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Համաֆինանսավորվում է Եվրոպական միության կողմից

Գերմանական համագործակցություն DEUTSCHE ZUSAMMENARBEIT

giz

German Sparkassenstiftung ARMENIA

Terms of Reference (ToR)

Technical Visual and Instrumental Assessment and Investment-Grade Energy Audit Services for Residential Houses under the SAFER Initiative

Contents

1. Background Information

The "Promoting Solutions and Advisory for Energy Efficiency and Renewables in Armenia" (SAFER) initiative is implemented by DSIK Armenia within the framework of the "Sustainable Energy for Climate Resilient Municipal Development in Armenia" (SE4Resilience) project, co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ.

The SAFER initiative promotes practical, accessible, and socially inclusive energy efficiency and renewable energy (EE/RE) solutions for vulnerable and women-headed households in Armenia. It combines awareness-raising, advisory support, technical assistance, and co-financing mechanisms to strengthen household energy resilience and reduce energy poverty.

The initiative is implemented in four target regions of Armenia: **Shirak, Tavush, Syunik, Gegharkunik.**

The selected regions are characterized by the high level of energy poverty, inefficient energy consumption patterns, dependency on solid biomass fuels, limited access to energy-efficient infrastructure, and high vulnerability among women-headed households.

SAFER applies a gender-responsive and vulnerability-sensitive approach, with particular focus on women-headed households and households facing social or economic vulnerabilities, including elderly members, persons with disabilities, displaced or refugee populations, and single-parent families.

Under the initiative, 350 selected households will receive technical and investment support for EE/RE improvements. Planned interventions may include roof, wall, and floor insulation; replacement of windows and doors; installation of solar photovoltaic systems, solar water heaters, and energy-efficient stoves; and other EE/RE measures.

Technical assessments and investment-grade energy audits are a key component of implementation, ensuring that proposed interventions are technically feasible, economically justified, safe, and tailored to the condition and energy performance of each household.

The initiative aims to:

- Reduce household energy expenditures by at least 20%
- Improve indoor thermal comfort and living conditions
- Reduce dependence on inefficient and environmentally unsustainable heating practices
- Decrease annual fuelwood and dung consumption by at least 1 m^3 and 1.2 tons respectively
- Promote climate-resilient and environmentally sustainable household energy solutions
- Strengthen women's participation in household energy investment and financial planning decisions

The initiative also seeks to generate long-term environmental and socio-economic benefits through reduced greenhouse gas emissions, improved awareness of energy efficiency, and increased adoption of renewable energy solutions.

To support implementation, DSIK Armenia seeks qualified bidders to provide:

1. Technical visual and instrumental assessment services of residential houses; and
2. Investment-grade household energy audit services.

The selected organization shall be capable of implementing both components in an integrated and coordinated manner across all target regions.

2. Objective of the Assignment

The overall objective of the assignment is to conduct comprehensive technical visual assessments and investment-grade energy audits for selected households under the SAFER initiative in order to:

- Assess the physical, structural, and technical condition of residential buildings
- Evaluate household energy performance and consumption patterns
- Identify technically feasible, economically justified, and socially appropriate EE/RE interventions
- Support the prioritization and implementation of household-level EE/RE investments
- Minimize technical, financial, structural, and safety-related risks
- Provide standardized technical documentation and recommendations to support the SAFER investment and co-financing mechanism

All assessments and recommendations shall be practical, realistic, and adapted to the socio-economic conditions of vulnerable and women-headed households in Armenia.

The Contractor shall apply a professional, objective, gender-sensitive, and quality-assured methodology throughout the implementation of the assignment for the selected 350 households.

3. Scope of Work

The assignment will be implemented through two directly connected phases:

- **Phase 1:** Technical Visual and Instrumental Assessment of Residential Houses
- **Phase 2:** Investment-Grade Energy Audits

The phases are sequential and complementary. Results from Phase 1 shall serve as a basis for Phase 2.

