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Resilient nations.

## REQUEST FOR PROPOSAL (RFP 056/22)

NAME & ADDRESS OF FIRM	DATE: June 3, 2022
	REFERENCE: Organization and Delivery of Farm Production, Finance, and Business Plan Development Trainings

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Organization and Delivery of Farm Production, Finance, and Business Plan Development Trainings** (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, **17 June 2022, 4:00 pm local Yerevan time** (GMT +4) **via email only:**

[tenders.armenia@undp.org](mailto: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](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	<b>Organization and Delivery of Farm Production, Finance, and Business Plan Development Trainings</b>
Implementing Partner of UNDP	Ministry of Economy of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	From the applications received from Lori, Shirak and Tavush Regions, about 80 agribusinesses and farmers are selected as project beneficiaries. The selected beneficiaries will receive trainings in business skills and support in developing their business plans (BPs) and individual farm concepts. These activities fall under Output 3.1 (as described above). The agriproducers are located in 3 target marzes and final distribution of beneficiaries will be upon selection of the eligible applications.
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	Karen Harutyunyan, Project Coordinator, EU Green Agriculture Initiative in Armenia (EU-GAIA)
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	4 months after contract signing by both parties.
Target start date	June 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)

<sup>1</sup> 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 <sup>2</sup>	<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 <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>At least first two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.</td> <td>30</td> <td>1 month after contract signing</td> <td rowspan="3">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>At least the next two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.</td> <td>30</td> <td>3 months after contract signing</td> </tr> <tr> <td>Final sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. The final comprehensive report on the achievements and findings of the task is developed, submitted and cleared by the project staff.</td> <td>40</td> <td>4 months after contract signing</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	At least first two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	30	1 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.	At least the next two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	30	3 months after contract signing	Final sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. The final comprehensive report on the achievements and findings of the task is developed, submitted and cleared by the project staff.	40	4 months after contract signing			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Karen Harutyunyan, Project Coordinator, EU Green Agriculture Initiative in Armenia (EU-GAIA)																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services																	

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

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

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><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 350</b>), including:</p> <ul style="list-style-type: none"> <li>- Five years of experience in implementation of trainings in relevant field, research, analysis and/or consulting on agri-food technologies or related innovations for the agriculture sector is preferred (<b>max score: 150</b>);</li> <li>- The Firm will have produced at least two reports on similar activities and developed sample of business plans in agribusiness sector. These should be submitted as part of the Firm's application for this Terms of Reference (<b>max score: 100</b>);</li> <li>- Experience working with international development organizations desirable (<b>max score: 100</b>);</li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 250</b>), including:</p> <ul style="list-style-type: none"> <li>- 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 (<b>max score: 250</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 400</b>), including:</p> <ul style="list-style-type: none"> <li>- <b>Team leader:</b> at least 7 years of experience in managing business training programs with focus on agricultural projects – as per Annex 1a, <b>up to 40 days (max score: 150)</b>;</li> <li>- <b>At least two Technical Consultants/trainers (or similar):</b> at least 5 years of research and trainings/or consulting experience in agribusiness and finance management, and/or green agriculture practices and their commercial application as per Annex 1a, <b>up to 30 days for each expert (max score: 100)</b>;</li> <li>- <b>At least one Expert in Animal Husbandry:</b> At least 7 years' experience in veterinary, animal husbandry, zootechnics, or a similar field with proven professional experience and academic background, <b>up to 10 days (max score: 100)</b>;</li> <li>- <b>At least one Expert in Agronomy:</b> At least 7 years' experience in agronomy, plant breeding, plant protection, or a similar field with proven professional experience and academic background; Good knowledge of Armenian agriculture and regions <b>up to 10 days (max score: 50)</b>;</li> <li>-</li> </ul> <p><b><u>Financial Proposal (30%)</u></b>  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 <sup>4</sup>	<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) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<i>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

<sup>5</sup> 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.

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

<sup>7</sup> 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.

