



Empowered lives.
Resilient nations.

REQUEST FOR PROPOSAL RFP 025/2021

NAME & ADDRESS OF FIRM	DATE: February 25, 2021
	REFERENCE: Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for the Tourism Sector of Armenia

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for the Tourism Sector of Armenia (the detailed TOR is attached separately as Annex 1a).**

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

Proposals need to be submitted on or before **Tuesday, 11 March 2021, 4:00pm** local Yerevan time (GMT +4) via email only to the following e-mail address:

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 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

Annex 1

Description of Requirements

Context of the Requirement	Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for the Tourism Sector of Armenia
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	6 months after contract signing by both parties
Target start date	15 April 2021
Latest completion date	30 September 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN’s Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not 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 <input type="checkbox"/> Euro <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

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.

	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" 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 <input type="checkbox"/> 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>Deliverable 1. Inception report. Report on stocktaking exercise.</td><td>15%</td><td>1 month after contract signing</td><td rowspan="4">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>Deliverable 2. Final CRVA Report, incorporating assessments on current and future climate hazards, exposure, vulnerability, and climate risk faced by the tourism sector in Armenia. Maps of hazards, exposure, vulnerability and climate risks by Tourism sub-sector/s/ and by key sites. Delivery of a workshop with stakeholders and incorporation of stakeholder feedback/comments into final Tourism sector CRVA report.</td><td>45 %</td><td>4 months after contract signing</td></tr> <tr> <td>Deliverable 3. Final Tourism Sector Adaptation Plan (TSAP), Delivery of workshop with stakeholders, and incorporation of stakeholder feedback/comments into final TSAP.</td><td rowspan="2">40 %</td><td rowspan="2">6 months after contract signing</td></tr> <tr> <td>Deliverable 4: At least 2 concept notes for fundraising developed.</td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1. Inception report. Report on stocktaking exercise.	15%	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.	Deliverable 2. Final CRVA Report, incorporating assessments on current and future climate hazards, exposure, vulnerability, and climate risk faced by the tourism sector in Armenia. Maps of hazards, exposure, vulnerability and climate risks by Tourism sub-sector/s/ and by key sites. Delivery of a workshop with stakeholders and incorporation of stakeholder feedback/comments into final Tourism sector CRVA report.	45 %	4 months after contract signing	Deliverable 3. Final Tourism Sector Adaptation Plan (TSAP), Delivery of workshop with stakeholders, and incorporation of stakeholder feedback/comments into final TSAP.	40 %	6 months after contract signing	Deliverable 4: At least 2 concept notes for fundraising developed.
Outputs	Percentage	Timing	Condition for Payment Release																
Deliverable 1. Inception report. Report on stocktaking exercise.	15%	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.																
Deliverable 2. Final CRVA Report, incorporating assessments on current and future climate hazards, exposure, vulnerability, and climate risk faced by the tourism sector in Armenia. Maps of hazards, exposure, vulnerability and climate risks by Tourism sub-sector/s/ and by key sites. Delivery of a workshop with stakeholders and incorporation of stakeholder feedback/comments into final Tourism sector CRVA report.	45 %	4 months after contract signing																	
Deliverable 3. Final Tourism Sector Adaptation Plan (TSAP), Delivery of workshop with stakeholders, and incorporation of stakeholder feedback/comments into final TSAP.	40 %	6 months after contract signing																	
Deliverable 4: At least 2 concept notes for fundraising developed.																			
Person(s) to review/inspect/	Diana Harutyunyan, UNDP CC Programme Coordinator,																		

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.