3.1 Phase 1: Technical Visual and Instrumental Assessment of Residential Houses

3.1.1 Objectives of Phase 1

The objective of Phase 1 is to conduct systematic on-site technical visual assessments of at least 350 selected residential houses in order to determine:

- The overall physical and structural condition of the buildings
- Existing technical deficiencies and visible damages
- Potential structural or safety-related risks
- Technical feasibility and suitability of buildings for EE/RE interventions
- Potential limitations affecting future implementation works

3.1.2 General Responsibilities

- Coordinate with DSIK Armenia project team assigned households and implementation schedules
- Develop a fieldwork implementation plan covering all target regions
- Ensure sufficient staffing and logistical capacities for regional coverage
- Conduct all field activities in a professional, ethical, and beneficiary-sensitive manner
- Ensure confidentiality and proper handling of household-related information

3.1.3 Scope of Technical Visual Assessments

The Contractor shall conduct on-site visual inspections ("walk-through technical assessments") for each assigned household. The assessment shall include, but not be limited to:

A) Assessment of House Envelope The Contractor shall assess: The following criteria shall be assessed:	• External walls • Roof structure and condition • Floors and basement areas where accessible • Windows and glazing systems • Entrance and internal doors relevant to thermal performance • General construction quality • Physical condition of building elements • Visible deterioration, damages, and defects
B) Structural and Safety Screening The Contractor shall identify and document:	• Cracks and deformations • Signs of settlement or instability • Roof leakages and deterioration • Corrosion or material degradation • Fire or electrical safety concerns visible during assessment *The Contractor shall classify identified issues according to their potential impact on future EE/RE interventions.*
C) Technical Feasibility Assessment The Contractor shall assess:	• Suitability of roofs for solar installations • Accessibility for construction and insulation works • Physical limitations affecting implementation • Risks that may increase implementation costs or reduce intervention effectiveness
D) Photo Documentation The Contractor shall provide photographic documentation of:	• Overall house condition • Major house components • Existing damages and deficiencies • Areas relevant for future interventions

3.1.4 Reporting Requirements

For each assessed household, the Contractor shall prepare a standardized technical visual assessment report.

Technical assessment report The report shall include: The Contractor shall clearly indicate if:	• General household/building information • Summary of building condition • Description of visible structural and technical issues • Assessment of implementation feasibility • Photo documentation • Preliminary recommendations on suitable EE/RE interventions • Overall technical conclusion • The building is technically suitable for intervention • The building is conditionally suitable and requires precautions • The building is not suitable for specific interventions

3.1.5 Outputs of Phase 1

Outputs The Contractor shall provide:	• Technical visual and instrumental assessment reports per household • Photo documentation archive • Summary matrix/database of assessed households • Preliminary overview of feasible interventions and identified risks • Analytical summary report for Phase 1 implementation *The format and structure of consolidated reporting shall be agreed with DSIK Armenia during the inception phase.*
Requirements for submission of results	All reports and supporting documents shall be submitted in: • Armenian language (unless otherwise specified) • Editable Word/Excel formats • Signed PDF versions *All files shall be properly labeled, organized, and submitted according to the reporting structure agreed with DSIK Armenia.*

3.2 Phase 2: Investment-Grade Household Energy Audits

3.2.1 Objectives of Phase 2

The objective of Phase 2 is to conduct investment-grade energy audits for up to 350 selected residential houses by using the results of Phase 1 in order to:

- Assess houses energy performance and energy consumption patterns
- Identify technically feasible and cost-effective EE/RE measures
- Estimate energy-saving and greenhouse gas reduction potential
- Develop household-specific investment recommendations
- Evaluate and propose a budget for defined EE/RE measures
- Support SAFER investment planning and implementation decisions

Energy audits shall generally follow the principles of **AST 371-2016** "Methodology for performing energy audit in residential and public buildings" and **AST 362-2013** "Energy efficiency. Building energy passport", as applicable to the household-level scope of the assignment. All audits shall be conducted in person through on-site assessments, available energy consumption data, household interviews, technical observations, engineering calculations, and applicable national standards and methodologies.

The energy audits shall identify technically feasible, economically justified, and socially appropriate energy efficiency and renewable energy measures tailored to the specific conditions of each household.

The Contractor shall ensure that all proposed EE/RE interventions are realistic, implementable, cost-effective, and appropriate for vulnerable and women-headed households.