**EU-GAIA Capacity Development Assistance:  
Producer Group and Value Chain Development  
UNDP Component:**

**Terms of Reference**

**Service Provider (Company) for Organization and Delivery of Farm  
Production, Finance, and Business Plan Development Trainings**

**General**

**Post Title:** Service provider (Company) to undertake business skills development training and develop business plans for agriproducers, post-harvesting, and marketing sector companies

**Starting Date:** June, 2022

**Duration of assignment:** 4 months

**Project:** EU GAIA: Pipeline of investable and high added value agribusinesses with demonstrated commitment to an inclusive and rights-based workplace environment created

**Project ID:** 00110255

**Location:** Shirak, Lori, Tavush Regions

**Project Background**

The EU-Green Agriculture Initiative in Armenia (EU-GAIA) Project is part of the EU's Annual Action Programme for 2018 – Regional Development. The overall objective and the specific objective of the Action are in line with the Annual Action Programme (AAP) for 2018 and the Cooperation Strategy of the Austrian Development Cooperation 2012 - 2020. The overall objective is to contribute to the realization of shared and balanced inclusive growth in the Northern regions of Armenia through boosting green agriculture and enhancing local value-added.

The proposed project is implemented within the framework of the EU-GAIA project with exclusive funding from the Austrian Development Cooperation, while the Austrian Development Agency is the main implementing partner for the EU programme. The project activities will be mainly concentrated in Shirak, Lori and Tavush marzes as envisaged by EU AAP 2018. These marzes are located at high altitudes in border regions. They suffer from weak economic diversification, high poverty and unemployment rates and limited access to markets, as well as increased vulnerabilities of the rural population, especially in remote and border parts.

UNDP will be responsible for the implementation of major parts of **EU-GAIA Specific Objective 3: Selected agribusinesses are more competitive through a rights-based approach and access to inputs, equipment, infrastructures and services**, and the following results are expected:

- 3.1. Pipeline of investable and high added value agribusinesses with demonstrated commitment to an inclusive and rights-based workplace environment created;
- 3.2. Agribusinesses have improved productivity through access to inputs, equipment, infrastructures and services;
- 3.3 Increased productivity in selected Value Chains through the application of resource-efficient and resilient farming practices;
- 3.4. Agribusinesses have improved access to local, national and international markets.

**Purpose**

From the applications received from Lori, Shirak and Tavush Regions, about 80 agribusinesses and farmers are selected as project beneficiaries. The selected beneficiaries will receive trainings in business skills and support in developing their business plans (BPs) and individual farm concepts. These activities fall under Output 3.1 (as described above). The agriproducers are located in 3 target marzes and final distribution of beneficiaries will be upon selection of the eligible applications. These agribusinesses or farmers are active in the following value chains:

1. **Legumes** – including seed production, primary production, processing, packaging, marketing, etc.

2. **Fresh and processed herbs** including primary production, processing (dried teas, spices, pharmaceutical herbs, oils, extracts, aroma, etc.), packaging, marketing, etc.
3. **Sheep breeding and herding** – including primary production, slaughtering, packaging, milk, skin and wool processing, etc.

The service provided will have two main components, as described below.

**Basic trainings:** The initial training sessions will focus on assisting the agriproducers to better understand personal and professional competencies necessary to develop in order to succeed in their business activities. Training on personal competencies will focus on the qualities necessary to succeed as an entrepreneur, developing a business-oriented vision and enthusiasm, and understanding the resources available which can be used to launch a business. It is necessary to keep in mind that the main topics of the courses should be developed by taking into account that the project beneficiary agribusinesses/farmers will continue their business activities within the principles of green agriculture. Training on professional competencies will give the agribusinesses a basic understanding of management (focused on agribusiness management), production (primary production and value addition), marketing and finance/accounting. These training sessions are to be undertaken in a relatively large group setting (however, the provisions of the commandant's office are to be considered, if any at the time of implementation), and will be delivered over two days to 1-2 representative of the each shortlisted agribusiness/farm. The service provider will develop the training sessions using widely available resources. The trainings should be simple, designed with the assumption that the farmers currently have no understanding of business concepts, and focused on communicating a few key ideas. The EU GAIA UNDP team will approve the training curriculum before it is delivered to the farmers. The service provider should also use pre-evaluation and final evaluation tools to measure the learning of the participants from the training. Based on the distribution of the groups per regions and considering the optimal size of the group for training (up to 20 persons), it is suggested to organize a few separate training sessions in regions with the highest number of applicants.

