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REQUEST FOR PROPOSAL (RFP 099/22)

NAME & ADDRESS OF FIRM	DATE: August 9, 2022
	REFERENCE: Technical Consultancy Services to Develop Agriculture Sector Adaptation Project Concept Note for Armenia in line with Green Climate Fund Requirements

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Technical Consultancy Services to Develop Agriculture Sector Adaptation Project Concept Note for Armenia in line with Green Climate Fund Requirements*** (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, **23 August 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	Technical Consultancy Services to Develop Agriculture Sector Adaptation Project Concept Note for Armenia in line with Green Climate Fund Requirements
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	The purpose of the consultancy is to develop a Green Climate Fund (GCF) Concept Note (CN) in coordination with relevant stakeholders in agriculture sector infrastructure aimed at adaptation to climate change. The Concept Note must be aligned with Armenia's climate change and climate adaptation priorities and with GCF guidelines and requirements as established in the GCF Programming Manual, as well as with the Agriculture Sector Adaptation Plan.
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) 6. Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) 6. 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	3 months after contract signing by both parties.
Target start date	September 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)
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	<input checked="" type="checkbox"/> 60 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.

Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted																	
Payment Terms ³	<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 submitted and approved.</td><td rowspan="2">40</td><td>2 weeks 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: Stakeholder consultations to support concept note development conducted; Stakeholder engagement report developed in accordance with GCF requirements.</td><td>2 months after contract signing</td></tr> <tr> <td>Deliverable 3: Draft CN with supporting documentation and annexes in GCF reporting template developed; National workshop organized, and results validated; Report on recommendations to close the identified information gaps to enable development of a Full Funding Proposal submitted.</td><td rowspan="2">60</td><td>2.5 months after contract signing</td></tr> <tr> <td>Deliverable 4: Minutes that document the agreement with the accredited entity/NDA ensured; Concept Note with supporting documentation and annexes in GCF reporting template finalized and ready for submission to focal entity of funding agency.</td><td>3 months after contract signing</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1: Inception report submitted and approved.	40	2 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.	Deliverable 2: Stakeholder consultations to support concept note development conducted; Stakeholder engagement report developed in accordance with GCF requirements.	2 months after contract signing	Deliverable 3: Draft CN with supporting documentation and annexes in GCF reporting template developed; National workshop organized, and results validated; Report on recommendations to close the identified information gaps to enable development of a Full Funding Proposal submitted.	60	2.5 months after contract signing	Deliverable 4: Minutes that document the agreement with the accredited entity/NDA ensured; Concept Note with supporting documentation and annexes in GCF reporting template finalized and ready for submission to focal entity of funding agency.	3 months after contract signing		
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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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (max score: 400), including:																	

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"> At least 5 years of proven experience in (i) Development of technical pre-feasibility or feasibility studies for environmental, climate change or climate adaptation projects, (ii) Design and structuring of environmental, climate change or climate adaptation projects, and (iii) Financial structuring of investment projects in environmental issues, climate change (max score: 150); At least 5 years of proven experience, including international experience, in project development and project cycle management, preferably in the EECA region and related to climate change, for Bilateral and Multilateral Organizations; Proven experience in structuring projects for the GCF would be an advantage (max score: 150); Working knowledge of the GCF modalities for project development implementation and management; Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Armenia would be an asset (max score: 100); <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including:</p> <ul style="list-style-type: none"> Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 250) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 350), including:</p> <ul style="list-style-type: none"> Key Expert 1: Team Leader (30 days) – as per Annex 1a – Section 8 (max score: 150); Key Expert 2: Climate Adaptation and Agriculture Expert (20 days) as per Annex 1a – Section 8 (max score: 100); Key Expert 3: Environmental and Social Safeguards and Gender Expert (10 days) as per Annex 1a – Section 8 (max score: 100); <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<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.

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

TERMS OF REFERENCE

**Technical Consultancy Services to Develop Agriculture Sector Adaptation Project Concept
Note for Armenia in line with Green Climate Fund Requirements**

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 address existing barriers, support the prioritization of climate change adaptation investments in six priority sectors (water resources, agriculture, energy, health, tourism and infrastructures), in two marzes, as well as at the settlement and the municipal levels, develop adaptation plans, and increase the identification of associated financing options.

