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REQUEST FOR PROPOSAL (RFP 010/22)

NAME & ADDRESS OF FIRM	DATE: February 16, 2022
	REFERENCE: Conducting necessary analysis and development of the Sevan National Park management plan

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Conducting necessary analysis and development of the Sevan National Park management plan*** (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, **16 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	Conducting necessary analysis and development of the Sevan National Park management plan
Implementing Partner of UNDP	Ministry of Environment of RA
Brief Description of the Required Services ¹	<p>The overall objective of the technical assistance is to improve the management framework for protection of the Lake Sevan ecosystem and sustainable use of natural resources.</p> <p>The purpose of the assignment is to conduct necessary analyses and development of the Sevan National Park Management Plan.</p>
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	Project Coordinator of EU4Sevan (Environmental Protection of Lake Sevan)
Frequency of Reporting	<i>As per TOR (Annex 1a) Section 5</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Section 5</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	14 months.
Target start date	April 2022
Latest completion date	June 2023
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

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

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Deliverables 1.1, 1.2 and 2.1	10% of total contract amount	2 months after contract signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Deliverables 1.3 and 2.2	25% of total contract amount	5 months after contract signing	
	Deliverables 1.4, 1.5 and 2.3	20% of total contract amount	8 months after contract signing	
	Deliverables 1.6, 1.7, 1.8 and 2.4, 2.5	25% of total contract amount	11 months after contract signing	
	Deliverables 1.9, 2.6 and 2.7, 2.8	20% of total contract amount	14 months after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize	Astghik Danielyan, Project Coordinator EU4Sevan (Environmental Protection of Lake Sevan)			

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.

the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><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%.</p> <p><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.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 400), including:</p> <ul style="list-style-type: none"> • At least 5 projects in the past 10 years of similar nature and complexity (max score: 100); • Demonstrable experience in the elaboration of management plans of protected areas following IUCN and other international best practices (max score: 100); • Demonstrable experience in the valuation of economic benefits of biodiversity and financing instruments for nature conservation (max score: 100); • Demonstrable experience managing high-resolution satellite images and remote sensing images for nature conservation purposes(max score: 100); - - Prior relevant experience with international projects is an asset. <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: 350), including:</p> <ul style="list-style-type: none"> – Senior consultant (100 days) as per Annex 1a (TOR), paragraph 5 (max score: 100); – International Senior consultant (30 days) as per Annex 1a (TOR), paragraph 5 (max score: 50); – International consultant (40 days) as per Annex 1a (TOR), paragraph 5 (max score: 50); – Consultant with at least 5 years' experience in natural habitats inventory and conservation (40 days) as per Annex 1a (TOR), paragraph 5 (max score: 25); – Consultant with at least 5 years' experience in inventory and conservation of flora (20 days) as per Annex 1a (TOR), paragraph 5 (max score: 25);

	<ul style="list-style-type: none"> - Consultant with at least 5 years' experience in inventory and conservation of fauna (40 days) as per Annex 1a (TOR), paragraph 5 (max score: 25); - Consultant with at least 5 years 'experience in eco and rural tourism planning and/or planning of public use activities in natural protected areas (20 days) as per Annex 1a (TOR), paragraph 5 (max score: 25); - Consultant with at least 5 years of experience in GIS, spatial analysis and remote sensing (30 days) as per Annex 1a (TOR), paragraph 5 (max score: 25); - Two Junior Consultants, experienced facilitators, specialist in environmental mediation and conflict resolution (Approximate assessment 2 x 25 working days = 50 working days) as per Annex 1a (TOR), paragraph 5 (max score: 25); <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<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.

