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REQUEST FOR PROPOSAL (RFP 139/21)

NAME & ADDRESS OF FIRM	DATE: October 11, 2021
	REFERENCE: "Baseline assessment of the housing needs, livestock farming, physical condition of the public facilities and other related issues in the regions of Syunik, Gegharkunik and Vayots Dzor"

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting "Baseline assessment of the housing needs, livestock farming, physical condition of the public facilities and other related issues in the regions of Syunik, Gegharkunik and Vayots Dzor" (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Proposals may be submitted on or before, **1 November 2021, 4:00 pm local Yerevan time (GMT +4)** via **email only**:

to the following e-mail address: tenders.armenia@undp.org

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

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

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	“Baseline assessment of the housing needs, livestock farming, physical condition of the public facilities and other related issues in the regions of Syunik, Gegharkunik and Vayots Dzor”
Implementing Partner of UNDP	Ministry of Territorial Administration and Infrastructure of Armenia
Brief Description of the Required Services ¹	The purpose of this assignment is to conduct primary research to map and identify the gaps in socioeconomic needs of displaced individuals and families settled in the Syunik, Gegharkunik, and Vayots Dzor regions of Armenia.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Susan Bagratuni, Project Coordinator for Support to Post-conflict Recovery of the most Vulnerable Communities and Groups in Armenia
Frequency of Reporting	<i>As per TOR (Annex 1a) Deliverables and timelines</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Deliverables and timelines</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	7 weeks after contract signing by both parties.
Target start date	15 November 2021
Latest completion date	25 December 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Euro <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>Development of the Methodology (including the Questionnaire) for conducting the baseline assessment.</td> <td rowspan="3">100%</td> <td>14 days after contract signing,</td> <td rowspan="3"> 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>Data Collection, review and update of existing data and creation of new database.</td> <td>38 days after contract signing</td> </tr> <tr> <td>Submission of final assessment report, Presentation of Recommendations and Results.</td> <td>48 days after contract signing</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Development of the Methodology (including the Questionnaire) for conducting the baseline assessment.	100%	14 days 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.	Data Collection, review and update of existing data and creation of new database.	38 days after contract signing	Submission of final assessment report, Presentation of Recommendations and Results.	48 days after contract signing			
Outputs	Percentage	Timing	Condition for Payment Release													
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Data Collection, review and update of existing data and creation of new database.		38 days after contract signing														
Submission of final assessment report, Presentation of Recommendations and Results.		48 days after contract signing														
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Susan Bagratuni, Project Coordinator for "Support to Post-conflict Recovery of the most Vulnerable Communities and Groups in Armenia" Project															
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%.															

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.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:</p> <ul style="list-style-type: none"> - Have at least 5 years of progressive experience in conducted research and analysis in statistics, data collection and data analysis (max score: 100) - Profound understanding of post conflict situation and development perspectives (max score: 100). - Experience in implementing projects at the local governance level, with emphasis of work with the regional bodies, structures and LSGs, conducting surveys at the local level and other related services. At least 2 similar successfully completed works previously performed. (max score: 100). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), 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: 300) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ul style="list-style-type: none"> - Team Leader (as per Annex 1a, Qualification of the key personnel requirements), (max score: 200); Expert No. 1 (as per Annex 1a, Qualification of the key personnel requirements), (max score: 100); - Expert No. 2 (as per Annex 1a, Qualification of the key personnel requirements), (max score: 100); <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:	<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

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.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

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

Terms of Reference

Project: Support to Post-conflict Recovery of the Most Vulnerable Communities and Groups in Armenia (hereafter: “The Project”)
PN: 00135109/00126472
Activity: Baseline assessment of the housing needs, livestock farming, physical condition of the public facilities and other related issues in the regions of Syunik, Gegharkunik and Vayots Dzor
Period: 7 weeks

Project Background

Due to the armed conflict (started in September 2020) between Nagorno Karabakh and Azerbaijan, the displacement crisis has started with an estimated 100,000 people escaping the conflict zone to Armenia. Although it's about a year that the cease-fire is established between the conflicting parties, large number of displaced populations is still residing in the communities of Armenia. They are expected to stay longer, given the level of destruction in Nagorno Karabakh. This means that the shelter, food, protection, and livelihood need of the displaced should be addressed both through emergency and durable solutions. The Project will provide support to beneficiaries countrywide, particularly targeting the bordering regions of Syunik, Gegharkunik and Vayots Dzor.

The **Project's designed to** deliver sustainable, tangible, and people-centered solutions to support the most vulnerable communities and groups in post-conflict recovery.