approve outputs/completed services and authorize the disbursement of payment	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract
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 criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:</p> <p><input checked="" type="checkbox"/> Contractor is a legally registered entity, or consortium of legal entities, with minimum 5 years of experience in the field of climate risk assessment, vulnerability analysis, and analysis of climate change impacts within the tourism sector (max score: 100);</p> <p><input checked="" type="checkbox"/> Implementation of minimum 3 contracts of similar value, nature and complexity (for JV/Consortium/Association, all Parties cumulatively should meet requirement) (max score: 100);</p> <p><input checked="" type="checkbox"/> Demonstrated knowledge and practical experience on similar engagements (Company/ Organization or its full-time expert-employees), list of the most recently implemented relevant projects (max score: 100).</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), including:</p> <p><input checked="" type="checkbox"/> 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> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <p><input checked="" type="checkbox"/> Key Expert 1: Team Leader as per Section 8 of Annex 1a requirements (max score: 150);</p> <p><input checked="" type="checkbox"/> Key Expert 2: Vulnerability and Adaptation Expert as per Section 8 of Annex 1a requirements (max score: 130);</p> <p><input checked="" type="checkbox"/> Key Expert 3: Lead Field Researcher as per Section 8 of Annex 1a requirements (max score: 120);</p> <p><u>Financial Proposal (30%)</u></p>

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
- UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: N/A
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR (Annex 1a) <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<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]	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.



Annex 1a

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

TERMS OF REFERENCE

Consultancy Services to Conduct Climate Risk and Vulnerability Assessment and Develop Adaptation Plan for the Tourism Sector of Armenia

1. Background

With financing from the Green Climate Fund, the "National Adaptation Plan (NAP) to advance medium and long-term adaptation planning in Armenia" project (the Project) supports the Government of Armenia to develop a national plan for climate change adaptation (CCA) through an iterative process focused on strengthening foundational capacities to ensure that they are institutionalized for long-term sustainability. The Project aims to (i) address existing barriers identified during the stocktaking exercise, (ii) support development of adaptation plans and prioritization of climate change adaptation measures in six priority sectors (water resources, agriculture, energy, health, tourism and human settlement), and (iii) support identification of financing options for the implementation of the prioritized adaptation options identified throughout the project.

2. UNDP/GCF Project Objective

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

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

3. Objective of the Assignment

Globally, the tourism sector is vulnerable to climate change, but has been slow to prepare for the challenges. Climate impacts, such as rising temperatures, changing weather patterns, occurrence of extreme events, and the consequent infrastructure damage and losses, as well as ecosystem degradation and change, could have significant consequences for the sector, with effects felt at various levels, from national through to local, and within businesses and households. The sector will need to adapt in order to take advantage of the opportunities and prepare for the risks that climate change will bring.

Tourism in Armenia is a growing industry, accounting for 4.4% of the country's GDP in 2017 (Republic of Armenia, 2020), with government plans to support its growth in the coming decades and to develop sub-sectors, particularly ecotourism, gastro-tourism, ethno-tourism, adventure and extreme tourism (Republic of Armenia, 2017, 2019). As such, it has been highlighted as one of six priority sectors for climate change adaptation planning.

Despite the growth of tourism and its positive economic impact, Armenia has yet to carve out its rightful place in the global tourism landscape. The Strategy for Development of Armenia's Tourism Sector for 2020-2030 (currently submitted for RA Government's approval) prioritizes tourism sub-sectors with the strongest potential for growth, as the best "engine" for tourism sector development in the country.

Currently, international and domestic tourism is primarily focused around visiting places and monuments of cultural, historical, and religious significance, visiting areas of natural beauty and exploring these through camping, hiking, skiing and climbing, enjoying urban culture and nightlife, and tourism as part of meetings, conferences and events. Less developed is tourism centered on winter sports and snowfields, wellness and meetings, incentives, conferences and exhibitions (MICE).

The overall objective of the consultancy is to understand and characterize climate risks and vulnerabilities within the tourism sector in Armenia in order to promote climate adaptive and resilient development of the sector aligned with national priorities. More specifically, the assessment aims to:

- Characterize climate impacts that are affecting the tourism sector currently, and will affect it into the future;
- Identify and describe vulnerable activities/industry sub-sectors and groups/sub-sector providers within the tourism sector currently, and in the future;
- Support evidence-based climate change adaptation planning in the tourism sector that can be implemented at national and local levels.