Proposed EE/RE measures should reduce energy-related expenditures by at least 20% for the selected households as well as to decrease annual consumption of fuelwood and dung by 1 $m^3$and 1.2 tons respectively among targeted households. Based on defined EE/RE measures evaluate and propose a budget.

3.2.2 Scope of Analysis

The scope of analysis shall include, but not be limited to, the following components:

A) Building Envelope The Contractor shall assess: The Contractor shall implement: The Contractor shall provide: 	• External walls • Roofs and attic spaces • Floors and basements where applicable • Windows and glazing systems • External and internal doors relevant to thermal performance • Existing insulation conditions • Thermal bridges and visible heat-loss areas • Identification of deficiencies affecting thermal performance • Assessment of the current level of thermal protection • Estimation of heat-loss reduction potential • Identification of technically feasible insulation solution • Description of construction elements and material layers • Thermal characteristics of building elements • R-value and/or U-value calculations where applicable • Preliminary prioritization of thermal improvement measures
B) Heating System The Contractor shall assess: The Contractor shall identify ways to:	• Existing heating technologies and systems • Type and condition of heating equipment and fuel types used • Heating efficiency and operational practices • Distribution systems and controls • Existing insulation of heating pipelines where applicable • Indoor comfort conditions related to heating • Heating-related energy consumption patterns • Improve heating efficiency • Reduce fuel consumption including fuelwood/dung • Improve indoor thermal comfort
C) Domestic Hot Water The Contractor shall assess: The Contractor shall identify ways to:	• Existing domestic hot water systems • Type and condition of water heating equipment • Energy consumption patterns for hot water preparation • Operational efficiency and potential technical improvements • Improved efficiency of DHW systems • Reduced energy consumption • Integration of solar water heating solutions where feasible
D) Lighting System The Contractor shall assess:	• Existing lighting systems and fixtures • Operational patterns and usage duration • Existing lighting technologies • Opportunities for energy savings via lighting improvements
E) RE Feasibility The Contractor shall assess: The assessment shall consider: 	• Technical feasibility of solar photovoltaic (PV) systems • Technical feasibility of solar water heating systems • Roof orientation and inclination as well as shading conditions • Roof structural condition • Available installation space • Electrical load and energy demand

	• Existing infrastructure and technical limitations • Safety considerations and installation feasibility
F) Energy Consumption and Fuel Use The Contractor shall use: The analysis shall include:	• The Contractor shall collect and analyze available household energy consumption data • Historical utility bills • Household fuel consumption records • Household interviews and operational information *In case of unavailable or incomplete data, the Contractor may apply justified assumptions and estimation methodologies.* • Breakdown of energy consumption by end-use • Seasonal energy use patterns • Existing fuelwood and dung consumption levels • Existing household energy expenditures • Assessment of inefficient consumption patterns *Particular attention shall be given to reduction of household energy expenditures by at least 20%, reduction of fuelwood consumption by at least 1 m³ and reduction of dung consumption by at least 1.2 tons.*
G) Financial and Economic Analysis	• Estimated investment cost • Estimated operational cost savings • Estimated annual energy savings • Simple payback period • Net Present Value (NPV) • Internal Rate of Return (IRR) • Cost-benefit analysis *Proposed measures shall be financially realistic and aligned to SAFER principals and logic.*
H) Environmental and Social Impact The Contractor shall estimate/assess:	• Potential reduction in energy consumption • Potential greenhouse gas (GHG) emission reductions • Potential environmental benefits • Improvement in household comfort conditions • Expected contribution to improved household energy resilience • Potential reduction of dependency on traditional solid fuels
I) Prioritization of EE/RE Measures The Contractor shall prepare a summary of recommended EE/RE measures for each household based on:	• Technical feasibility • Cost-effectiveness • Expected energy savings • Affordability considerations • Safety and implementation risks • Household needs and vulnerability profile

3.2.3 Reporting Requirements and Expected Outputs for Phase 2

The Contractor is responsible for preparing complete, investment-grade energy audit documentation for each residential household assessed under the SAFER initiative. All reports must comply with the ToR, national standards, and agreed DSIK Armenia formats, and must be technically robust, evidence-based, and suitable for investment decision-making. Reports must be submitted in both editable formats and signed PDFs.

