Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Development of Sustainable Energy and Climate Action Plans (SECAPs) for Akhuryan, Noyemberyan, Sisian, and Vardenis communities	**Project number/ cost centre:** **23.2133.9-003.00**

Sustainable Energy for climate-resilient development of villages in Armenia (SE4Resilience)

0. List of Abbreviation

- EU-European Union
- BMZ-The Federal Ministry for Economic Cooperation and development
- GIZ- Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
- PA-Paris Agreement
- NDC- Nationally Determined Contribution
- MRV- Measurement, Reporting and Verification
- EnC-Energy Secretariat
- GHG- Greenhouse Gas
- SECAP-Sustainable Energy and Climate Action Plan
- SEAP-Sustainable Energy Action Plan
- BEI-Baseline Emission Inventory
- MEI-Monitoring Emission Inventory
- JRC-Joint Research Centre
- RVA- Risk and Vulnerabilities Assessments

1. Context

The **"Sustainable Energy for Climate Resilient Municipal Development in Armenia"** (SE4Resilience) Project is jointly co-financed by the European Union and the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ as part of the BMZ project "Sustainable Energy for Climate Resilient Municipal Development in Armenia". The Action is part of and contributes to the EU Action Document "Sustainable energy, energy security, and climate resilience in rural Armenia", and the BMZ core thematic strategy "Responsibility for our planet - climate and energy". Despite Armenia's considerable potential for renewable energies and energy efficiency measures, these resources remain not sufficiently tapped into. High electricity costs are a pressing issue, especially in rural areas, hindering economic development and amplifying existing deficiencies in communal service provision. The inefficient use of natural resources for energy (e.g., firewood and dung) strains the environment, contributes to deforestation, and negatively affects the water retention capacity. The Armenian Government recognizes the need to reduce the dependence on fossil fuels. By 2030, the Government plans to increase the share of renewable energy in national consumption by 15% compared to 2022.

The SE4Resilience Project aims to strengthen the climate resilience of rural municipalities in Armenia and to contribute to climate protection by using the potential of renewable energies and energy efficiency. The Overall Objective of the Project is to alleviate energy poverty, increase energy security and independence, and contribute to climate change mitigation and the preservation of natural resources and ecosystem services in Armenia, by improving access to energy efficiency and sustainable energy solutions in rural areas. The Specific Objective of the Project is to upscale energy efficiency and sustainable energy solutions in households and public buildings of rural communities in Tavush, Shirak, Gegharkunik, and Syunik. The use of renewable energy and energy efficiency will help municipalities to improve their public services like heating of kindergartens and other social infrastructure and allow vulnerable groups and small- and medium-sized enterprises to lower their energy expenditures. Improved access to clean and sustainable energy will help municipalities to foster their development and use natural resources like forests, soils, and water in a more resource- efficient and sustainable way. The Project is especially focusing on supporting women and vulnerable groups to improve their living conditions by using renewable energy and energy efficiency.

To achieve the above-mentioned goals, this assignment aims to support the selected communities on the development of SECAPs with a specific focus on gender and poverty issues as well as possible measures for the reduction of fuelwood use. In parallel to this, the Project plans to support the communities through human capacity development (HCD) measures for staff members assigned by the respective communities to fulfill energy management related issues.

Background

Urban and rural communities in Armenia contribute to Greenhouse Gas (GHG) emissions through inefficient energy use, challenges related to an outdated heating system and waste management, as well as poor public transport system. Often these small communities have limited access to modern renewable energy solutions and endure large energy losses due to inefficient energy use. While their emissions are lower than those of larger cities, addressing them is essential for achieving Armenia's overall climate goals.

Armenia's commitment to sustainability has been reinforced by its participation in the Covenant of Mayors for Climate and Energy. This initiative encourages local governments, including small cities, to adopt sustainable energy policies, reduce emissions, and increase climate resilience. In the framework of SE4Resilience Project, the below mentioned four communities have been selected for the development of Sustainable Energy and Climate Action Plans (SECAPs). Meetings have been conducted with the respective local self-government bodies, who have expressed their interest in this.