4. Scope of Work and Specific Tasks of the Consultancy

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

Task 1: Conduct a Stocktaking exercise of the Tourism Sector, consisting of:

- Literature review on the profile of the tourism sector in Armenia, including the sector components and services from the point of sensitivity to climate change,
- Identification of organizational and institutional frameworks, the roles and responsibilities of the government and other bodies in relation to the sector,
- Identification of legal, institutional, policy related, as well as technical and technological barriers for conducting CRVA and planning/implementation of adaptation measures in the sector,
- Collection of relevant information/data on climate change trends and projections in tourism destination-related areas,
- Analysis of availability of relevant data, including data gaps for conducting CRVA and adaptation planning in the sector,
- Compilation and synthesis of available socio-economic and gender data relevant for the sector,
- Identification and mapping of tourism sector stakeholders.

Task 1 deliverables:

- Inception report

- Report on stocktaking exercise, providing a detailed understanding of the sector, its components, the roles and responsibilities of government, governance systems.

Task 2: Conduct Climate Risk and Vulnerability Assessment (CRVA)

2.1 Assess current climate risk and vulnerability of the tourism sector in Armenia

- Identify and select priority sub-sector(s) and key tourism sites for conducting CRVA with respective justification on feasibility of conducting CRVA, based on the review of existing documents (including strategies, Government programs, national reports and studies on Armenia's tourism sector, where priorities are pre-defined), as well as in consultations with identified key stakeholders (relevant government, private, and civil society stakeholders) and experts.
- As part of CRVA, analyze socio-economic and gender dimensions of vulnerability to climate change in the selected sub-sector(s) and key tourism sites. Socio-economic analysis shall include but not be limited to also damage and loss assessment, income generation related impacts of climate change in the tourism sector, among others.

Based on the recommended methodology (to be provided by the Project), conduct:

- Assessment of current **hazards**: Assessment of hazards and hazard trends, through a literature review, key informant interviews, seasonal calendars (with participation of stakeholders in focus group interview format), and transect walks. Hazard trends will further be analyzed with input from focus group interview participants, and hazard likelihood calculated. Hazard maps will be produced via GIS analysis and mapping.
- Assessment of current **exposure**: Key variables exposing tourism to hazards will be identified to focus the assessment. Following this, information on exposure will be collected through analysis of existing datasets and transect walks at relevant sites. Exposure maps will be created using GIS analysis and mapping.
- Assessment of current **vulnerability**: Conducted through identifying activity-hazard sub-systems, their components, and selecting appropriate indicators, participatory assessment of components of vulnerability and vulnerability indicators. Vulnerability maps will be created using GIS analysis and mapping.
- Assessment of current **climate risk**: Climate risk will be calculated using indicators of hazards, exposure and vulnerability. A climate risk map of tourism sub-sector activities and key tourism sites can be created using GIS.

2.2 Assess future risk and vulnerability of the tourism sector in Armenia

The first step is to develop baseline scenarios to identify possible futures at specific timepoints. This will be followed by an assessment of future hazards, future exposure, and future vulnerability, integrating data from two methods: participatory and quantitative risk assessments. As datasets are likely not available for each variable, participatory exercises will be used to supplement existing information.

Based on the recommended methodology (to be provided by the Project), conduct:

- Development of relevant **baseline scenarios** for future local conditions: to identify possible futures according to appropriate scenarios at specific time-points (e.g. 2030 and 2050), with feedback from stakeholders participating in focus group discussions.
- Assessment of future climate **hazards**: through collection and analysis of available data on future climate and environment. 'Tales of Future weather' participatory exercise will support focus

group participants to identify relevant future hazards and hazard trends. Qualitative data collection and analysis of relevant available data on future hazards will also be conducted. Future hazard likelihood will be assessed, and maps of future hazards created using GIS analysis and mapping.

- Assessment of future **exposure**: conducted using participatory methods and through collection and quantitative analysis of available datasets. Scenarios modeling exposure will be developed through the participatory tool ‘What If’, in which participants are supported to step through a series of future scenarios, focusing on specific factors (in this case, variables of exposure), to explore what these might be like in the future. This will be supported by a literature review, identification of relevant indicators, and collection and analysis of available data and datasets. Finally, maps of future exposure will be created using GIS analysis and mapping.
- Assessment of future **vulnerability**: conducted through identification of activity-hazard sub-systems, components and indicators. ‘What if’ scenario building will support identification of future sensitivity, coping and adaptive capacity. Relevant datasets will also be collected for analysis, and maps of future vulnerability will be created using GIS analysis and mapping.
- Assessment of future **climate risk**: performed through analysis of qualitative data (analyzing future hazards alongside indicators of exposure and vulnerability), and future climate risk calculated. Maps of future climate risk will be created using GIS analysis and mapping.

