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REQUEST FOR PROPOSAL (RFP 122/21)

NAME & ADDRESS OF FIRM	DATE: October 14, 2021
	REFERENCE: Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for Armenia's Healthcare Sector

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for Armenia's Healthcare Sector** (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before, **25 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	Technical Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for Armenia's Healthcare Sector
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	Health vulnerability and adaptation assessment to climate change is an essential process for gathering evidence-based information at the national and/or sub-national level to understand and address health risks related to climate change. It is an important first step to establish the magnitude of the current and future impacts of climate change on health, provide health authorities with a basis for data-driven decision-making and guide counties' efforts to develop the Health National Adaptation Plans (HNAP).
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	December 2021
Latest completion date	May 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

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.

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)															
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> Deliverable 1. Inception report showing the Consulting Company's understanding of ToR in relation to the scope of the assignment, including detailed workplan for the assignment and proposed initial methodology with incorporated comments and recommendations from the Project Management. </td><td rowspan="2">20%</td><td rowspan="2">1.5 months 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> Deliverable 2. Report including a summary of the context, defined frame and scope of CRVA and detailed methodology to be used for CRVA as agreed by the initial scoping with key sector stakeholders and based on an initial review of data. </td></tr> <tr> <td> Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on </td><td>30%</td><td>4 months after contract</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1. Inception report showing the Consulting Company's understanding of ToR in relation to the scope of the assignment, including detailed workplan for the assignment and proposed initial 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.	Deliverable 2. Report including a summary of the context, defined frame and scope of CRVA and detailed methodology to be used for CRVA as agreed by the initial scoping with key sector stakeholders and based on an initial review of data.	Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on	30%	4 months after contract			
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Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on	30%	4 months after contract														

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.

	CRVA findings.		signing	
	Deliverable 4. Outline of the HSAP consulted with key stakeholders.	30%	5.5 months after contract signing	
	Deliverable 5. Draft HSAP.			
	Deliverable 6. Workshop to present the final draft of HSAP; the final version of the HSAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.	20%	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 <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: 350), including: <ul style="list-style-type: none">Consulting Company should be a legally registered entity or consortium of legal entities with at least 5 years of proven experience (including international experience, preferably in countries of Europe and Central Asia region) related to CRVA and adaptation planning in health (max score: 150);Proven experience in the 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 (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia’s governmental institutions; Extensive knowledge of climate change, 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: 450), including:</p> <ul style="list-style-type: none"> - Key Expert 1: Team Leader – Public Health Expert as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 150); - Key Expert 2: Technical Lead / Lead Writer – Health and Climate Change Expert as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 100); - Key Expert 3: Team Member – Public Health Expert/Epidemiologist as per Annex 1a – Qualifications of Key Personnel paragraph (max score: 100); - Key Expert 4: Team Member – Biostatistician / Data Management Specialist 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.

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

TERMS OF REFERENCE

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

1. Background

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

2. UNDP/GCF Project Objective

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

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

3. Objective of the Assignment

Health vulnerability and adaptation assessment to climate change is an essential process for gathering evidence-based information at the national and/or sub-national level to understand and address health risks related to climate change⁸. It is an important first step to establish the magnitude of the current and future impacts of climate change on health, provide health authorities with a basis for data-driven decision-making and guide counties' efforts to develop the Health National Adaptation Plans (HNAP).

Presently, there is limited evidence on health vulnerability to climate change in Armenia. The stocktaking exercise for the healthcare sector conducted in the scope of the Project identified a lack of health vulnerability assessments that employ evidence-based methodology. The existing information is project-based (mainly climate change projects) or derives from very few climate-sensitive disease-specific vulnerability assessments conducted in the country. This gap needs to be

⁸World Health Organization and Pan American Health Organization. *Protecting Health from Climate Change: Vulnerability and Adaptation Assessment*. WHO; 2013.

addressed to provide a solid basis for evidence-based adaptation planning for the healthcare sector.