A) Residential Household Energy Audit Reports For each household, a detailed energy audit report must be prepared, including:	• Household and building characteristics • Current building and energy use conditions • Analysis of energy consumption and fuel use • Baseline energy performance assessment • Identification of inefficiencies and technical issues • Feasible energy efficiency and renewable energy measures • Estimated savings (energy costs, fuelwood, dung) • Financial and economic evaluation of interventions • Environmental and comfort benefits • Risks, limitations, and implementation considerations • Prioritized intervention package • Preliminary investment cost estimates with breakdowns *Proposed measures must be technically feasible, economically justified, and appropriate for vulnerable and women-headed households.*
B) Energy Performance Report For each household, the Contractor must provide:	• Energy Passport • Energy Performance Label (in line with Armenian standards, including AST 362-2013) • Calculation sheets (technical and financial) • Supporting photo documentation
C) Consolidated Reporting In addition to individual reports, the Contractor must produce aggregated outputs, including:	• Database of all assessed households • Summary of selected implementation measures • Aggregated energy savings and environmental impact estimates • Final analytical summary report for Phase 2 *The exact format will be agreed with DSIK Armenia.*
D) Submission of Documents All reports and supporting documents shall be submitted in:	• Armenian language (unless otherwise specified) • Editable Word/Excel formats • Signed PDF versions

E) Expected Outputs for Phase 2	
a. Investment-grade household energy audit reports:	Up to 350
b. Estimated EE/RE intervention budgets for recommended HH measures:	Up to 350
c. Energy passports and energy performance labels:	Up to 350
d. Technical and financial calculation sheets:	Up to 350
e. Household photo documentation packages:	Up to 350
f. Consolidated summary database:	1
g. Final analytical summary report in both languages Armenian and English including an annex with main findings related to the SAFER and SE4Resilience targets for each of 300 beneficiary HHs	1

4. Deliverables

The Contractor shall submit all deliverables in accordance with the approved work plan and the quality requirements of this ToR. Deliverables shall be considered accepted only after review and written confirmation by DSIK Armenia or after signing the relevant act of acceptance, as applicable.

General Scope (Phase 1): **Technical Visual Assessment of Residential Houses**	The Contractor shall conduct technical visual assessments for up to 350 selected households in Shirak, Tavush, Syunik, and Gegharkunik regions. All assessments must follow standardized methodologies and reporting formats approved by DSIK Armenia.
Field Visits and Technical Assessments	• Conduct on-site technical visual and instrumental assessments for all assigned households • Ensure sufficient time is allocated for proper inspection and documentation • Coordinate visits with beneficiaries and local stakeholders where necessary • Maintain professional and beneficiary-sensitive communication throughout the process
Technical Visual Assessment Reports (Signed and Stamped)	**Standardized Technical Assessment Report** • General building information • Description of structural and physical condition • Identification of visible defects and damages • Identification of structural and safety-related concerns • Preliminary assessment of suitability for EE/RE interventions • Preliminary recommendations for feasible interventions • Technical conclusion and risk classification **Photo Documentation Package** • External walls • Roof condition • Windows and doors • Existing technical deficiencies • Areas relevant for future interventions *All photos must be labeled and linked to corresponding households.* **Summary Database / Assessment Matrix** • Household identification number • Location • Technical suitability status • Identified risks and limitations • Preliminary feasible intervention types • Key observations and remarks
General Scope (Phase 2) **Investment-Grade Energy Audits**	Energy audits shall provide sufficient technical and financial detail to support SAFER investment planning and implementation decisions.
Energy Audit Field Assessments	• Conduct detailed on-site energy audits • Collect technical and operational information • Analyze household energy consumption patterns • Assess technical feasibility of proposed EE/RE measures • Conduct required measurements, calculations, and evaluations