2.3 Deliver a stakeholder workshop to present/validate CRVA findings and finalize the CRVA report

Delivery of a workshop with stakeholders to disseminate results, inform participants, and encourage engagement with the adaptation process. The workshop can be conducted online if necessary.

Task 2 deliverables:

- Detailed CRVA report outlining current and future climate hazards and hazard trends, exposure, vulnerability, and climate risk faced by the tourism sector in Armenia, by key sub-sector and key tourism sites. Maps of hazards, exposure, vulnerability and climate risk by sub-sector and by key sites
- Brochure explaining tourism business actors how climate change may affect business
- Delivery of a workshop with stakeholders, brief report on workshop findings. Incorporation of stakeholder feedback/comments into final CRVA report

Task 3: Tourism Sector Adaptation Plan (TSAP)

3.1 Develop strategic TSAP

- Identify the best available international practices for adaptation planning in the tourism sector;
- Identify overarching adaptation goal(s), key expected outcomes and associated strategic objectives of the TSAP for Armenia based on the stocktaking exercise, CRVA findings on current and future climate risks, and stakeholder consultations;
- Identify adaptation measures for implementation to address the current and future impacts of climate change based on identified goal(s), expected outcomes and strategic objectives, as well as legal, institutional, policy, technical and technological barriers for planning and implementation of adaptation measures in the sector;
- In consultations with key stakeholders, prioritize adaptation measures for implementation and develop a roadmap for implementation of the priority measures, aimed at preparing for and adapting to local climate change effects and risks, strengthening local capacities and gender equality, and supporting disadvantaged groups of population;

- As part of TSAP, provide recommendations on (i) implementation of the TSAP, including its integration into respective strategies and development planning documents in Armenia, (ii) financial aspects of TSAP implementation, (iii) adaptation plan monitoring and evaluation provisions, and (iv) identification of partners for implementation of TSAP;
- Consult with key stakeholders the expected design and legal status of the TSAP (e.g. Government Decision, Prime Minister's Decision, Minister's Order etc.), and take that into consideration throughout the implementation of the assignment.

3.2 Deliver a stakeholder workshop to present and validate TSAP

Delivery of a workshop with stakeholders to disseminate results of the TSAP, inform participants, and encourage engagement with the adaptation process. The workshop can be conducted online, if necessary.

Task 3 deliverables:

- Final TSAP
- Delivery of workshop with stakeholders, brief report on workshop findings. Incorporation of stakeholder feedback/comments into final TSAP.

Task 4: Development of at least 2 concept notes for fundraising efforts

Based on the stakeholder feedback, develop at least 2 concept notes (up to 5 pages each) within the framework of the TSAP to aid fundraising efforts. The format of concept note to be provided by the Project.

Task 4 deliverable:

- At least 2 concept notes developed, based on identified/prioritized adaptation measures.

5. Modalities of work

The selected Consulting Company will report directly to UNDP Climate Change Programme Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the Project Management Unit. In the course of assignment, the Consulting Company will also have to work and coordinate closely with project partners in tourism sector, including Tourism Committee under the Ministry of Economy, as well as other stakeholders. Coordination with on-going international projects is also expected.

All deliverables should be produced in electronic formats. Final reports shall be provided both in Armenian and English, in word and pdf versions. The charts, graphs and maps shall be provided in editable format(s). All final deliverables should clearly define all data inputs and outputs, and deliverables should be developed to facilitate future identification and reporting and include all raw input and output data.

All public-facing materials should be formatted and branded in a standard that is consistent with existing UNDP-GCF publications.

The Consulting Company will be expected to provide overall management of the task implementation, quality control/quality assurance, data organization, analysis of results and final reports with oversight, guidance, and input from the Project Coordinator and its partners.

It is expected that the Consulting Company will incorporate the feedback obtained from the workshop participants into the respective deliverables/reports.