On 13 May 2021 the Government of Armenia approved The National Action Program of Adaptation to Climate Change and the List of Measures for 2021-2025 (Decree #749L). According to the approved List of Measures the draft Government Decree “On approval of the climate change adaptation plan for the healthcare sector” has to be developed and submitted to the office of the RA Prime Minister by end of 2nd trimester of 2022.

With an ultimate goal to support the healthcare sector decision- and policy-makers to further formulate, develop and implement adaptation planning strategies, approaches and measures for integrated climate action, this assignment aims to (1) conduct the climate risk and health vulnerability assessment for defined health outcomes of interest and geographical range, and (2) to develop an adaptation plan for the healthcare sector of Armenia in wider consultation with sector stakeholders to address legal, institutional, decision making and technical barriers for planning and implementation of adaptation measures in the sector. The climate risk and vulnerability assessment, and the data collected, will serve as an important baseline to inform target setting in the short, medium and long-term to enable objective monitoring and evaluation of adaptation interventions. The adaptation plan should consider the recommendation of strategies for the sector to prepare for and adapt to local climate change effects with climate-smart interventions through a “win-win” approach for adaptation and mitigation. It should also have a particular focus on strengthening local capacity and gender equality, and on reaching the vulnerable groups of the population. The task shall be inter alia carried out based on the stocktaking exercise for the healthcare sector conducted in the scope of the Project, and relevant international guidelines, as well as consider the experience and lessons learnt from other countries.

4. Scope of Work and Specific Tasks of the Consultancy

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

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

- Review the available international guidelines and practices for the health and climate change vulnerability assessments, taking lessons learned from other countries into consideration;
- Define the frame and scope of the CRVA for the healthcare sector considering the feasibility, time and resources available for this activity. Specifically, (i) determine the priority health outcomes of interest (i.e., all versus selected climate-sensitive health outcomes) and/or the geographical range of the assessment (i.e., national versus sub-national/regional), and (ii) define the goals of the assessment; consult the selection of scope and design of the assessment with Ministry of Health, local stakeholders and experts;
- Identify and/or develop a respective methodology for CRVA based on the best available international experience (addressing hazards, exposure, vulnerability and climate risks) applicable for local conditions and availability of data and information for the selected methodology;
- Establish a process of stakeholder identification and involvement for generating their input to the design, implementation and conduct of the assessment;
- Review and consider the existing quantitative and qualitative CRVA studies conducted for Armenia’s healthcare sector, as well as healthcare sector stocktaking report carried out in the scope of the Project (stocktaking report will be provided by the project);

- Collect data necessary for CRVA, including disease, health system, climate-related and other relevant data; conduct extensive and thorough surveys/interviews, workshops and focus group discussions to identify locally relevant secondary information for CRVA to gain the necessary background knowledge;
- Analyze current risks of climate-sensitive health outcomes (including the most vulnerable populations and regions, consider the use of spatial mapping for risk distribution description) and the relationship between current and past climate conditions and health outcomes;
- Analyze the interaction between socio-economic (including gender) determinants of health and vulnerability to climate change for identified health outcomes of interest and/or geographic range;
- Determine the trends in climate change-related exposures which will affect the selected health outcomes and/or geographic regions of assessment;
- Assess future health risks and impacts under climate change (i) determining how the burden of priority climate-sensitive health outcomes of interest may change in the future irrespective of climate change and (ii) analyzing/projecting the possible additional burden of adverse health outcomes due to forecasted climate change (application of specific projection methodology/modelling will depend on the identified health outcome of interest and geography of assessment);
- Present the final draft CRVA report (methodology, findings from existing and conducted as part of this assignment quantitative and qualitative assessments) during the workshop with wider stakeholders, partners and experts in Armenia; consolidate the input from stakeholders into the final version of the CRVA report. The workshop may occur in-person or remotely*.

