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Resilient nations.

REQUEST FOR PROPOSAL (RFP 140/22)

NAME & ADDRESS OF FIRM	DATE: September 30, 2022
	REFERENCE: Organization and Delivery of Individual Consultation and Trainings to Selected Farmers on Sheep Breeding and Husbandry Aspects

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Organization and Delivery of Individual Consultation and Trainings to Selected Farmers on Sheep Breeding and Husbandry Aspects*** (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, **14 October 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. Please note that your **Financial Proposal must be password protected.**

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	Organization and Delivery of Individual Consultation and Trainings to Selected Farmers on Sheep Breeding and Husbandry Aspects
Implementing Partner of UNDP	Ministry of Economy of RA (DIM modality)
Brief Description of the Required Services ¹	As per Scope of Work of the Terms of Reference (Annex 1a)
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	6 weeks after contract signing by both parties.
Target start date	October 2022
Latest completion date	November 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)
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</i>	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days

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.

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

<i>the last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.													
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted													
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>All the preparatory works and activity plan is developed and introduced to the project team, the dates of the on-site training are agreed and scheduled, air – tickets and hotel is reserved, as well as preparations of ewes and rams for LAI are accomplished</td><td>40</td><td>3 weeks after contract signing</td><td rowspan="2">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>About 200 ewes are undergone laparoscopic artificial insemination, sheep AI programming is introduced, and deep freezing of ram semen is successfully implemented. Backup schemes are handed over to the local sheep AI technicians in case the LAI is not successful.</td><td>60</td><td>6 weeks after contract signing</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	All the preparatory works and activity plan is developed and introduced to the project team, the dates of the on-site training are agreed and scheduled, air – tickets and hotel is reserved, as well as preparations of ewes and rams for LAI are accomplished	40	3 weeks 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.	About 200 ewes are undergone laparoscopic artificial insemination, sheep AI programming is introduced, and deep freezing of ram semen is successfully implemented. Backup schemes are handed over to the local sheep AI technicians in case the LAI is not successful.	60	6 weeks 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													
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.													
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (max score: 400), including: <ul style="list-style-type: none"> - A company must have experience in the implementation of at least 3 similar training programs on sheep LAI, semen collection and deep freezing, as well as preparation for the ewes and rams for the LAI for farmers, farmer groups, and SME's during past three years (max score: 150); 													

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.

	<ul style="list-style-type: none"> - The company must have a solid record in implementation of tasks focused on career guidance and professional orientation as well as a cohort of well qualified trainers on career guidance and professional orientation (max score: 150); - The company must have previous experience in dealing with logistical arrangements (max score: 100); - Previous experience working with international organizations is an asset; <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), 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: 300) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 300), including:</p> <ul style="list-style-type: none"> - Team coordinator and main trainer (20 working days) with a minimum of 5 years of experience in organizing similar professional trainings on sheep LAI. University degree in animal husbandry, AI technician or veterinary. Excellent knowledge of English is required (max score: 150); - Trainer(s) (5-6 working days) with a minimum of 5 years of experience and good records of work in the field of consulting sheep breeding sector farmers and specialists on aspects of sheep LAI, sheep mating and cross-breeding, development of feeding rations, ram semen collection, storage, deep freezing and thawing. A University degree in a related field is required. Excellent knowledge of English is required (max score: 150); <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

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

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

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

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

Terms of Reference

For training and consulting beneficiaries under the UNDP EU GAIA project

Service Provider (Company) for Organization and Delivery of Individual Consultation and Trainings to Selected Farmers on Sheep Breeding and Husbandry Aspects

General

Post Title: Service Provider (Company) for Organization and Delivery of Individual Consultation and Trainings to Selected Farmers on Sheep Breeding and Husbandry Aspects

Starting Date: October 2022

Duration of assignment: 1.5 months

Project title: “EU Green Agriculture Initiatives in Armenia” UNDP (EU GAIA)

Project ID: 00110255

Location: Shirak, Lori, Tavush Regions

Project Background

Purpose

From the applications received after the announcement of two calls for agribusiness support announced in June-July 2020 and February 2021 in total 38 agribusiness/farmers from Lori, Shirak and Tavush Regions involved in sheep breeding activities were selected and received support from EU GAIA project. The support involves both high-value efficient sheep breeds, equipment, tools and technical support to overcome the issues related to the adaptation of the imported and local breeds to new conditions as well as utilization of the received equipment.

Subsequently, Sheep value chain development in Armenia faces the challenge of improving local breeds to achieve higher value-added and better meat properties. To achieve these results within a shorter period of time and with much less investment “Maqi” genetic and AI center was established in Azatan community with a flock of purebred sheep and capacities to collect and store ram semen. Enhancing the capacities of the center and implementing efficient ram semen collection, deep freezing, as well as artificial insemination (LAI) with means of laparoscopic equipment (thus ensuring a higher rate of insemination), is essential for the future development of the sector in Armenia. Laparoscopic A.I. has a steady increase in demand all over the world. It is a specialized technique to be performed by well-trained veterinarians and AI technicians.

