REQUEST FOR PROPOSAL (RFP 018/22)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: March 16, 2022</th>
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<tbody>
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<tr>
<td>REFERENCE: Technical Consultancy Services to Conduct Social-Economic Assessment of Climate Change Impact on Armenia’s Water Sector and an Economic Cost-Benefit Analysis of Water Sector Adaptation Measures</td>
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</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for Technical Consultancy Services to Conduct Social-Economic Assessment of Climate Change Impact on Armenia’s Water Sector and an Economic Cost-Benefit Analysis of Water Sector Adaptation Measures (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, 30 March 2022, 4:00 pm local Yerevan time (GMT +4) via email only: tenders.armenia@undp.org

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

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

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

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

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

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

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

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Technical Consultancy Services to Assess the Knowledge Base, Climate Risks and Vulnerabilities and Develop an Adaptation Plan for the City of Yerevan in Armenia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Ministry of Environment of RA (DIM modality)</td>
</tr>
<tr>
<td>Brief Description of the Required Services¹</td>
<td>The objective of the assignment is to conduct social and economic assessment of climate change impact on water sector of Armenia and evaluate potential economic effect of sectoral adaptation measures. The social-economic impact of climate change on water systems should be viewed with an integrated, holistic approach by conducting supply-demand analysis and incorporating issues related to water management and knock-on effects on water use sectors.</td>
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<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>As per Annex 1a – Terms of Reference (TOR)</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>As per TOR (Annex 1a) 6. Draft Timeframe of the Services</td>
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<tr>
<td>Progress Reporting Requirements</td>
<td>As per TOR (Annex 1a) 6. Draft Timeframe of the Services</td>
</tr>
<tr>
<td>Location of work</td>
<td>☐ Exact Address as provided below  ☒ At Contractor’s Location</td>
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<tr>
<td>Expected duration of work</td>
<td>5 months after contract signing by both parties.</td>
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<tr>
<td>Target start date</td>
<td>April 2022</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>September 2022</td>
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<tr>
<td>Travels Expected</td>
<td>As per Annex 1a – Terms of Reference (TOR)</td>
</tr>
<tr>
<td>Special Security Requirements</td>
<td>☐ Others  ☒ Not Required</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>☐ Office space and facilities  ☐ Land Transportation  ☐ Others  ☒ N/A</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☒ Required</td>
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<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☒ Required  ☐ Not Required</td>
</tr>
</tbody>
</table>

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 | ☒ United States Dollars (USD)  
| Local Currency (AMD) (will be converted in accordance to UNORE) |
|---|---|
| Value Added Tax on Price Proposal<sup>2</sup> | ☐ must be inclusive of VAT and other applicable indirect taxes  
| ☒ must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 60 days  
| ☐ 90 days  
| ☐ 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 | ☒ Not Permitted |

### Payment Terms<sup>3</sup>

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
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</table>
| Inception Report (in English) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management. | 15 | 0.5 month 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. |
| Report on water sector climate integrated supply/demand analysis and short-, mid- and long-term projections. Water sector climate integrated supply/demand model should be provided as an Appendix to the Report. | 35 | 3 months after contract signing |
| Report on social-economic impact assessment of climate change on water sector, including impacts of climate hazards and knock-on effect on other sectors. Physical and statistical models developed for water sector climate change impact assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. | 20 | 4 months after contract signing |

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

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

Report on social-economic cost-benefit evaluation of climate change adaptation measures of water sector incorporating comments from Project Management stakeholders. Evaluation models developed for water sector climate change adaptation measures assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.

One training for sector specialists on models used conducted by the Consultant. Guidelines/training modules on methodologies/models for socio-economic impact assessment of climate change impacts and cost-benefit analysis finalized.

| 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 | ☒ Contract for Services |
| Criteria for Contract Award | ☐ Lowest Price Quote among technically responsive offers
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
☒ 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 | **Technical Proposal (70%)**
☒ Expertise of the Firm (**max score: 400**) including:
- Consultant should be a legally registered entity, or consortium of legal entities; Experience related to economic assessment, climate adaptation, climate investments, green investments, water infrastructure projects evaluation, water management (**max score: 150**); |
• Proven successful completion of at least 2 contracts of similar 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 international organizations, development agencies and Armenia’s governmental institutions (max score: 100);
• Extensive knowledge of climate change and its economic impact channels; Demonstrate proficiency in using differ software modeling tools (max score: 50);