2. UNDP/GCF Project Objective

The project will support the Government of Armenia to advance its medium and long-term adaptation planning. In 2021 the Government of Armenia approved “The National Action Program of Adaptation to Climate Change and the List of Measures for 2021-2025” (NAP) to be followed up with the development and approval of sectoral and regional adaptation plans. Adaptation measures for the priority sectors are being developed.

The Government of Armenia sees the NAP process as a key step to achieving the adaptation objectives of its NDC. The Green Climate Fund resources will be used to enable the government to integrate climate change related risks, coping strategies and opportunities into ongoing development planning and budgeting processes.

For more project information visit: <http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>.

3. Objective of the assignment

The purpose of the consultancy is to develop a Green Climate Fund (GCF) Concept Note (CN) in coordination with relevant stakeholders in agriculture sector infrastructure aimed at adaptation to climate change. The Concept Note must be aligned with Armenia’s climate change and climate adaptation priorities and with GCF guidelines and requirements as established in the GCF Programming Manual, as well as with the Agriculture Sector Adaptation Plan.

The Government of Armenia has identified the agriculture sector as one of the priority sectors vulnerable to climate change; therefore, this consultancy is expected to: identify the appropriate adaptation projects in the sector based on the climate risk and vulnerability assessments, the sector adaptation plan, as well as sector development priorities.

The consulting company will be responsible for:

- Developing a dedicated CN for the agriculture sector, following the current template and supporting preparation of documents in GCF reporting template ready for submission to focal entity of funding agency;
- Provide recommendations to UNDP to close information gaps identified to enable development of a Full Funding Proposal with the quality needed for submission.

4. Scope of work and Specific Tasks of the Consultancy

Under the overall guidance of the UNDP Climate Change Program Coordinator and direct supervision of the Project Manager, the company will liaise with national stakeholders, collect data, conduct interviews, and undertake the specific tasks listed below:

Task 1. Develop an Inception Report:

- Conduct desk review and prepare an Inception Report outlining detailed workplan and timeline for conducting the tasks, methodology to be followed, information required for the CN.

Deliverable 1. Inception report submitted and approved (10 days after contract signing).

Task 2. Conduct GCF compliant stakeholder engagement process to support the formulation of the CN:

- Gather contextual data and information to identify the proposed adaptation solutions /measures /responses for the agriculture sector;
- Conduct at least two stakeholder consultation meetings with relevant ministries for the formulation of the CN;
- Conduct periodic consultations meetings with key stakeholders, including representatives of vulnerable and marginalized groups and individuals affected by the project, to support the development of the CN to ensure continuous feedback and a coordinated development of the CN and incorporate feedback.
- Prepare and submit stakeholder engagement reports that align with the GCF's Sustainability Guidance Note: Designing and ensuring meaningful stakeholder engagement on GCF-financed projects ([guidance](#)).

Deliverable 2. Stakeholder consultations to support concept note development conducted; Stakeholder engagement report developed in accordance with GCF requirements (1.5 months after contract signing).

Task 3: Develop Draft Concept Note for the Agriculture Sector:

- Develop a CN for climate adaptation in the agriculture sector that meets the requirements of the GCF. To complete the CN, expected activities include:
 - Facilitate necessary consultations and generation of ownership and buy-in by the National Designated Authority (NDA), the relevant ministries and key stakeholders (see Task 2);
 - Develop the climate rationale and theory of change for a possible GCF project, including assumptions, barriers, goal, outcomes, outputs and sets of activities, following GCF guidelines;
 - Develop the justification for the alignment with GCF investment criteria, focusing on transformational aspects and following GCF sectoral guidance, as appropriate;
 - Propose financing and co-financing mechanisms and partners, ensuring reasonable distribution of GCF and non-GCF funds, including, where appropriate, financial models for leveraging private investments;
 - Provide clarification and support for institutional arrangements for implementation, clearly defining responsibilities and mandates;
 - Integrate the sustainability and exit strategy into the CN design and support the agreement process among stakeholders for institutional arrangements;
 - Prepare the supporting documentation and annexes (e.g., economic cost-benefit analysis, financial overview, report of Environmental and Social Standards Assessment, draft gender action plan, maps), as required.
- Provide recommendations to UNDP to close the identified information gaps to enable development of a Full Funding Proposal with the quality needed for submission.

- National validation consultation organized to present and validate the CN.

