Statement

ABOUT THE PRE-QUALIFICATION PROCEDURE

This text of the announcement was approved by the decision of the evaluation commission of the open tender No. 1 dated 16.08.2024 and published

According to Article 24 of the RA Law "On Procurement"

Procedure code: HH-BC-A-BMXCDZB-24/77

**I. CHARACTERISTICS OF THE PURCHASE ITEM**

The customer is the "Environmental Project Implementation Unit" SA of the Ministry of Environment, located at the address: Yerevan, Tigran Mec 65A, of consultancy services within the framework of the GCF Readiness Preparation Support Project for “Development of GCF SAP Project Concept Note” for the needs of the “Environmental Project Implementation Unit” State Agency of the Ministry of Environment

|  |  |
| --- | --- |
| **DIMENSION** | **VITEM OF PURCHASE** |
| DIMENSION 1 | Consultancy Services for the Development of the GCF SAP Project Concept Note |

TERMS OF REFERENCE / PREQUALIFICATION PROCEDURE

*Table 1*

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| **Description of the Service** |
| The objective of this consultancy assignment is to to expand the cooperation "Environmental Project Implementation Unit" State Agency (EPIU) with the Green Climate Fund (GCF), by supplementing EPIU's project portfolio with a high-quality project concept note (CN) corresponding to the GCF's Simplified Approval Process (SAP), which will comply with GCF investment standards. |

**Qualification criteria required to provide the Service**

1. The Participant must have the following qualifications necessary to fulfill the obligations stipulated by the Contract to be concluded:

1) “Professional Experience”,

2) “Labor Resources”.

Required from the Participant:

1. “Professional Experience”

a. Qualification criteria for “Professional Experience” by areas:

|  |  |
| --- | --- |
| Experience in developing CNs in the context of engagement with the GCF. | The Participant must submit at least one contract for the development of a CN with at least 10 million US dollars budget to be submitted for GCF financing, duly executed by them during the application year and the preceding 3 years, as well as a proof confirming that the developed CN has at least been approved by the GCF Climate Investment Committee (CIC2). |
| Needs assessment experience in Disaster Risk Reduction (DRR) sector. | The participant must submit at least one contract for the provision of needs assessment services in DRR sector duly executed by them during the year of application and the previous 5 years. |

b. to substantiate its compliance with the requirement provided for in paragraph a) of this subparagraph, the participant submits with the application copies of the contract (contracts, agreements) previously executed in all of the above areas, and to assess the proper execution of that contract (contracts, agreements) - a copy of the act certifying the execution of the contract within the prescribed period (delivery-acceptance protocol, etc.) approved by the parties to that contract, or a written assurance of the party that accepted the execution of that contract.

**A previously executed contract (or contracts) is evaluated (are evaluated) similarly, if it or the volume of services rendered under at least one contract within the framework of presented contracts, in total, is not less than fifty percent of the price offer submitted by the Participant under this procedure.**

2) “Labor Resources”

Qualification criteria “Labor Resources”:

a. to execute the contract, labor resources with the following qualifications are required:

b. the Participant submits with the application written consents approved by the specialists involved in the proposed staff on their involvement in the work to be carried out, as well as copies of passports, documents confirming the qualifications of specialists and autobiographies. The data on the proposed staff is presented in the following form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specialists included in the main staff | | | | |
| Name, Surname | the criteria in compliance with the qualification requirements provided by the Labor Resources | work experience /in terms of what is determined by Professional Experience and Labor Resources/ | | employer's name |
| term | area of activity and work done |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The Participant is considered to meet the qualification criteria provided for in this subparagraph if the Participant has submitted the required information with the application and has scored at least 85 points according to the qualification criteria “Labor Resources”.