Investment-Grade Energy Audit Reports (Signed and Stamped)	**Baseline Assessment** • Description of existing building and energy systems • Current energy consumption patterns • Heating and hot water practices • Comfort conditions • Fuel use patterns (including fuelwood and dung) **Technical Analysis** • Building envelope thermal analysis • Heating system assessment • Domestic hot water system assessment • Lighting assessment • Ventilation assessment • Renewable energy feasibility assessment **Proposed EE/RE Measures** • Technical description of measures • Prioritization of interventions • Implementation requirements • Identification of technical constraints **Financial and Economic Analysis** • Investment cost estimates • Energy cost savings estimates • Payback analysis • NPV and IRR calculations • Cost-benefit analysis **Environmental and Social Impact Analysis** Assessment shall consider that post-implementation energy-related expenditures will be reduced by at least 20%, and annual consumption of fuelwood and dung will decrease by 1 cm and 1.2 tons respectively among targeted households. **Energy Passport and Labeling** Energy passport Energy performance indicators Energy efficiency labeling
Supporting Annexes	• Technical calculation sheets • Equipment specifications used for conducting energy audits • Supporting diagrams and layouts • Financial calculations • Supporting photo documentation

5. Qualification Requirements

The assignment requires a high level of technical, organizational, and operational capacity due to the complexity of the services, the geographic coverage of the assignment, and the need to ensure high-quality technical outputs for vulnerable and women-headed households under the SAFER initiative. Applicants must therefore demonstrate sufficient institutional, technical, and professional capacity to implement both components of the assignment in an integrated and coordinated manner.

5.1 Institutional Eligibility Requirements

- Be a legally registered entity in the Republic of Armenia
- Have the legal right to provide energy audit, technical assessment, engineering and construction services
- Have operational and logistical capacity to conduct fieldwork across the four target region
- Demonstrate the ability to manage multiple field teams simultaneously where required
- Have adequate administrative and financial management capacity for implementation of the assignment

The Applicant shall provide:

- Certificate of registration
- Licenses of involved experts to conduct energy audits and technical assessments of residential buildings
- Organizational profile
- Contact information and legal details

5.2 Technical and Professional Experience

The Applicant shall demonstrate proven professional experience in the following areas:

Technical Building Assessments and Construction-Related Services

- Proven experience in technical assessment of residential buildings and/or construction supervision (or hire licensed construction specialists)
- Experience in identification of structural and technical deficiencies in residential or public buildings
- Experience in preparation of technical assessment reports and documentation
- Experience related to building rehabilitation, renovation, energy efficiency, or construction projects

Energy Audits and Energy Efficiency Services

- Proven experience in conducting energy audits for buildings
- Experience in development of energy efficiency improvement recommendations
- Experience in renewable energy assessments and technical feasibility analysis
- Experience in financial and economic analysis of EE/RE investments
- Familiarity with residential building energy performance analysis

Experience with vulnerable communities, household-level interventions, donor-funded projects, or municipal and/or community-based projects will be considered an asset.

5.3 Required Technical Team and Key Experts

The Applicant shall propose a qualified multidisciplinary team capable of implementing all required services. The proposed team shall include, at minimum, the following experts:

Team Lead	• University degree in Civil Engineering, Energy Engineering, Environmental Engineering, Architecture, Construction Management or another relevant field • Minimum 7 years of relevant professional experience • Proven experience in management and coordination of technical assignments • Experience coordinating multidisciplinary teams • Experience in preparation and quality control of technical reports • Strong organizational and communication skills • Experience in donor-funded projects is considered a strong asset
Licensed Construction Specialists	• Valid construction license in the Republic of Armenia • University degree in Civil Engineering, Construction, Architecture or similar

	• Minimum 3 years of professional experience in Construction, Technical inspections, Building assessment, Site supervision, Structural assessment The expert(s) shall demonstrate ability to: • Conduct technical visual assessments • Identify structural and technical risks • Assess construction quality and implementation feasibility • Prepare technical assessment reports
Energy Audit Specialists	• Advanced degree in Energy Engineering, Environmental Engineering, Energy Management, Renewable Energy or related fields. • Minimum 3 years of professional experience in energy audit for key energy audit specialists • License to conduct energy audits • Experience in building energy performance analysis • Experience in planning and installation of renewable energy solutions • Certification and knowledge of AST 371-2016 and AST 362-2013 is obligatory The expert(s) shall demonstrate: • Strong knowledge of national EE/RE standards and methodologies • Experience in preparation of investment-grade energy audits • Experience in financial and economic analysis of EE/RE interventions • Experience with residential buildings
Including licensed female energy auditors in the team will be considered as an asset.	