☒ Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including:
  • 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: 250)

☒ Qualification of Key Personnel (max score: 350), including:
  • Key Expert 1: Team Leader – Water Economist – as per Annex 1a – Section 8 (max score: 150);
  • Key Expert 2: Water Specialist (National) as per Annex 1a – Section 8 (max score: 100);
  • Key Expert 3: Data Analyst / Economist /Statistician (National / International) as per Annex 1a – Section 8 (max score: 100);

Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to: ☒ One and only one Service Provider

Annexes to this RFP4
☒ Detailed TOR (Annex 1)
☒ Form for Submission of Proposal (Annex 2)
☒ General Terms and Conditions / Special Conditions (Annex 3)5
☐ Others6

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

Other Information [pls. specify]

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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.
TERMS OF REFERENCE

Technical Consultancy Services to Conduct Social-Economic Assessment of Climate Change Impact on Armenia’s Water Sector and an Economic Cost-Benefit Analysis of Water Sector Adaptation Measures

1. Project 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 the issue of social-economic quantification (evaluation) of climate change risks, impacts on water sector and potential outcome of climate change adaptation measures proposed in the Water Sector Adaptation Plan to prioritize investments and minimize risks.

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-AdaptationPlan/1030.

3. Objective of the assignment
Armenia is considered as a country with high baseline water stress by the World Resource Institute, and is ranked as the 34th most water stressed country among the 164 UN member countries. According to the Organization for Economic Co-operation and Development (OECD), Armenia is a country with low water availability, and subject to water stress with 45% Water Exploitation Index. Water sector is one of the key vulnerable sectors identified by Armenian NDC.

Compared with other countries in the region, Armenia is highly vulnerable to climate change. The country shows high exposure, high sensitivity, and limited adaptive capacity to climate change. Future climate projections indicate continued increase in temperature and decrease in precipitation. The impacts of climate change will be particularly severe for water sector and water users.

Water is a fundamental resource for society and economy, as well as for the health of population and ecosystems. It is critical not only for human consumption but also for food production, electricity generation, and many industrial activities. Climate change affects water systems through multiple pathways, risks from heavy rains as well as from changing patterns of water availability and affecting

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8 According to OECD, if the Water Exploitation Index is higher than 40%, than the country is considered under water stress.
water quality among regions and communities. Climate change can affect water supply by precipitation, surface runoff, streamflow patterns, as well as water demand directly and indirectly.

The objective of the assignment is to conduct social and economic assessment of climate change impact on water sector of Armenia and evaluate potential economic effect of sectoral adaptation measures. The social-economic impact of climate change on water systems should be viewed with an integrated, holistic approach by conducting supply-demand analysis and incorporating issues related to water management and knock-on effects on water use sectors.

The result of the assignment should provide a solid foundation for taking strategic action and prioritizing climate change adaptation actions in water sector by comparative assessment of the scenarios with and without adaptation actions from the point of social and economic dimensions. This will help policy/decision makers understand the cost of inaction and potential economic benefits of selected adaptation options/strategies and prioritize them based on highest value for money.

4. Scope of Work and Specific Tasks of the Consultancy

Under the overall guidance of the UNDP Climate Change Program Coordinator and direct supervision of the UNDP-GCF Project Manager and in close coordination and collaboration with the Project national consultants, the Consulting Company (hereinafter the Consultant) will be responsible for the following activities:

**Task 1. Develop an Inception Report**
- Prior to going into in-depth analytical and assessment exercise, the Consultant should develop and submit an Inception Report outlining the plan of action and timeline for conducting the tasks. In particular, the Inception Report should adequately describe the conceptual framework for undertaking the assignment; approach and methodology and implementation arrangements; data collection methods, data sources; a work plan indicating the phases of the assignment, timing, key deliverables and milestones.