Deliverable 3. Draft CN with supporting documentation and annexes in GCF reporting template developed; National workshop organized, and results validated; Report on recommendations to close the identified information gaps to enable development of a Full Funding Proposal submitted (2 months after contract signing).

Task 4: Finalize the Concept Note for the Agriculture Sector:

- Finalize the project CN for climate adaptation in the agriculture sector. The CN will be included in Armenia's GCF Country Programme pipeline.
- Discuss the CN with the accredited entity/NDA and provide minutes that document the agreement with the accredited entity/NDA.

Deliverable 4. Minutes that document the agreement with the accredited entity/NDA ensured; Concept Note with supporting documentation and annexes in GCF reporting template finalized and ready for submission to focal entity of funding agency (2.5 months after contract signing).

** While the organization of the national workshop (identification of key stakeholders, preparation of presentation materials, etc.) is to be handled by the Consulting Company, the costs for organization (venue, stationery, catering, interpretation) will be covered from the NAP Project side.*

*** In addition to the project kickoff meeting and concluding validation workshop to present final analyses and deliverables, the Consulting Company will facilitate progress update meetings, as needed, with the Project team. The meetings may occur in-person or remotely.*

5. Modalities of Work

Tender is open for local and international companies. The selected Consulting Company will report directly to UNDP Climate Change Program Coordinator and UNDP-GCF Project Manager. The deliverables of the Consulting Company will be also overseen by the Project Management Team. In the course of assignment, the Consulting Company will also have to work and coordinate closely with respective project partners and key stakeholders in agriculture sectors, including with the Ministry of Environment, Ministry of Economy, Ministry of Territorial Administration and Infrastructures, etc., as well as collaborate with the project team of experts and national consultants whenever required.

All deliverables should be produced in editable electronic formats. All reports shall be provided both, in Armenian and English, in .pdf and .word versions. All 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 project management, 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 consultancy is expected to be undertaken between September 15, 2022 and November 30, 2022 according to the following tentative time schedule:

	Deliverable	M1	M2	M3
1.	Inception Report submitted and approved.			
2.	Stakeholder consultations to support concept note development conducted; Stakeholder engagement report developed in accordance with GCF requirements.			
3.	Draft Concept Note with supporting documentation and annexes in GCF reporting template developed; National workshop organized, and results validated; Report on recommendations to close information gaps to enable development of a Full Funding Proposal developed.			
4.	Minutes that document the agreement with the accredited entity/NDA ensured; Concept Note with supporting documentation and annexes in GCF reporting template finalized and ready for submission to focal entity of funding agency.			

Note: M-month

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 in (i) Development of technical pre-feasibility or feasibility studies for environmental, climate change or climate adaptation projects, (ii) Design and structuring of environmental, climate change or climate adaptation projects, and (iii) Financial structuring of investment projects in environmental issues, climate change;
- At least 5 years of proven experience, including international experience, in project development and project cycle management, preferably in the EECA region and related to climate change, for Bilateral and Multilateral Organizations;
- Proven experience in structuring projects for the GCF would be an advantage;
- Working knowledge of the GCF modalities for project development implementation and management;
- Experience working with a cross-section of stakeholders, including senior government officials at a national and regional level, experience working with Government of Armenia would be an asset;
- Demonstrated experience producing technical and strategic documents.

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. The expected team includes both international and local experts in the agriculture sector.

The Team leader can 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 of 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.

It is expected that the Team leader will involve local experts with proven experience in similar assignments in Armenia and with hands-on knowledge of current regulations, standards and practices. All experts are required to have a good working command of the required MS Office applications and relevant specialized software operation in relation to the tasks to be performed. 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.

The team must include at least the following profiles:

Key Expert 1: Team Leader (30 days)

Education

- Postgraduate university degree in economics, environmental science, climate finance, engineering, natural sciences, international development, climate change adaptation, with specific academic or professional background in climate change (e.g., adaptation, finance, etc.), environmental management or related fields, or equivalent combination of education and experience.

Professional experience

- At least 10 years' experience working in the agriculture sector, preferably in the context of climate adaptation and climate finance;
- Solid understanding of advanced issues related to climate change adaptation and the agriculture sector;
- At least 5 years of experience compiling concept notes, project proposals and feasibility studies for projects submitted to the GCF - highly desirable;
- Experience working in EECA region, with experience in Armenia preferred;
- Expert understanding of regulatory and legal environment in Armenia;
- Experience working on the design and/or implementation of publicly funded projects, programs or initiatives in the agriculture sector;
- Experience in climate finance and developing financial models;
- Experience in estimation of socio-economic impacts.

