



Empowered lives.
Resilient nations.

REQUEST FOR PROPOSAL (RFP 015/22)

NAME & ADDRESS OF FIRM	DATE: March 09, 2022
	REFERENCE: Technical Consultancy Services to Assess the Knowledge Base, Climate Risks and Vulnerabilities and Develop an Adaptation Plan for the City of Yerevan in Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Technical Consultancy Services to Assess the Knowledge Base, Climate Risks and Vulnerabilities and Develop an Adaptation Plan for the City of Yerevan in Armenia*** (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before, **31 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:

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia

Description of Requirements

Context of the Requirement	Technical Consultancy Services to Assess the Knowledge Base, Climate Risks and Vulnerabilities and Develop an Adaptation Plan for the City of Yerevan in Armenia
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	At the municipal level, the Project is supporting the development/update of a guideline and the piloting of climate adaptation planning for the city of Yerevan. The objective of this assignment is to undertake a Stocktaking of current conditions in sectors vulnerable to climate change, establish a knowledge base, conduct a climate risk and vulnerability assessment (CRVA) in key vulnerable sectors and identify recommendations for adaptation action.
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) 6.Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) 6.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	April 2022
Latest completion date	October 2022
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	1. Inception report (in Armenian) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	30	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.
	2. Draft guideline (in Armenian and English) on conducting CRVA and development of Adaptation Plan applicable to Armenian cities, agreed with the Project Management Unit.		2 months after contract signing	
	3. Draft report (in Armenian), including background profile of the city of Yerevan from climate change sensitivity perspective and Stocktaking exercise on vulnerability of the city of Yerevan to climate change.		2.5 months after contract signing	
	4. CRVA Report (in Armenian) for the city of Yerevan, including consolidated CRVA analyses (based on quantitative and qualitative data), and workshop/s on CRVA results.	40	4 months after contract signing	
	5. The City of Yerevan Adaptation Plan to Climate Change (in Armenian), including workshops (interim and final) on adaptation plan presentation, discussion and validation of priority measures with key stakeholders.	30	5.5 months after contract signing	
	6. Final report (in Armenian and English) incorporating all comments from the Project Management and stakeholders.		6 months after contract signing	

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

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

	Finalized guideline (in Armenian and English) applicable to Armenian cities.			
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	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 350), including:</p> <ul style="list-style-type: none"> • At least 5 years of proven experience in providing technical professional services related to spatially linked development planning and climate adaptation; Proven experience in successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association, all Parties cumulatively should meet requirement (max score: 150); • 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); • Proficiency in using GIS software (e.g. QGIS, ArcGIS, etc.) and GPS devices; Extensive understanding of municipal and national government systems in Armenia. Extensive knowledge of climate change and socio-economic issues (max score: 100); <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), 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: 250) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ul style="list-style-type: none"> - Key Expert 1: Team Leader – as per Annex 1a – Section 8 (max score: 150); - Key Expert 2: Climate Change Adaptation Expert as per Annex 1a – Section 8 (max score: 100); - Key Expert 3: GIS and Data Management Expert as per Annex 1a – Section 8 (max score: 100); - Key Expert 4: Social and Economic Impact Assessment Expert as per Annex 1a – Section 8 (max score: 50); <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>			
UNDP will award the contract	<input checked="" type="checkbox"/> One and only one Service Provider			

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

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

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

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

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

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

TERMS OF REFERENCE

Technical Consultancy Services to Assess the Knowledge Base, Climate Risks and Vulnerabilities and Develop an Adaptation Plan for the City of Yerevan in Armenia

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 develop a national plan 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 infrastructures), in two marzes, as well as at the settlement and the municipal levels, develop adaptation plans, and increase the identification of associated financing options.

