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Resilient nations.

## REQUEST FOR PROPOSAL (RFP 070/21)

NAME & ADDRESS OF FIRM	DATE: June 29, 2021
	REFERENCE: Technical Consultancy Services to Develop GIS Maps on Climate and Associated Natural Hazards and Risks Aimed at Climate Change Adaptation

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Technical Consultancy Services to Develop GIS Maps on Climate and Associated Natural Hazards and Risks Aimed at Climate Change Adaptation*** (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, **21 July 2021, 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>Technical Consultancy Services to Develop GIS Maps on Climate and Associated Natural Hazards and Risks Aimed at Climate Change Adaptation</b>
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	The objective of the assignment is to (i) develop a detailed methodology mapping climate and associated natural hazards and risks in various territories of Armenia for assessment of natural hazards and risks, assessment of the vulnerability degree on the sectors of agriculture, water resources, energy, human health, tourism, settlements and infrastructure, as well as other sectors of economy, and (ii) based on the identified methodology to develop the GIS maps of climate and associated natural hazards and risks for Shirak and Lori marzes of Armenia aimed at further development of impact mitigation strategies and climate change adaptation planning at the level of marzes and communities.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	8 months after contract signing by both parties.
Target start date	August 2021
Latest completion date	March 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	

<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.

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 <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>	Outputs	Percentage	Timing	Condition for Payment Release	
	<b>Deliverable 1.</b> Inception report, including detailed workplan for the assignment and implementation methodology with incorporated comments and recommendations from the Project Management.	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.	
	<b>Deliverable 2.</b> Methodology of mapping climate and associated natural hazards in Armenia; detailed guide on methodology and its application for marzes in Armenia.	25	3 months after contract signing		

<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.

	<b>Deliverable 3.</b> GIS map of climate and associated natural hazards and risks for Lori marz aimed at climate change adaptation planning at the level of marz and communities	45	5 months after contract signing	
	<b>Deliverable 4.</b> GIS map of climate and associated natural hazards and risks for Shirak marz aimed at climate change adaptation planning at the level of marz and communities.		7 months after contract signing	
	<b>Deliverable 5.</b> Workshop to present the developed methodology mapping climate and associated natural hazards and e-maps for Lori and Shirak marzes; the final guide on the methodology and its application; GIS maps of climate and associated natural hazards and risks for Lori and Shirak marzes.	15	8 months after contract signings	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP Climate Change Programme Coordinator;			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			

Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 400</b>), including:</p> <ul style="list-style-type: none"> <li>• At least 5 years of proven experience (including international experience) related to geography and mapping, including e-mapping (<b>max score: 100</b>);</li> <li>• Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet requirement), (<b>max score: 100</b>);</li> <li>• Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia's governmental institutions (<b>max score: 100</b>);</li> <li>• Extensive experience in using GIS software (e.g. QGIS, ArcGIS, etc.) and GPS devices. Extensive knowledge of climate change, socio-economic and gender issues. Extensive understanding of local, provincial and national government systems in Armenia (<b>max score: 100</b>);</li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 200</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: 200</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>Key Expert 1: Team Leader – Expert in Geography</b> as per Annex 1a – Qualification paragraph (<b>max score: 150</b>);</li> <li>- <b>Key Expert 2: Expert in GIS Mapping</b> as per Annex 1a – Qualification paragraph (<b>max score: 100</b>);</li> <li>- <b>Key Expert 3: Expert in Regional/Spatial Planning</b> as per Annex 1a – Qualification paragraph (<b>max score: 100</b>);</li> <li>- <b>Key Expert 4: Expert in Climate Change and Associated Hazard Assessment</b> as per Annex 1a – Qualification paragraph (<b>max score: 50</b>);</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract 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>

<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.

Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> 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]	

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<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.