Akhuryan community is in Shirak region situated near Gyumri city, the second city of Armenia. The local economy is heavily dependent on agriculture, based primarily on grain farming, and cattle-breeding. The community has 35 settlements: Akhuryan, Aygabats, Arevik, Basen, Karnut, Kamo, Hovit, Jrarat, Azatan, Getq, Erazgavors, Gharibjanyan, Akhurik, Arapi, Bayandur, Voskehask, Haykavan, Beniamin, Kaps, Vahramaberd, Marmashen, Hovuni, Qeti, Poqrashen, Hatsik, Shirak, Jajur, Karmraqar, Lernut, Mets Sariar, Krashen, Jajuravan, Mayisyan, Hatsikavan, Akhuryan kayaran. The administrative territory of the community is 55890 ha. The population of the enlarged community is 45,908 residents. Akhuryan joint to Covenant of Mayors on 16th of May 2025, making a commitment to reduce GHG emissions by at least 40% by 2050.

Noyemberyan community is located in the north-eastern part of Armenia, in Tavush region. The local economy is heavily dependent on agriculture, based primarily on orchard cultivation and cattle-breeding. The community includes 19 settlements: Noyemberyan, Ayrum, Archis, Bagratashen, Baghanis, Barekamavan, Berdavan, Debedavan, Deghdzavan, Dovegh, Zorakan, Koti, Koghb, Haghtanak, Voskevan, Voskepar, Ptghavan, Jujevan, Lchkadzor. The administrative territory of the community is 33,887 ha. The population of the community is 33,780 residents. Noyemberyan joint the Covenant of Mayors on 29th of April 2025, making a commitment to reduce GHG emissions by at least 40% by 2050.

Sisian community is in Syunik region. The territory is 172,304 hectares with a population of 32,034 residents. The local economy is heavily dependent on agriculture, based primarily on grain farming, and cattle-breeding. The community includes 32 settlements: Sisian, Darbas, Shamb, Akhlatyan, Tanahat, Shaqi, Aghitu, Tasik, Shenatagh, Angeghakot, Ishkhanasar, Vorotnavan, Ashotavan, Ltsen, Salvard, Arevis,

Lor, Vaghatin, Balaq, Hatsavan, Tolors, Bnunis, Mutsq, Toruniq, Brnakot, Njdeh, Tsghuni, Getatagh, Noravan, Uyts, Dastakert, Shaghat, Gorayq, Tsghuk, Spandaryan and Sarnakunq. Sisian joint the Covenant of Mayors on 13th of March 2018, making a commitment to reduce GHG emissions by at least 30% by 2030.

Vardenis community is in Gegharkunik region. The territory is 111658 hectares with a population of 40030 residents. The local economy is heavily dependent on agriculture, based primarily on grain and vegetable farming, and cattle-breeding. The community includes 36 settlements: Vardenis, Karchaghbyur, Tsovak, Lchavan, Maqenis, Akhpradzor, Vanevan, Lusakunq, Khachaghbyur, Geghaqar, Ayrq, Akunq, Mets Masrik, Tretuk, Kutakan, Poqr Masrik, Norakert, Avazan, Arpunq, Kakhakn, Geghamasar, Areguni, Daranak, Pambak, Shatjreq, Shatvan, Geghamabak, Jaghatsadzor, Norabak, Sotq, Kut, Azat, Verin Shorja, Nerqin Shorja, Zariver. Vardenis joint to Covenant of Mayors on 20th of January 2020, making a commitment to reduce GHG emissions by at least 30% by 2030.

Objective

The objective of this assignment is to prepare Sustainable Energy and Climate Action Plans (SECAPs) for the selected Akhuryan, Noyemberyan, Sisian, and Vardenis communities. This will contribute to emissions reduction, improving resilience to climate change, Armenia's national and EU climate policies, and to strengthening local capacities to ensure effective implementation of climate and energy actions for sustainable community development.

The specific objectives of this measure are:

- Provide support to the communities in the development of SECAPs, along with clear plans for their implementation.
- The SECAPs should focus on reducing greenhouse gas emissions, including CO2, and decreasing energy consumption by end-users in the communities. They should also incorporate measures to adapt to the most significant impacts of climate change.
- **Mitigation:** Priority sectors should align with the Covenant of Mayors' guidelines in consultation with local municipalities.
- **Adaptation:** Actions should target the sectors most vulnerable to climate hazards in each community.
- The SECAPs should integrate mitigation and adaptation efforts, embedding them into existing policies to create synergies and make the best use of resources.
- Special attention should be paid to the issue of the household use of fuelwood (and dung) in the communities.

