**Purchases are carried out within the framework of the grant project "Implementation of Armenia’s LDN commitments through sustainable land management and restoration of degraded landscapes", qualified as charitable by the decision of the Deputy Prime Minister of the Republic of Armenia No. 53-A dated January 18, 2023, and it is subject to the benefits provided for in paragraph 2 of Article 64 of the Tax Code of the Republic of Armenia.**

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 18,12 2024 and published

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

Procedure code: HH-BC-A-BMCDZB-24/125

**I. CHARACTERISTICS OF THE PURCHASE ITEM**

1. The customer is the "Environmental Project Implementation Unit" SA of the Ministry of Environment, located at the address: Yerevan, Tigran Metc 65 a. In order to purchase consulting services “GCF Readiness Preparation Support Project for “Implementation of Armenia’s LDN commitments through sustainable land management and restoration of degraded landscapes” announces the pre-qualification procedure of an Open competition՝

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| **DIMENSION** | **VITEM OF PURCHASE** |
| **DIMENSION** 1 | Value chain international expert |

**ToR**

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| Հ/հ | **Name** | **Discription** |
| 1. 1. | **Duration** | 90 days |
| 1. 2 | **Responsibilities** | The International Value chain Development Expert will work closely with the National value chain Expert and other team members under the direct supervision of the Project coordinator and EPIU SA. |
|  | **Key Requirements:** | 1. Implement value chain mapping in target communities together with the National Expert. 2. Analysis of gender gaps in the target areas for at least one value chain within the framework of the project operating together with the national expert; 3. On the basis of international experience, carry out an analysis of selected value chains at the national level; 4. Together with the national expert, provide a plan of capacity building activities taking into account international experience based on business models aimed at women and youth; 5. Prepare detailed work plans for value chain development; 6. In order to achieve the target results of the project, the development of a guide for capacities building on value chains, 7. Together with the national expert, perform an assessment of the gaps in the value chain system to come up with new recommendations in order to improve the selected value chains and achieve maximum results; 8. Assist the national expert in the process of collecting data and information necessary for effective monitoring and evaluation of the production and marketing chain and marketing-related activities; 9. Based on international best practices, develop a mechanism for evaluating the effectiveness of the formed value chains   - Evaluation of the development of the production and sales chain  - Assessment of market opportunities and overall market for selected crops/products in Armenia  - Assessment of the capabilities of the selected value chains and opportunities to strengthen equity capital.   1. In close cooperation with the national expert, develop 4 business plans for the development of value chains (two of which will be aimed at women); 2. To prepare reports in accordance with the requirements of the  EPIU SA. |
|  | ***Timeline*** | **Mission Timeline**  11. The expert will work under the leadership of the project cordinator and in close cooperation with the value chain National Expert for 90 days, of which at least 10 days will be visited in Armenia.  2. The rate of the service includes all costs incurred by the expert, including taxes, duties and other fees defined by RA legislation.  3. The expert's travel expenses to RA and vice versa are financed by the EPIU SA. |
|  | ***Abilities:*** | * Strong analytical, negotiation and communication skills, including the ability to produce high quality business advisory reports and information products. * Ability to generate high quality products on time by understanding and anticipating changing customer needs. |
| ***Knowledge of languages:***   * Fluency in written and spoken English. * Proficiency in written and spoken Armenian language will be considered as an advantage. |
| 1. 3 | General Provisions | The contractor is responsible for the proper implementation of the works. |
| 1. 5. | Reporting requirements | The executor must make records regarding the implementation of each operation (according to the signed contract), according to the implementation dates. Reports should be made for each implemented operation. |

The participant must have the following qualifications to fulfill the obligations stipulated by the contract to be signed:

1. "Professional Experience"
2. "Work Experience"

Presented by the participant:

1. **Professional Experience**

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| Education | Master's or Bachelor's degree in soil management, law, economics, agriculture, or related fields, and the presentation of documents certifying the qualification (copies of diploma, certificate, etc.). |

1. **Work Experience**

For contract performance, the following work experience qualifications are required:

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| Experience |  At least 5 years of relevant professional experience in the development of value chain strategies (present supporting documents such as a work contract or acceptance-delivery act, etc.).   Economic and political analyses and institutional capabilities assessment in the agricultural sector.   Experience working in similar initiatives in International programs.  **Certification Requirements (according to national legislation):** To ensure compliance, the participant presents the following documents:   * Autobiography * At least 2 years of work experience in international programs as an expert in strategies. |

For the purpose of justifying compliance with the requirements specified in item 2) of this section, the participant must present copies of contracts (agreements) previously executed, and an assessment of the proper performance of those contracts confirmed by the parties within the defined term of the contract, such as a copy of the act of acceptance-delivery or a written confirmation of the performance by the accepting party. The participant is considered to meet the qualification criteria for this subsection if they have presented the required information.

**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](mailto: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 September 25.12.2024. at 12:00.

It is necessary to submit the pre-qualification applications to the commission before the expiration of the period defined by this point: c. Yerevan, Armenakyan 129, second floor, 6th room.

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 25.12.2024. at 12:00 p.m. Yerevan, Tigran Mets av. 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, Irma Yuzbashyan

Tel + 010 651631

E-mail [procurement@epiu.am](mailto:procurement@epiu.am)

Client: "Environmental Program Implementation Unit" SA

Appendix N 1

Open tender code HH-BC-A-BMCDZB-24/125

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-BMCDZB-24/125 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.

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Appendix N 2

Open tender under the code HH-BC-A-BMCDZB-24/125

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

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| 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 -23/136 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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