

# Terms of reference (ToR) for the procurement of services

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## I. General information

### 1. Brief information on the project

The project “Sustainable Energy for climate resilient municipality development in Armenia (SE4Resilience)”, implemented by GIZ and financed by the “Federal Ministry of Economic Cooperation and Development (BMZ)” with co-financing by the “European Union (EU)” is aiming to leverage the potentials of renewable energy and energy efficiency in rural municipalities of Armenia. For this, GIZ is collaborating with the Armenian Ministry of Territorial Administration and Infrastructure (MTAI). The project is working on both national level for the improvement of the technical and regulatory framework for renewable energy and energy efficiency as well as on regional level through measures at the selected municipalities Tavush, Shirak, Gegharkunik and Syunik.

### 2. Context

For the improvement of the technical and regulatory framework GIZ is conducting a needs assessment to identify current challenges and opportunities for measures for an increased utilization of renewable energies in Armenia. The needs assessment is carried out by two international energy experts which will visit Armenia (Yerevan) for an in-country visit from **14<sup>th</sup> to 17<sup>th</sup> April 2025**. During the visit of the international experts various meetings with sector Stakeholders (e.g. Ministry of Territorial Administration, Electric Power System Operator, Scientific Research Institute of Energy, Public Service Regulatory Commission (PSRC) etc.) are planned. The focus of the needs assessment is to identify priority actions that will improve the regulatory and technical framework for renewable energy in Armenia, with special regards to:

- Technical standards for grid-connected renewable energy systems
- Process and tools for grid impact assessment of renewable energy systems
- Policies and regulations regarding grid integration of renewable energy systems

**Within this context, GIZ is looking to hire a local energy expert (from now on referred to as “contractor”) to support the international experts in the development of the needs assessment.** The contractor is required to support the international experts by (i) providing sector expertise (in form of an introductory presentation on 14<sup>th</sup> April), (ii) participate in the meetings during the in-country visit and (iii) provide secondary research on needs basis, especially for sources that are only available in Armenian language.

3. GIZ shall hire the contractor for the anticipated contract term, from 10.04.2025 to 10.10.2025.

*The services described in Section 4 shall be provided until 31.05.2025.*

4. The contractor shall provide the following services:

**Task 1: Providing sector expertise (in form of an introductory presentation on 14<sup>th</sup> April)**

The contractor must provide a 1-hour introductory presentation on the electricity sector in Armenia. The presentation should highlight the current developments with regards to renewable energy expansion as well as associated challenges. The presentation must be in English language.

The presentation will be held at GIZ offices in Yerevan. The audience will be the two international experts and 2-3 GIZ staff.

**Task 2: Participate in the meetings during the in-country visit**

The contractor must participate in the meetings of the in-country visit of the international experts from 14<sup>th</sup> to 17<sup>th</sup> April. The preliminary draft of the agenda is found in Appendix A.

During the visit the contractor is required to actively engage in the discussions between the sector stakeholders and the international experts. Furthermore, the contractor should moderate between the international experts and the sector stakeholders in case the international experts are struggling to understand aspects because of missing knowledge with regards to the Armenian context.

Preparing concise summary notes for each meeting.

**Task 3: Provide secondary research on needs basis**

The contractor is required to provide secondary research on needs basis, especially for sources that are only available in Armenian language. The topics for research will be discussed between the international experts and the contractor during the in-country visit from 14<sup>th</sup> to 17<sup>th</sup> April.

The secondary research is limited to three research requests.

The contractor is required to provide a written report in English language for each research request to provide background information to the international experts. For example, a research request could be to provide a brief summary of the Armenian “Transmission Network Development Plans (2025–2034 and 2020–2024)” and summarize their impact on renewable energy expansion in Armenia (Note: This is only exemplary, the research requests will be different). Each of the written reports should not be longer than 2-3 pages.