Competencies

- Strong leadership and teamwork abilities, including project management, the ability to work effectively with staff at different levels of the government and with a variety of stakeholders;
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders;
- Ability to manage complexities and convey complex issues and positions to diverse audiences;
- Ability to think strategically, reconcile competing priorities, and resolve conflicts;
- Excellent interpersonal, networking, communication, and negotiating skills;
- Good analytical and troubleshooting skills;
- Ability to work effectively in a fast-paced, multicultural environment under often-changing circumstances;
- Languages: Excellent oral and written communications and presentations skills in English.

Key Expert 2: Climate Adaptation and Agriculture Expert (20 days)

Education

- Postgraduate university degree in a subject related agriculture, agricultural sciences, environmental sciences, international development, climate change adaptation, with specific academic or professional background in climate smart agriculture or other closely related fields.

Professional experience

- At least 7 years of experience related to agriculture, agricultural sciences, or other closely related field, with specific academic or professional background in climate smart agriculture
- At least 5 years of experience related to the design of adaptation solutions for agricultural sector
- Solid understanding of climate adaptation in agriculture sector, with expert understanding of regulatory and legal environment of agricultural operations in Armenia
- Demonstrated experience in project development, particularly in the structuring of funding proposals for the GCF, and technical research to expert in support of formulation of projects/programmes/proposals, references needed
- Experience in the development and execution of donor funded programs that address climate change adaptation

- Experience in estimation of socio-economic impacts
- Experience in working with multi-disciplinary teams, including local and expatriate technical experts
- International experience an asset
- Languages: Excellent oral and written communications and presentations skills in English.

Key expert 3: Environmental and Social Safeguards and Gender Expert (10 days)

Education

- Master's degree in environmental science, gender studies, international relations or equivalent

Professional experience

- Minimum of 7 years' experience in the field of environmental and social safeguards and gender mainstreaming;
- Experience with Environmental and Social safeguard systems and gender mainstreaming with multilateral institutions for climate finance projects;
- Experience with GCF Environmental and Social Safeguards (E&S) is desirable;
- Experience in compiling and processing E&S and gender related documents for donors funded programs in Armenia, specific knowledge and records in of Armenia will be a great advantage;
- International experience is an asset;
- Languages: Excellent oral and written communications and presentations skills in English.

Short-term non-key experts

The Consulting Company can provide other short-term experts as required (e.g., financial specialist/economist or other) to support implementation of the tasks under the Terms of Reference. The profiles of short-term experts 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 short-term non-key experts, maximum of 10 working days can be included in the proposal.

9. Level of efforts of the key personnel

Within their offers, the tenderers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise). In addition, Proposers are expected to suggest the allocation of level of effort for each expert, based on the table below:

Overview of key experts and level of effort					
Task/Deliverables	Resources (expert days)				Totals
	Key experts (KE)			Non-key experts	
	KE 1	KE 2	KE 3		
Deliverable 1					
Deliverable 2 ...					
Total number of expert days:					

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 all travel related costs and subsistence allowances for field visits; arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract; and undertake the necessary security measure for the experts' safety.

While the organization of the workshop is to be handled by the Consulting Company, the costs for organization (venue, stationery, catering, interpretation) will be covered from the NAP Project side.

11. 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 Manager. Payment will be made in the following installments upon timely completion of respective deliverables.

Description of Deliverables	Payment (%)
Deliverable 1: Inception report submitted and approved.	40%
Deliverable 2. Stakeholder consultations to support concept note development conducted; Stakeholder engagement report developed in accordance with GCF requirements.	
Deliverable 3. Draft CN with supporting documentation and annexes in GCF reporting template developed; National workshop organized, and results validated; Report on recommendations to close the identified information gaps to enable development of a Full Funding Proposal submitted.	60%
Deliverable 4. Minutes that document the agreement with the accredited entity/NDA ensured; Concept Note with supporting documentation and annexes in GCF reporting template finalized and ready for submission to focal entity of funding agency.	

Deliverable 1 and 2 - 40% of total contract amount;

Deliverable 3 and 4 - 60% of total contract amount.



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Resilient nations.*

Annex 2 – Proposal submission forms
(attached separately)

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES
(attached separately)