6. Draft Timeframe of the Services

The start date for the assignment will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within 6 months after contract signature according to the following tentative time schedule (April 2021-Sept. 2021).

	Deliverable	M1	M2	M3	M4	M5	M6
1.	- Inception report; - Report on stocktaking exercise.						
2.	- Detailed report outlining current and future climate hazards and hazard trends, exposure, vulnerability, and climate risks faced by the tourism sector in Armenia, by key sub-sector and key tourism sites; - Maps of hazards, exposure, vulnerability and climate risk by sub-sector and by key sites						
	- Delivery of workshop on CRVA findings, incorporation of feedback/comments received from stakeholders into final CRVA report						
3.	- Development of Strategic TSAP						
	- Delivery of workshop on TSAP - Feedback from stakeholders incorporated in TSAP - Submission of all data collected during assignment to UNDP (transcripts and recordings from key stakeholder interviews and focus group interviews, transect walks, etc.)						
4.	- At least 2 concept notes for fundraising developed						

7. Qualifications of the Consulting company

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

The requirements for this contract and qualifications of the contractors/company:

- Consultant is a legally registered entity, or consortium of legal entities
- Minimum 5 years of experience in the field of climate risk assessment, vulnerability analysis, and analysis of climate change impacts within the tourism sector
- Proven knowledge of Armenia's local tourism context
- Implementation of minimum 3 contracts of similar value, nature and complexity (for JV/Consortium/Association, all Parties cumulatively should meet requirement)
- Demonstrated knowledge and practical experience on similar engagements (Company /Organization or its full-time expert-employees)
- Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects.

8. Qualifications of Key Personnel

The Consultant should have a strong team of experts with proven professional capacities. All experts who have a crucial role in implementing the contract are referred to as key experts. The Consultant shall submit CV's and statements of exclusivity and availability for the key experts listed below. Other experts' profiles (non-key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach.

The Consultant is required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

The profiles of the **key experts** for this contract are as follows:

Key Expert 1: Team Leader (up to 30 days)

Qualifications and Skills

- Advanced university degree in economy, geography, or in other related discipline
- Good knowledge and understanding of the tourism sector in Armenia
- Strong knowledge and familiarity with climate change impacts and vulnerability assessments, and climate change adaptation planning
- Sound understanding of cross-cutting issues, including gender equality issues
- Excellent drafting, communications, presentation and teamwork skills
- Strong managerial skills, proven ability to work under pressure and handle multiple activities and tasks concurrently
- Proficiency in English and Armenian; knowledge of Russian is an asset

Professional experience

- At least 7 years of professional experience in the relevant field
- Experience in working as a team leader/project management in at least 3 projects of similar scope and complexity
- Experience leading or overseeing organization of stakeholder workshops, conferences, or similar events
- Experience in development of analytical documents and reports

Key Experts 2: Vulnerability and Adaptation Expert (up to 20 days)

Qualifications and Skills

- Higher university degree (Masters or PhD) in environmental sciences, natural resources management, geography or in another relevant discipline
- Extensive knowledge of climate risks assessment, vulnerability mapping, adaptation studies and technologies
- Good knowledge/skills of GIS
- Strong analytical, research, report writing skills
- Familiarity and experience working in the Caucasus, Central Asia, and post-Soviet region
- Excellent drafting, communications, and team work skills
- Fluency in English required.

Professional experience

- At least 7 years of professional international experience in the field of natural resources management, geography, or in a relevant discipline, with a focus on climate change, tourism, and related issues;
- Experience in remotely coordinating field data collection and conducting assessments planning work;
- Experience in development of analytical documents and reports.

Key Expert 3: Lead Field Researcher (up to 30 days)

Qualifications and Skills

- Degree in social sciences, geography, environmental science or a related field
- Fluency in English and Armenian required
- Knowledge of the tourism sector in Armenia
- Familiarity and experience independently conducting field work for social sciences research, including key informant interviews, focus group discussions
- Familiarity and experience coordinating a small group of data collectors for social sciences research;
- Familiarity and experience with collecting data and datasets from government ministries, international organisations, local universities and academic institutes, and civil society organisations and professional associations
- Familiarity and experience coordinating with a range of different stakeholders
- Familiarity and experience organising conferences, workshops, and stakeholder events or similar.