- The SECAPs should take into consideration the poverty and gender issues related to climate and energy.
- The SECAPs should be discussed with the relevant stakeholders with the feedback and recommendations incorporated in the final document,
- The SECAPs should be approved by the community councils and uploaded in the CoM platform.

2. Tasks to be performed by the contractor

The assignment should be implemented in close cooperation with the target municipal administrations and in compliance with the corresponding methodologies and guidelines of the Covenant of Mayors for Climate and Energy. The implementation of the assignment should be closely coordinated with the GIZ SE4Resilience Project, the RA Ministry of Territorial Administration and Infrastructure as well as the RA Ministry of Environment.

The contractor is responsible for providing the following services:

Task 1. Analysis of Energy and Climate Policies and Frameworks.

Conduct a thorough desk study by identifying, gathering, organizing, and analyzing the materials and information relevant to the target communities including existing municipal, regional, and national policies, projects, procedures, and regulations related to energy and climate issues within the jurisdiction of the target communities, essential for the implementation of this assignment.

Task 2. Baseline Review and Development of BEIs for the Target Communities

Carry out a baseline review and develop new Baseline Emission Inventories (BEIs) for Akhuryan, Noyemberyan, Sisian, and Vardenis communities. This work should align with the SECAP Development Guidebook and utilize collected data, information from local communities, national statistics, the National GHG Inventory Report, other open sources, and expert evaluations for the selected baseline years.

Task 3. Climate Change Risk and Vulnerabilities Assessment and Adaptation Planning

Conduct Climate Change Risk and Vulnerabilities Assessments (RVA) to identify critical climate hazards and the most vulnerable sectors using the collected available data. Based on the RVA results, develop the RVA and Adaptation chapters of the

SECAPs, including adaptation planning. For key adaptation measures addressing critical hazards, assess investment needs, potential funding sources, implementation timelines, involved actors and stakeholders, beneficiaries, and affected sectors. Whenever possible, evaluate the financial impacts of the proposed actions, such as avoided costs, return on investment, life expectancy, and other economic benefits.

Highlight the social, economic, and environmental benefits of the measures, with a particular focus on gender (benefits of women) and poverty-sensitivity.

Task 4. Mitigation Actions Assessment and Planning for Akhuryan, Noyemberyan, Sisian, and Vardenis.

Propose mitigation measures to achieve at least a 40% reduction in emissions by 2050 compared to the baseline years. Assess the energy-saving or renewable energy potential, fuelwood and dung reduction potential for provision of alternative solutions, GHG reduction, required investments, funding sources, risks, implementation timelines, and key actors for each measure. Define the institutional and organizational framework for implementing the proposed actions. Highlight the social, economic, and environmental benefits of the measures, with particular focus on gender (benefits of women) and poverty-sensitivity.

Task 5. Finalization of Mitigation and Adaptation Measures and Draft SECAP Development

Coordinate and validate the proposed measures with municipal departments, partners, beneficiaries, and donors. Ensure alignment with municipal development plans, legislation, and national strategies. Incorporate stakeholder feedback to finalize the proposed mitigation and adaptation measures. Develop draft SECAPs (in the Armenian language) for the communities with a clear vision, defined objectives, and targets for the relevant sectors. Include monitoring indicators in alignment with the requirements outlined in the SECAP Guidebook.

Task 6. Finalization of Draft SECAPs and Presentation to the Council of Elders and key stakeholders for adoption

In collaboration with the local authorities and Councils of Elders, organize workshops to present the draft SECAPs. Involve relevant stakeholders from those communities who have experience with adopted SECAPS as well as their implementation and reporting. Finalize the SECAPs including the feedback provided by different stakeholders during the workshops and meetings.

Task 7. Translation of the four SECAP documents into English

All the four SECAP documents should be translated into English, ensuring the language and formatting are compatible with the platform.

Task 8. Submission of Final SECAPs to the Covenant of Mayors Online Platform

Assist the communities in submitting the finalized SECAPs, approved by the Councils of Elders, to the Covenant of Mayors' online reporting platform: My Covenant.