TERMS OF REFERENCE

Services/Work Description: Conducting necessary analyzes and development of the Sevan National Park management plan

Project/Programme Title: “Environmental Protection of Lake Sevan UNDP Component – EU4Sevan”

Consultancy Title: Conducting necessary analyzes and development of the Sevan National Park management plan

Duty Station: Yerevan, Armenia

Duration: Fifteen months

Expected start date: 10 April 2022

1. BACKGROUND

Lake Sevan is the largest lake in the Trans Caucasus Region and one of the largest freshwater high-mountain lakes in the world. Lake Sevan and the wetlands of its basin host significant biodiversity values. Economic importance of Lake Sevan is paramount, as the lake constitutes Armenia’s primary water resource and provides significant amount of hydropower and irrigation and other essential natural resources. The lake and its surroundings have also significant cultural and recreational value. The lake is recognized as an Armenian treasure by both, citizens of Armenia and the Armenian diaspora. In recognition of its natural, historical-cultural and aesthetic values, Sevan National Park was established in 1978 by joint decree No. 128 of the Communist Party and the Council of Ministers of the Armenian SSR of 14 March.

Despite its high values, Lake Sevan and its ecosystems face numerous threats, all of them human induced. Because of the intensive and unsustainable use during the past decades, the water quantity and quality have significantly deteriorated resulting in an accelerated eutrophication process. Over exploitation of other natural resources has also occurred. All these factors have brought a serious decline in both biodiversity and economic perspectives for local populations.

The Government of Armenia has responded to those threats by adopting measures that have allowed significant rising of the water level since the mid-2000s and by enacting a series of laws that specifically address lake Sevan. The most significant single law concerning Lake Sevan is the Law of the Republic of Armenia HO-190 on Lake Sevan, adopted on 15 May 2001. Soon after its approval, the Law HO-276 on Approval of Overall and Annual Plans of Restoration, Preservation, Reproduction and Usage of Ecosystems of Lake Sevan was adopted (14 December 2001). The law established the programmatic objectives and enacted Comprehensive and Annual Plans for restoration, preservation, reproduction and usage of ecosystems. The draft River Basin Management Plan for Sevan River Basin District and its Programme of Measures is also under process of adoption.

Despite the efforts and commitments of the Government of the Republic of Armenia in the protection and restoration of Lake Sevan, the institutional capacities to develop comprehensive research and biodiversity data gathering, to produce detailed management plans for the National Park as well as inter-sectoral co-ordination, are particularly weak. The lack of a clear definition of the boundaries of the National Park and spatial-operational zones is a potential source of problems with landowners.

EU4Sevan project aims to further enhance the environmental protection of Lake Sevan. Funded by EU and German Federal Ministry for Economic Cooperation and Development (BMZ), the project is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the United Nations Development Programme (UNDP), under the coordination of the Ministry of Environment of the Republic of Armenia. The Component led by UNDP aims to the further improvement of the overall governance system regulating lake Sevan ecosystem management and sustainable use. The Component envisages the need to draft Sevan National Park Management Plan

and processing public consultation, leading to the final approval of the Plan as a tool to guide managers and other stakeholders on how the National Park should be managed.

The Contractor will act under the overall supervision of UNDP Project Environmental Protection of Lake Sevan UNDP Component – EU4Sevan and in close coordination with the RA Ministry of Environment and “Sevan National Park” SNCO. The work will build on: specific national legislation on Specially Protected Nature Areas and on Lake Sevan in force in Armenia; pre-existing studies and reports; IUCN standards and other best international practices in management planning of natural protected area, and the “Methodological instructions for the preparation of management plans for specially protected nature areas approved by the decree N392-A of the Minister of Nature Protection of the Republic of Armenia dated 22 December 2015 “On amending the decree N364-A of the Minister of Nature Protection of the Republic of Armenia dated 27 October 2008.”

2. SCOPE OF WORK AND DESCRIPTION OF TASKS

2.1 Geographical scope of the work

The geographical scope of the work covers the territory of Sevan National Park.

Sevan National Park covers an area of 150,000 has, including the lake itself as well as 24,800 has of surrounding lands in the lake ecotone. As per Law HO-211-N of 27 November 2006 on Specially Protected Nature Areas, the National Park includes Reserve, Recreation and Economic zones. While Reserve zones are well established, Recreation and Economic zones have not yet been established or mapped. Only 14% of the National Park is within the Reserve zone. 94% of land inside the borders of the National Park is state property. The rest of the lake basin (339.000 has) is considered as the Buffer zone of the National Park. The integrity and resilience of the lake’s ecosystems, as well as the quality of the water, depend on factors that occur in the lake basin, beyond the limits of the National Park.