**Participatory business plan or individual farm concept development** (depending on the type of agribusiness: primary production vs. post-harvesting or processing): In addition to the initial basic training, the service provider will engage the producers on a group-by-group basis in their villages or places of production. These participatory training sessions/discussions will involve in-depth consultations with the agribusinesses on several topics, including (1) the objectives of their enterprises, (2) Principles of green agriculture applied (3) the estimated financial results (including a participatory analysis of the estimated turnover, costs and income), (3) the need for co-financing and an estimation of the amounts required, (3) the roles and responsibilities involved in managing the agribusiness/farm, and (6) the need for specific future training (to be identified and listed). In the course of the consultations, the service provider will **develop** robust, bankable **business plans/farm concepts** for **each** of the shortlisted **agribusiness/farm**. The BPs will be based primarily on information gathered from the farmers/agribusinesses but may also include some additional research. **By the end of these trainings and final discussions the leaders (or the representatives of the leaders) of the agribusinesses/farms should have a thorough understanding of their BPs/farm concepts and be able to describe the key elements: business objective, business concept, marketing plan, financial plan, and production or technical plan.** All selected agribusinesses/farms should have their BPs. The business plans of agribusinesses/farms in the same value chains may have a lot of similarities and will require changing only certain elements based on their specific advantages. One of the criteria for the final evaluation of the agribusiness/farm will be the level of understanding of their BPs. Their understanding will be evaluated during a final workshop in which the leaders of the agribusinesses/farms will present their BPs and objectives.

## Scope of Work

Under overall coordination and supervision of EU-GAIA UNDP project team, the service provider is responsible for organizing training for about 80 agribusinesses, processors, or companies within agricultural value chains (Annex1) covering the following main topics (service provider is free to suggest any additional topics that will enhance beneficiaries knowledge based on preliminary assessment of training needs via phone call survey):



**1. Basics of Agribusiness Management**

- Basics of farm/agribusiness management and planning
- Current legislation peculiarities that coordinate the businesses of ag. Sector
- Farm data collection
- Gross margin calculations

**2. How to write a Business plan/Farm concepts:**

- Summarizing the project/Executive summary
- Opportunity
- Market Analysis
- Cost-benefit analysis
- SWOT analysis
- Execution description
- Company and Management
- Financial Plan

**3. Financial management**

- Farm data collection and registration
- Gross margin calculations
- Farm/agribusiness needs assessment

**4. Farm/agribusiness Inputs Supply**

- What to procure and how much to procure.
- Storage and stock management
- Storage costs and farm record keeping
- Sales and pricing policies

**5. Government support programs for farmers**

- Collecting market information
- Target marketing through upgrading
- Marketing Mix
- Benefits of certifications (organic, fairtrade, etc.)

**6. Financial literacy improvement**

- Types of financial products
- Savings and credits
- Nominal interest rates versus effective (actual) interest rates
- Comparing loans based on actual rates, practical examples
- Important information “must-know” dealing with financial institutions.

**7. Green agriculture principles and their application in practice**

- Detailed depending on the value chain of beneficiary agribusinesses: sheep breeding, legumes or high value herbs production

The trainings should be undertaken in a medium group setting (up to 20 persons) and will be delivered over three class days to 1-2 representatives of each beneficiary company/farm. The contacts and names of the trainees will be provided upon signing of the contract.

The trainings should be simple, designed with the assumption that the farmers/agribusiness currently have no understanding of the topics.

The service provider should also use pre-evaluation and final evaluation tools to measure the learning of the participants from the training.

The EU GAIA UNDP project team should approve the training methods and materials (curricula, topics, visual presentations, handouts) and plan (logistical arrangements).

It is suggested to organize at least 6 sets of training sessions for the beneficiaries from Lori, Shirak and Tavush regions in the central towns of the mentioned marzes.

It is recommended to rent a hotel to accommodate participants, with the necessary venue (meeting room to accommodate around 15-20 persons).