**TERMS OF REFERENCE / NOTICE**

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| Specialists | |  |
| qualifications | qualification requirements | score |
| An international consultant on cooperation with the GCF | 1. Bachelor/Master’s Degree or equivalent ranging, but not limited to Economics, Finance, International Development/Relations, Environmental Science or related fields․ | 5 points |
| 2. At least 5 years of experience over the past 5 years in working with Green Climate Fund in the context of development of climate projects, including DRR projects (regional experience will be considered as an advantage)․ | 10 points + 3 points |
| 3. Written and oral excellent proficiency of English. Knowledge of the Armenian will be considered as an advantage․ | 5 points + 2 points |
| A national consultant on project design and stakeholder engagement | 1. Bachelor/Master’s Degree or equivalent ranging, but not limited to Economics, Finance, International Development/Relations, Environmental Science or related fields․ | 5 points |
| 2. At least 3 years of experience over the past 5 years in the field of climate project design and stakeholder engagement․ | 5 points |
| 3. Written and oral working proficiency of Armenian and English languages. | 5 points |
| A national sectoral consultant on climate adaptation | 1. Bachelor/Master’s Degree or equivalent ranging, but not limited to Economics, Finance, International Development/Relations, Environmental Science or related fields․ | 5 points |
| 2. At least 3 years of experience over the past 5 years in the field climate adaptation․ | 5 points |
| 3. Written and oral working proficiency of Armenian and English languages. | 5 points |
| A national consultant on gender | 1. Bachelor/Master’s Degree or equivalent ranging, but not limited to Social Science or related fields․ | 5 points |
| 2. At least 3 years of experience over the past 5 years working on gender issues in the field of climate change and sustainable development ․ | 5 points |
| 3. Written and oral working proficiency of Armenian and English languages. | 5 points |
| A national consultant on environmental and social risk assessment and management | 1. Bachelor/Master’s Degree or equivalent ranging, but not limited to Environmental, Social Science or related fields․ | 5 points |
| 2. At least 3 years of experience over the past 5 years of environmental and social risk assessment and management in the field of climate change and sustainable development․ | 5 points |
| 3. Written and oral working proficiency of Armenian and English languages. | 5 points |

*Table 2*

**TERMS OF REFERENCE**

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| “Environmental Project Implementation Unit” State Agency of the Ministry of Environment of the Republic of Armenia – the Direct Access Entity accredited to Green Climate Fund since February 2019 – implements the Second Readiness Preparation Support Project entitled “Advancing Programming and Partnership Framework with GCF and Matching with Country’s Long-Term Low-Carbon Development Strategies”.  The objective of The aim of the program is to strengthen Armenia's capacity in the context of effective engagement with the GCF and access to financing to respond to national priorities in the context of climate change and for strategic and coordinated development, including through the development of a new “Strategic framework for the engagement with the GCF”, which should reflect the adopted new strategies and priorities set by them; an assessment of the capacities of government authorities and other stakeholders in terms of the country's readiness and conducting general assessments of the main areas of investment activity identified at the national level.  As part of the readines project a new "program of National cooperation between the Republic of Armenia and the KFR" is being developed for the 2nd replenishment round of the GCF, a Green Finance Implementation Strategy and Action Plan for 2024-2027 are being developed, and it is planned to develop a high-quality SAP project CN to request GCF financing.  The objective of this consultancy assignment is to develop a high-quality project CN corresponding to the GCF's Simplified Approval Process (SAP), which will comply with the GCF investment criteria, in order to expand opportunities for cooperation of EPIU with the Green Climate Fund.  The fullfilment of the consultancy assignment will include:   * Conduct feasibility study of MHEWS sector of Armenia, * Review and revise the existing MHEWS CN in accordance with the comments and recommendations presented by the GCF, * Conduct environmental, social, gender, financial, market research to furnish the CN development outlined under the previous point, * Finalize the CN in accordance with the recommendations provided by the GCF at each stage, till the final endoresement of the CN by the relevant CIC, * Gaps assessment in the context of the prospect of accessing PPF for the preparation of full proposal, if the CN is approved.   MANAGEMENT ARRANGEMENTS  The selected consultancy firm will report to the Director of EPIU for contractual purposes.  The EPIU will be responsible for liaising directly with the GCF Secretariat through UNOPS for review and feedback on the project’s deliverables.  All draft reports are to be submitted electronically to the EPIU by the indicative deadline. The EPIU will provide written brief comments as needed after receiving the reports. If necessary, the Participant is obliged to revise the document within a reasonable time set by the Customer, in accordance with the specified inconsistencies, objections and suggestions and to assure the approval of the revised version by the Customer.  All final reports are to be submitted in both hard (two copies) and soft copies (Microsoft Word and PDF versions) to the EPIU by the indicative deadline.  The selected consultancy firm must compile and submit minutes of each meeting/consultation held in the framework of this assignment. The cost of meetings, round tables discussions, etc. to be organized within the scope of the work will be covered by the Contractor. The Customer undertakes to cover the costs of stakeholder meetings/consultations.  The selected consultancy firm undertakes, at the request of the Customer, to submit materials on this assignment and to consult and work with whoever appropriate on issues related to assignment. |