5.4 Language Requirements

The Applicant shall ensure that the proposed team has:

- Excellent command of Armenian
- Working knowledge of English sufficient for technical communication and review of technical standards and documentation

Ideally, the team lead will demonstrate English language proficiency at working level.

5.5 Operational and Logistical Capacity

The Applicant shall demonstrate the ability to:

- Conduct simultaneous fieldwork activities in multiple regions
- Organize transportation and logistics for field visits
- Ensure timely implementation of assignments
- Ensure quality assurance and internal review procedures
- Maintain proper documentation and data management systems

5.6 Additional Assets

The following will be considered additional advantages:

- Experience working with vulnerable populations and socially sensitive projects
- Experience in gender-responsive or community-based programming

- Experience in climate resilience, sustainable energy, and low-carbon development projects
- Availability of regional experts or local field presence in target regions
- Experience in projects funded by GIZ, the EU, BMZ, UN agencies or other international organizations

6. Evaluation and Selection Criteria

Applications received under this ToR will be evaluated through a competitive process based on technical and financial criteria. The assessment will consider the Applicant's institutional capacity, technical expertise, experience, methodological approach, team composition, implementation capacity, and financial proposal. The contract will be awarded to the Applicant whose proposal is technically responsive, financially reasonable, and offers the best overall value for implementation of the assignment.

Proposals will be evaluated on a total maximum score of 100 points.

Organizational Experience and Institutional Capacity:	**25 points**
Qualifications and Experience of Proposed Experts:	**25 points**
Proposed Methodology and Work Plan:	**20 points**
Cost-efficiency and transparency of budget:	**20 points**
Operational and Logistical Capacity:	**10 points**

During the evaluation process, DSIK Armenia may request clarifications regarding submitted proposals, additional supporting documentation or corrections of minor administrative errors.

DSIK Armenia reserves the right to accept or reject any application, annul the selection process at any stage, request revised proposals if necessary, negotiate technical and financial aspects with the selected Applicant prior to contract signing.

Submission of an application does not guarantee selection or contract award.

7. Methodology Requirements

The Applicant shall propose a clear, practical, technically sound, and quality-assured methodology demonstrating a solid understanding of the SAFER initiative's objectives, scope, context, and operational requirements. The methodology shall describe how both phases of the assignment will be organized, implemented, managed, monitored, and quality-controlled across the four target regions. It shall also address the specific needs of vulnerable and women-headed households, regional accessibility challenges, and the requirement for practical, cost-effective EE/RE solutions at household level.

7.1 General Methodological Approach

The Applicant shall describe the overall implementation approach for conducting:

- Technical visual assessments of residential houses
- Investment-grade household energy audits

The Applicant shall demonstrate how the proposed approach will ensure consistency and standardization of assessments, in particular logical sequencing of Phase 1 and Phase 2, reliability of technical findings, efficient coordination and reporting mechanisms, adherence to collected data protection based on RA legislation and DSIK policy as well as implementation of activities in the proposed period of time.

7.2 Fieldwork Methodology

The methodology shall clearly describe the approach for planning and implementing field operations, including visit scheduling, household communication, regional deployment, team organization, logistics and transportation arrangements, as well as data collection and documentation procedures. It shall explain how activities will be coordinated across the Shirak, Tavush, Syunik, and Gegharkunik regions, demonstrating the Applicant's capacity to efficiently manage fieldwork in geographically dispersed communities. The availability of additional branches or staff in the targeted regions will be considered an asset.

7.3 Gender-Sensitive and Beneficiary-Centered Approach

The methodology shall demonstrate a respectful, inclusive, and beneficiary-sensitive approach to implementation. It shall explain how communication and interaction with vulnerable and women-headed households will be conducted, how household needs and capacities will be considered during assessments, and how recommendations will be presented in a clear and practical manner. The Applicant shall also demonstrate understanding of the gender-responsive objectives of the SAFER initiative.