2. GCF/UNDP Project Objective

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

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

3. Objective of the assignment

At the municipal level, the Project is supporting the development/update of a guideline and the piloting of climate adaptation planning for the city of Yerevan. The objective of this assignment is to undertake a Stocktaking of current conditions in sectors vulnerable to climate change, establish a knowledge base, conduct a climate risk and vulnerability assessment (CRVA) in key vulnerable sectors and identify recommendations for adaptation action. The Stocktaking will provide comprehensive understanding of the profile of the Yerevan city from climate change sensitivity perspective, outline climate change risks for the economy (including tourism, services), people's health, infrastructure, natural resources, as well as city- and sector-led responses to challenges of climate change, roles and responsibilities of government bodies, institutions in relation to adaption to climate change.

The Stocktaking will be supported by a detailed, spatially linked CRVA that will serve as an assessment of forecasted exposure, sensitivity, and adaptive capacity to changing climate conditions in key vulnerable sectors (including energy, tourism, human health, water resources) for the city of Yerevan and serve as a foundation for prioritizing climate action and development of Yerevan City Adaptation Plan. This assessment will detail how climate change is affecting the city of Yerevan now, identify current and future climate vulnerabilities, and how those vulnerabilities will change in coming decades. The assessment will also consider potential social and economic impacts on associated systems, including but not limited to health, water, infrastructure, municipal services, etc.

due to a changing climate. The Yerevan City Adaptation Plan will also recommend strategies to prepare for and adapt to local climate change effects with climate smart interventions through a “win-win” approach for adaptation and mitigation.

The Project will also have a particular focus on strengthening local capacity, especially in support of women and vulnerable groups. Ultimately, the goal is to help to formulate and develop the Adaptation Plan of the city of Yerevan to guide integrated climate action. Toward this end, the Project is looking for a Consulting Company to deliver the following key tasks outlined in Section 4.

4. Scope of Work and Specific Tasks of the Consultancy

Under the overall guidance of the UNDP Climate Change Program Coordinator and the UNDP-GCF Project Manager, direct oversight by the Project Management Unit, as well as in close coordination and collaboration with the Project experts and national consultants, as well as Yerevan municipality’s corresponding departments, the Consulting Company will be responsible for the following activities:

Task 1. Develop an Inception Report:

- To ensure mutual understanding of the assignments under the Terms of Reference, prior to going into the full-fledged assessment exercise, the consultant should develop an inception report outlining plan of action and timeline for conducting the tasks. The inception report should adequately describe the conceptual framework planned for undertaking the assignment; approach and methodology and implementation arrangement; data collection methods, data sources, sampling and indicators; a work plan indicating the phases of the assignment, timing, key deliverables and milestones.

Deliverables:

1. Inception report (in Armenian) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management (2 weeks after contract signing).

Task 2. Develop/adapt the existing guideline on conducting Climate Risk and Vulnerability Assessment (CRVA) and Development of Adaptation Plans at the municipal level.

- Undertake a desk review on existing national and international methods and tools for conducting climate risk and vulnerability assessments and adaptation to climate change relevant for cities; synthesize and identify best practices;
- Identify, select and adapt the draft guideline on conducting CRVA and development of Adaptation Plan for implementation in the Armenian cities; the draft guideline must be presented and agreed with the Project Management Unit prior to testing;
- Pilot the draft guideline on the city of Yerevan; revise/update based on comments if necessary and finalize the guideline.

Deliverables:

2. Draft guideline on conducting CRVA and development of Adaptation Plan applicable to Armenian cities, agreed with the Project Management Unit (in Armenian and English) (2 months after contract signing).

Task 3. Conduct a Stocktaking exercise:

- review available climate risk and vulnerability assessment documents for the city of Yerevan and synthesize all (quantitative and qualitative) risk and vulnerability analyses results;
- describe data and methodologies used;
- provide overview of the city of Yerevan from climate sensitivity perspective;
- summarize climate change trends, hazards, risks, projections and scenarios for the city of Yerevan (up to 2050);

- synthesize/analyze socio-economic data, including losses and damages caused (or expected) by these hazards;
- outline gaps, needs and constraints that need to be addressed for improving the results/quality of vulnerability assessments, as well as barriers to planning, design and implementation of adaptation activities, including at institutional and legal levels.