DELIVERABLES

The table attached below shows the expected main deliverables of the work defined by this Terms of Reference, and the expected deadlines for their implementation.

*Table* 3

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Term** | **Specific Weight %** |
| 1) Feasibility study of MHEWS sector of Armenia:   * Bilingual (Armenian and English) feasibility report, including identified needs, their estimated costs and methodology of calculation of the latter.   2) The existing MHEWS CN refined in accordance with the comments and recommendations presented by the GCF:   * Bilingual (in Armenian and English) environmental and social risk assessment report, * Gender bilingual (Armenian and English) analysis, * Bilingual (Armenian and English) financial analysis, including the details of the conducted market research, * Minutes, participant lists of stakeholder consultations, * Refined CN.   3) CN revised in accordance with the recommendations provided by the GCF and approved by the relevant CIC:   * Revised CN.   4) Gaps assessment report in the context of the prospect of accessing PPF for the preparation of full proposal, if the concept is approved:   * Bilingual (Armenian and English) gap assessment report, including relevant recommendations, guided by the PPF template. | 25 calendar days.  45 calendar days.  15 calendar days.  15 calendar days. | **20 %**  **20 %**  **50%**  **10 %** |
| Total | **100 days** | **100%** |

**II. TERMS OF CURRENT PARTICIPATION**

1. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or stateless person, has an equal right to participate in the pre-qualification procedure.

2. The participant wishing to participate in the pre-qualification procedure must meet the requirements presented in this announcement and technical specification. The participant is considered to meet the qualification criteria provided by this subsection, if he has submitted the required information in the application.

3. Participants can participate in the pre-qualification procedure as a joint activity (consortium). In such a case:

1) the pre-qualification application also includes a joint activity agreement;

2) during the evaluation of the pre-qualification application, the joint qualifications of all the members of the joint activity agreement are taken into account (the qualification of each member of the joint activity agreement must meet the qualification requirements of the given member under this agreement, defined in this statement)

3) participants bear joint and several responsibility.

4) the party (parties) of the joint activity agreement cannot (cannot) submit separate application (applications) to the same procedure.

5) in case of withdrawal of the consortium member from the consortium, the contract signed by the client with the consortium is unilaterally terminated and the measures of liability provided for in the contract are applied to the consortium members.

**III. SIMPLIFICATION IN GETTING AND DECLARING**

**HOW TO MAKE A CHANGE**

1. The participant has the right to request an explanation of the pre-qualification statement from the commission at least one working day before the deadline for submission of pre-qualification applications. At the same time, the clarification can be requested until 17:00 of the day specified in this point (in the time of the procedure venue). The commission provides the explanation to the participant who made the request within one working day following the day of receiving the request, but not later than at least 3 hours before the deadline for submission of pre-qualification applications.