7.4 Risk Management Methodology

The Applicant shall identify potential implementation risks and describe appropriate mitigation measures.
The methodology shall explain how risks related to field accessibility and weather conditions, data availability and technical building limitations as well as scheduling, coordination, and implementation delays will be monitored and managed in order to minimize disruptions, ensure continuity of fieldwork, and address operational and technical challenges effectively.

7.5 Reporting and Data Management Methodology

The Applicant shall describe reporting procedures, data management systems, file organization and storage processes, as well as the handling of technical documentation, photographs, and confidential household data. The methodology shall ensure that all deliverables are properly organized, traceable and verifiable, and submitted in the agreed formats and within the required timelines.

7.6 Proposed Work Plan and Implementation Schedule

The Applicant shall submit a detailed work plan and implementation schedule covering preparatory activities, visual technical assessments, energy audits, reporting, internal review and quality assurance, and submission of deliverables. The work plan shall demonstrate sufficient capacity to complete the assignment within the required timeframe and provide a realistic, detailed timeline consistent with the proposed methodology and staffing structure.

8. Monitoring by DSIK Armenia

DSIK Armenia reserves the right to conduct independent monitoring and verification activities throughout implementation. Such activities may include the review of submitted deliverables, on-site checks of premises and equipment of the applicant, random field verification visits, observation of field activities, technical review of calculations and methodologies or the review of supporting documentation and databases.

The Contractor shall fully cooperate with DSIK Armenia during monitoring and verification activities.

9. Confidentiality and Ethical Standards

The Contractor shall ensure that all staff and experts involved in the assignment comply with confidentiality and ethical standards.

The Contractor shall ensure respectful interaction with beneficiaries, protection of personal and household information, secure handling and storage of data and prevent unauthorized access to project information.

Any ethical concerns, conflicts of interest, or breaches of confidentiality identified during implementation shall be immediately reported to DSIK Armenia.

10. Application Procedure

Qualified and interested organizations are invited to submit technical and financial proposals for implementation of the assignment in accordance with the requirements specified in this ToR.

Applicants shall ensure that submitted proposals are complete, clear, and sufficiently detailed to demonstrate their technical capacity, professional qualifications, and operational readiness to implement both phases of the assignment.

10.1 Content of Technical Proposal

The Proposal shall include the following sections:

- **Cover Letter**
- **Organizational Profile**
- **Relevant Experience**
- **Proposed Methodology and Work Plan**
- **Proposed Team Composition**
- **CVs and Professional Qualifications of Proposed Experts**
- **Supporting Documents** (e.g. certificate of legal registration, professional certificates and licenses, any additional supporting documentation considered relevant)
- **Detailed budget breakdown** (all costs shall be quoted in AMD)

10.2 Submission Deadline and Method

Submission deadline: **09.06.2026**
Applications must be submitted no later than the deadline. Late submissions may not be considered.

Questions and submissions shall be submitted electronically to the email address: Lilia Aslanyan, lilia.aslanyan@sparkassenstiftung.de

The subject line of the email shall be: **"Application for Technical Assessment and Energy Audit Services – SAFER Initiative"**

All provided documents shall be submitted **in one combined PDF file** not larger than 20 MB. DSIK reserves the right not to consider documents that do not meet this criterion.

10.3 Clarification Requirements

Applicants may request clarifications regarding this ToR latest until 07.06.2026.

Clarification requests shall be submitted in writing to the contact person indicated above and DSIK Armenia may share clarification responses with all applicants to ensure transparency and equal treatment.

10.4 Confidentiality of Applications

All applications and supporting documentation submitted to DSIK Armenia shall be treated confidentially and used solely for purposes related to the evaluation and selection process.

DSIK Armenia reserves the right to contact references and verify submitted information.

10.5 Reservation of Rights

DSIK Armenia reserves the right to accept or reject any application, request clarifications or additional information, cancel or modify the selection process at any stage, negotiate technical and financial aspects with selected applicants or not to award a contract if no suitable application is received.

Submission of an application does not guarantee selection or contract award.

11. Duration of the Assignment

The assignment is expected to commence in July 2026 and will run until February 2027. The assignment period may be subject to possible extension by additional months.

Data about the suggested EE/RE measures including costs for the measures for up to 300 HHs should be provided to DSIK by the latest of September 2026.