial sector and development finance: policy, legal and institutional frameworks, challenges and opportunities for innovative financial tools and investment,
- Excellent drafting, communications, presentation and teamwork skills.
- Fluency in English and Armenian is required; knowledge of Russian is an asset

Professional experience

- At least 5 years of professional international experience in finance, economics and related fields
- Experience in development of analytical documents and reports

Short-term non-key experts

The Company should provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other consultants/experts (such as researchers, experts in climate change policy, diaspora finance tools, public policy, development finance, private finance etc.) should include a good mix experiences and know-how to complement the key consultants/experts in delivering on the tasks. Depending on selected areas for further research and analysis experts with relevant knowledge and experience can be involved. The consultants/experts' 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 consultants/experts, at least 30 working days (in summary for all) can be included in the proposal.

It is expected that the Company will involve local consultants/experts with proven experience in similar assignments in Armenia. All consultants/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 consultants/experts.

8. Level of efforts of the key personnel

Within their offers, Proposers are required to suggest consultants/experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise).

9. Facilities to be Provided by the Company

The Company must ensure that consultants/experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable consultants/experts to concentrate on their primary responsibilities. The 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 Company shall ensure translation of all necessary documents/reports and any interpretation required during the task implementation.

The 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 consultants' safety.

10. 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, 2 and 3 - 20% of total contract amount;

Deliverable 4 - 20% of total contract amount;

Deliverable 5 - 40% of total contract amount;

Deliverable 6 and 7 - 20% of total contract amount.

Description of Deliverables	Payments
Deliverable 1. Inception report, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	20%
Deliverable 2. The research and consultations with a research plan and holding consultations with key informants	
Deliverable 3. Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS	
Deliverable 4. Summary of the best international practice relevant for Armenia	20%
Deliverable 5. Draft Report, including general recommendations on innovative financial instruments for sustainable finance and SDGs finance in Armenia	40%
Deliverable 6. Workshop to present the Report	20%
Deliverable 7. Final Report on recommendations of innovative financial instruments in the selected 2-3 priority areas	

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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, including detailed workplan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	20%	
2	Deliverable 2. The research and consultations with a research plan and holding consultations with key informants		
3	Deliverable 3. Initial Draft of the Assessment of Existing Financing Schemes of sectoral Policies and ATS		
4	Deliverable 4. Summary of the best international practice relevant for Armenia	20%	
5	Deliverable 5. Draft Report, including general recommendations on innovative financial instruments for sustainable finance and SDGs finance in Armenia	40%	
6	Deliverable 6. Workshop to present the Report	20%	
7	Deliverable 7. Final Report on recommendations of innovative financial instruments in the selected 2-3 priority areas		
	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				

*[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)