**Deliverable 1**: An Inception Report (in English) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.

**Task 2. Conduct sector supply / demand analysis and projections**
- **Water demand projections**: The Consultant should review Armenia’s River Basin Management Plans and water use priorities defined by regulation, and based on it conduct social-economic analysis of water use by sectors and design water use model for demand projection by sectors at water basin level. Demand assessment should be conducted for climate sensitive water use sectors, including but not limited to agriculture (irrigation), energy generation (cooling water) and other sectors identified as critical by the Consultant. Demand model should consider scenarios based on current, as well as projected changes in water use.
- **Water supply & water management**: Based on water availability and projections data on the water basin level, the Consultant should design water supply model that will integrate information related to 1) water availability, 2) water service infrastructure asset’s supply capacity, as well as potential upgrades/ changes of supply capacity due to implementation of climate change adaptation measures, 3) timing / seasonality of water availability, and 4) include also, to the extent possible, water quality considerations. Based on supply model the Consultant should be able to generate scenarios by considering current and projected capacity for water collection, treatment, storage, transfer, discharge infrastructure and provide projections for water supply to water use sectors. The Consultant should be able to integrate supply and demand models, and based on this generate water allocation scenarios based on Water Code defined priorities among sectors and within the sectors.

**Deliverable 2**: Report on water sector climate integrated supply/demand analysis and short-, mid- and long- term projections. Water sector climate integrated supply /demand model should be provided as an Appendix to the Report.
**Task 3. Conduct assessment of social-economic impacts of climate change on water sector, including knock-on effects**

- **Climate hazards’ impact on water infrastructure**: based on available information, the Consultant should design a statistical model to predict losses and damages of water infrastructure affected by increase of climate hazards and extreme events frequency and severity.

- **Water sector climate impact knock-on effects assessment**: The Consultant should identify key water use vulnerable sectors and water sector and risk transmission channels. Further, the Consultant should estimate social-economic impact by transmission channels on water use sectors, including potential direct losses and damages, losses of productivity, investment needs due to water scarcity in different sectors, effect on water pricing and social cost of it. As a result, the Consultant should estimate potential economic losses of water sector impacts due to climate change.

- **Water sector climate change social impact assessment**: The Consultant should also provide quantification of social impact of climate change on water sector and result of adaptation plan by selecting key social impact metrics and evaluating the scenarios of changing those metrics with and without adaptation.

- **Presentation and discussion of key findings with sector stakeholders**: present and discuss main findings of socio-economic impact assessment of climate change on water sector with key stakeholders and incorporate the feedback into the Final Report.

- **Guideline/training module**: develop a draft guideline/training module on methodologies/models for socio-economic impact assessment of climate change impacts for sector specialists, present and agree with the Project management.

**Deliverable 3**: Report on social-economic impact assessment of climate change on water sector, including impacts of climate hazards and knock-on effect on other sectors, incorporating comments from Project Management and stakeholders. Physical and statistical models developed for water sector climate change impact assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.

**Task 4. Conduct cost-benefit analysis of adaptation measures and strategies, including knock-on effects**

- **Water sector climate change adaptation measures for cost-benefit evaluation**: Based on evaluation of observed losses and damages and/or valued projected losses due to climate change impacts on water sector, the Consultant should review proposed adaptation measures and strategies suggested by Water Sectoral Adaptation Plan, including demand management, existing assets improvement, introduction of new infrastructure assets, technologies and other policies and actions. Based on the review, the Consultant should identify cost-benefit analysis approach and method for each group of adaptation measures.

- **Identification of adaptation investments needs (cost estimates)**: The Consultant should use available cost estimates or provide new estimates for adaptation projects’ investment amounts, including capital expenses, operating and maintenance expenses, adaptation technologies’ introduction costs and other costs for capital projects. Depending on the project development stage, the Consultant may adapt relevant studies and assessments, as well as use reasonable cost reference information available.

- **Cost-benefits analysis for capital projects**: Adaptation measures related to water infrastructure services improvement or other capital projects should be assessed based on the cost and benefits, such as: (1) capital investments needed for addressing deterioration of asset components as a result of slow onset event and extreme events, damages and reconstruction needs; (2) effect on operating and maintenance expenses and need for frequent repairs due to extreme events; (3) benefits stream (revenues, loss reductions etc.); (4) socio-economic effects (impacts on health, travel time to access water, impacts from potential extreme events, losses and damages, productivity change, indirect impacts on user sectors etc.).
Cost-benefits analysis for non-capital projects: Where possible to quantify the Consultant should also provide cost-benefits analysis for non-capital adaptation projects and measures.

Presentation and discussion of key findings with sector stakeholders*: present and discuss main findings of socio-economic impact assessment of climate change on water sector with key stakeholders and incorporate the feedback into the Final Report.