The Ministry of Environment is the ultimate management authority over the National Park, through the “Sevan National Park” State Non-Commercial Organization. The rest of the lake basin is under the responsibility of Gegharkunik provincial government.

2.2. Objective, purpose and expected results

The overall objective of the technical assistance is to improve the *management framework for protection of the Lake Sevan ecosystem and sustainable use of natural resources*.

The purpose of the assignment is *to conduct necessary analyses and development of the Sevan National Park Management Plan*.

Expected results are as follows:

- *Best available data on existing ecological, environmental, socio-economic and cultural values, their status, problems, threats and potentialities of the National Park compiled and analysed.*
- *Set measures that need to be adopted in order to ensure the resilience and integrity of the ecosystems, long-term favourable conservation status of wild species and the provision of ecosystem services.*
- *Reviewed delimitation of the National Park boundaries and proposed internal zoning.*
- *Stakeholders’ expectations taken into account in the participatory Management Plan.*
- *Proposed governance model and tools for Sevan National Park.*

- *Institutional capacity of the Ministry of Environment for managing Sevan National Park improved, through lessons learned during the drafting of the Management Plan and through the preparation of a Capacity Building Program as part of the Management Plan.*

2.3. Strategic approaches

- *Consistency with international commitments and standards and Armenian legislation.*
- *Logical framework of intervention.*
- *Application of the principle of use of best available scientific knowledge.*
- *Adaptative management.*
- *Use of innovative technologies to facilitate monitoring processes and of landscape planning tools.*
- *Participatory planning.*
- *Good governance and application of its principles.*
- *Strengthening capacity building of landscape planning tools, managerial authorities and stakeholders of the National Park.*
- *Innovative financial programs.*
- *Cost and benefits analysis of essential services provided by ecosystems.*
- *Equity and poverty reduction.*
- *Gender perspective.*
- *Ecosystem approach.*

The Contractor shall describe the way these strategic approaches will be included in the development of the Tasks.

2.4. Key activities

Task 1: Analysis of available data

Sub-task 1.1. Critical and realistic review of previous Management Plan of the National Park (2007), its implementation and Programs.

Sub-task 1.2. Description of territorial values to be assessed: (a) ecological significance (b) scientific, historical-archaeological/cultural significance; (c) educational/aesthetical/ recreational significance (d) economic significance.

Sub-task 1.3. Updated inventory data and necessary field works for the identification, location and characterization of ecosystems and their components, including the analysis and assessment of the current state of the “Sevan” NP borders.

Sub-task 1.4. Organization of additional surveys to get missing data identified in Sub-task 1.3.

Task 2: Drafting Sevan National Park Management Plan

Sub-task 2.1. Identification of the natural objects to focus conservation efforts.

Sub-task 2.2. Identification and mapping of ecosystem services.

Sub-task 2.3. Preliminary vision and strategic objectives (in the long term) for the key natural objects and ecosystem services in context with socioeconomic situation.

Sub-task 2.4. Data, analysis and assessment of conservation state of natural objects.

Sub-task 2.5. Specific priority objectives and expected results for natural objects at the end of the period of validity of the Management Plan (short term/5 years). Other secondary objectives compatible with the priority objectives could be proposed regarding scientific research, recreation, environmental education, sustainable use of natural resources, climate change mitigation, etc.

Sub-task 2.6. Analysis of constraints, opportunities and threats preventing or favouring the achievement of expected results.

Sub-task 2.7. Realistic conservation measures corresponding to the ecological requirements of the natural assets and fostering the sustainable use of natural resources. Each measure shall be assigned a priority value between 1 and 3.

Conservation measures shall be designed to maintain or to restore, at a favourable conservation status, the native ecosystems of National Park, taking into account the socioeconomic and cultural context.

Conservation measures (preservation and restoration) shall clearly show their relationship with previously detected problems, with planned objectives and with natural objects and, if appropriate and after consultation with the Ministry of Environment, they will be organized in management work programs (conservation and restoration; public use/recreational activities; ecological education and awareness; scientific research; capacity building, etc.). The Management Plan will also count with separate Financial and Monitoring Programs.