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Providing sector expertise (in form of an introductory presentation)	14 <sup>th</sup> April 2025 / GIZ Office Yerevan / contractor	Presentation held
Participate in the meetings by actively engaging in discussions and moderate between the international experts and sector stakeholders. Prepare concise summary notes.	14 <sup>th</sup> – 17 <sup>th</sup> April 2025 / Yerevan / contractor	Participated in the sector stakeholder meetings during the in-country visit of the international experts and submitted summary notes.
Provide secondary research on needs basis	Until 31 <sup>st</sup> May 2025	Submitted written reports for three secondary research requests

## II. Tender requirements

### 1. Qualifications of proposed staff

The tenderer is required to propose personnel for the position specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs. The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### 1.1 Expert 1:

##### 1.1.1 General qualifications

Education: Masters in Energy Engineering, Electrical Engineering, Power Systems Engineering or comparable  
 Professional experience: 10 years of professional expertise in the energy sector

##### 1.1.2 Experience in the region/knowledge of the country

5 years of regional experience in the energy sector in Armenia

##### 1.1.3 Language skills:

business fluency in English language C2

### 2. Quantitative requirements

Fee days	Number of experts	Number of days per expert	Comments
Preparation of introductory presentation	1	2	As per Task 1

Participation in in-country mission from 14 <sup>th</sup> to 17 <sup>th</sup> April 2025	1	4	This includes delivery of presentation as per Task 1 and participation in meetings as per Task 2.
Provide secondary research on needs basis	1	10	As per Task 3

**Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.** There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

### III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered).

### Annexes

- *A: Preliminary Agenda for in-country visit from 14<sup>th</sup> to 17<sup>th</sup> April.*

#### IV. Annex A: Preliminary Agenda for in-country visit from 14th to 17th April

### AGENDA Starter Package Armenia Mission 14-17 April 2025

#### **Mission Participants:**

- GIZ Armenia: Arsen Hayriyan, Kalle Wulf
- Experts: Hamdi Khadhraoui, Gildas Siggini

#### **Institutions to be Visited:**

- Ministry of Territorial Administration and Infrastructure (MTAI)
- Public Service Regulatory Commission (PSRC)
- Power System Operator
- Settlement Centre (Market Operator)
- Scientific Research Institute of Energy (SRIE)
- Electric Networks of Armenia (ENA)
- The World Bank
- Asian Development Bank (ADB)
- KfW/GAF

#### **Agenda Overview:**

##### **DAY 1 – MONDAY, APRIL 14, 2025**

###### **Location:** Yerevan, Armenia

- 09:30– 10:00 | Welcome & Introduction Meeting at GIZ Armenia Office
- 10:00 – 12:00 | Meeting with Ministry of Territorial Administration and Infrastructure (MTAI)

*Topics: Energy sector priorities, regulatory developments, RE integration*

- **13:00 – 14:00 | Lunch Break**
- 14:30 – 16:00 | Meeting with Public Service Regulatory Commission (PSRC)  
*Topics: Market regulations, tariff structures, licensing framework*
- 17:00 – 18:00 | Debriefing and Internal Discussion

##### **DAY 2 – TUESDAY, APRIL 15, 2025**

- 10:00 – 11:30 | Meeting with Power System Operator  
*Topics: Grid stability, RE integration, forecasting methodologies*
- 11:30 – 13:00 | Meeting with Settlement Centre (Market Operator)  
*Topics: Market operation mechanisms, RE market participation*
- **13:00 – 14:00 | Lunch Break**
- 14:30 – 16:00 | Meeting with Scientific Research Institute of Energy (SRIE)  
*Topics: Research projects, technical studies on RE integration*
- 16:00 – 17:30 | Meeting with Electric Networks of Armenia (ENA)  
*Topics: Distribution grid management, smart grid initiatives*
- 17:30 – 18:00 | Internal Debriefing and Summary of Discussions

### **DAY 3 – WEDNESDAY, APRIL 16, 2025**

- 10:00 – 11:30 | Meeting with The World Bank  
*Topics: Energy sector funding, policy support, technical assistance*
- 11:30 – 13:00 | Meeting with Asian Development Bank (ADB)  
*Topics: Ongoing projects, investment strategies in RE*
- **13:00 – 14:00 | Lunch Break**
- 14:00 – 15:30 | Meeting with KfW/GAF  
*Topics: Financing mechanisms, collaboration opportunities*
- 16:00 – 17:00 | Internal Wrap-up Discussion

### **DAY 4 – THURSDAY, APRIL 17, 2025**

- 09:30 – 11:00 | Final Review Meeting & Next Steps Discussion
- 11:30 – 12:30 | Report Compilation & Key Takeaways
- 12:30 – 14:00 | Closing Lunch & Departure Preparations

#### **NOTES:**

- The agenda is subject to adjustments based on institutional availability.
- Meeting locations will be confirmed in advance.