**“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”  
UNDP-GCF/00104267 Project<sup>8</sup>**

**TERMS OF REFERENCE**

**Technical Consultancy Services to Develop GIS Maps on Climate and Associated Natural Hazards and Risks Aimed at Climate Change Adaptation**

**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 foster the process of the national planning for climate change adaptation (CCA) through an iterative process focused on strengthening foundational capacities to ensure that they are institutionalized for long-term sustainability. The Project aims to address existing barriers, support the prioritization of climate change adaptation investments in six priority sectors (water resources, agriculture, energy, health, tourism and human settlement) and two regions of Armenia, develop adaptation plans, and increase the identification of associated finance options.

**2. UNDP/GCF Project Objective**

With 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**

The objective of the assignment is to (i) develop a detailed methodology mapping climate and associated natural hazards and risks in various territories of Armenia for assessment of natural hazards and risks, assessment of the vulnerability degree on the sectors of agriculture, water resources, energy, human health, tourism, settlements and infrastructure, as well as other sectors of economy, and (ii) based on the identified methodology to develop the GIS maps of climate and associated natural hazards and risks for Shirak and Lori marzes of Armenia aimed at further development of impact mitigation strategies and climate change adaptation planning at the level of marzes and communities.

**4. Scope of Work and Specific Tasks of the Consultancy**

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<sup>8</sup> While the mapping of the climate hazards and risks in Armenia was planned within the UNDP-GCF NAP project at the project design stage, this Terms of Reference was developed in consultation and partnership with “Increase Resilience of Armenia to Climate Change through Modernization of Armenia’s Hydrometeorological Service” UNDP-RTF project to ensure synergies between two projects.



Under the overall guidance of the UNDP Climate Change Program Coordinator and the UNDP-GCF NAP Project Manager, direct oversight by the Project Team Leaders, 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. Methodology for mapping climate and associated natural hazards and risks in Armenia:**

- Identify and assess the best available methodologies and practices for mapping climate and associated natural hazards and risks,
- Develop methodology of mapping climate and associated natural hazards and risks considering peculiarities of landscape and climatic zones in Armenia and aimed at demonstration of the climatic and related natural hazards and risks in Armenia, climate projections and climate change adaptation in the sectors of agriculture, water resources, energy, human health, tourism, settlements and infrastructure, as well as other sectors of economy:
  - to be based on georeferenced format, including GIS; thematic maps; and other graphic applications;
  - considering climate hazards: heatwaves, droughts, hazardous and intensive hail, early frost (frostbite), heavy rain, strong wind, strong cold;
  - reflecting climate associated phenomena: landslides, mudflows, seasonal flooding, forest fires, rockfalls, avalanches;
  - baseline data: digital elevation model, hydrography, land use (forests, pastures, arable land, gardens, etc.), specially protected areas, administrative boundaries, settlements, population density, infrastructure (roads, electricity, gas, water supply lines, sewage and sanitation, industrial enterprises, emergency facilities, energy facilities, and more);
  - featuring three-level layers: overview maps of scale 1:500,000 zones of climate hazards for the entire territory of Armenia, regional maps at a scale of 1:100,000 demonstrating climate changes, local large-scale inset maps at a scale of 1:25,000 - 1:10,000 with examples of recorded and documented specific extreme climatic phenomena and their consequences;
- Develop the detailed guide on the methodology and its application for marzes in Armenia.

**Task 2. Mapping of climate and associated natural hazards and risks for Shirak and Lori marzes of Armenia:**

- Collect baseline data and information on Shirak and Lori marzes,
- Determine the main natural hazards and risks for Shirak and Lori marzes and collect respective data,
- Identify objects most vulnerable to climate and associated natural hazards (areas, water resources, forests, agriculture, populations, infrastructure, etc.),
- Based on the above methodology develop multi-layer GIS maps on climate and associated natural hazards and risks for Shirak and Lori marzes aimed at:
  - assessment of climatic and associated natural hazards and risks,
  - assessment of vulnerabilities to climate change,
  - development of impact mitigation strategies and adaptation planning at the level of marzes and communities,
- Develop recommendations on maintenance and update of the e-maps as a publicly available tool and database,
- Present the developed methodology mapping climate and associated natural hazards and e-maps for Shirak and Lori marzes during the workshop with wider stakeholders, partners

and experts in Armenia; consolidate the input from stakeholders into the final version of the products.