Recommendations to avoid or mitigate the impact of activities carried out outside the National Park, in the Lake Sevan basin, shall be provided for them to be taken into account in any future amendment of the Law about Lake Sevan and its development instruments, as well as in the Annual Plans of Restoration, Preservation, Reproduction and Usage of Ecosystems of Lake Sevan.

Sub-task 2.8. Preparation of the updated basic cartography of the National Park based on field inventory and remote sensing data

- a) Digital map layers with corrected external boundaries of the National Park
- b) Digital map of impacts in the Lake Basin likely to affect Sevan Lake ecosystems and environment.
- c) Zoning: delimitation of zones
- d) Relief map (adjustment of horizontal elevation marks)
- e) Other digital thematic maps relevant for nature conservation (vulnerable areas and degraded ecosystems, specially)

Sub-task 2.9. Monitoring program

- a) Set of indicators directly related to the expected results and to the desired conservation status of biodiversity
- b) Baseline situation and procedures to update the indicators value
- c) Standard framework to assess to which extent the planned activities are being implemented and achieving their goals

Proposals to establish low-cost monitoring systems for land use changes and conservation status of ecosystems based on high-resolution satellite images and remote sensing data, will be positively valued.

Sub-task 2.10. Financing program

- a) Cost of each conservation measure
- b) Estimation of the economic benefits of ecosystem services, cost-benefit analysis

- c) Financing sources, considering traditional public funding but also market-based instruments
- d) Responsible implementers and co-implementers

Sub-task 2.11. Timetable for the implementation of the conservation measures distributed in annual plans.

Sub-task 2.12. Standard framework for the periodic evaluation of the Management Plan and procedure for adapting the Plan

All documentation must be reviewed and adapted taking into account the feedback from UNDP, public administrations and stakeholders.

Task 3: Review of the delimitation of the National Park and zoning proposal

Sub-task 3.1 Review of the delimitation of the National Park

The Contractor will assess, in close cooperation with the Ministry of Environment, the convenience of refining or modifying the National Park limits. The general criterium for proposing the modification of the National Park boundaries will be the inclusion inside the Park limits of only those areas considered as appropriate for conservation purposes, based on scientific criteria. Proposed areas might also include degraded areas with no current natural value, that are candidate for restoration. Under this sub-task the Contractor shall provide:

- Justified proposal for refining/modifying the National Park limits.
- Support to information/consultation processes and negotiation with landowners, rightsholders and stakeholders about proposed modifications within the framework of the participatory planning process.
- Preparation of maps and technical documentation necessary to negotiate and process the modification of limits.

Sub-task 3.2 Zoning proposal for the National Park

The Contractor shall prepare a new proposal for zoning areas consistent with the law on Specially Protected Nature Areas of Armenia and the “Recommendatory Guidelines on Development of Management Plans for the Specially Protected Nature Areas in Armenia” (2015), taking into account international best practices and standard criteria. The contractor could establish new zones and subzones, especially in areas with some degree of ecosystems alteration that would benefit from restoration activities, or areas where action or regular interventions will be needed in order to meet the ecological requirements of particular species or habitats, or areas aimed to specific uses.

Before zoning, a detailed description of “zoning categories” and their management objectives and priorities should be made, including the description of respective affected ecosystems.

The Contractor shall establish guidelines on activities and conservation measures pertinent to the Management Plan, as well as regulations for each one of the categories of established zones.

The Contractor shall establish and map the proposed zones and subzones (if applicable), preparing detailed digital cartography.

Task 4: Public participation process.

Based on the national legislation on specially protected nature areas, and according to international standards, the public participation process shall contain the following sub-tasks:

Sub-task 4.1. Identification and analysis of stakeholders and rightsholders.

Stakeholders shall at least include representatives of: the Ministry of Environment and other ministerial departments in the Republic of Armenia relevant to the National Park; “Sevan National Park” State Non-Commercial Organization; provincial authorities of Gegharkunik Marz; local authorities and communities; NGOs dealing with natural conservation and cultural issues; relevant

scientific institutions (Experts Commission on Conservation of Lake Sevan and other relevant units/institutes in the Armenian Academy of Sciences, Scientific Centre for Zoology and Hydroecology SNCO; Yerevan State University, etc); educational organizations; professional organizations of farmers and users of natural resources; landowners; recreational associations.