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

Task 2. Develop Health Sector Adaptation Plan (HSAP) for Armenia:

- Identify and review the available international guidelines and practices for health adaptation activities and planning, taking lessons learned from other countries into consideration;
- In consultations with key stakeholders, identify overarching adaptation goal(s), key expected outcomes and associated strategic objectives of the HSAP for Armenia based inter alia on, healthcare sector stocktaking exercise, CRVA findings, and draft adaptation planning outline*;
- Identify adaptation measures for implementation to address the current and future health impacts of climate change based on identified goal(s), expected outcomes and strategic objectives to also address legal, institutional, policy and decision making, as well as technical and technological barriers for planning and implementation of adaptation measures in the sector;
- Conducting multiple consultations with key stakeholders to prioritize public health and healthcare adaptation measures for implementation. Concurrent with development of a roadmap for implementation of the priority measures. The roadmap should aim to prepare for and adapt to local climate change effects and risks, strengthen sector and local capacities, while accounting for gender equality, and supporting vulnerable groups of population. In addition, consider carrying out a study to estimate health and adaptation costs for selected priority health outcome of interest to inform health policy-makers;
- As part of the HSAP outline a proposal for (i) implementation of the healthcare sector adaptation plan, including its integration into the health sector development planning documents in Armenia, (ii) financial aspects of the implementation, (iii) adaptation plan monitoring and evaluation provisions, and (iv) identification of stakeholders and partners for consultation and implementation of the adaptation plan;

- Consult with key stakeholders the expected design and legal status of the HSAP (e.g. Government Decision, Prime Minister's Decision, Minister's Order etc.), and consider that throughout the implementation of the assignment;
- Develop the draft HSAP and present it during the workshop with wider stakeholders, partners and experts in Armenia; consolidate the input from stakeholders into the final version of the Health Sector Adaptation Plan. The workshop may occur in-person or remotely depending on COVID-19 situation and restrictions in the country**;
- Develop and propose 3-5 adaptation project/action ideas for health sector adaptation in the country and prioritize the project/action ideas based on discussion with key stakeholders during the workshop; each project idea has to reflect the goal, strategic objectives and expected outcomes.

** While the draft adaptation plan outline to be provided by the NAP Project, the company is free to propose own outline that need to be agreed with the Project management.*

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

5. Modalities of Work

It is encouraged to form a consortium of international and local companies for the assignment. Selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project's respective staff. In the course of the assignment, the Consulting Company will also have to work and coordinate closely with key project stakeholders in the healthcare sector: responsible departments and agencies of the Ministry of Health and Ministry of Environment, as well as other stakeholders and partners. Particularly, upon commencement of the assignment, the Consulting Company shall discuss and agree with the Ministry of Health the expected design and legal status of the Health Sector Adaptation Plan (e.g., Government Decision, Prime Minister's Decision, Order of the Minister of Economy, etc.), and consider that throughout the implementation of the assignment.

Coordination with ongoing international projects is also expected.

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

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

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

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

6. Draft Timeframe of the Services

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

Tentative time schedule for implementation of the assignment

Description of Deliverable	Due Dates					
	M1	M2	M3	M4	M5	M6
Deliverable 1. Inception report showing the Consulting Company's understanding of ToR in relation to the scope of the assignment, including detailed workplan for the assignment and proposed initial methodology with incorporated comments and recommendations from the Project Management.						
Deliverable 2. Report including a summary of the context, defined frame and scope of CRVA and detailed methodology to be used for CRVA as agreed by the initial scoping with key sector stakeholders and based on an initial review of data.						
Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on CRVA findings.						
Deliverable 4. Outline of the HSAP consulted with key stakeholders.						
Deliverable 5. Draft HSAP.						
Deliverable 6. Workshop to present the final draft of HSAP; the final version of the HSAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.						