## 5. Modalities of Work

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's respective staff. In the course of assignment, the Consulting Company will also have to work and coordinate closely with key project stakeholders including the Ministry of Environment, as well as other stakeholders and partners. 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 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 Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within **8 months** after contract signature according to the following tentative time schedule (July 2021- February 2022).

Deliv.	Description	M1	M2	M3	M4	M5	M6	M7	M8
1.	Inception report, including detailed workplan for the assignment and implementation methodology with incorporated comments and recommendations from the Project Management.								
2.	Methodology of mapping climate and associated natural hazards in Armenia; detailed guide on methodology and its application for marzes in Armenia.								
3.	GIS shapefiles (or equivalent) and map(s) of climate and associated natural hazards and risks for Lori marz aimed at climate change adaptation planning at the level of marz and communities.								
4.	GIS shapefiles (or equivalent) and map(s) of climate and associated natural hazards and risks for Shirak marz aimed at climate change adaptation planning at the level of marz and communities.								

5.	Workshop to present the developed methodology mapping climate and associated natural hazards and e-maps for Lori and Shirak marzes; the final guide on the methodology and its application; GIS maps of climate and associated natural hazards and risks for Lori and Shirak marzes.								
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## 7. Qualifications of the Consulting Company

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

- Consultant should be a legally registered entity, or consortium of legal entities;
- At least 5 years of proven experience (including international experience) related to geography and mapping, including e-mapping;
- Proven successful completion of at least 3 contracts of similar value, nature and complexity (for Consortium/Association all Parties cumulatively should meet requirement) \*;
- Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with international organizations, development agencies and Armenia's governmental institutions;
- Extensive experience in using GIS software (e.g. QGIS, ArcGIS, etc.) and GPS devices.
- Extensive knowledge of climate change, socio-economic and gender issues.
- Extensive understanding of local, provincial and national government systems in Armenia;

*\* 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. Management Structure and Qualifications of Key Personnel

The Consulting Company 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 applicants shall submit CV's and statements of exclusivity and availability for the key experts. Other expert profiles (Non-Key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach. The tenderers are required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

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

### **Key Expert 1: Team Leader – Expert in Geography**

#### *Qualifications and Skills*

- Advanced university degree in geography, mapping, or other relevant disciplines
- Strong knowledge of relevant policies, legal and institutional frameworks, challenges, and opportunities
- Being familiar with environmental sciences and climate change problems
- Proven leadership skills, with track-record to lead a team of experts
- Proven ability to work under pressure and handle multiple activities and tasks concurrently
- Excellent drafting, communications, and presentation skills
- Proficiency in Armenian and English is required; knowledge of Russian is an asset

#### *Professional experience*

- At least 7 years of professional international experience in a relevant field
- Experience in working as a team leader/project management in at least 3 projects of similar scope and complexity
- Experience in development of analytical documents and reports in similar climate change projects

#### **Key Expert 2: Expert in GIS Mapping**

##### *Qualifications and Skills*

- Advanced university degree in geography, mapping, or other relevant disciplines
- Strong knowledge of natural and environmental hazards mapping
- Experience in creating maps on various topics
- Being familiar with environmental sciences and climate change problems
- Excellent drafting, communications, presentation, and teamwork skills.
- Proficiency in English and Armenian; knowledge of Russian is an asset

##### *Professional experience*

- At least 5 years of professional experience in the relevant field
- Experience in development of analytical documents and reports

#### **Key Expert 3: Expert in Regional/Spatial Planning**

##### *Qualifications and Skills*

- Advanced university degree in spatial planning, environment, natural and water resources, agriculture, climate sciences or other relevant disciplines
- Strong knowledge of the following components: climate change risks and effects (ecosystems, natural and water resources and agriculture), climate change vulnerability assessment, planning, implementation, monitoring and evaluation of the climate change adaptation measures.
- Excellent drafting, communications, presentation, and teamwork skills.
- Fluency in English is required; knowledge of Armenian and Russian is an asset