Task 9. Support in addressing feedback on SECAPs and making necessary improvements

Provide support to the communities in interpreting and, if necessary, addressing comments on the SECAPs received from the Joint Research Centre (JRC) through the Feedback Reports. Make any required adjustments and improvements to the SECAPs accordingly.

Period of assignment: from 01.07.2025 to 01.06.2026.

The Contractor is obliged to perform the assignment based on this ToR and according to the requirements stated in the table below. The contractor shall be in close contact and cooperation with GIZ throughout the implementation of the assignment. The Contractor is required to submit all the deliverables to GIZ in electronic format and according to the templates provided by GIZ or specified in the tasks of this assignment. Approval from GIZ is mandatory at each stage before moving on to the next stage.

Tasks/ Deliverables		Expert days (up to)	Duration/ Deadline
Task 1/ Deliverable 1	Analysis of Energy and Climate Policies and Frameworks: A brief report including key findings on Energy and Climate Policies and Frameworks up to 10 pages Chapter of Brief Description of Communities	12	August 18, 2025
Task 2/ Deliverable 2	Baseline review and development of BEIs for the Target Communities Chapter of Total Energy Consumption and BEIs for the target communities including energy consumption, key sources of GHG emissions, emission reduction commitments	12	September 29, 2025
Task 3/ Deliverable 3	Conduct RVAs to identify critical climate hazards and the most vulnerable sectors based on the collected data.	8	October 27, 2025

	RVAs and Adaptation related chapters of the SECAPs		
Task 4/ Deliverable 4	Mitigation Actions Assessment and Planning for Akhuryan, Noyemberyan, Sisian and Vardenis communities Brief report on key findings of the Assessment of Mitigation Actions up to 5 pages per community.	8	November 24, 2025
Task 5/ Deliverable 5	Finalization of mitigation and adaptation measures and draft SECAPs Draft SECAPs with a clear vision, defined objectives, and targets for the relevant sectors.	16	January 26, 2026
Task 6/ Deliverable 6	Finalization of draft SECAPs and presentation to the Council of Elders and key stakeholders for adoption. Workshops to present the draft SECAPs and final SECAPs including the feedback provided during the workshops and meetings.	7	February 16, 2026
Task 7/ Deliverable 7	Translation of the 4 SECAP documents into English and review English versions of the SECAPs.	10	March 23, 2026
Task 8/ Deliverable 8	Submission of the final SECAPs to the CoM online platform SECAPs are placed on the CoM online platform	1	March 26, 2026
Task 9/ Deliverable 9[1]	Support in addressing feedback on SECAPs and making necessary improvements	6	May 18, 2026

[1] Please note, that if within the contract duration will not be received feedback from JRC, the contract will be closed on time without including payment for Task 9.

	Revised SECAPs based on the feedback received from JRC		
Total		**80**	

3.Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Technical-methodological concept

Strategy: SECAPs Development Aligned with Project Objectives.

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

Coordination with GIZ (1.6.1)
Coordination with the GIZ SE4Resilience project will be based on proactive communication, transparent reporting, and collaborative problem-solving.

Regular Communication: A clear communication protocol needs to be established, including regular progress meetings (weekly/bi-weekly), e-mail updates, and immediate notification of any potential issues.
Adherence to Timelines and Milestones detailed project schedule with clear milestones, deliverables, and timelines should be developed. And regular progress reports to GIZ, highlighting achievements, challenges, and proposed solutions should be provided.
Quality Assurance: Implementation of an accurate quality assurance process for all deliverables, ensuring they meet the requirements and specifications.
Task-Specific Coordination: For each task outlined in Chapter 2, specific coordination mechanisms with GIZ should be established.
For any needed JRC feedback, GIZ will be included in all communication.
Proactive Risk Management: Identification of potential risks and development of mitigation strategies in collaboration with GIZ and municipalities.

Personnel Assignment Plan (1.6.2)
Provision of a detailed personnel assignment plan including:

- A list of all the experts proposed for the project.
- Their respective roles and responsibilities.
- Assignment dates (duration and expert days) for each expert.
- Locations of assignment.
- Allocation of work steps as per the project schedule.