Guideline/training module: develop a draft guideline/training module on methodologies/models for cost-benefit analysis sector specialists, present and agree with the Project management.

**Deliverable 4:** Report on social-economic cost-benefit evaluation of climate change adaptation measures of water sector incorporating comments from Project Management and stakeholders. Evaluation models developed for water sector climate change adaptation measures assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.

**Task 5. Conduct training for sector specialists on both assessment methodologies/models***

Based on draft training modules on methodologies/models for socio-economic impact assessment of climate change impacts and cost-benefit analysis, deliver one training for sector specialists within the last month of the contract duration.

Finalize guideline/training modules based on received feedback and comments.

**Deliverable 5.** One training for sector specialists on models used conducted by the Consultant. Guidelines/training modules on methodologies/models for socio-economic impact assessment of climate change impacts and cost-benefit analysis finalized.

*While the organization of the workshop/s and training (identification of key stakeholders, preparation of presentation materials, etc.) is to be handled by the Consulting Company, the costs for organization (venue, stationery, catering, interpretation) will be covered from the NAP Project side.

**In addition to the project kickoff meeting and concluding validation workshop to present final analyses and deliverables, the Consulting Company will facilitate progress update meetings, as-needed, with the Project team. The meetings may occur in-person or remotely.

5. Modalities of Work

Tender is open for local, intentional and consortium of international and local companies. Selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the project’s respective staff. In the course of assignment, the Consulting Company will also have to work and coordinate closely with key project stakeholders in agriculture and water sectors: responsible departments of the Ministry of Economy, Ministry of Environment, Ministry of Territorial Administration and Infrastructure, as well as other stakeholders and partners. Coordination with ongoing international projects is also expected.

All deliverables should be produced in electronic formats. All 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). Models should be provided in editable format(s). Depending on modelling tools selected the full access should be provided for future possible modifications. 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 5 months after contract signature according to the following tentative time schedule.

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<tr>
<th>D</th>
<th>Description</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
</tr>
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<tbody>
<tr>
<td>1</td>
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7. Qualifications of the Consulting Company

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

- Consultant should be a legally registered entity, or consortium of legal entities;
- Experience related to economic assessment, climate adaptation, climate investments, green investments, water infrastructure projects evaluation, water management;
- Proven successful completion of at least 2 contracts of similar 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 knowledge of climate change and its economic impact channels;
- Demonstrate proficiency in using differ software modeling tools.
*** 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 proven professional capacities, relevant experience, and good understanding of local context, specifics. 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 3 key personnel) includes:

**Key Expert 1: Team Leader – Water Economist (National / International) (40 workdays)**

*Qualifications and Skills*
- Advanced university degree in economics, finance or other relevant disciplines
- Strong knowledge of water sector demand projections and supply management issues: policy, legal and institutional frameworks.
- Excellent economic modeling skills,
- Being familiar with environmental sciences and climate change problems
- Proven leadership skills, with track-record to lead a team of experts
- Proven ability to work under pressure and handle multiple activities and tasks concurrently
- Excellent drafting, communications and presentation skills
- Fluency in English is required; knowledge of Armenian and Russian is an asset

*Professional experience*
- At least 7 years of professional international experience in a relevant field
- Experience in constructing hydro-economic integrated model is an advantage
- Experience in development of analytical documents and reports in similar climate change projects

**Key Expert 2: Water Specialist (National) (40 workdays)**

*Qualifications and Skills*
- Higher university degree in hydrology, water resources management, water planning, water engineering, environmental management, water economics or in a relevant discipline
- Strong knowledge of Armenian water institution and infrastructure
- Being familiar with environmental sciences and climate change problems
- Excellent drafting, communications, presentation and teamwork skills
- Proficiency in Armenian; knowledge of English and Russian is an asset

*Professional experience*
- At least 7 years of professional experience in the relevant field
- Experience in development of analytical documents and reports

**Key Expert 3: Data Analyst / Economist /Statistician (National / International) (30 workdays)**

*Qualifications and Skills*
- Advanced university degree in economics, finance, statistics, data analysts or other relevant disciplines
- Strong technical skills of statistical observation, statistical inference, analyze data, report insights, constructing statistical models for projecting economic and non-economic variables
- Excellent drafting, communications, presentation and teamwork skills
- Being familiar with environmental sciences and climate change problems
- Fluency in English is required; knowledge of Armenian and Russian is an asset
Professional experience
- At least 5 years of professional international experience in related fields
- Experience in development of statistical models and data analytics