##### *Professional experience*

- At least 5 years of professional international experience in climate change and related fields
- Experience in development of analytical documents and reports

#### **Key Expert 4: Expert in Climate Change and Associated Hazard Assessment**

##### *Qualifications and Skills*

- Advanced university degree in natural sciences, or other relevant disciplines
- Strong knowledge of natural hazards and risk monitoring and assessment.
- Being familiar with identification of climatic and associated hazards
- Excellent drafting, communications, presentation, and teamwork skills.
- Proficiency in English and Armenian; knowledge of Russian is an asset

##### *Professional experience*

- At least 5 years of professional experience in the relevant field
- Experience in development of analytical documents and reports

#### **Short-term non-key experts**

The Consulting Company should provide other short-term experts as required according to the profiles identified in the Methodology. The pool of other experts (such as experts in agronomy (farming/crop development/climate smart agriculture), agrometeorology, hydrology, GIS etc.) should include a good mix experiences and know-how to complement the key experts in delivering on the tasks. These profiles must indicate whether they are to be regarded as senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile.

For the short-term non-key experts, at least 50 working days (in summary for all) can be included in the proposal.

It is expected that the Consultant will involve local and, if necessary, international experts with proven experience in similar assignments in Armenia. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them. Note that civil servants and other staff of the public administration cannot be recruited as experts.

## 9. Facilities to be Provided by the Consulting Company

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

The Consulting Company is required to:

- Arrange and finance travel costs and subsistence allowances for missions by Consulting Company's experts 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.

## 10. Deliverables and Schedule of Payments

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

Deliverable 1	- 15% of total contract amount;
Deliverable 2	- 25% of total contract amount;
Deliverable 3 and 4	- 45% of total contract amount;
Deliverable 5	- 15% of total contract amount

Description of Deliverables	Payments
<b>Deliverable 1.</b> Inception report, including detailed workplan for the assignment and implementation methodology with incorporated comments and recommendations from the Project Management.	15%
<b>Deliverable 2.</b> Methodology of mapping climate and associated natural hazards in Armenia; detailed guide on methodology and its application for marzes in Armenia.	25%
<b>Deliverable 3.</b> GIS map of climate and associated natural hazards and risks for Lori marz aimed at climate change adaptation planning at the level of marz and communities	45%
<b>Deliverable 4.</b> GIS map of climate and associated natural hazards and risks for Shirak marz aimed at climate change adaptation planning at the level of marz and communities.	
<b>Deliverable 5.</b> Workshop to present the developed methodology mapping climate and associated natural hazards and e-maps for Lori and Shirak marzes; the final guide on the methodology and its application; GIS maps of climate and associated natural hazards and risks for Lori and Shirak marzes.	15%

*Note: All electronic files required to develop the interim and final maps should be considered part of the deliverables and submitted to the project. All databases should be clearly marked, and an index document explaining the data and its sources included.*

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</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, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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

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

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

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.

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>
1	<b>Deliverable 1.</b> Inception report, including detailed workplan for the assignment and implementation methodology with incorporated comments and recommendations from the Project Management.	15%	
2	<b>Deliverable 2.</b> Methodology of mapping climate and associated natural hazards in Armenia; detailed guide on methodology and its application for marzes in Armenia.	25%	
3	<b>Deliverable 3.</b> GIS map of climate and associated natural hazards and risks for Lori marz aimed at climate change adaptation planning at the level of marz and communities	45%	
4	<b>Deliverable 4.</b> GIS map of climate and associated natural hazards and risks for Shirak marz aimed at climate change adaptation planning at the level of marz and communities.		
5	<b>Deliverable 5.</b> Workshop to present the developed methodology mapping climate and associated natural hazards and e-maps for Lori and Shirak marzes; the final guide on the methodology and its application; GIS maps of climate and associated natural hazards and risks for Lori and Shirak marzes.	15%	
	<b>Total</b>	100%	

*\*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)**