Sub-task 4.2. Preparatory works

- a) Planning when, where, how, with what resources and under whose leadership and responsibility the overall process will unfold
- b) Analysis and identification of specific needs: information, materials, specialized staff including experienced facilitators
- c) Identifying potential obstacles
- d) First contact with stakeholders and rightsholders
- e) Gathering and preparation of basic information for stakeholders and rightsholders

Sub-task 4.3. Analysis of citizens', NGOs' and other stakeholders' expectations:

- a) Information for stakeholders on the National Park
- b) Information for stakeholders on the participatory process
- c) Public discussion on interests, expectations and concerns on critical issues affecting natural objects and livelihoods
- d) Definition of a shared vision and strategic objectives, through the discussion of the preliminary results of sub-task 2.3, using 3 future scenarios

Sub-task 4.4. Analysis of problems and potential solutions

- a) Preparation of basic information for stakeholders about problems and possible solutions identified in Task 1
- b) Participatory assessment of constraints, opportunities, and threats
- c) Suggestions and comments from stakeholders on planned activities

Sub-task 4.5. Technical assistance for public hearings and approval of the revised final draft

Although the Environmental Impact Assessment of the National Park Management Plan will be independent of the works foreseen in this ToR, during the participation process in the Sub-tasks 4.1 to 4.4 and integrated in the public participation process the Contractor shall also organize the mandatory Public Hearings for the approval of revised final draft of the National Park Management Plan, in close collaboration with the Ministry of Environment and following its requirements, ensuring that the proceedings and final results are fully in accordance with the provisions in the Armenian legislation on Environmental Impact Assessment related to public participation. Regarding these Public Hearings, the Contractor shall provide the following services:

- a) Support stakeholders who lack the necessary capacities and skills, to present opinions and written suggestions addressed to the authority established in the Public Hearing process
- b) Evaluation of stakeholders' feedback and support to the Ministry of Environment, if requested, in the preparation of reasoned replies to the comments and suggestions received, and in the effective coordination between all the public bodies whose competences converge and intervene in the site.
- c) Provision of information to stakeholders on the draft of the legal document of the Management Plan
- d) Explanation to stakeholders of the comments and recommendations that authorities have taken into account and of the reasoned responses for those that have not been accepted
- e) Statement of commitments for implementation

Conditions that the Contractor shall take into account for the public participation process:

- During the participation process, the Contractor shall organize at least 3 workshops/public hearings with stakeholders and rightsholders: vision; analysis of problems and potential solutions; and

presentation of the final draft of the Management Plan. In order to facilitate public participation in the whole area of influence of the National Park, each of these workshops shall be repeated in 3 different locations, making a total number of at least 9 workshops/public hearings.

- The Contractor shall propose specific tools and dynamics allowing and facilitating, in all participation activities and events: gender balance of the participants; significant presence of young people; fair representation of all interests; and active participation of all stakeholders, including those with difficulties for publicly expressing their opinions and those with impeding difficulties in conciliating labour/family obligations and their participation in the foreseen events.
- In addition to the above-mentioned workshops and Public Hearings, the Contractor may propose in their technical offer, taking into account the local context and conditions, individual surveys, personal interviews, roundtables by sector or interest groups, or open systems for the submission of opinions and recommendations.
- Works for the definition of vision shall be coordinated with the works carried out under the consultancy for “Implementing the roadmap for defining a new long-term national vision for Lake Sevan,” which is performed within the Environmental Protection of Lake Sevan UNDP Component - EU4Sevan. In order to avoid overlapping and take advantage of the synergies between the different works in this project, feedback from the mentioned consultancy will be used for this task.
- The Contractor shall propose measures for all stakeholders to understand the scope of the process that will be determined by the Ministry of Environment.
- The Contractor shall prepare, if required by the Ministry of Environment, information on the participation process and the results that will be obtained so that it can be made available to citizens through the National Park website.

Task 5: Governance and Capacity Building

Sub-task 5.1. Analysis of administrative-organizational structure, staff and resources for managing the National Park. Based on the conclusions, a management structure appropriate to the management challenges shall be proposed.