Contractor's backstopping strategy (1.6.3)
Technical Expertise: Availability of specialized experts to address technical challenges and provide guidance.
Quality Control: Regular reviews of deliverables to ensure quality and compliance with project requirements.
Securing the administrative conclusion of the project.

4.Personnel Concept

The company should have an experienced professional team on each of the outlined tasks throughout the project. For the implementation of all deliverables the following experts are expected to provide contracted consultancy. In general, experience in the field of SECAPs is a high advantage.

Key experts:

2.1 Team Leader

The Team Leader will be responsible for all project activities, ensuring the quality of deliverables and maintaining consistent communication on progress.

Required Education, Professional Experience, and Skills:

2.1.1 Qualification: A university degree in finance, business management, energy, economics, or a related field is essential.
2.1.2 Language: English proficiency (B2 or equivalent) is required.
2.1.3 General professional experience: Five years of experience in Municipal Management.
2.1.4 Specific professional experience: Five years of professional experience in public budgeting, energy, climate change, or a comparable area.

2.2 Expert-1: Expert on Energy Sector GHG Inventory

Required Education, Professional Experience, and Skills:

2.2.1 Qualification: University degree in Energy, Engineering or any other relevant field.
2.2.2 Language: English proficiency (B1 or equivalent) is required.
2.2.3 General professional experience: Five years of overall professional experience in the Energy sector, in climate change mitigation and GHG Inventory assessment for Energy sector.
2.2.4 Specific professional experience: 5 years of experience in developing regulatory, methodological documents and guidance. Extended knowledge of 2006 IPCC Guidelines and UNFCCC provisions on GHG Inventory reporting and climate change mitigation, including preparation of Biennial Update Reports.

2.3 Expert-2: Expert on Climate Change Mitigation

Required Education, Professional Experience, and Skills:

2.3.1 Qualification: University degree in Energy, Economics, Natural resources Management, Climate Change or in another related field. Proven knowledge of climate change mitigation and GHG Inventory assessment for Energy sector.
2.3.3 Language: English proficiency (B1 or equivalent) is required.
2.3.3 General professional experience: Five years of experience in the field of municipal energy consumption (multi-apartment and public buildings, street lighting, transport and other relevant sectors).

Proven knowledge of alternative biofuel solutions for reduction of fuelwood and dung usage.
2.3.4 Specific professional experience: Five years of experience in working and collaborating with government counterparts is an asset.

2.4 Expert-3: Expert on Climate Change Adaptation

Required Education, Professional Experience, and Skills:

2.4.1 Qualification: University degree in Environmental Science, Natural resources Management, Climate Change or in another related field.
2.4.2 Language: English proficiency (B1 or equivalent) is required.
2.4.3 General Professional Experience: Five years of experience on climate risk assessment, adaptation studies and climate change technologies.
2.4.4 Specific professional experience: Five years of experience to interact with local stakeholders, national experts, collect data and information and transform into high quality analyses.

2.5 Expert-4: Expert on economic assessment

Required Education, Professional Experience, and Skills:

2.5.1 Qualification: University degree in finance, business administration/management, economics or in another relevant field.
2.5.2 Language: English proficiency (B1 or equivalent) is required.
2.5.3 General Professional Experience: Five years of experience in an analysis of the abatement potential in the sectors concerned and in conducting cost-benefit analysis.
2.5.4 Specific professional experience: Five years of experience in conducting economic assessments, evaluation of the environment and climate change impacts/climate mainstreaming in their field/sector.

5. Costing requirements

Assignment of personnel and travel expenses

All business trips must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. It is required to plan business trips carefully and efficiently to minimize CO_2 emissions. There should be considered factors such as the most direct routes, the use of low emissions transportation options, and the possibility to reduce through virtual meetings where feasible.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Fees of Team Leader and team experts in the pool	5	16	80	Experts' days per working day in total
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	8	5	40	The daily allowance provided will be 5000
Overnight allowance in country of assignment	8	5	40	The maximum allowance for accommodation is set at 14000 AMD per day upon provision of evidence
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Travel expenses (car)	1400	5	7000 km	Travelling by private car is reimbursed with 100 AMD per km as a lump sum or upon provision of evidence-based on the market price of transportation service.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). 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.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 pages each. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. They must clearly show the position and job the proposed person held in the reference project and for how long it took.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.