Deliverables:

3. Draft report (in Armenian), including a) background profile of the city of Yerevan from climate change sensitivity perspective, (as appropriate), particularly focusing on geographic location, climate, natural hazards observed; population and economy; infrastructure, tourism, water resources, among others; legal and institutional framework for development planning, and b) Stocktaking exercise on vulnerability of the city of Yerevan to climate change (2.5 months after contract signing).

Task 4. Conduct a quantitative and qualitative Climate Risk and Vulnerability Assessment:

- collect, review and analyze city-level statistical data for CRVA, including those related to climate, hazards and vulnerable sectors (*top-down assessment*);
- conduct extensive and thorough surveys/interviews and focus group discussions to identify locally relevant secondary information to gain the necessary background knowledge (*bottom-up assessment*);
- identify/analyze hazards and stresses that present the highest risk to the city of Yerevan through targeted interviews;
- as part of CRVA analyze socio-economic impacts of climate change at the city/sector levels;
- identify gender dimensions of vulnerability to climate change in the city based on surveys/interviews;
- apply the recommended guidelines and methodology (details should be included in the prepared under Task 1 Guideline) for a consolidated one comprehensive, integrated risk and vulnerability assessment;
- compile the CRVA for the city of Yerevan with spatially linked, GIS-based high resolution vulnerability maps (describing the methodology followed, extensive public input/verification and findings from quantitative and qualitative assessments described above);
- identify which hazards, impacts, and stressors the city should prioritize for adaptation planning based on extensive consultations;
- present and discuss main CRVA findings to key stakeholders during a workshop/s* and incorporate the feedback into the CRVA report.

Deliverables:

4. CRVA Report (in Armenian) for the city of Yerevan, including consolidated CRVA analyses (based on quantitative and qualitative data) and workshop/s on CRVA results (4 months after contract signing).

Task 5. Develop the City of Yerevan Adaptation Plan to Climate Change:

- based on the results of the Stocktaking exercise and CRVA findings, and in consultation with key stakeholders, primarily the Yerevan municipality, identify overarching adaptation goal/s/, key outcomes and associated strategic objectives of the adaptation plan for the city of Yerevan;
- identify, discuss and agree with Yerevan municipality sector specific (at the municipal level) and cross-sectoral considerations and coordination requirements/issues to be addressed in the adaptation plan;
- for each strategic objective, identify proposed period for implementation of adaptation measures to offset the current and future impacts of climate change;

- based on the identified adaptation options, appraise, rank and prioritize adaptation measures for implementation; finalize prioritization of measures with stakeholders during a workshop;
- the prioritized measures should be proposed as for short-term (2023-2027), as well as for mid-term (up to 2030) periods and include financial assessment and the source of funding;
- propose a roadmap for implementation of the priority measures;
- identify the lead agencies for formulation and implementation of the adaptation plan;
- outline the strategy to be followed for implementation of the adaptation plan, including integration of the proposed adaptation measures into the city development planning process;
- outline sector-specific monitoring and evaluation provisions/indicators for the adaptation plan;
- identify partners/stakeholders for further consultations and implementation of the adaptation plan;
- discuss, agree with the Municipality and provide a strategy/approach for financing options/mechanisms of adaptation measures for short- and mid-term implementation;
- present and discuss with key stakeholders the draft Yerevan City Adaptation Plan and the proposed measures during interim and final workshops* and incorporate the feedback in final report.

Deliverables:

5. The City of Yerevan Adaptation Plan to Climate Change (in Armenian), including workshops (interim and final) on adaptation plan presentation, discussion and validation of priority measures with key stakeholders (5.5 months after contract signing).

6. Final report (in Armenian and English) incorporating all comments from the Project Management and stakeholders. Finalized guideline applicable to Armenian cities (6 months after contract signing).

** While the organization of the workshop/s (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

The selected Consulting Company will report directly to UNDP Climate Change Program Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the Project Management Team. In the course of assignment, the Consulting Company will also have to work and coordinate closely with respective project partners in the priority sectors, as well as collaborate with the project team of experts and national consultants whenever required.