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

<table>
<thead>
<tr>
<th>Overview of key experts and level of effort</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task/ Deliverables</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Deliverable 1</td>
</tr>
<tr>
<td>Deliverable 2</td>
</tr>
<tr>
<td>Total number of expert days:</td>
</tr>
</tbody>
</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 own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consulting Company shall ensure translation of all necessary documents/reports and any interpretation required during the task implementation. The Consulting Company is required to arrange and finance travel costs and subsistence allowances for missions by Consulting Company’s experts to be undertaken as part of this contract; arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract; and undertake the necessary security measure for the experts’ safety.

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

- Deliverable 1 - 15% of total contract amount;
- Deliverable 2 - 35% of total contract amount;
- Deliverable 3 - 20% of total contract amount;
- Deliverable 4 and 5 - 30% of total contract amount.

<table>
<thead>
<tr>
<th>Description of deliverables</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An inception report (in English) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.</td>
<td>15%</td>
</tr>
<tr>
<td>2. Report on water sector climate integrated supply/demand analysis and short-, mid- and long-term projections. Water sector climate integrated supply/demand model should be provided as an Appendix to the Report.</td>
<td>35%</td>
</tr>
<tr>
<td>3. Report on social-economic impact assessment of climate change on water sector, including impacts of climate hazards and knock-on effect on other sectors. Physical and statistical models developed for water sector climate change impact assessment should be provided with the Report as appendices. Workshop/ consultation organized. Comments incorporated into final report. Guideline/training module drafted.</td>
<td>20%</td>
</tr>
</tbody>
</table>
### Description of deliverables

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>adaptation measures assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.</td>
<td>30%</td>
</tr>
<tr>
<td>5. One training for sector specialists on models used conducted by the Consultant. Guidelines/training modules on methodologies/models for socio-economic impact assessment of climate change impacts and cost-benefit analysis finalized.</td>
<td></td>
</tr>
</tbody>
</table>

12. **Bids and Evaluation of Bids**

The application package of the bidders should include:

1. **Technical proposal:**
   - Proposed Methodology, Approach and Implementation Plan, including detailed description of implementation methods and milestones to carry out the proposed task;
   - Detailed work plan with timelines for the expected Deliverables/Outputs consistent with the timeline of deliverables;
   - Demonstration of the capacity of the Consultant, including references to similar projects;
   - Brief CVs of required professional staff and copies of documental proof of their professional background, etc.

2. **Financial proposal**
   - Detailed budget breakdown per main expenditures (consultancy fees, other related costs, etc.).
Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

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

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.

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

Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
### D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 An inception report (in English) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>2 Report on water sector climate integrated supply/demand analysis and short-, mid- and long-term projections. Water sector climate integrated supply/demand model should be provided as an Appendix to the Report.</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>3 Report on social-economic impact assessment of climate change on water sector, including impacts of climate hazards and knock-on effect on other sectors. Physical and statistical models developed for water sector climate change impact assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4 Report on social-economic cost-benefit evaluation of climate change adaptation measures of water sector. Evaluation models developed for water sector climate change adaptation measures assessment should be provided with the Report as appendices. Workshop/consultation organized. Comments incorporated into final report. Guideline/training module drafted.</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>5 One training for sector specialists on models used conducted by the Consultant. Guidelines/training modules on methodologies/models for socio-economic impact assessment of climate change impacts and cost-benefit analysis finalized.</td>
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<td></td>
</tr>
</tbody>
</table>

**Total** 100%

*This shall be the basis of the payment tranches

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

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Services</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
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<tr>
<td>a. Key Expert 1</td>
<td></td>
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<tr>
<td>b. Key Expert 2</td>
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<tr>
<td>c. Key Expert 3</td>
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<tr>
<td>d. Expert 3</td>
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<tr>
<td>e. Expert 4</td>
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<tr>
<td>f. ...</td>
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<tr>
<td>2. Services from Field Offices</td>
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<td></td>
</tr>
<tr>
<td>a.</td>
<td>Key Expert 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Key Expert 2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c.</td>
<td>Expert 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Expert 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]
Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)