Sub-task 5.2. Review of the Integration of National Park with regional processes. Following this review, the Contractor shall make a proposal of normative development, determining the responsibilities of entities in each management area, institutional coordination mechanisms, and who holds accountability for the key decisions, the management and its results.

Sub-task 5.3. Develop/propose specific tools to provide to the stakeholders updated information on the execution, results, and achievement of goals of the Management Plan.

Sub-task 5.4. Design procedures to facilitate the participation of stakeholders in the assessment of the implementation process of the Management Plan and its annual plans.

Sub-task 5.5. Develop a tool for the analysis and periodic evaluation of the Management Plan and the governance of the National Park, including mechanisms to apply adaptive management.

3. EXPECTED OUTPUTS AND DELIVERABLES

3.1 Related to technical documents in the Management Plan

Nº	DELIVERABLE	TIMETABLE
1.1	Assessment report on the successes, conflicts, and lessons learned from the past management plan of Lake Sevan National Park	Month 1
1.2	Report on existing scientific-technical studies, gap analysis on biodiversity data, and necessary studies and researches for management	Month 1

1.3	Diagnosis report: updated biodiversity data, ecosystem services analysis, preliminary vision and long-term objectives, and conservation state of natural objects.	Month 4
1.4	Report on short term objectives, constrains and opportunities, and conservation measures, including timetable for implementation	Month 7
1.5	Updated basic cartography: boundaries, zoning and thematic maps	Month 8
1.6	Draft Monitoring Program	Month 9
1.7	Draft Financing Program	Month 9
1.8	Document on recommendations for land and natural resources uses in the Lake Sevan Basin	Month 11
1.9	Management Plan of Sevan National Park	Month 14

3.2. Related to the participatory process and Public Hearings

Nº	DELIVERABLE	TIMETABLE
2.1	Report on stakeholder analysis and description of participatory plan	Month 2
2.2	Report on the results of expectation analysis	Month 5
2.3	Report on the results of problems and potential solutions analysis	Month 8
2.4	Document on assessment of stakeholders and NGOs comments and recommendations	Month 10
2.5	Report on public hearings for approval of the MP draft	Month 11
2.6	Report on final evaluation of participatory process: communication products activities, participants data, results, recommendations for MP, learning lessons and conclusion	Month 12
2.7	Governance report (including tool for standardized assessment of governance)	Month 12
2.8	Specific tools to inform on the balance of the Management Plan execution, results and goals achievement.	Month 14

4. INSTITUTIONAL ARRANGEMENTS/REPORTING LINES

The Contractor will act under the overall supervision of the project coordinator of the EU “Environmental Protection of Lake Sevan - EU4Sevan” project UNDP Component and in coordination with the Ministry of Environment and the ““Sevan National Park” State Non-Commercial Organization”.

The Contractor will submit to UNDP Project Environmental Protection of Lake Sevan UNDP Component – EU4Sevan the following reports in English:

- **Inception Report** of maximum 12 pages to be produced after 1 month from the start of the assignment. The report shall describe initial findings, progress in collecting data, and any difficulties encountered or expected.
- **Progress reports (3)** of maximum 12 pages, to be produced at the end of months 3, 6, and 9 from the start of the assignment. The reports will contain the necessary information to assess how much progress have been made towards the completion of the assignment.
- **Final report** of maximum 50 pages. Documentation supporting the analysis and recommendations will be provided as annexes. A draft will be produced and delivered one month before the closure of the contract. The report shall contain a detailed analysis of the project implementation and achieved results, lessons learned and recommendations for

further management processes of the National Park. The final version will integrate the comments of UNDP Project Environmental Protection of Lake Sevan UNDP Component – EU4Sevan and will be delivered not later than 10 days before the closure of the contract.

5. REQUIREMENTS AND QUALIFICATIONS

The consultancy firm's experience shall cover the following:

- At least 5 projects in the past 10 years of similar nature and complexity
- Demonstrable experience in the elaboration of management plans of protected areas following IUCN and other international best practices
- Demonstrable experience in the valuation of economic benefits of biodiversity and financing instruments for nature conservation
- Demonstrable experience managing high-resolution satellite images and remote sensing images for nature conservation purposes.
- Prior relevant experience with international projects is an asset.