The participant submits the request mentioned in this point by sending it to the e-mail of the secretary of the committee.

The explanation about the request is sent by sending the request to the participant's e-mail from the e-mail provided by the e-mail of the secretary of the commission.

2. The statement about the content of the survey and clarifications is published in the bulletin on the day of providing the clarification, without specifying the data of the participant who made the survey.

3. Clarification is not provided if the request was made in violation of the time limit set by this section, as well as if the request is outside the scope of the content of this statement. Moreover, the participant is notified in writing about the reasons for not providing an explanation within one calendar day following the day of receiving the request.

4. Changes may be made to this announcement at least two working days before the deadline for submission of applications. On the first working day following the day of making the change, the secretary of the commission publishes the announcement about making the change in the bulletin.

5. In case of changes in the pre-qualification announcement, the deadline for submitting the pre-qualification applications is counted from the date of publication of the announcement in the bulletin about those changes.

**IV. PROCEDURE FOR SUBMITTING AN APPLICATION FOR PRESENTATION**

1. To participate in this procedure, the participant submits an application to the commission.

2. The participant can submit the pre-qualification application to the committee electronically by sending an e-mail addressed to the secretary of the evaluation committee to procurement@epiu.am or in documentary form with a cover letter, sealed envelope, glued. On the envelope, in the language of the pre-qualification application, the following are indicated:

a. the name of the client and the place of submission of the application (address);

b. procedure code.

c. the words "not to open until the opening session of pre-qualification applications";

d. Participant's name (name), location and phone number.

3. Applications for the procedure must be submitted to the commission no later than 12:00 on the 5th day after the publication of the Announcement.

It is necessary to submit the pre-qualification applications to the commission before the expiration of the period defined by this point: c. Yerevan, Tigran mec 65A, 3 floor or submit the applications by e-mail addressed to the secretary of the evaluation committee: procurement@epiu.am.

4. Anna Hakobyan, the first-class specialist in the affairs management and procurement department of the SA "EPIU" of the Ministry of Environment receives the pre-qualification applications and registers them in the application register.

The applications are registered by the secretary in the register according to the order of their receipt, indicating the registration number, day and time in the register. At the request of the participant, a certificate is issued. Applications submitted after the deadline for submission of applications are not registered in the register and they are returned by the secretary within two working days following the day of receipt.

5. With the pre-qualification application, the participant submits:

1) a written application to participate in the pre-qualification procedure approved by him, according to Annex No. 1,

2) a statement approved by him about his compliance with the requirements of the qualification criterion "Conformity of professional activity to the activity provided for in the contract" defined by this statement, according to Annex No. 2,

3) natural person participants also submit a CV, approved by the given person,

4) a copy of the joint activity agreement, if the participants participate in this procedure as a joint activity (consortium).

6. If the application is submitted in an envelope, all documents included in the application are submitted in original and 2 copies. The words "original" and "copy" are written on the packages of documents respectively. Instead of original documents, notarized copies may be submitted.

7. Applications for pre-qualification, in addition to Armenian, can also be submitted in English or Russian.

8. The envelope and the documents prepared by the participant under this announcement are signed by the person presenting them or the latter's authorized person (hereinafter referred to as the agent). If the pre-qualification application is submitted by the agent, then a document stating that the latter has been given this authority is submitted with the application. In case of expediency, the participant can present the required information in other ways different from the ways offered by this announcement, keeping the required validity conditions.

**V. OPENING, EVALUATION AND**

**SUMMARY OF RESULTS**

1. Opening of pre-qualification applications, evaluation and summary of results is done at the opening session of pre-qualification applications on the 5th day at 12:00, Yerevan, Tigran Mec 65A.