Upon commencement of the assignment, the Consulting Company shall discuss and agree with the respective state institutes the design/structure/format and legal status of the City of Yerevan Adaptation Plan to Climate Change (e.g. Government Resolution, Prime Minister's Resolution, Decree of the MTAI, etc.), and take that into consideration throughout the implementation of the assignment and development of the final City of Yerevan Adaptation Plan and its Program of Measures for the 5-year cycle (2023-2027).

All deliverables should be produced in editable electronic formats. All reports shall be provided in Armenian, in .pdf and .word versions. Final guideline and report on Yerevan City Adaptation Plan shall be also provided in English, in .pdf and .word versions. All 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 project management, 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 6 months after contract signature according to the following tentative time schedule.

	Deliverable	M1	M2	M3	M4	M5	M6
1.	Inception report (in Armenian) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.						
2.	Draft guideline (in Armenian and English) on conducting CRVA and development of Adaptation Plan applicable to Armenian cities, agreed with the Project Management Unit.						
3.	Draft report (in Armenian), including background profile of the city of Yerevan from climate change sensitivity perspective and Stocktaking exercise on vulnerability of the city of Yerevan to climate change.						
4.	CRVA Report (in Armenian) for the city of Yerevan, including consolidated CRVA analyses (based on quantitative and qualitative data), and workshop/s on CRVA results.						
5.	The City of Yerevan Adaptation Plan to Climate Change (in Armenian), including workshops (interim and final) on adaptation plan presentation, discussion and validation of priority measures with key stakeholders.						
6.	Final report (in Armenian and English) incorporating all comments from the Project Management and stakeholders. Finalized guideline (in Armenian and English) applicable to Armenian cities.						

Note: M-month

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;

- At least 5 years of proven experience in providing technical professional services related to spatially linked development planning and climate adaptation;
- Proven experience in successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association, all Parties cumulatively should meet requirement);***
- Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia's governmental institutions.
- Proficiency in using GIS software (e.g. QGIS, ArcGIS, etc.) and GPS devices;
- Extensive understanding of municipal and national government systems in Armenia.
- Extensive knowledge of climate change and socio-economic 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 Consultant should have a strong team of experts, with proven professional capacities. All experts who have a crucial role in implementing the contract are referred to as key experts. The Consultant 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 Consultant is required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

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

Key Expert 1: Team Leader (70 days)

Qualifications and Skills

- PhD or Master's Degree in Environmental Science, Geography, Urban Planning, Economy or in another related field
- Extensive knowledge of national policies relevant to climate change/climate risk and vulnerability assessments in Armenia
- Good knowledge and understanding of municipal administration issues
- 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
- Fluency in Armenian and English is required
- Strong analytical, research, report writing skills
- Excellent communication, presentation and team work skills.

Professional experience

- At least 7 years of professional experience in a relevant field
- Experience in working as a team leader/project management in at least 3 projects of similar scope and complexity
- Experience in development of analytical documents and reports
- Experience in conducting workshops with a wide variety of different stakeholders is a plus.
- Experience in conducting participatory assessments is a plus.

Key Expert 2: Climate Change Adaptation Expert (60 days)

Qualifications and Skills

- Higher university degree in Environmental Science, Natural resources Management, Climate Change or in another related field
- Extensive knowledge of climate risks assessment, vulnerability mapping, adaptation studies and climate change technologies
- Excellent ability to interact with local stakeholders, national experts, collect data and information and transform into high quality analyses
- Strong analytical, research, report writing skills
- Fluency in Armenian and English is required
- Excellent communications and team work skills.

Professional experience

- At least 7 years of professional experience in a relevant field
- Experience in development of analytical documents and reports
- Experience in conducting participatory assessments is a plus.

Key Expert 3: GIS and Data Management Expert (50 days)

Qualifications and Skills

- Higher university degree in relevant discipline
- Good understanding of climate change risks and vulnerabilities
- Excellent ability to interact with local stakeholders, national experts, collect data and information and produce user friendly maps and high-quality analyses
- Fluency in Armenian and English is required
- Excellent communications and team work skills.