Professional experience

- At least 5 years of professional experience in the field of natural resources management, geography or social sciences research conducting field work independently or coordinating a small team of data collectors
- At least 2 years' experience organising stakeholder engagement events, such as workshops or conferences

Short-term Non-key experts

The Consulting Company should provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts should include a good mix experiences and know-how to complement the key experts in delivering on the tasks. These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Civil servants cannot be recruited as experts.

For the short-term non-key experts, maximum of 15 working days can be included in the proposal. For implementation of the tasks the preferable and suggested non-key experts' qualifications are as follows:

Non-key Experts 1 and 2: Junior Field Researchers (up to 10 days)

- Degree in social sciences, geography, environmental science or a related field
- Fluency in Armenian, knowledge of English an asset
- Familiarity and experience conducting data collection and field research for social sciences research, including key informant interviews, focus group discussions
- Familiarity and experience with collecting data and datasets from government ministries, international organisations, local universities and academic institutes, and civil society organisations and professional associations
- At least 2 years of professional experience in the field of natural resources management, geography or social sciences research conducting field work and data collection as part of a team

Non-key Expert 3: Gender Mainstreaming Expert (5 days)

- Higher university degree in gender studies, social sciences focusing on gender issues or related discipline

- Fluency in Armenian; knowledge of English is an advantage
- At least 3 years of professional experience in gender-related issues and gender mainstreaming

9. Level of efforts of the key personnel

Within their offers, Proposers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). The proposed allocation of level of effort for each key expert is provided in the table below. However, if deemed necessary, in their technical proposals the Proposers can make corresponding adjustments in the level of efforts in line with their proposed methodology for implementation of the assignment.

Overview of key experts and level of effort					
	Resources (expert days)			Non key experts	Total
	Key experts (KE)				
	KE 1	KE 2	KE 3		
Deliverable 1...					
Total number of expert days:	30	20	30	15	95

10. Facilities to be provided by the Consulting Company

The Consultant must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The Consultant should provide their own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consultant shall ensure translation of all necessary documents/reports and any interpretation required.

The Consulting Company is required to:

- Arrange and finance travel related costs and subsistence allowances for missions and field visits to be undertaken as part of this contract;
- Arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract;
- Undertake the necessary security measure for the experts' safety.

11. Deliverables and Schedule of payment

Payment per each deliverable will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in the following instalments upon timely completion of respective deliverables.

Deliverables	Payment
Deliverable 1: Inception report. Report on stocktaking exercise.	15%
Deliverable 2: Final CRVA Report, incorporating assessments on current and future climate hazards, exposure, vulnerability, and climate risk faced by the tourism sector in Armenia. Maps of hazards, exposure, vulnerability and climate risks by Tourism sub-sector/s/ and by key sites.	45%

Deliverables	Payment
Delivery of a workshop with stakeholders and incorporation of stakeholder feedback/comments into final Tourism sector CRVA report.	
Deliverable 3: Final Tourism Sector Adaptation Plan (TSAP), Delivery of workshop with stakeholders, and incorporation of stakeholder feedback/comments into final TSAP.	40%
Deliverable 4: At least 2 concept notes for fundraising developed.	

Deliverable 1 - 15% of total contract amount;

Deliverable 2 - 45% of total contract amount;

Deliverables 3 and 4 - 40% of total contract amount.

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

12. Bids and evaluation of the bids

The application package of the bidders should include:

1. Technical proposal (70%)

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

2. Financial proposal (30%)

- Detailed budget breakdown per main expenditures (consultancy fees, other related costs, etc.).

The Consulting Company will be evaluated based on the following criteria and scores:

Proposal	Criteria	Score, %
Technical proposal	Expertise of the Company	20%
	Approach, its appropriateness to the conditions, and Implementation Plan	20%
	Expert qualifications	30%
<i>Sub-total of Technical Proposal</i>		70%
Financial proposal		30%
Total		100%

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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 and 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, Environmental Sustainability Certificates, 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.*
- g) For more documents (details) please see the ToR, Annex 1a, paragraph 4.*

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

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

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive), currency</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E.

F. 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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
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				

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