2. In the opening and evaluation session of pre-qualification applications:

1) the secretary of the commission provides information about the entries made in the register and transfers to the chairman of the commission the register of applications, other documents that are an integral part of it, registered applications;

2) after the documents mentioned in sub-item 1 of this point are transferred to the president (chairman of the session), the commission evaluates:

a. Complying and submitting envelopes containing bids according to the established procedure and opening the corresponding evaluated bids;

b. the presence of the required (intended) documents in each opened envelope and the compliance of their preparation with the validity conditions defined by this statement;

3. Bids that meet the conditions set forth in this announcement are considered satisfactory. Otherwise, applications for pre-qualification are assessed as unsatisfactory and rejected.

If, as a result of the evaluation conducted during the opening session of pre-qualification applications, inconsistencies are recorded in the participant's application with the requirements of this announcement, the committee suspends the session for one working day, and the secretary of the committee notifies the participant electronically on the same day, offering to correct it before the end of the suspension period. the discrepancy. Moreover, mentioned in this point:

1) the inconsistencies recorded must be described in detail in the proposal;

2) the proposal is sent to the participant by sending it from the e-mail address of the secretary specified in this announcement to the e-mail address specified in the participant's application.

4. If the participant corrects the recorded inconsistency within the period specified by point 20 of this announcement, then the latter's application is considered satisfactory. Otherwise, the application is evaluated as unsatisfactory and rejected. The participant submits the corrected documents from the e-mail specified in the application to participate in this procedure by sending them to the e-mail of the secretary of the committee, as specified in this announcement.

5. The committee member or the secretary cannot participate in the work of the committee, if at the opening session of pre-qualification applications it turns out that the organization founded by them or in which they have a share (share), or a person related to them by close kinship or in-laws (parent, spouse, child, brother, sister) , as well as the spouse's parent, child, brother or sister) or the organization founded by that person or having a share (share) submitted an application to participate in the given procedure. If the condition stipulated by this point is present, immediately after the opening session of the pre-qualification bids, the committee member or the secretary who has a conflict of interest in relation to this procedure withdraws from the procedure.

6. A protocol is drawn up on the opening of applications, evaluation and summarization of results, which also confirms the list of pre-qualified participants. The secretary of the commission until the working day following the end of the application evaluation session inclusive

1) publishes in the newsletter printed (scanned) versions of statements about the absence of conflict of interest signed by him and the committee members present at the bid opening session;

2) electronically notifies the participants who submitted bids evaluated insufficiently to the conditions provided for in this announcement about the grounds for rejection of the pre-qualification bids.

24. Pre-qualified participants are entitled to further participation in the procurement process.

To get additional information related to this statement, you can contact the secretary of the commission, Anna Hakobyan

Tel + 010 651631

E-mail anna.hakobjan7222@gmail.com

Client: "Environmental Program Implementation Unit" SA

Appendix N 1

Open tender code HH-BC-A-BMXCDZB-24/77

pre-qualification procedure statement

**APPLICATION**

**to participate in the pre-qualification procedure**

expresses his desire to participate

The "Environmental Project Implementation Unit" SA of the Ministry of Environment submits an application in accordance with the pre-qualification procedure of the open tender under the code HH-BC-A-BMXCDZB-24/77 and the requirements of the pre-qualification statement.

Taxpayer registration number

Name of participant taxpayer registration number

e-mail address

Name of participant e-mail

telephone

Name of participant tel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name) signature

Appendix N 2

Open tender under the code HH-BC-A-BMXCDZB-24/77

pre-qualification procedure statement

**STATEMENT**

**About compliance with the qualification criterion "Correspondence of professional activity to the activity provided for in the contract".**

/Participants name / \_\_\_\_\_\_\_\_\_ hereby declares and certifies that it has served below mentioned serives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| N | Year | Number | Amount of money | The name/  description | Data for contacting the customer , name, phone, e-mail. mail |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

Hereby, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and certifies that it meets the qualification standards of the organization's experience defined by the pre-qualification statement under the code HH-BC-A-BMXCDZB -24/71 and is ready to submit the documents justifying the above qualification within the specified period of time upon request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name) signature

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