To cover the knowledge gap of the local specialist on the above-presented subjects and to increase their capacities in sheep LAI, semen collection and its deep freezing as well as to provide full technical support a service provider will be selected to implement the activities described in the Scope of Work, as described below

Scope of Work

Under the overall guidance and direct supervision of the UNDP Project Coordinator (EU GAIA UNDP Component coordinator) the service provider will be responsible for the following:

1. Conducting remote preparations works via telecommunications methods for the implementation of sheep LAI, collection of semen from ram, and further deep freezing. These include the development of a weekly schedule of preparatory works before the visit of the professional trainers’ team to Armenia. The schedule should consist of activities to train the sheep (ewes and rams) including adjustment of animal feeding schemes, vitamin, and microelements injections /or food additives, as well as introduction and monitoring of all necessary vaccinations/ and adjustment of mating plans for animals/CIDR insertion. At least 10 telecommunicating training sessions should be delivered before and after the actual training session in Armenia.
2. Ensuring a proper preparation of the rams and ewes by weekly distant monitoring before the arrival of the professional team to Armenia.

3. Visiting Armenia by a professional team of AI technicians/veterinarians (at least two experts), that will provide detailed practical training on LAI, use of laparoscopic equipment, including LAI for about 200 sheep, as well as fresh semen collection techniques from locally available pedigree rams and technology of semen deep freezing. The duration of the training sessions is estimated to be 5-6 working days. The venue of the training is “Maqi” sheep AI center in Azatan community of Shirak region.
4. The intermediate processes should be well explained by the professional trainers, including semen assessment, dilution, and further storage.
5. The project will select 5-6 participants of the training from the “Maqi” AI center, Agrarian National University of Armenia (ANAU), as well as local top-level sheep AI technicians.
6. Consultations on the pregnancy diagnosis and backup schemes for the cases, when LAI is not successful should be also supplied by the implementor.
7. Introducing the AI in sheep and its programming.
8. Preparation and submission of midterm and final reports related to the implemented works to the project team.

All the documents developed during the training and individual consultation including the training materials, presentations, and handling materials should be submitted to the project implementation team.

Expected Results

The expected results include specific tangible and intangible deliverables.

- Training curriculum and plan;
- 5-6 sheep AI technicians are well-trained to implement laparoscopic artificial insemination.
- About 200 ewes are artificially inseminated with a pedigree ram semen via the laparoscopic method (LAI).
- Ram semen collection efficient methods are introduced and utilized by 5-6 local AI technicians.
- Preparations schemes for local ewes are developed, introduced, and practically tested for local sheep AI technicians
- Deep freezing method for collected semen from local pedigree rams is introduced and successfully utilized by “Maqi” sheep AI center specialists;
- Report evaluating the learning of the participants (English version).

Timing

The services are expected to start in October and run for two months (including a one-week visit to Armenia by at least two sheep AI experts to be concluded before the end of November 2022).

Application Procedure

The following documents should be provided:

1. Copy of the State Registration Certificate;
2. Company profile (with a description of previous similar experience);
3. CV's of the trainers (with a description of previous similar experience);
4. Detailed methodology for the organization of training (topics to be covered, number and duration of sessions, etc.);
5. Financial proposal with the breakdown according to the following items:
 - Service provision fee (group and individual training cost, including trainer's fees, transportation of trainers, training materials, etc.)
 - Logistical arrangements (roundtrip air tickets, accommodation, local transportation, etc.);
 -

Required Qualifications (Selection Criteria)

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 on sheep LAI, semen collection and deep freezing, as well as preparation for the ewes and rams for the LAI for farmers, farmer groups, and SME's during past three years;

- The company must have a solid record in implementation of tasks focused on career guidance and professional orientation as well as a cohort of well qualified trainers on career guidance and professional orientation
- The company must have previous experience in dealing with logistical arrangements;
- Previous experience working with international organizations is an asset;

Key personnel qualification requirements:

The following key positions should be nominated by an organization to fulfill the whole scope of the assignment:

1. Team coordinator and main trainer (20 working days) with a minimum of 5 years of experience in organizing similar professional trainings on sheep LAI. University degree in animal husbandry, AI technician or veterinary. Excellent knowledge of English is required.
2. Trainer(s) (5-6 working days) with a minimum of 5 years of experience and good records of work in the field of consulting sheep breeding sector farmers and specialists on aspects of sheep LAI, sheep mating and cross-breeding, development of feeding rations, ram semen collection, storage, deep freezing and thawing. A University degree in a related field is required. Excellent knowledge of English is required.

Payment Terms

Payments to the contractor will be done in two installments (for initial preparations and logistical arrangements, and completion of set of on-site trainings in Armenia).

Payment Terms ⁸	Outputs	Percentage	Timing	Condition for Payment Release
	All the preparatory works and activity plan is developed and introduced to the project team, the dates of the on-site training are agreed and scheduled, air – tickets and hotel is reserved, as well as preparations of ewes and rams for LAI are accomplished	40	3 weeks after contract signing	Within thirty (30) days from the date of meeting the following conditions: c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
	About 200 ewes are undergone laparoscopic artificial insemination, sheep AI programming is introduced, and deep freezing of ram semen is successfully implemented. Backup schemes are handed over to the local sheep AI technicians in case the LAI is not successful.	60	6 weeks after contract signing	d) Receipt of invoice from the Service Provider.

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Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(attached separately)

⁹ *This serves as a guide to the Service Provider in preparing the Proposal.*



Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)