**The service provider is responsible for:**

- Developing a three-day training course (with all necessary training materials and handouts) focusing on the above-mentioned topics.
- Providing the necessary documents to participants, specifically sales authorization contracts and employment contracts.
- Developing detailed logistics plan (schedule of the trainings with suggested locations for each training (hotel with conference room))
- Contacting the beneficiaries to inform about training dates and venues.
- Agreeing the convenient dates and assuring participation of the beneficiary farmers and agribusinesses in the training sessions.
- Conducting not less than 6 four-day (the days are not necessarily consecutive) training sessions including a day devoted to the evaluation of the training results based on the developed BPs.
- The service provider is responsible for all logistical arrangements (renting of hotels for accommodation and conference hall for training sessions, meals for participants (daily coffee breaks, breakfast, lunches, and dinner), printing of training materials, renting of audiovisual equipment, etc.).
- Providing detailed reports on the implemented trainings.
- Submitting documents and getting approval from EU GAIA project contact person on all the steps of the implementation starting from the development of the training course and training schedule to final report.

**Expected Outputs**

- Not less than 6 sets of three-day training sessions are successfully organized for about 80 agribusinesses/farmers on the topics mentioned in the Scope of Work.
- About 80 project beneficiary agribusinesses/farmers improved their knowledge on the topics mentioned in the Scope of Work proven by their testing results.
- About 80 project beneficiary agribusinesses/farmers have developed bankable business/farm management plans.
- Comprehensive report is developed upon completion of each set of training.

The expected outputs of the assignment and suggested timelines are presented below:

No. of output	Deliverables/ Outputs	Target due dates
1.	At least first two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	One month after contract signing
2.	At least next two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	Three months after contract signing
3.	Final sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. The final comprehensive report on the achievements and findings of the task is developed, submitted and cleared by the project staff.	Four months after contract signing

## Duration of Assignment

The services are expected to start in June and run for not more than four months including the preparation phase.

1. Financial proposal with the breakdown according to the following items:
  - Service provision fee (training cost, including trainer's fees, transportation of trainers, training materials, etc.)
  - Logistical arrangements (renting of training venues, accommodation of farmers, meal (coffee breaks, one breakfast, two lunches, one dinner) during the stay, etc.);

## Required Qualifications

Only the companies meeting the following selection criteria will be considered eligible:

- The company must have experience in the implementation of at least 3 similar training programs for farmer groups and cooperatives during the past three years and have produced at least two reports on similar activities and developed sample of business plans in agribusiness sector. These should be submitted as part of the Firm's application for this Terms of Reference.
- The company must have five and more years of experience in implementation of trainings in a relevant field, research, analysis and/or consulting on agri-food technologies or related innovations for the agriculture sector is preferred
- The trainers must have previous experience and good knowledge of the given field;
- The company must have previous experience in dealing with logistical arrangements;
- Previous experience working with international organizations is an asset;
- The firm should have experience working with international development organisations desirable as well as proven ability to work under pressure with tight deadlines, and to deliver in a timely manner within cost and quality standards.

## Team Requirements:

- **Team leader:** at least 7 years of experience in managing business training programs with focus on agricultural projects, **up to 40 days**.
- **At least two Technical Consultants/trainers (or similar):** at least 5 years of research and trainings/or consulting experience in agribusiness and finance management, and/or green agriculture practices and their commercial application, **up to 30 days for each expert**.
- **At least one Expert in Animal Husbandry:** At least 7 years' experience in veterinary, animal husbandry, zootechnics, or a similar field with proven professional experience and academic background and good knowledge of the sheep breeding sector, **up to 10 days**.
- **At least one Expert in Agronomy:** At least 7 years' experience in agronomy, plant breeding, plant protection, or a similar field with proven professional experience and academic background; Good knowledge of Armenian agriculture and regions, **up to 10 days**.

## Payment Terms

Payment will be made in the following installments upon completion of the tasks under each output and approval of deliverables by the UNDP country office and Regional Technical Specialist:

- Output 1 – 30% of total amount
- Output 2 – 30% of total amount
- Output 3 – 40% of total amount

## LIST AND CONTACT DETAILS OF THE BENEFICIARY AGRIBUSINESSES/FARMERS

To be provided upon contract signing

## Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

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

### B. Proposed Methodology for the Completion of Services

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

### C. Qualifications of Key Personnel

*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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
3	At least first two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	30	
4	At least next two sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed. Comprehensive reports are developed and submitted.	30	
5	Final sets of three-day training sessions are successfully organized for more than 25 agribusinesses/farmers on the topics mentioned in the Scope of Work and corresponding business plans developed.  The final comprehensive report on the achievements and findings of the task is developed, submitted and cleared by the project staff.	40	
	<b>Total</b>	<b>100%</b>	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

*[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)**