7. Qualifications of the Consulting Company

The Consulting Company (or a consortium of international and local companies) 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 to successfully implement the works per Terms of Reference. The requirements for this contract are as follows:

- Consulting Company should be a legally registered entity or consortium of legal entities;
- At least 5 years of proven experience (including international experience, preferably in countries of Europe and Central Asia region) related to CRVA and adaptation planning in health;
- Proven experience in the 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 (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia's governmental institutions;
- Extensive knowledge of climate change, 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.*

8. Qualifications of Key Personnel

The Consulting Company should have a strong team of experts with international and local experience and proven professional capacities. All experts who have a crucial role in implementing the contract are referred to as key experts. The applicants shall submit CV's and statements of exclusivity and availability for the key experts. Other expert profiles (Non-Key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach.

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

The team of experts (must have at least 4 key personnel) includes:

Key Expert 1: Team Leader – Public Health Expert

Overall responsibility with leading the implementation and management of the assignment, project team including expert team coordination, and stakeholder engagement process; oversight of data and information collection and analysis; development (contributing in writing) and timely delivery of all documents/deliverables (inception, draft and final CRVA reports and HSAP, etc.)

Qualifications and Skills

- Advanced university degree in Public Health, Environmental Health, Epidemiology or related field;
- In-depth knowledge and familiarity with Armenia's health sector: health policies and regulations, national health initiatives/strategies and stakeholders;
- Strong knowledge of the following components in the healthcare sector: policy, legal and institutional frameworks, challenges and opportunities for healthcare sector management;
- Proven leadership and management skills, with track-record to lead a team of experts (project evaluation or research teams);
- Excellent writing, communication and presentation skills;
- Fluency in English and Armenian is required; knowledge of and Russian is an asset.

Professional experience

- At least 7 years of professional experience in public health (project management, research, consultancy)
- Experience in leading and/or conducting assessments, research studies, development of analytical and policy documents and reports in the healthcare sector; experience on health and climate change issues will be considered highly relevant and an added advantage;
- Experience in liaising with the government authorities, national and international stakeholders;
- Experience in working as a team leader/project management in at least 3 projects of similar scope and complexity.

Key Expert 2: Technical Lead / Lead Writer – Health and Climate Change Expert

Overall responsibility with designing the study and assessment methodology; leading the data and information collection, analysis; development of technical part of the report (not covered by the other experts); conduction of final technical review/approval of all documents/deliverables before submission (inception, draft and final CRVA reports and HSAP, etc.)

Qualifications and Skills

- Advanced university degree in Public Health, Environmental Health, Epidemiology or related field;
- Excellent working knowledge and international experience in undertaking climate risk and health vulnerability assessment, and planning, implementation, monitoring and evaluation of the climate change adaptation measures in the health sector;
- Strong knowledge of the following components in the healthcare sector: policy, legal and institutional frameworks, challenges and opportunities for healthcare sector management, environmental health and climate change impact on health
- Excellent report writing, communication, presentation and teamwork skills;
- Fluency in English is required; knowledge of Armenian and Russian is an asset.

Professional experience

- At least 10 years of professional experience in climate, of which at least 7 years of professional experience on climate change and health issues, climate-sensitive diseases;
- International experience in consulting climate change and health vulnerability assessment and health adaptation planning in countries with similar socio-economic context (preferably in CIS countries or Europe);
- Experience in conducting a qualitative and quantitative vulnerability assessment, climate data analysis and research studies, development of analytical documents and reports in similar climate change projects

Key Expert 3: Team Member – Public Health Expert/Epidemiologist

Overall responsibility with collecting and analyzing qualitative and quantitative data and information on climate-sensitive diseases and other health risks per defined assessment design and methodology; review relevant policy, research and programmatic documents, support Team Leader and Technical Lead/Lead Writer to prepare reports.

Qualifications and Skills

- Advanced university degree in Public Health, Epidemiology or related field;
- Demonstrated knowledge of health assessment methods and tools;
- Strong analytical, research, and report writing skills;
- Excellent communications, presentation and teamwork skills;
- Proficiency in English and Armenian; knowledge of Russian is an asset.