The Contractor is required to submit the following CVs of professional experts to be involved in the project:

- Senior consultant with at least 10 years of experience in planning and/or management of natural protected areas in the Republic of Armenia (Approximate assessment 100 working days)
- International Senior consultant to provide overall guidance to the planning process, with at least 10 years of experience in planning of natural protected areas and proven experience in planning and managing of participatory processes related to nature conservation/management of natural protected areas (Approximate assessment 30 working days)
- International consultant with at least 10 years of experience in protected areas financing and at least 3 years of experience in evaluation of economic benefits of ecosystems services (Approximate assessment 40 working days)
- Consultant with at least 5 years' experience in natural habitats inventory and conservation (preferably in aquatic ecosystems) (Approximate assessment 40 working days)
- Consultant with at least 5 years' experience in inventory and conservation of flora (preferably in aquatic ecosystems) (Approximate assessment 20 working days)
- Consultant with at least 5 years' experience in inventory and conservation of fauna (preferably in aquatic ecosystems) (Approximate assessment 40 working days)
- Consultant with at least 5 years' experience in eco and rural tourism planning and/or planning of public use activities in natural protected areas (Approximate assessment 20 working days)
- Consultant with at least 5 years of experience in GIS, spatial analysis and remote sensing (Approximate assessment 30 working days)
- Two Junior Consultants, experienced facilitators, specialist in environmental mediation and conflict resolution, with proven knowledge of communication tools and stakeholder management techniques (Approximate assessment 2 x 25 working days = 50 working days)
- Support staff with at least 5 years' experience in administrative management.

The Contractor will propose the necessary mechanisms to ensure the coordination of the proposed team, including the appointment of a Coordinator/Team Leader if considered necessary.

In case complementary qualification or team members might be necessary for the smooth implementation of the project, it will be conveniently justified in the technical proposal prepared by the Contractor.

Prior relevant experience with international projects is an asset.

The overall team experience and qualification shall cover the following

I. Academic Qualifications:

- Master's degree for all consultant team members, except for the support staff and the facilitators. In the absence of master's degree, 10 years of experience above the required experience in the description of professional staff, shall be considered
- A post graduate qualification in natural resource management, planning of natural protected areas or related subject, for at least one of the senior consultants

II. Language:

- Proficiency in the Armenian languages is required for all team members except international consultants
- Proficiency in English language is required for Senior Consultants

III. Competencies:

- Technical understanding of management planning of natural protected areas covering all aspects of protected area management, according to recognized comprehensive formats and using a rational process.
- Technical understanding of zonation systems for natural protected areas
- Technical understanding of public participation and good governance in natural protected areas
- Technical capacity to ensure effective management of information and knowledge
- Strong project management and organizational skills
- Cultural and political awareness; display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Strong communication and diplomatic skills
- Strong analytical, reporting and writing skills; ability to plan, organize, implement, and report on work
- Openness to change and ability to receive/integrate feedback, integrating it in adaptive planning
- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work
- Cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

6. PAYMENT MODALITY

Payments will be made in the following installments upon timely completion and approval of the respective deliverables:

Nº	DELIVERABLE	AMOUNT	TIMETABLE
1	Deliverables 1.1, 1.2 and 2.1	10% of total contract amount	End of month 2
2	Deliverables 1.3 and 2.2	25% of total contract amount	End of month 5
3	Deliverables 1.4, 1.5 and 2.3	20% of total contract amount	End of month 8
4	Deliverables 1.6, 1.7, 1.8 and 2.4,2.5	25% of total contract amount	End of month 11
5	Deliverables 1.9, 2.6 and 2.7, 2.8	20% of total contract amount	End of month 14

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	Deliverables 1.1, 1.2 and 2.1	10%	
	Deliverables 1.3 and 2.2	25%	
	Deliverables 1.4, 1.5 and 2.3	20%	
	Deliverables 1.6, 1.7, 1.8 and 2.4,2.5	25%	
2	Deliverables 1.9, 2.6 and 2.7, 2.8	20%	
	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)