The Project's specific objectives are:

1. Build sustainable emergency livelihoods for the displaced populations in the regions of Armenia.
2. Support socioeconomic integration of the displaced population, war veterans and other vulnerable groups through various job creation mechanisms.
3. Maximize the benefits of socioeconomic recovery for the host communities and the displaced population through sustainable energy solutions.

Aim of the Assignment

The purpose of this assignment is to conduct primary research to map and identify the gaps in socioeconomic needs of displaced individuals and families settled in the Syunik, Gegharkunik, and Vayots Dzor regions of Armenia. The collected data will be used by “The Project” to design solutions to support target groups with quick improvement of emergency livelihoods and economic situations in places. In particular, “The Project” intends to derive demand driven sustainable and people-centered project ideas that will provide immediate improvement in housing, livestock farming and income generation opportunities that will become models for the Government for mitigating future unforeseen crises in the country.

Target Groups

The target groups of the research are the families and individuals settled in different communities of Gegarkuniq, Vayots Dzor and Syunik regions of Armenia displaced from geographical areas of Artsakh with return access restrictions. Statistics for these regions regarding number of displaced populations

according to Operational Data Portal⁸ as of May 2021 is the following: Syunik - 4451, Vayots Dzor - 1487 and Gegarkunik - 1549.

Scope of work

Based on the objectives of the project, the following tasks are expected from the Applicant:

Task 1. Methodology development

Applicant in cooperation with “The Project” should develop a **Methodology** for data collection, storing, analyzing, and reporting.

Task 2. Data Collection and Database creation

Applicant should organize the data collection through any suitable mean of communication. If required, organize transportation for face-to-face meetings. Applicant should study the existing database, check the reliability of information, make updates, and create new database. Details of the categories of which data should be gathered will be agreed with the Project.

Task 3. Analysis and Reporting

The collected data should be stored, analyzed, and reported in an organized reporting format, the original raw data must be provided (including phone calls recordings and any digital communication). Recommendations should be provided for each direction of analysis. Gathered information and databases are the property of UNDP and cannot be disclosed and/or shared with any third party.

Level of Efforts and Deliverables

The assignment covers the period **7 weeks**. The level of efforts for the entire assessment estimated is 40 expert days.

Task	Deliverable	Expert Days	Language
Task 1	Development of the Methodology (including the Questionnaire) for conducting the baseline assessment.	14 days	ARM and ENG
Task 2	Data Collection, review and update of existing data and creation of new database.	24 days	ARM and ENG
Task 3	Submission of final assessment report, Presentation of Recommendations and Results.	10 days	ARM and ENG
Total		48 days	

Qualification of the organization

Proposal can be submitted by registered consulting firms, having legal status, with experience in the above-mentioned works.

- Have at least 5 years of progressive experience in conducted research and analysis in statistics, data collection and data analysis,
- Profound understanding of post conflict situation and development perspectives,
- Experience in implementing projects at the local governance level, with emphasis of work with the regional bodies, structures and LSGs, conducting surveys at the local level and other related services,
- At least 2 similar successfully completed works previously performed.

Qualification of the key personnel

⁸ Data Source: UNHCR, IMPACT Initiatives, AASW, PIN, Mission East, UNDP, Gegarkunik Church Leadership/Armenia Round Table, Kotayq MARzpetaran, Syunik MARzpetaran & Migration Services.

Team Leader

- Academic degree in Statistics, Economy, Sociology or similar related to data collection and statistical analysis,
- Professional experience (conducted research and analysis) in statistics, data collection and data analysis,
- Profound understanding of socio-economic and political situation in the country and Local Self-government specifications.

Expert 1

- Academic degree in Economy, Sociology or similar related to data collection and analysis,
- Professional experience in statistics, data collection and analysis,
- Deep understanding of socio-economic situation in the country and LSG specifications.

Expert 2

- Academic degree in Economy, Sociology or similar related to data collection and analysis,
- Professional experience in statistics, data collection and analysis,
- Deep understanding of socio-economic situation in the country and LSG specifications.

Payment mode

The final payment will be made upon completion of the assignment, according to the submitted reports, accepted by the project experts, about completion of the relevant task on time, based on the signed handover-acceptance act.

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, contact references (as per table A1);*
- 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.*

A1. Reference list

Client ¹¹	Survey description	Sample	Duration	Value in US\$
1.				
2.				
...				
5.				

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

¹¹ Must include the following details: name of the client, contact person's name, e-mail address and phone number.

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	Development of the Methodology (including the Questionnaire) for conducting the baseline assessment.	100%	
2	Data Collection, review and update of existing data and creation of new database.		
3	Submission of final assessment report, Presentation of Recommendations and Results.		

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. ...				
d. Expert 3				
e. Expert 4				
f. ...				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

6. Others				
III. Other Related Costs				
TOTAL				

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

[Designation]

[Date]



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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)