Professional experience

- At least 5 years of professional experience in development of databases and GIS-based maps
- Experience in spatial data management, development of analytical documents and reports.

Key Expert 4: Social and Economic Impact Assessment Expert (40 days)

Qualifications and Skills

- Higher university degree in Sociology, Economy or in another relevant field
- Good understanding of climate change risks and vulnerabilities
- Excellent ability to interact with local stakeholders, collect and evaluate data and transform the information into high quality analyses and reports
- Fluency in Armenian and English is required
- Excellent communications and team work skills.

Professional experience

- At least 3 years of professional experience in conducting socio-economic surveys
- Desirable gender experience in the context of climate change vulnerabilities and adaptation
- Experience in conducting participatory assessments is a plus.

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 (such as Economist, Sociologist, experts in Hydrology/Water Engineering, Energy, Settlement's Planning, Health, Tourism, etc.) should include a good mix experiences and know-how to complement the key experts in delivering on the tasks. These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile.

For the short-term non-key experts, up to 50 working days (in summary for all) could be included in the proposal.

It is expected that the Consultant will involve local 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 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:

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

10. Facilities to be provided by the Consulting Company

The Consultant 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 Consultant should provide their own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consultant shall ensure translation of all necessary documents/reports and any interpretation required.

The Consulting Company is required to arrange and finance all travel related costs and subsistence allowances for field visits; 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.

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

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 the following installments upon timely completion of respective deliverables.

Description of Deliverables	Payment (%)
Deliverable 1: Inception report (in Armenian) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from	

the Project Management.	30%
Deliverable 2: Draft guideline (in Armenian and English) applicable to Armenian urban settlements, agreed with the Project Management Unit.	
Deliverable 3. Draft report (in Armenian), including background profile of the city of Yerevan from climate change sensitivity perspective and Stocktaking exercise on vulnerability of the city of Yerevan to climate change.	
Deliverable 4. CRVA report (in Armenian) for the city of Yerevan, including consolidated CRVA analysis (based on quantitative and qualitative data), and workshop/s on CRVA results.	40%
Deliverable 5. The City of Yerevan Adaptation Plan to Climate Change (in Armenian), including workshops (interim and final) on adaptation plan presentation, discussion and validation of priority measures with key stakeholders.	30%
Deliverable 6. Final report (in Armenian and English) incorporating all comments from the Project Management and stakeholders. Finalized guideline (in Armenian and English) applicable to Armenian cities.	

Deliverable 1, 2 and 3 - 30% of total contract amount;

Deliverable 4 - 40% of total contract amount;

Deliverable 5 and 6 - 30% of total contract amount.

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

12. Bids and Evaluation of Bids

The application package of the bidders should include:

1. Technical proposal (70%)

- 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 professional staff and copies of documental proof of their professional background, etc.

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement or balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

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.*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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	Inception report (in Armenian) outlining detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	30	
2	Draft guideline (in Armenian and English) on conducting CRVA and development of Adaptation Plan applicable to Armenian cities, agreed with the Project Management Unit.		
3	Draft report (in Armenian), including background profile of the city of Yerevan from climate change sensitivity perspective and Stocktaking exercise on vulnerability of the city of Yerevan to climate change.		
4	CRVA Report (in Armenian) for the city of Yerevan, including consolidated CRVA analyses (based on quantitative and qualitative data), and workshop/s on CRVA results.	40	
5	The City of Yerevan Adaptation Plan to Climate Change (in Armenian), including workshops (interim and final) on adaptation plan presentation, discussion and validation of priority measures with key stakeholders.	30	
6	Final report (in Armenian and English) incorporating all comments from the Project Management and stakeholders. Finalized guideline (in Armenian and English) applicable to Armenian cities.		
	Total	100%	

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

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

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

5. Equipment Lease				
6. Others				
III. Other Related Costs				
TOTAL				

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

[Designation]

[Date]



*Empowered lives.
Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)