Professional experience

- At least 5 years of professional experience, including international in the relevant technical field;
- Experience in working in a team of experts in projects of similar scope and complexity, preferably in the field of climate-sensitive diseases;
- Experience in conducting a qualitative and quantitative vulnerability assessment, epidemiological analysis, health system, strengthening, and research related to climate-sensitive disease
- Experience in the development of analytical documents and reports.

Key Expert 4: Team Member – Biostatistician / Data Management Specialist

Overall responsibility with supporting data collection, database development and maintenance, compiling, digitizing, data management, and statistical analysis of assessment data; supporting Technical Lead/Lead Writer to prepare reports, data visualizations (tables, charts, figures, maps,

etc.).

Qualifications and Skills

- Advanced university degree in Biostatistics, Statistics or relevant field;
- Good command over analytical software (SPSS, STATA, R, etc.) and other tools;
- Demonstrated knowledge and skills in sampling, data cleaning and management, data analysis and interpretation, data visualization for reports;
- Proficiency in Armenian; knowledge of English and Russian is an asset.

Professional experience

- At least 5 years of professional experience in database development and maintenance, data compiling and digitizing, statistical analysis and interpretation, preferably in the field of public health;
- Experience in working in a team of experts in projects of similar scope and complexity, preferably in the field of health;
- Working experience on climate-sensitive disease and environmental health-related assignments are preferred.

Short-term non-key experts

The Consulting Company should provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts should include a good mix of experiences and know-how to complement the key experts in delivering on the tasks (such as experts in health economics, gender mainstreaming, GIS or special mapping, data analysis [to conduct disease modelling, scenario base assessments, etc.] as would be relevant per the selected scope and methodology of CRVA). These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile.

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

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

9. Level of efforts of the key personnel

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

10. Facilities to be Provided by the Consulting Company

The Consulting Company must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The Consulting Company should provide their office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consulting Company shall ensure translation of all necessary documents/reports and any interpretation required during the task implementation.

The Consulting Company is required to:

- Arrange and finance travel costs and subsistence allowances for missions by Consulting Company's experts to be undertaken as part of this contract;
- Arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract;
- Undertake the necessary security measure for the experts' safety.

11. Deliverables and Schedule of Payments

Payment per each deliverable as referred to in ToR will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in four instalments upon timely completion of respective deliverables.

Description of Deliverables	Payment (%)
Deliverable 1. Inception report showing the Consulting Company's understanding of ToR in relation to the scope of the assignment, including detailed workplan for the assignment and proposed initial methodology with incorporated comments and recommendations from the Project Management.	20%
Deliverable 2. Report which includes a summary of the context, defined frame and scope of CRVA and detailed methodology to be used for CRVA as agreed by the initial scoping with key sector stakeholders and based on an initial review of data.	
Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on CRVA findings.	30%
Deliverable 4. Outline of the HSAP consulted with key stakeholders.	30%
Deliverable 5. Draft HSAP.	
Deliverable 6. Workshop to present the final draft of HSAP; the final version of the HSAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.	20%

Deliverable 1 and 2 - 20% of total contract amount;
 Deliverable 3 - 30% of total contract amount;
 Deliverable 4 and 5 - 30% of total contract amount;
 Deliverable 6 - 20% of total contract amount.

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;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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 showing the Consulting Company's understanding of ToR in relation to the scope of the assignment, including detailed workplan for the assignment and proposed initial methodology with incorporated comments and recommendations from the Project Management.	20%	
2	Deliverable 2. Report which includes a summary of the context, defined frame and scope of CRVA and detailed methodology to be used for CRVA as agreed by the initial scoping with key sector stakeholders and based on an initial review of data		
3	Deliverable 3. CRVA report for identified health outcomes of interest and geographic range in health sector and workshop on CRVA findings.	30%	
4	Deliverable 4. Outline of the HSAP consulted with key stakeholders.	30%	
5	Deliverable 5. Draft HSAP.		
6	Deliverable 6. Workshop to present the final draft of HSAP; the final version of the HSAP with incorporated inputs from the Project Management as well as stakeholders made during the final workshop.	20%	
	Total	100%	

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

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

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)